

COMMENTS FROM INSTITUTE GRADUATES:

"Thank you for this opportunity. I have been looking forward to this chapter in my life."
Judy Johnson, North Georgia AC, Jones Memorial UMC

"Great experience! I learned so much...even more than I expected. The fellowship and networking were equally beneficial."
Marsha Thompson, Indiana AC, St. Luke's UMC

"This week was phenomenal. I learned so much about myself [and the church] [The instructor] was perfect, perfect, perfect. Thank you!"
Maurita Williams-Bowie, Gen. Commission on Religion & Race

"I learned so much about myself – which I truly believe will help me at work and in my personal life."
Sonia Gallimore, North Alabama AC, Cheaha District Office

PAUMCS INSTITUTE PROGRAM

- Understanding Personality (MBTI Assessment)
- Taxes and the Church
- Connectional Giving
- Office Finances
- Working Effectively in Groups and Teams
- Ethics & Confidentiality
- Conflict Resolution
- Sexual Misconduct in the Church
- Polity of the Church
- Church Diversity

For more information contact
paumcs@gcfa.org or call 615-369-2320



FINANCE & ADMINISTRATION

General Council on Finance and Administration

THE UNITED METHODIST CHURCH



PROFESSIONAL ASSOCIATION OF UNITED METHODIST CHURCH SECRETARIES INSTITUTE

Sponsored by the General Council on Finance and Administration of The United Methodist Church Nashville, Tennessee





opportunities for each individual. Participants are introduced to business concepts required for understanding the financial operations of the church, as well as building thoughtful work relationships with their constituents. Studying such concepts from professors selected with strong business school backgrounds and other experts encourages the participants to become better informed and more effective office administrators. The experience of learning with other administrators provides a broader understanding of the connectional United Methodist church. It is an opportunity to experience how all members of the church body are in ministry together.

Methodist Church Secretaries.” (2012 *Book of Discipline*, ¶ 807.19)

Certification recognizes your accomplishment of successfully completing professional training at an established school of business. It enhances your position as a true professional and stimulates the need for continuing education to augment your ministry in the church.

CERTIFICATION ELIGIBILITY

Upon successful completion of the Institute, the GCFA staff representative to PAUMCS will review your application. Following approval, you will be recommended for certification at the GCFA Annual Meeting. Note: Membership in National PAUMCS required.

WHO SHOULD ATTEND?

United Methodist Church Secretaries, Administrative Assistants, General Agency Office Personnel, Episcopal, District and Annual Conference Office Personnel

WHY SHOULD YOU ATTEND?

The PAUMCS Institute provides an advanced continuing education experience and enrichment for United Methodist church office administrators from across the denomination. A participant who completes the program and meets the requirements set forth by the General Council on Finance and Administration is eligible to apply for certification as a Professional United Methodist Church Secretary.

HOW DOES THE CHURCH BENEFIT?

The online PAUMCS Institute is designed to provide professional growth and development

WHY BECOME CERTIFIED?

Legislation was officially adopted by the 1988 General Conference as follows: “The General Council on Finance and Administration shall have the authority and responsibility to provide guidance and consultation for continuing education of church secretaries, including establishment of training and certification programs, and to provide assistance to the Professional Association of United

