



Professional Association of United Methodist Church Secretaries

Tish Schultheiss, President
1225 Chestnut Drive
High Point, NC 27262
(336) 812-4808 (W) / (336) 687-5214 (C)
tschultheiss@wesleymemorial.org

May, 2017

Welcome to Chicago, IL where we are going to “Feel the Spirit in the Windy City”. We are here at the beautiful Westin O’Hare Hotel.

Greetings! We are so glad you are here!!

On behalf of the Executive Committee and the Northern Illinois PAUMCS Site Committee it is my pleasure and honor to welcome you to the 35th Annual Meeting of the Professional Association of United Methodist Church Secretaries.

If this is your 1st time at a conference, we give you a very special welcome and tell you that you are in for a wonderful experience. You will be educated and make new friends and co-workers in this organization called PAUMCS that will be there for you for years to come.

If this is your 35th conference or less, welcome back. You know why you are here. Enjoy catching up with old friends and making new ones and learning new things to take back to your workplaces.

Everyone – be prepared to “Feel the Spirit”. We will hear from speakers, Rev. Grace Imathiu as our featured speaker, Rev. Young-Mee Park on Cross Cultural Ministry, Rev. James Preston on Racial Hospitality, and we will have a session on Office Ergonomics. You will be placed in focus groups of others who serve in a church of the same size or similar ministry setting as yours. Each group will complete a survey of issues, topics and thoughts related to their ministries which will bring common issues to the surface.

The Northern Illinois Site Committee has chosen Justice for our Neighbors as their mission project. Justice for our Neighbors (JFON) was created to respond to complicated immigration regulations arising from the Immigration Reform Act of 1996. This is a most meaningful project and we know that it can change lives. Please give as you can.

Whatever you do at this conference, please enjoy your time together. Take the time and go out of your way to make new friends. PAUMCS is the support that United Methodist Church Secretaries, Administrative Assistants, Executive Assistants, Office Workers, etc. need to better themselves in their ministries.

Blessings to All,

Tish Schultheiss, President



FINANCE & ADMINISTRATION

General Council on Finance and Administration

THE UNITED METHODIST CHURCH

1 Music Circle North
PO Box 340029
Nashville, TN 37203-0029

Natalie Schuette

Executive Assistant to the General Secretary & Treasurer

GCFA Staff Representative to PAUMCS

Email: nschuette@gcfa.org

Phone: (615) 369 – 2320

Fax: (615) 329 – 3394

May 1, 2017

Welcome to the 35th Annual Conference of the Professional Association of United Methodist Church Secretaries (PAUMCS), and welcome to Chicago, Illinois! May your spirit ignite with all that the Northern Illinois Chapter prepared for us this week.

The 2016 Certification class is so very special to me. Of the 51 participants, 49 completed the course! The online course has helped us reach more members in our jurisdictional conference offices. We were also able to certify two administrative professionals from the Philippines. PAUMCS is expanding its global reach.

We are grateful for all the opportunities given to PAUMCS this past year. Moreover, we are thankful for what the future holds. We will have the new membership database website up and running this year and, the 2017 Online Certification Course will continue. We will introduce the return of the Advanced Certification Course in 2018. A formal announcement of this course will be made during the business meeting this week, however if you would like more information please visit our website www.gcfa.org/paumcs or email me directly.

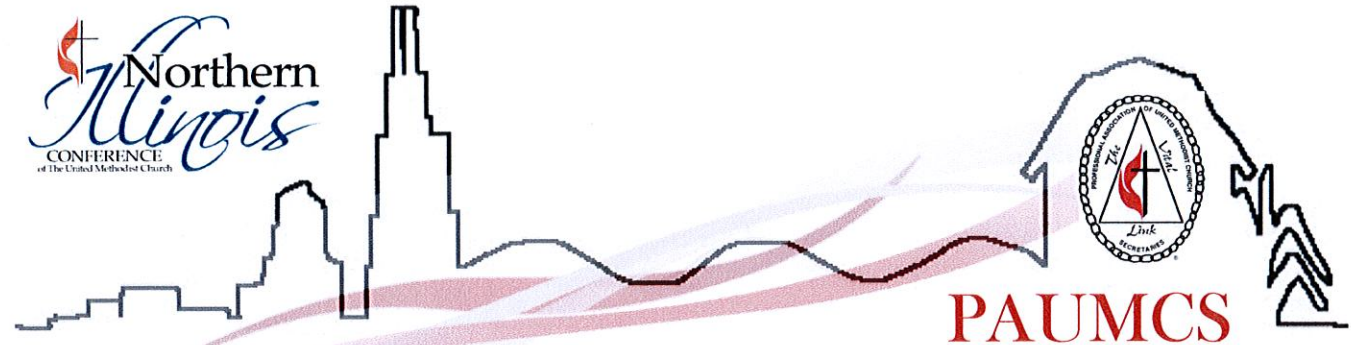
The General Council on Finance & Administration (GCFA) is in the ministry of administration just as you are. As the GCFA staff liaison to PAUMCS, I am here to help our association continue to be an administrative-ministry-focused association of professionals. Our goal is to help every United Methodist administrative professional PAUMCS get certified, while continuing to provide guidance and consultation to the members.

John 3:8 says, "The wind blows wherever it pleases. You hear its sound, but you cannot tell where it comes from or where it is going. Therefore, it is with everyone born of the Spirit."

I pray you leave here with refreshed, renewed, and fulfilled with God's Holy Spirit.

Natalie Schuette

Executive Assistant to the General Secretary & Treasurer of the United Methodist Church



PAUMCS

Chicago, IL

May 4 - 6, 2017

Feel the Spirit in the Windy

Dear National Conference Participant,

We are so excited that you are attending the 2017 Annual Conference in Chicago, Illinois on May 4 - 6. The Northern Illinois Chapter is hard at work preparing for your arrival and looking forward to welcoming you to the exciting city of Chicago!

Hotel: Westin O'Hare Hotel, 6100 N. River Road, Rosemont, IL 60018

Check in time is 3:00 pm and check out is 11:00 am

If you are flying in on the morning of Wednesday, May 3rd for the outing, you will be able to securely leave your luggage in our Hospitality Suite.

Transportation to the Hotel:

- **From Chicago O'Hare Airport:** A hotel shuttle will pick you up. Go to the Bus Shuttle Center at door #3 and look for the Westin Shuttle, it runs every 15 minutes.
- **Chicago Union Train Station:** Uber, Lyft or taxi are your options
- **Driving to the Conference:** Parking at the hotel is \$5 per day. You will receive a ticket at the parking gate. Bring that ticket to the hotel registration desk; they will process your parking arrangements.

Travel Plans: Please go to <https://goo.gl/forms/SJ9Eu8EMW33X9aGv2> to let us know your travel plans. This will help us to prepare for your arrival and departure.

Emergency Information Form: Please go to <https://goo.gl/forms/Y3wqAqjiOQ25aB123> to fill out and submit your medical information form.

Conference Materials: This year, as much as possible, we are going as paperless. **Please bring a wi-fi enabling device of your choice with you - laptop, smart phone or tablet.** The hotel has provided a free app for our conference which will allow us to have all of our information at our fingertips. To download this app, go to

<http://cumulus.encore-us.com> and enter the code: 1073 - 0925.

You can download the app today and see all that will be happening the week of the conference. Please note we are still adding information so keep checking in!

Mission Focus: Northern Illinois Justice For Our Neighbors (JFON) <http://nijfon.org>

Justice for Our Neighbors (JFON) is a faith-driven ministry, welcoming immigrants into our churches and communities by providing free, high-quality immigration legal services, education and advocacy. JFON was created to respond to complicated immigration regulations arising from the Immigration Reform Act of 1996. The events of September 11, 2001 and the Patriot Act have worsened the situation, causing many delays in existing and new applications and increasing the number of deportation orders. **To help support their efforts, please write checks to: NI JFON.**

Pre-/Post-Conference Activities: For those who have preregistered for our pre-conference trip, we will be visiting the famous Navy Pier and going on an Architectural tour of Chicago. Some have also registered to go to a Chicago Cubs game that night. Everyone is invited to stay after the conference and enjoy Chicago on your own!

Weather and climate: The weather in Chicago is expected to be in the high 60's; Sunny Monday thru Wednesday, and cloudy Thursday thru Sunday with possible rain on Thursday afternoon. There is always a lake effect, so expect it to be windy, which means bring a light jacket.

Hospitality Suite: The Northern Illinois PAUMCS Hospitality Suite is located on the first floor in the Lake Shore B Room, which is across from the Conference Room. The hours of operation are **Wednesday 11:00 am—7:00 pm, Thursday 9:00—11:00 am** and will also be available during breaks so you can grab a light snack.

Meals: Your registration includes lunch & dinner on Thursday, all three meals on Friday and breakfast & lunch on Saturday.

Dress Code: Business Casual. Please keep in mind we are professionals, representing PAUMCS and The United Methodist Church. Please wear comfortable shoes Wednesday if you are attending the outings, as there will be a lot of walking. Our banquet on Saturday is our nicer meal, so we encourage you to wear your Sunday best.

First-Time Attendees Meeting: will be on **Thursday, May 4 at 9:00 am** in the Michigan B Room.

President's Meeting: will be on **Thursday, May 4 at 10:00 am** in the Michigan A Room.

Cancellation Policy: The date for reimbursement of registration fees due to registration cancellation has already passed (April 7, 2017).

We are looking forward to seeing you in a few weeks!

If you have any questions, please don't hesitate to email me at bsmith@umcnic.org

Betsy Smith

Northern Illinois PAUMCS President
2017 Site Chairperson

2017 PAUMCS Annual Conference Schedule

Wednesday, May 3, 2017

11:00 a.m. – 5:00 p.m.	Pre-Conference Outing
9:00 a.m.	Executive Committee Meeting
10:00 a.m.	Early Registration
11:00 a.m. – 7:00 p.m.	Hospitality Room

Thursday, May 4, 2017

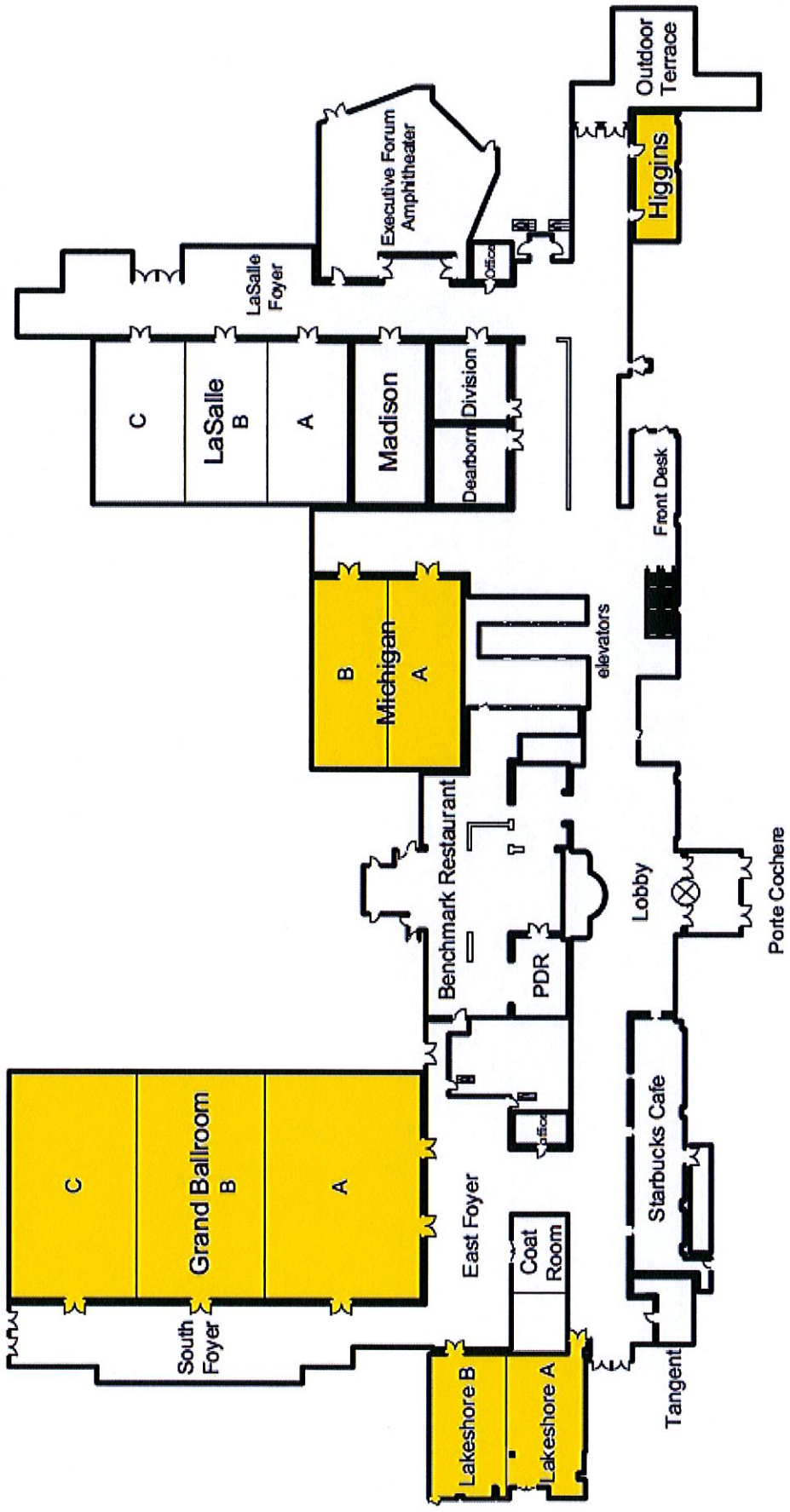
9:00 a.m. – 11:00 a.m.	Hospitality Room
9:00 a.m. – 10:30 a.m.	Registration
9:00 a.m. – 10:00 a.m.	First Time Attendee's Orientation
10:00 a.m. – 11:00 a.m.	President's Meeting
11:00 a.m. – 11:45 a.m.	Worship/Communion
11:45 a.m. – 12:45 p.m.	Welcome/Opening Session/Get to Know One Another
1:00 p.m. – 2:00 p.m.	Lunch (buffet)
2:00 p.m. – 4:00 p.m.	Session one – Rev. Grace Imathiu
4:00 p.m. – 4:15 p.m.	Break
4:15 p.m. – 5:15 p.m.	Focus Groups
5:30 p.m.	Dinner

Friday, May 5, 2017

7:00 a.m. – 8:30 a.m.	Breakfast
8:45 a.m. – 9:45 a.m.	Focus Groups
9:45 a.m. – 10:00 a.m.	Break
10:00 a.m. – 10:30 a.m.	Devotions
10:30 a.m. – 12:00 p.m.	Session 2 – Rev. Ja.m.es Preston
12:00 p.m. – 1:15 p.m.	Lunch
1:15 p.m. – 2:45 p.m.	Session 3 – Rev. Young-Mee Park
2:45 p.m. – 3:00 p.m.	Break
3:00 p.m. – 4:30 p.m.	Focus Group
4:30 p.m. – 4:45 p.m.	Break
4:45 p.m. – 5:15 p.m.	Mission Emphasis – Justice for Our Neighbor
5:15 p.m. – 6:15 p.m.	Dinner
6:30 p.m.	Business Meeting

Saturday, May 6, 2017

7:00 a.m. – 8:00 a.m.	Breakfast
8:00 a.m. – 10:00 a.m.	Focus Group (Devotion within Focus Groups)
10:00 a.m. – 10:15 a.m.	Break
10:15 a.m. – 11:45 a.m.	Office Ergonomics
11:45 p.m. – 1:00 p.m.	Break – Prepare for banquet
1:00 p.m. – 3:00 p.m.	Celebration Banquet



Meet Our Speakers

The Reverend Grace Imathiu ~ Diversity in Ministry

Rev. Grace Imathiu, Community UMC's lead pastor, was born and raised in Kenya and has one brother and three sisters. Her father is a retired Bishop of the Methodist Church in Kenya and received the 2005 World Methodist Council Peace Award for confronting Idi Amin's regime and South Africa's apartheid system. Her mother, a retired teacher, is a Local Preacher and has served in many leadership roles in the church.

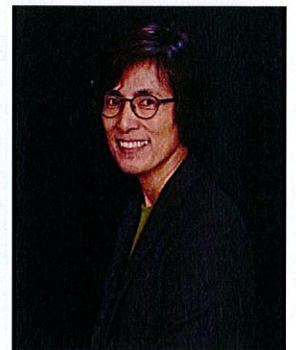


Grace was educated in Kenya, the USA (Methodist Theological School in Ohio and Vanderbilt University in Tennessee), the University of Cambridge, and spent a year at the Hebrew University in Jerusalem. She was ordained in the Methodist Church in Kenya in 1988 and served six years in Kenya, and has since served in Washington, Ohio, Tennessee, and Wisconsin.

Grace is married to writer and science photographer David Hay Jones. They have one son, 14-year-old Erik, and a dog named Jack. David and Erik are devoted skiers. Grace and Jack do not ski.

The Reverend Young-Mee Park ~ Cross-Cultural Ministry & Experiences

Reverend Park is a second career clergywoman with the experience of living, working, and going to school in three different continents – Asia, Europe, and America. Rev. Park was born and raised in Korea, where most of her family members still reside. In her young adulthood, she went to France pursuing further education. After obtaining a BA, an MA, and a PhD degree in Linguistics, she returned to Korea and taught at both undergraduate and graduate levels. She then came to the United States in 2000 and went to Garrett-Evangelical Theological Seminary. Upon graduation from Garrett in 2003, Rev. Park was appointed to First UMC of Dixon as an associate pastor and then, in 2005, to First UMC of Oak Park, where she arrived as the first female and the first non-Caucasian pastor in the church's 135 years of history. There, Rev. Park led eight years of fruitful ministry, revitalizing the congregation and strengthening its mission.

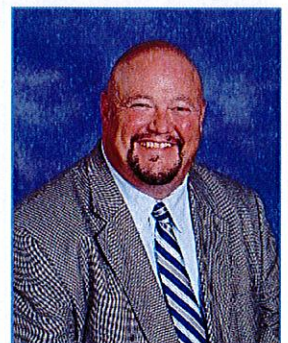


Reverend Park returned to DeKalb District last summer to begin a new position as the District Superintendent. Having been "a foreigner" in many different places, Rev. Park is passionate about crossing boundaries and reaching out to all God's children. She firmly believes that it is the church's mission to bring down the dividing walls and to welcome all to God's loving embrace.

Reverend Park is married to Reverend Dr. Sang Hyeon Yoo, and they have two sons, Ihwan and Eunhwan.

The Reverend James Preston ~ Radical Hospitality

Reverend Preston is the lead pastor of Kingswood United Methodist Church. Prior to the serving at Kingswood, he served six years as the Chicago Northwestern District Superintendent. Reverend Preston has served churches and ministries in Rockford, Chicago, Oklahoma, and Texas. A native Texan, Preston attended Texas Tech University and then Perkins School of Theology in Dallas where he graduated with a Master of Divinity in 1990. With hospitality as a core value, he is committed to reaching new people for Jesus Christ, seeking God's justice in the world, and proclaiming a message of full inclusion within and outside the church. He loves gardening, music, theater, travel, hospitality, world foods, conversation, the Cubs, and time with friends and family.



Seema Bhagwakar ~ Office Ergonomics

Office ergonomics can help you be more comfortable at work. It can help lower stress and injury caused by awkward positions and repetitive tasks. It focuses on how things are set up in your office work space, such as:

- ◆ Your workstation setup, how you sit, and how long you stay in one position.
- ◆ How you do a certain task, the kinds of movements you make, and whether you make the same movements over and over.
- ◆ Your work area, including light, noise, and temperature.
- ◆ The tools you use to do your job and whether they are set up to fit your needs.



Seema Bhagwakar, PT, MOMT, CEAS II, CWcHP, is the founder of Premier Rehabilitation and Training Institute. She provides comprehensive and individualized ergonomic assessments to various organizations and manufacturing companies. She has also successfully developed and implemented numerous interactive training seminars that teach and empower individuals to optimize their health and productivity and avoid work related injuries. These prevention strategies have resulted in significant organizational cost savings by reducing work injury claims. You can read more at www.prtiinc.com

Focus Groups

Introducing for the first time at this year's conference... Focus Groups!

The Northern Illinois chapter of PAUMCS will be grouping attendees by staff position for the United Methodist Church within a similar church size, district, annual conference, episcopal office or general agency. The concept is to focus training on how church administrators across the spectrum work by studying similarities and differences that are relevant to your position.

Once you have registered you will start receiving information on your group. You will receive questionnaires and memos leading up to the conference.

At the conference, your first day there will be an introductory meet-and-greet time with your group. On day two & three you will meet twice a day and that time will be facilitated by one of your peers. Your group will be given a question each time you meet that will lead to an assignment. These focus groups will give you the opportunity to make new connections in the same field as yours! They will also count towards your CEUs.

For more information, please contact Betsy Smith at bsmith@UMCNIC.ORG



Northern Illinois
A United Methodist Immigration Ministry

MISSION FOCUS

Justice For Our Neighbors (JFON)

JFON is a faith-driven ministry, welcoming immigrants into our churches and communities by providing free, high-quality immigration legal services, education and advocacy. Justice for our Neighbors (JFON) was created to respond to complicated immigration regulations arising from the Immigration Reform Act of 1996. The events of September 11, 2001 and the Patriot Act have worsened the situation, causing many delays in existing and new applications and increasing the number of deportation orders.

Our clients are served by two professional immigration attorneys who follow their cases to relief or until all remedies have been exhausted. The attorneys meet with clients at their NIC Conference Office and at three clinics located in UMC churches in Aurora, Rockford and Chicago, IL. The volunteers who work in these clinics listen to real life stories and look at moral issues of immigration in a clearer way.

Partner with Northern Illinois Justice for Our Neighbors by pledging to pray for our immigrant neighbors, to act for just immigration policies, and to give a donation. Please write checks to: *Justice For Our Neighbors*. For more, visit the JFON-NIC website at nijfon.org.



Vendor List

Boosterville – Pam Cooper

Boosterville is a fully vetted corporate sponsor of the GCFA, and provides fundraising technology to churches and their members to empower them to seamlessly connect to local merchants who give back to non-profit groups in their community. Boosters pay with their registered credit or debit card when they make purchases from participating Boosterville restaurants and retailers. The business automatically contributes a portion of the sale to the Booster's selected cause — their local church. We're harnessing the buying power of our congregations to make intentional purchases from local merchants. Everyone wins with Boosterville's secure technology.

General Council on Finance and Administration - GCFA – Tammie Ruffle

Mission Statement: "The General Council on Finance and Administration serves through financial and administrative ministries that enable the fulfillment of the mission of The United Methodist Church."

Purpose: The purpose of the General Council on Finance and Administration is to be accountable for the financial plan of the Church through a servant ministry promoting fiscal integrity, strategic alliance building, and steadfastness to historic United Methodist traditions and disciplines thus enabling the fulfillment of the mission and ministry of The United Methodist Church.

- Good sense in carrying out the mandates of the Book of Discipline
- Insight in leading the financial future of the Church
- Faithfulness to the Wesleyan traditions of stewardship and justice
- Teamwork within the connectional system

General Council on Finance and Administration is one of the 13 agencies of the United Methodist Church.

Shelby Systems – Kristy Shotwell

"Churches today have different technology needs than they did 20, 10, or even 5 years ago. Ministry in the connected digital world requires a church to be smart, agile, and results-focused. We are called to touch more lives, at a faster pace, with tools that keep changing. Shelby Systems supplies the software and financial tools needed to help ministries and organizations thrive. Since 1976, Shelby Systems has been a leader in providing software to churches, parishes, denominational headquarters, independent ministries, and faith-based organizations around the world. Over the years, Shelby Systems has been characterized by consistently providing excellent support, reliable customer service and the highest ethical business practices."

Wespath – Renee Smith-Edmondson

Wespath Benefits and Investments is a not-for-profit administrative agency of The United Methodist Church.

We supervise and administer retirement plans, investment funds and health and welfare benefit plans. Our participants are active and retired clergy and lay employees of the Church.

Our Mission: We care for those who serve by providing investment and benefit services that honor the mission and principles of The United Methodist Church.

EO Tours – Mark Yeh

Educational Opportunities Tours is North America's largest provider of tours to the Holy Land and is recognized as the leader in Faith-Based cruising. Founded by a Methodist pastor, over 44 years ago, EO's has been changing the Church, the ministry and individual lives through Christian travel. EO is also a Strategic Sponsor of the General Council of Finance & Administration of The United Methodist Church and serves many Bishops, clergy and leaders within The United Methodist Church.

COTG – A Xerox Company is among the nation's largest and most-respected technology consulting firms. With our state of the art Xerox devices, managed print services and world class customer service, we will simplify the way you use technology so you can focus on what's most important: your business.

Tennessee PAUMCS Chapter

Promotions

PAUMCS Membership

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!"

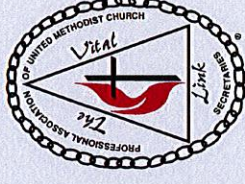
Maurita Williams-Bowie, Gen. Commission on Religion & Race

"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



PROFESSIONAL ASSOCIATION OF UNITED METHODIST CHURCH SECRETARIES INSTITUTE

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

FINANCE & ADMINISTRATION

General Council on Finance and Administration

THE UNITED METHODIST CHURCH



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





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.

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?

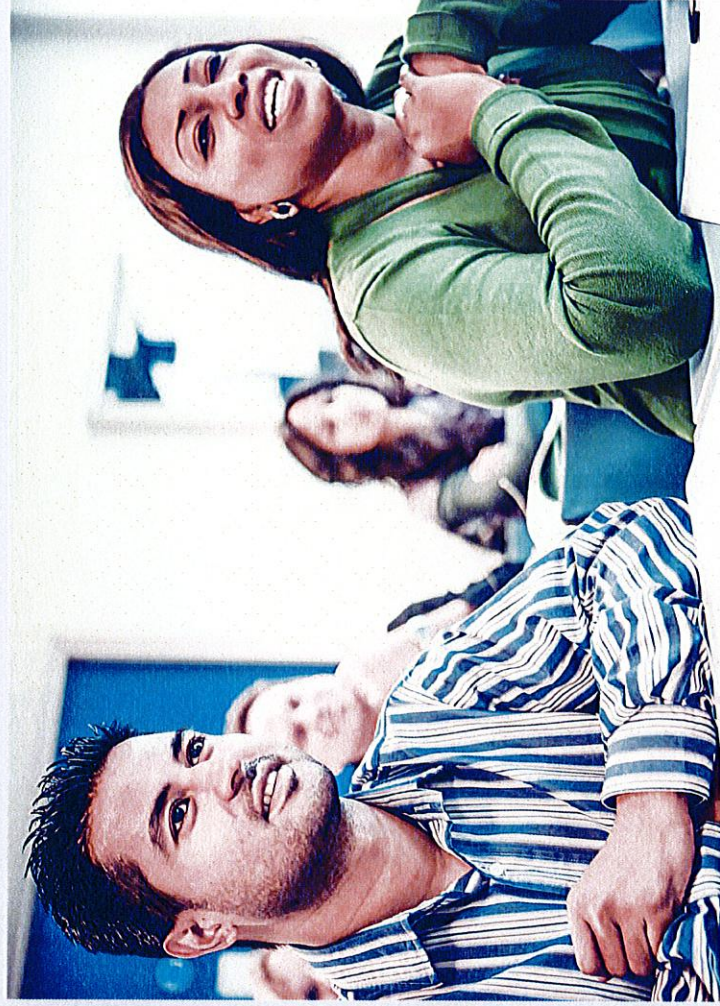
The online PAUMCS Institute is designed to provide professional growth and development

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.



WHY BECOME CERTIFIED?

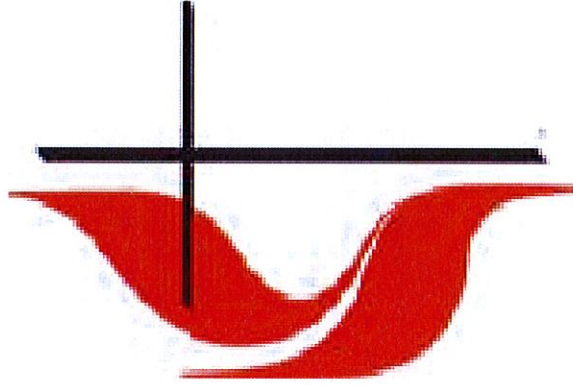
Legislation was officially adopted by the 1988 General Conference as follows: “The

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

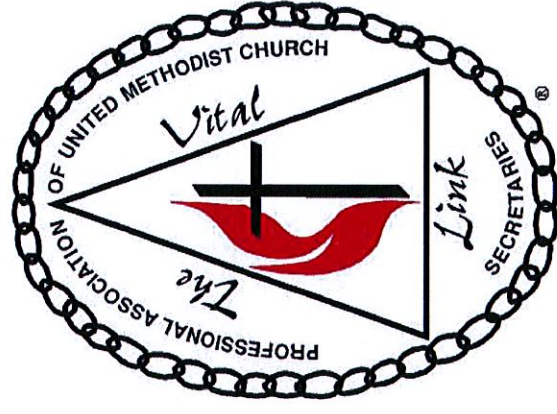
What is the Leslie Bayles Memorial Scholarship Fund?

The Leslie Bayles Memorial Scholarship Fund was established in 1991 and is maintained solely for the purpose of granting financial aid to those attending an annual conference of PAUMCS.

Leslie Bayles served as district secretary for a number of years in the Corpus Christi District Office, Southwest Texas Annual Conference. She died after a struggle with cancer in 1989. Leslie held several offices in the national organization.



Leslie Bayles Memorial Scholarship Fund



www.paumcs.org
Professional Association of
United Methodist Church
Secretaries

Who is eligible for a scholarship?

Any person meeting the criteria below is eligible to receive financial aid to attend an annual conference of PAUMCS:

1. Members of the National Association submitting proper application to attend an annual conference of PAUMCS will be given preference. Other applicants will be considered as funds are available.
2. Scholarships to individuals shall be granted only once in a period of four (4) years.
3. Deadline for applying shall be the same date as the early registration date for the annual conference.
4. Scholarships shall be granted on an individual need basis and limited to monies available in the scholarship fund.

The amount of each scholarship for registration shall be considered by the PTS committee, up to at least fifty (50) percent of the registration fee for the annual conference being granted.

How can I receive a scholarship?

Any person attending a PAUMCS annual conference who has not received a scholarship in the last four (4) years may apply for a scholarship by following these steps:

1. Download an application from our website at www.paumcs.org.
2. Complete both sides of the application, answering all questions.
3. Sign the application.
4. Include a letter of reference from
 - Your pastor/supervisor
 - Staff Parish Relations Committee Chair (where applicable)
5. Return completed package to:

Mary Schramm
PAUMCS PTS Chair
c/o Perry Hall United Methodist Church
9515 Belair Road
Baltimore, MD 21236-1507
E-mail: perryhallumc@verizon.net

How can I make a donation?

Complete the information below and send it along with your donation to:

Josie Hickom, Treasurer
Rome-Carrollton District
400 N 5th Ave
Stuite 201

Rome, Georgia 30165

I would like to make a donation in honor of _____.

Please send acknowledgement to this address: _____.

I would like to make a donation in memory of _____.

Please send acknowledgement to the family of: _____.

My donation is in the amount of \$ _____.

My name: _____.

Address: _____.



THE UNITED METHODIST CHURCH DEVELOPMENT CENTER

The United Methodist Church
Development Center

Rhodes Logan

Chief Development Officer

1 Music Circle North

P.O. Box 340029

Nashville, TN 37203

Phone: (615) 369-2382

rlogan@umcdevelopmentcenter.org

www.umcdevelopmentcenter.org

"My professional life changed the first day I went to a PAUMCS meeting. Since then I have always been able to pick up the phone and call one of the now 600 members for any kind of help that I might need. I have been educated, encouraged, loved and spiritually renewed. PAUMCS continues to create something extraordinary for its members."

Susie Mason, Retired
Ozarks North & South
Districts

"My job as a church secretary transformed into a ministry when I became involved in PAUMCS over 20 years ago, and my support of the Touching Tomorrow Today Endowment Fund gives me great joy in knowing future generations will be blessed by this organization in the ways I and many others have been, through incredible educational opportunities, awesome lifelong friendships, enriched spiritual growth, and quality professional development."

Sheilah Kyburz
Administrative Assistant
Dakotas-Minnesota Area
Office
Minneapolis, MN

Visit the PAUMCS website at www.paumcs.org to find out how you can become certified as a Professional United Methodist Church Secretary.

Gifts to the Touching Tomorrow Today Endowment Fund are tax deductible and are managed by The United Methodist Church Foundation.

Please, fill out the reply card and mail your gift to:

United Methodist Church Development Center
1 Music Circle N
Nashville, TN 37203



Touching Tomorrow Today Endowment Fund

The **Touching Tomorrow Today Endowment Fund** is administered through the Professional Associations of United Methodist Church Secretaries (PAUMCS). The purpose of the Touching Tomorrow Today Endowment Fund is to provide financial aid to administrative support staff to help them achieve their goals of:

- Professional Development,
- Continuing Education, and
- Spiritual Enrichment

PAUMCS

c/o General Council on
Finance & Administration

1 Music Cir N

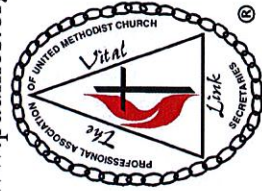
P.O. Box 340029

Nashville, TN 37203-0029

Toll Free: (866) 367-4232 ext. 2386

paumcs@gcfa.org

www.paumcs.org





Professional Association of
United Methodist Church Secretaries

Touching Tomorrow Today Endowment Fund

- I enclose a check in the amount of \$_____ to endow the future ministry of the Touching Tomorrow Today Endowment Fund (PAUMCS).
- I would like to receive information about including the Touching Tomorrow Today Endowment Fund in my will.
- Please send me a free Wills Guide planning booklet.
- I have included the Touching Tomorrow Today Endowment Fund in my will.
- I would like to be added to The United Methodist Church Development Center e-newsletter.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Payment options

Online

To donate through our secure website, go to www.umcdevelopmentcenter.org and click "Give Now" on the PAUMCS page. Be sure to select "Touching Tomorrow Today" in the Fund Name box.

Check

Make checks payable to The UMC Development Center, include Touching Tomorrow Today Endowment Fund on the memo line, and mail to:

The UMC Development Center
1 Music Circle North
Nashville, TN 37203



**THE UNITED METHODIST CHURCH
DEVELOPMENT CENTER**

Through the **Touching Tomorrow Today Endowment Fund**, you can strengthen the work of PAUMCS far into the future. Because gifts are tax deductible, there are a number of planning opportunities enabling individuals to reduce their own personal taxes while making their gift go even further. There are no minimum or maximum restrictions on the gift amount, and any gift will help guarantee that we will keep meeting needs for years to come. Whatever you choose to give, whenever you choose to give it, your gift to the Touching Tomorrow Today Endowment Fund ensures a strong association for generations to come.

Why I give...

"I give to experience the joy and happiness of giving to such a worthy cause. I know that my gift will help provide for the future of the Professional Association of United Methodist Church Secretaries and strengthen the ministry of the global United Methodist Church through the training and development of administrative staff."

Barbara Kingsley,
PAUMCS,
Past President
Rush United
Methodist Church
Rush, New York



United Methodist Church secretaries provide critical support to congregations across our denomination. Secretaries are the link that help churches function well. They provide critical administrative support, ongoing communication among individuals, committees and UMC constituencies, and important continuity for an array of volunteer lay leaders and changing clergy leadership over time.

The mission of the Professional Association of United Methodist Church Secretaries is to provide a supportive base for the unity and fellowship of its members in order to provide individual growth, professional development, continuing education, and spiritual enrichment.



PAUMCS

A BRIEF HISTORY

The Professional Association of United Methodist Church Secretaries was organized on April 14, 1982, in Dallas, Texas. Since the beginning, meetings have been held annually, a quarterly newsletter published, by-laws and logo adopted, working committees appointed, chapters organized, and Certification Institute established.

Legislation was adopted at the 1988 General Conference stating the General Council on Finance and Administration (GCFA) has 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 Methodist Church Secretaries" (United Methodist Book of Discipline, 2012, ¶1807.19).

LOGO

The chain represents the vital link of the church administrator; the triangle within signifies the Trinity; and The United Methodist Church is represented by the cross and flame.

Please visit www.paumcs.org for more information about PAUMCS.

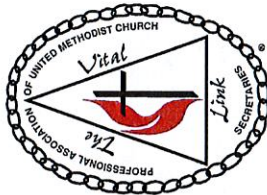
PAUMCS MISSION STATEMENT

The mission of the Professional Association of United Methodist Church Secretaries (PAUMCS) is:

- to provide church secretaries and other administrative professionals
 - ◊ a supportive base
 - ◊ unity and fellowship
- to promote
 - ◊ individual growth
 - ◊ professional development
 - ◊ continuing education
 - ◊ spiritual enrichment

Professional Association of

United Methodist Church Secretaries (PAUMCS)



Membership

In furtherance of its exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, the organization is organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of the General Council on Finance and Administration of The United Methodist Church (GCFA) and is operated, supervised, or controlled by GCFA.

General Council on Finance and Administration of
The United Methodist Church
1 Music Circle North, Nashville TN 37203



PAUMCS

JOIN US!

RENEWAL

PAUMCS membership provides you...

- A supportive base of unity and fellowship for its members, including:
 - ◊ Linking Hands is sent out on an as needed basis. This e-mail is a forum to share a job-related question or tip. Linking Hands is a benefit of national PAUMCS membership and is open to members only.
 - ◊ The Vital Link, a quarterly electronic newsletter to keep you informed about the organization
- Individual growth.
- Professional development to enhance your leadership while focusing on the church, district, annual conference, and/or agency office for the United Methodist Church.
- Promotes continuing education by providing opportunity for certification by the General Council on Finance and Administration as a Professional United Methodist Church Administrator.
- Spiritual enrichment.

For more information about PAUMCS, including information on certification, annual conference, local chapters, and much more, please visit www.PAUMCS.org.

Who may become a member?

All current administrators who work in any United Methodist local church, extension ministries, agency, or Annual Conference and any retired person who maintains her or his PAUMCS certification may be a member of PAUMCS. For a member to be in good standing, annual dues must be paid for the current calendar year. A person need not be a member of a local chapter to join PAUMCS.

Annual Dues

Annual membership dues are due and payable in January and are effective through December. Rate of annual dues is \$50, both new and renewed.

How do I become a member?

Create or update a membership record on the new membership database at www.paumcsmembership.org and pay the annual dues. For more information on how to create a membership record, read the login instructions.

Read Login Instructions can be found on the Membership page at www.PAUMCS.org

How do I renew my membership?

On www.PAUMCSMembership.org login, click on Site Access, and click on Membership Renewal, and follow the prompts. Renewal period is November 1 - March 1 each year.

To be in good standing, a member shall maintain PAUMCS national membership with dues current and paid in full.

Questions? Contact:

Denise Wilson
Interim Membership Secretary
LaGrange District Office
200 Church Street, LaGrange, GA 30240
lagrdo@bellsouth.net
(706) 882-3343 (O)
(706) 333-7974 (C)



*Shout for joy to the Lord, all the earth.
Worship the Lord with gladness; come
before him with joyful songs.
- Psalm 100:1-2 (NIV)*

Middle Tennessee Chapter of PAUMCS
INVITES YOU to MUSIC CITY, U.S.A.

for the

2018 PAUMCS Annual Conference

April 12-14, 2018

Nashville Airport Marriott

(Watch for more information coming soon)

