



The Vital Link

A publication for Professional Church Secretaries of The United Methodist Church

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2015 PAUMCS ANNUAL CONFERENCE

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April 16 – 19, 2015: Atlanta, Georgia

Held at Hilton Atlanta Airport

[Click Here](#) for your registration form

Early Bird registration (SAVE \$50!!!) ends March 1, 2015

Deadline for Hotel Group Rate is March 24, 2015



A Message from Your President

Hello Everyone,

If you are like me, change in leadership is a hard thing to have happen, but it does happen. Cheryl Thompson, your past president has had to resign due to health and work related issues, but thanks to your Nominations Committee with chair, Mary Schramm, things will move forward and will move forward smoothly. I know that each of you will keep Cheryl Thompson in your prayers.

Several members may already know me, but I want to introduce myself to you as your new president. My name is Tish Schultheiss (it is a mouth full, I know). It is not actually pronounced like it is spelled. It is pronounced Schul-tice. I have been a member of PAUMCS since 1995. I am a member of the 1995 Certification Class and proud of it! I am also a member of our Western NC Chapter of PAUMCS and have been since 1996. For those of you who knew Pansy McClamrock, she is the reason I joined the local chapter. Our chapter hosted the 2004 Annual Conference in Greensboro, NC and I was the site chair and we hosted this past Annual Conference in Asheville, NC and I was the registrar. I have worked for Wesley Memorial United Methodist Church in High Point, NC for 26 years. I am the Administrative Assistant to the Senior Pastor.

I am married to a wonderful husband, John. We just celebrated this past July our 45 wedding anniversary. I have had two sons, Jimmy and Jonathon. Jimmy was my son that had Muscular Dystrophy. He passed away in 2003. He lived a very full life – he was poster child for the local MDA and he graduated from college at Saint Andrews in Laurinburg, NC. My son, Jonathon along with my daughter-in-law, Heather, have given me three beautiful “red headed” grandchildren (Dylan, Emma & Mady). They are the center of my life.

I am a very avid sports fan. My favorite local team is whichever team my grandson, Dylan, is playing with. My favorite Pro Baseball team is the Atlanta Braves. Love to watch them play. My favorite Pro Football team is the Green Bay Packers! I have watched them play since Bart Starr was their quarterback. Of course, I root for the Carolina Panthers no matter what.

Enough stuff about me. I can't wait to be with each of you in Atlanta, GA for “Georgia On My Mind”, the 2015 Annual PAUMCS Conference. The Georgia PAUMCS Chapter led by Site Chair, Denise Wilson, is hard at work making sure everything is ready for your arrival. We will have great speakers to lead us and a wonderful outing to Coca Cola World, not to mention all the catching up with friends!

It is so exciting about our new webpage, thanks to your Communications Team with chair, Gail Douglas-Boykin, we are moving into the new tech age and I know several of you were asking about registering online and now we can. Please take advantage of all this and visit your new webpage often www.paumcs.org.

I want you to know that as your president, I take this position seriously as all the past presidents did. I want PAUMCS to be the best it can be for all members. Please know that I am available to you for questions and concerns. See you in Atlanta!!

Blessings to all,
Tish Schultheiss

Renew Your Membership for 2015!

As you may know, our membership year runs from January 1st through December 31st. With the end of the year rapidly approaching, count this article as a reminder (there will be more!) to download the membership form [click here](#), fill it in and send it along with a check or money order for \$50 (\$25 for retirees). Mail the *completed* form to General Council on Finance & Administration of the UMC (GCFA) Attn: PAUMCS, PO Box 340029, Nashville, TN 37203-0029. *Please do not mail it to me...* it has to go through the GCFA office first for accounting purposes.

Please be sure to complete BOTH pages of the fillable form by *printing* or *typing* (it's hard to read illegible writing). I have received incomplete forms missing basic information (such as name of annual conference, your city, state and/or zip!). Complete information makes it much easier to contact you; incomplete information makes us guess at the right information.

The *second page* asks if you are interested in serving as an officer or on a committee for national PAUMCS (yes/no/maybe). Please understand that an indication of interest (yes/maybe) doesn't mean you *will* serve but may be asked to *consider* serving. If there is a particular office or committee you are interested in, indicate that on the form. Help the Nominations Committee do its work more effectively and efficiently by checking one of the boxes. [Click here](#) to read the job descriptions. You may wish to read them before checking a box.

Also on the second page is space for you to tell us about your leadership experience, special gifts and passions AND your hope and dreams for PAUMCS. This is your opportunity to share your ideas, suggestions and concerns with Executive Committee. I read your membership form carefully and share any suggestions and concerns with the Executive Committee.

PLEASE NOTE: In order to receive the membership registration rate for our Atlanta Conference, your membership **must** be current for 2015. Members in good standing are those whose membership is received by March 31st of each year.

To Retirees/Potential Retirees: If you are retired, or will retire this year, you may request renewable retired status and pay \$25 per year. Please send a written notice to the membership secretary when you first retire to request this status. **Those who have received emeritus status prior to 4/20/01 are asked to complete the membership form to keep their information current.**

Share the benefits of PAUMCS membership with United Methodist secretaries, administrative assistants, office managers, etc. in your office, community, district, and conference. Encourage others to join us! Download the membership form and brochure on our website: www.paumcs.org to give to potential members.

From the Interim Vice President

We are eagerly looking forward to Annual Conference in Atlanta, GA, April 16-19, 2015. The Georgia Chapter has been working tirelessly on the details. New this year will be the ability to register online! [Click here to register online.](#)

In 2016, we will be in Wichita, KS from April 14 – 17. Our host, the Great Plains Chapter, has already begun their work on speakers and an outing. In 2017, we will be in Chicago, IL, May 4 – 7. Additional details for both conferences will be announced at a later time.

Financial Link**Rhonda Ramsey/Treasurer****Fund Balances (09/30/14)**

General Fund	\$111,063.78
Scholarship Fund	\$2,573.55
Promotional Items Fund	(6,584.93)
Annual Conference Fund	\$12,934.27
Endowment Fund (8/31/14)	<u>\$51,179.76</u>
Total Funds Balance	\$171,166.43

Account Balances (09/30/14)

PAUMCS Savings @ GCFA	\$19,357.66
Administrative Checking Account	\$10,524.83
Administrative Money Market Account	\$90,059.18
Administrative Savings Account	\$45.00
Endowment Fund @ GCFA	<u>\$51,179.76</u>
Total Account Balances	\$171,166.43

Gifts received May 31, 2014 – October 31, 2014 for the Touching Tomorrow Today Endowment Fund totaling \$525.00, given by an anonymous donor. Thank you.

News from the Nominations Committee

The nominating committee has begun the process of filling positions of officers and committee members for the upcoming year and upcoming classes. We have many positions available on all of the committees. Please let me know if you have any interest. (Names for the Nominating Committee are taken from the floor of the business meeting.) At least three Executive Committee positions will need to be filled. The PAUMCS Executive Committee consists of President, Vice President, Secretary, Treasurer, Membership Secretary, Finance Committee Chair, PTS Committee Chair, Communications Committee Chair, and Nominations Committee Chair. Please note: both the President and Vice President must be certified and all members of the PTS Committee must be certified.

Serving on a national committee only takes a few hours a month, and will really contribute to the growth of PAUMCS. If you would like to be part of the Executive Committee or a Standing Committee, please let me know. If you have attended two or more PAUMCS Annual Conferences, please consider serving on one of our great committees and help keep PAUMCS running smoothly! Even if you haven't already let us know of your interest in any of the national committees, you may contact me (mcmabear@comcast.net) and I'll add your name to the pool. If you have any questions about any of the offices or committees, please contact me.

Mary Schramm, mcmabear@comcast.net.



News from the Professional Training & Standards Chair

Greetings from your PTS (Professional Training & Standards) Committee! The Chapters have kept us very busy this year. So far, we have approved Continuing Education Units for 13 Chapter events and one Individual. The wonderful part of what we do is seeing your speakers and topics that your Chapters are providing and at least one of our Committee Members always has a comment like, “don’t you wish we could go to this one” or “this event sounds wonderful”, just a couple of examples.

As I shared with you in the last newsletter, our Committee is constantly seeking ways that individuals who are members of PAUMCS and do not have a Chapter to host events can find creative courses that they can take to help maintain their Certification. Along with Community College Computer Courses, we have just recently approved the “Bridges Out of Poverty” Course that a lot of churches and organizations are hosting. This particular course must be at least six hours long and you must receive a certificate for completion of this entire course. The Curriculum for this course is particularly helpful to those members who work in the local church and helps give you a better understanding of the people who come in looking for assistance. It is very enlightening. The six hour course will give you 0.5 CEU.

Another responsibility of our Committee is to promote and award Scholarships to Annual Conferences from the Leslie Bayles Memorial Scholarship Fund. The updated Scholarship Request Forms have been uploaded to the PAUMCS website and are available for download. (www.paumcs.org – Annual Conference – Scholarships) is the path to follow. The amount of the scholarships for the 2015 Annual Conference in Atlanta, GA has not been determined yet, but you can go ahead and start gathering all your paperwork to apply. Please note that you do not have to be a National Member to apply for a Scholarship, but National Members will be given preference. Others may apply, but have to wait for notification until National Members are completed.

Individuals and Chapters can make donations to the Leslie Bayles Memorial Scholarship Fund in honor and/or memory of coworkers, friends, and loved ones. An offering is also taken at our Annual Conference that is designated for this Scholarship Fund. Monies contributed to this fund do enable us to help more people to attend our Annual Conferences. From 2009-2014 a total of 60 individuals have received assistance to help offset the costs of attending the Conference. Church Budgets, District Budgets and Conference Budgets have been cut so your contributions are crucial!

DONATION FOR LESLIE BAYLES MEMORIAL SCHOLARSHIP FUND

Donation in Honor of: _____

Please send acknowledgement to this address: _____

Donation in Memory of: _____

Please send acknowledgement to the family of _____

My donation is in the amount of: \$ _____

Address: _____

Donor's Name: _____

Donor's Address: _____

Mail Completed form along with Check/Money Order to:

Rhonda Ramsey, PAUMCS Treasurer

P. O. Box 85

Plainwell, MI 49080-0085.

Meet Members of the Communications Committee**Jan Ervin-Administrative Assistant for the Assistant to the Bishop**

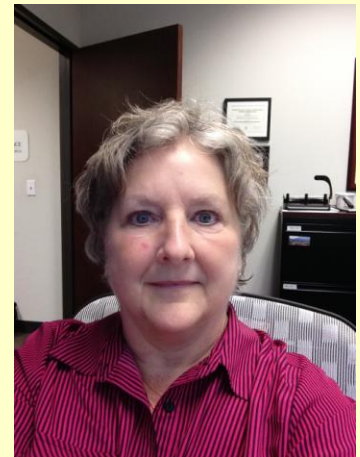
Jan has worked at the Texas Annual Conference for almost 9 years. A large part of the position's time is spent planning and implementing all aspects of the annual conference for approximately 3000 people. The rest centers in assisting the Assistant to the Bishop, which is a very busy office.

Before she came to the TAC she was employed by First UMC Pasadena for 10 years, and previously employed at Deer Park UMC for 10 years. Jan is actively involved in the Texas Conference Secretaries Organization and has held several officers positions over the years.

Jan has been married for 38 years to Allen who is working contract jobs in the Internet Architecture field at this time. They are both planning for their upcoming retirement, making sure they can travel and monetarily have some fun in the sun. They have two children; Michael who is 36 years old, is married to Chrissy and they have two boys. Gabriel who is 11 years old and Benton who is 8 years old. Brittany is 27 years old and just recently was married to Hunter Inns. They live in Deer Park as well.

Jan and Allen are very involved at Deer Park UMC, singing in the adult choir, and playing in the Praise Band. Jan spends the rest of her available time training their 2 year-old dog, a Sheltie in Agility Performance.

Jan enjoys working for the church, feeling that she has a "part" in helping God's people.





Katie Swisher, Indiana

Hi! My name is Katie Swisher, and I am the Assistant for the West District Center in the Indiana Conference. I have been a part of PAUMCS since 2007, and was certified in 2009. I am married to a United Methodist pastor, Matt, and we enjoy our life near Indianapolis with our dog, Pork Chop, and our kitty, Buster. We are also in the process of adopting our first child right now, and look forward to the day we get to welcome home our "Little Swish" - hopefully soon!

Gail Douglas-Boykin

Gail began her ministry as a Church Administrator of Vanderveer Park United Methodist Church in 2007 having retired from The New York City Police Department after 20 years of service as a Police Officer. Gail has served as the Communications Coordinator for the New York Conference United Methodist Women and currently serves as a Director on the United Methodist Women National Board of Directors.

Gail joined PAUMCS in 2012 and was certified in July 2014. She is married to her high school sweetheart, Princeton and they have one daughter, Elise who is working on her Master's Degree at New York University.

Gail is a Certified Lay Servant and very active in her church community serving on several district and conference committees. Her passion is working with the youth of her church.

In my spare time I enjoy reading, technology, crocheting and trying new recipes. My guilty pleasure is Pinterest.



PAUMCS Mission Statement

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

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