



The Vital Link

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Thank You Western North Carolina Chapter for a Fantastic Conference!

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A hearty thank you to Paulette Gregory, Site Chairperson for the host committee, and the entire Western North Carolina Chapter. The 2014 Annual Conference was fantastic! We appreciate all of your hard work--it was a job well done.

We came to learn about ourselves, our churches and our congregations, to worship, pray and fellowship with those who work with the same challenges and joys we do. We saw old friends and made new ones.

Catherine Ritch and Miss Eudora helped us deal with “unwanted baggage” and Jennifer Davis spoke to us about “Self Care/Soul Care” and why we need to take care of ourselves. She gave us the tools to have the advantage by creating a personal playbook.

Sylvia McClintick showed us how to “Find Balance and Order in the Chaos” and put it to work for us. Beth Crissman showed us how to navigate the storms of our relationships and ministries and why we need to move from good things to God things.

Friday’s lunch and outing to the massive Biltmore Estate was the proverbial “icing on the cake”. The estate and grounds were breathtakingly beautiful and the history of the estate was rich to say the least.

During Saturday’s free time I boarded the White Trolley for a historic tour of Asheville, which peaked my interest to return with my family.

We closed the weekend by recognizing and celebrating our 2013 Certification class.

Gail Douglas-Boykin

A Message from Your President – Cheryl Thompson

Hi All! I feel I need to introduce myself as your new president. My name is Cheryl Thompson and I was elected as your new president at the conference this past April in beautiful Asheville, North Carolina. I started working for the Methodist Church in May 2001 and joined PAUMCS in 2003. I went to my first conference in Greensboro, North Carolina, in 2004 and was so excited about this organization; I was able to work it out to go to Certification class in 2005. I have been blessed to attend every conference since 2004 and have loved them all. I hope you know how great this organization is and promote it to your fellow secretaries in your area of the country.

My husband and I live in Maryville, Tennessee, where we both grew up, and believe it or not, are high school sweethearts. When we got married, my husband was in the Air Force, so we have lived all over the country for 31 years and just moved back to our home town in 2001. This October we have been married for 45 years and have two sons and three grandchildren.

Your Executive Committee had a great post conference meeting and we feel PAUMCS has a great future. After I returned from this conference, I received an email from Moses Kumar, General Secretary and Treasurer of General Council of Finance and Administration (GCFA), thanking us all for having a great conference. He stated that all the staff from GCFA that attended told him what a great learning and training experience it was for them all. He was assuring us that GCFA is supportive of the ministry of administration that is provided by all who work for the local and global church.

I want to thank our outgoing president, Barbara Kingsley, for her leadership on behalf of the Executive Committee. Barbara—thanks for all you have done over the past three years as president for PAUMCS.

Please start making plans now for next year's conference in Atlanta, Georgia, April 16-19, 2015! Let's all keep the site committee for Georgia in our prayers as they work to get ready for our arrival.

God Bless,
Cheryl

News from the Chair of Nominations – Mary Schramm

First, let me start off by saying “Kudos” to the Western North Carolina Chapter for hosting an amazing conference. We had a great time, great speakers, made new friends and rekindled old friendships. Our hosts worked extremely hard to put the conference together. Thanks again to all.

Part of the conference always includes the business meeting. This is where we nominate and elect our Executive Committee officers for the upcoming year and the standing committee classes and conduct other necessary business. The Nominating Committee offers a slate of nominees (except for the open positions on the nominating committee—these are received from the floor). Nominations are also received from the floor for all offices and the upcoming classes of the Standing Committees.

This year, we had to fill two positions on the Nominating Committee for the class of 2017 and one for the class of 2016. I am honored to have the following people serving on the Nominations Committee who were elected for the class of 2017: Lynn Campbell (FL) and Tonia Bennett (MD), and for the class of 2016: Kyle Henderson (FL).

We also voted on a by-law change to increase the number of positions on the Communications Committee to six members instead of three. We took nominations from the floor for these positions and the following people were elected. For the class of 2015: Randy Phillips (VA); class of 2016: Jan Ervin (TX) and class of 2017: Anji Dean (NC) and Lori Sluder (TN).

The nominations committee presented the slate of officers for 2014-2015. Nominations were opened to the floor and Tish Schultheiss’ name was offered as an additional candidate for the office of Vice President. A run-off vote was taken and Tish won the election. Congratulations, Tish! The other officers elected are: Cheryl Thompson (President), Tina Whitaker (Secretary), Rhonda Ramsey (Treasurer), Susan Fawcett (Finance Chair), Diane Beam (PTS Chair), Terri Pagani (Membership Secretary), Gail Douglas-Boykin (Communications Chair) and me (Nominations Chair).

I want to thank my committee members for a superb job of helping with counting the votes and maintaining the bar for the meeting. They are LaDonna Busby, Sandra Fulcher, DeEtta Rivens, and Denise Louis. I am part of the 2015 class, so this will be my last year as Nominations Chair.

Thank you to those who were elected to serve on a standing committee for the class of 2017: Finance Committee: Josie Hickom (GA) and Janice Self (IN) and Professional Training and Standards Committee: Bev Amperse (AZ) and Judy Gross (LA).

Starting in early September, the Nominating Committee will begin the process of filling a slate for the class of 2018 standing committees: Finance, Professional Standards and Training, and Communications. (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, Professional Training and Standards (PTS) Committee Chair, Communications Committee Chair, and Nominations Committee Chair. Please note that both the President and Vice President must be certified and all members of the PTS Committee must be certified.

Continued on page 4

Nominations News continued

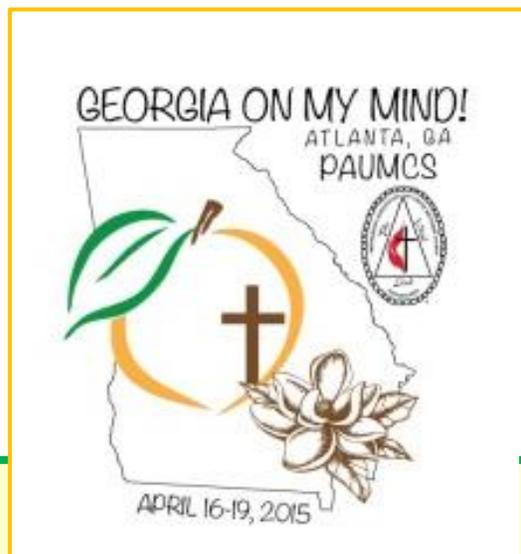
Serving on a national committee only takes a few hours a month, and will really contribute to the growth of PAUMCS. If you would like to be part of the Executive Committee or a Standing Committee, please let me know. If you have attended two or more PAUMCS Annual Conferences, please consider serving on one of our great committees and help keep PAUMCS running smoothly! If you haven't already let us know of your interest in any of the national committees, you may contact me (mcmrbear@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*, Nominations Committee Chair



2015 Conference in Georgia

The Georgia Chapter of PAUMCS is hard at work planning the 2015 conference that will be held at the Atlanta Airport Hilton, April 16-19. We can't wait to welcome you to our great state and show you our Southern hospitality! You are in for a real treat with the workshops and speakers that we have lined up. And be sure to come a day early and take part in our Pre-Conference outing that will give you a sampling of the beautiful, historic city of Atlanta. We are offering a bus tour of Atlanta that will feature a number of well-known and historical locations around the area. Please take a look at the conference brochure and make your plans now to attend. If you have any questions, please feel free to contact me.

Denise Wilson
Site Chairperson



Professional Training and Standards Update – Dianne C. Beam

Where has this year gone? Seems like we were just in Asheville in the spring and now it is almost August. Just wanted to remind everyone of the CEU process. If your chapter is planning a retreat/event and want to request CEU's to apply for recertification, below are the steps to this process:

1. Email flyer/brochure from your event to me.
2. Please make sure that I also receive the detailed schedule of the event so that we can award the correct number of hours.
3. I will also need Biographical Information on your speakers.
4. Once you have all these things, attach them in an email to me: Dianne Beam, (dbeam@wnccumc.org) 30 days in advance of your event so that we have sufficient time for the committee to review the information.
5. You will receive a letter from me giving you the amount of CEUs granted.
6. Last Step: Once your event is complete, please send me signed copies of your CEU Certificates for all of your Certified Secretaries, so that I can get them to GCFA to apply towards your recertification.

If you happen to live in a state that does not have a Chapter, you can take computer courses or workshops at your local Community Colleges or State Colleges. The only requirement is that the courses will help you advance your skills in your job. Some suggestions are Advanced Courses in Access, Word, Excel, Publisher, Photoshop, etc. In these cases, be sure to send a copy of the schedule of the class/course and date and a copy of your transcript or certificate of completion. There are also online courses available at www.lynda.com. There is a cost associated with this website, so be sure you read all about how it works before you commit.

Please let me know if you have any questions or if I can assist you in any way. Looking forward to seeing you all in Atlanta in April of 2015. Thanks to each of you for all you do for PAUMCS.

Dianne C. Beam

Financial Link

Rhonda Ramsey/Treasurer

Fund Balances (05/31/14)

General Fund	\$109,752.65
Scholarship Fund	\$2,573.55
Promotional Items Fund	(\$2,009.54)
Annual Conference Fund	\$12,934.27
Endowment Fund (04/30/14)	<u>\$49,240.63</u>
Total Funds Balance	\$172,491.56

Account Balances (05/31/14)

PAUMCS Savings @ GCFA	\$19,357.66
Administrative Checking Account	\$103,848.27
Administrative Savings Account	\$45.00
Endowment Fund @ GCFA	<u>\$49,240.63</u>
Total Account Balances	\$172,491.56

Gifts received January 1, 2014 - May 31, 2014 for the Touching Tomorrow Today Endowment Fund totaling \$1,320.00, given in honor of Cynthia Haralson, Beanie Rankin, Cecile McGinniss, Barbara Kingsley, and in memory of Robert Smith.

Gifts received January 1, 2014 - May 31, 2014 for the Leslie Bayles Scholarship Fund totaling \$1,270.00. The gifts given at Annual Conference included gifts in memory of Shirley Taylor, Pansey McClamrock and in honor of Jackie Pettis.

Thank you from Beanie Rankin

I know this is a year late in coming, but it does come from the bottom of my heart. So many things happened between the 2013 and 2014 conferences. Each time I got ready to say Thank You, something else came up.

I hope you will pass on to all those who made a gift to the Endowment Fund, my sincere gratitude and deep thanks for the wonderful honor. Knowing that the gift will help the PAUMCS organization to perpetuate and grow is comforting to me.

The wonderful members have been an incredible support to me through the many years I have been a member.

Seeing everyone in Asheville was great.

-Beanie

Not Using a Comma Can Be Deadly 10 Rules to Using Commas

Let's eat kids.

Let's eat, kids.

Who wants to eat a kid? This is why commas are very important when writing. We, as United Methodist Secretaries, write. We write notes, minutes, church bulletins and many other writing duties. Many of you folks use the Microsoft Word review feature; however, it sometimes does not always catch these petty errors. Here are a few handy rules to avoid "eating kids".

Rule 1: Use a comma to separate a series of three or more words, phrases or complete statement.

Example: We need to get boots, mittens, and scarves for the winter.

Rule 2: Use a comma between two adjectives, only if you can reverse the adjectives and the sentence still makes sense.

Example: The talkative, noisy PAUMCS ladies were asked to leave the restaurant.

Rule 3: Use a comma to separate two identical verbs next to each other in a sentence.

Example: Whatever happens, happens.

Rule 4: Use a common to separate words repeated for emphasis.

Example: This dictionary took a long, long time to read.

Rule 5: Use a comma before and after words or phrases that are not essential to the main idea of the sentence.

Example: Needless to say, I am going to be late.

Rule 6: Use a comma to set off words that are not essential and that interrupt the natural flow of a sentence. A few other examples of these types of words are: also, after all, in fact, indeed, of course, and perhaps.

Example: My husband has always disliked mowing the lawn. However, since he turned 90, we have hired someone.

Rule 7: Use a comma when you address a person or group of people directly.

Example: Please excuse yourselves, ladies, so we can elect a new secretary.

Rule 8: Use a comma before and after a quotation.

Example: She said, "I am always late."

Rule 9: Use a comma to set off degrees or titles after a name.

Example: Tina Whitaker, D.D. S., spoke at the graduation

Rule 10: Use a comma after the salutation in personal letters and after the complimentary close in all letters.

Examples: Dear Tina, Sincerely yours, Respectfully, Your loving wife,

There are many other rules for commas but, to me, these are the most important when I write. Personally, I would rather not eat kids but invite kids to eat.

Tina Whitaker
PAUMCS Secretary

Membership Link – Terri Pagani

Have you renewed your PAUMCS membership? If not, **now** is the time. Our dues remain just \$50 for a calendar year. Renewable retired status is \$25. To be granted renewable retired status, please send a letter to the membership secretary. The membership form can be found on the original email for this newsletter or by contacting Terri Pagani (pagani5@comcast.net). It is important to fill this form out EVERY year. If anything has changed from last year, please circle or highlight that information. If you have been certified through the Certification Institute sponsored by GCFA, you need to keep your annual dues up to date in addition to obtaining the necessary CEUs to maintain your certification.

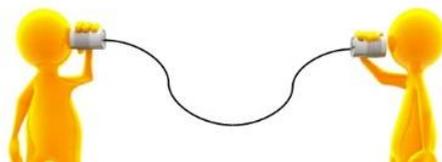


Communications Link - Gail Douglas-Boykin

The Communications Committee is in the process of updating the PAUMCS website so that we can continue spreading the word about PAUMCS. Continue to tell other Methodist Church Secretaries you know about PAUMCS and encourage them to join this organization. Let us know your stories so we can share the good news throughout the PAUMCS connection.

Katie Swisher and I welcome Randy Phillips (VA); class of 2016: Jan Ervin (TX) and class of 2017: Angie Dean (NC) and Lori Sluder (TN) to the Communications Committee.

If there is some way that we can be of assistance to you please do not hesitate to contact us. We am here for you. ~ Teamwork makes the dream work because together everyone achieves more.



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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