



# The Vital Link

Winter 2010, Vol. 30, No. 1

*A quarterly publication for professional church secretaries of the United Methodist Church*

## Come To Orlando and “Let Your Light Shine”

By Debbie Stouffer, Site Chairperson  
2010 Florida Annual Conference

Wow, as this issue of *The Vital Link* goes to press, it’s only about ten weeks before all of you will be in beautiful, sunny Florida! Are you packed yet? Are you tired of the cold, miserable weather? Right now, the skies are clear and blue, not a cloud in sight, and the temperatures are warming up for your arrival in April. The Florida host team has been hard at work planning and preparing for your get here, and everyone is excited that you have chosen to attend Orlando’s conference. In addition, remember that the Wyndham Orlando Resort (go to [www.wyndham.com/hotels/MCOWD/main.wnt](http://www.wyndham.com/hotels/MCOWD/main.wnt)) is offering the same rate for PAUMCS three days prior to the Conference and three days afterwards. What a great way to extend the conference into a little family vacation time.

For those arriving early, don’t forget the special outing to the Kennedy Space Center on Wednesday, April 14. Buses have been contracted to visit the Kennedy Space Center. There is a \$25/person bus fee. Current admission prices are \$38/adult, \$28/child (ages 3 - 11). Prices will be subject to tax and fee changes. If enough people sign up, a group rate will be negotiated. Go to [www.kennedyspacecenter.com](http://www.kennedyspacecenter.com) for further information. This is an activity that your whole family will enjoy.

As part of your registration fee, on Friday evening, you will enjoy a trip to Sea World for a wonderful barbecue dinner. Our entertainment will be the Still Zonko Band, sea lion and tropical bird appearances and a four-piece jazz band which will play during dinner. How cool is that?!

Are you wondering what you can do for your free time on Saturday? There are a lot of choices for you. For instance, Orlando’s popular I-Ride Trolley System serves International Drive visitors. The transportation service continues to be a popular amenity for vacationers

and meeting attendees who stay on International Drive. The economical trolley service takes guests to hundreds of I-Drive destinations that include shopping, dining, attractions, recreation, and more. Combining the nostalgic charm of the past with modern day comforts such as air conditioning and a smooth ride, the I-Ride Trolleys provide convenient and affordable transportation to those who choose to park their car and leave the driving to the conductor. If you’re a shopper, you would need weeks to visit all the shops in the area. A one-day trolley pass will be provided to each attendee of the conference. This gives you unlimited amount of times to ride the trolley for Saturday. Visit [www.orlandoinfo.com](http://www.orlandoinfo.com) for more information on places and things that you can do during your free time. Wyndham Resort also has shuttle service to various locations.

Have you looked at the fantastic team of speakers waiting to share all kinds of information with you? You will be able to de-stress with Barbara Bruce during her seminar on “Keeping Your Mind, Body, and Soul Healthy in the Workplace.” Barbara will offer tips on maintaining mental and physical health while dealing with a hectic work schedule and a busy personal life. Vicki Wallace will present the latest update on “Rethink Church” efforts around the country. Vicki is director of InfoServe — what better way to get the most current news — right from the hub of information within The United Methodist Church. In case you haven’t already heard, Beanie Rankin has added an extra workshop to her presentation. Through “Effective Cyber Communication,” Beanie will offer suggestions on how to professionally represent yourself and your church via E-mail. This workshop is an addition to Beanie’s “We Count Every Member and Every Member Counts” seminar in which she will enlighten those in attendance regarding changes to United Methodist membership guidelines.

So, gather up all the church administrative professionals you know — and maybe a family member or two — and join us in Orlando, April 15 - 18, 2010 — and all of you will be able to “Let Your Light Shine.”



# Looking Forward To Orlando

By Karen Albro, President



Are you ready for the snow to be gone, the cold air to leave, and the rain to stop? Are you ready to head to Florida? The PAUMCS Annual Conference in Orlando is going to be one of the best we have ever had.

We have speakers that will talk to us about what we need to know to help our offices run more smoothly and to make us more aware of what we need to do to make that happen. One of the things most asked for on evaluations following an annual conference is more information specific to United Methodists. *If that is your request, this is your year* — do not miss this opportunity to learn from our expert about membership record keeping and how to keep your E-mail, blogs, twitters, and websites professional. As membership secretary of my church, I cannot wait to hear how the new language in The Book of Discipline affects my record keeping.

Those of you who were able to be with us in Des Moines know we welcomed Vicki Wallace to explain to us “Rethink Church.” Vicki did not have enough time to tell us all that this new campaign entails, so we have asked her to return to educate us on how the new program will affect us in our offices.

I would like to encourage you to pray about attending this conference. If you have never attended a PAUMCS annual conference this is the one to start with. If you are a regular attendee of PAUMCS annual conferences, you will not want to miss this one.

I look forward to seeing you April 15 - 18, 2010, as you “Let Your Light Shine” in Orlando.

Grace,

Let the wise listen and add to their learning (*Proverbs 1: 5a*).

## The Vital Link Via E-Mail

By Eileen Thomas, Communications Chairperson



Beginning last year after the Des Moines Annual Conference, PAUMCS members were given the opportunity to receive *The Vital Link* via E-mail rather than through the U.S. Postal Service. Over the course of the weeks and months since then, many of you have opted for the electronic version of the quarterly newsletter and the list of those who do keeps growing. All Executive Committee members receive their copy via E-mail and would like to encourage our membership to consider receiving this version, too. There are between 800 - 900 persons who receive *The Vital Link* — just think what a difference it can make cost-wise if that number of persons could be cut by a significant percentage. Less copies; less paper; less dollars — plus you would receive *The Vital Link* more expediently. Give it some thought, and join those who receive the electronic version. If you have already indicated this desire but are still receiving the hard copy version, please E-mail [et@wesleybloom.org](mailto:et@wesleybloom.org).

## In This Issue Of

### *The Vital Link* . . .

Come To Orlando and “Let Your Light Shine” . . . . .page 1

Looking Forward To Orlando . . . . .page 2

*The Vital Link* Via E-Mail . . .page 2

Religious And Biblical Capitalizations . . . . .page 3

Orlando Conference Cost. . . . .page 3

Things To Know About The Orlando Conference:  
Proposed Slate of Officers  
Conference Photographs . . . . .page 4

PAUMCS Membership . . . . .page 5

Linked To Professionalism . . .page 5

PAUMCS Facts & Figures — and Other Things:  
2010 Proposed Budget  
Financial Link . . . . .page 6

Executive Committee . . . . .page 7

Parting Thoughts . . . . .page 7

PAUMCS Mission Statement . . . . .page 8

Prayer For A Smile . . . . .page 8

*We who lived in concentration camps can remember the men who walked through the huts comforting others, giving away their last piece of bread. They may have been few in number, but they offer sufficient proof that everything can be taken from a man but one thing: the last of human freedoms — to choose one's attitude in any given set of circumstances — to choose one's own way.*

~ Viktor Frankl

# Religious And Biblical Capitalizations

Confused about capitalizing words with biblical and religious connections? You're not alone! The following are some rules to keep in mind . . .

- ☞ Capitalize all references to a supreme being: God, Lord, the Messiah, the Almighty, etc. For instance, note this quote by Winston Churchill toward the end of his life: "I am prepared to meet my *Maker*. Whether my *Maker* is prepared for the great ordeal of meeting me is another matter."
- ☞ Capitalize references to persons revered as holy: the Prince of Peace, John the Baptist, the Good Shepherd, etc.
- ☞ Capitalize personal pronouns referring to a supreme being when they stand alone without an antecedent nearby. For example: Give praise to *Him!* An example with an antecedent: Praise the Lord for his blessings!
- ☞ Capitalize, but do not quote, italicize, or underline references to works regarded as sacred: the Sermon on the Mount, the King James Bible, the Gospel of Mark, etc.
- ☞ Do not capitalize *bible* when the work it refers to is not sacred. For example: The computer manual has become the bible to our newest employee.

## Orlando Conference Cost



The following question, or variations of it, has been asked several times since the registration form for the 2010 Annual PAUMCS Conference in Orlando was sent — *Can someone explain why registration for the 2010 conference jumped from \$270 for the 2009 conference to \$400 for the 2010 conference?*

There are several circumstances that caused the jump in the registration fee for the 2010 Conference. The most compelling reason is that Orlando is more expensive than recent sites for food, equipment, and other items related to the conference. A second reason is the general increase in administrative costs for PAUMCS, just as in our own offices. The third is that, unfortunately, the registration fee has not covered the total cost of several of the past annual conferences. There are no reserve funds available to cover this overage. The members of your PAUMCS Executive Committee, spent several weeks looking at, and praying about, ways to reduce the expenses and still be able to offer the quality conference that everyone has come to expect. We realize that this may be a hardship for some. Please pray about your attendance, and remember the benefits that you and your church or organization gains.

In the fall 2009 issue of *The Vital Link*, several suggestions were made on how to fund your attendance at PAUMCS Conferences. If you have misplaced your copy, it is available on the PAUMCS website. The Executive Committee prays that each one of you who is interested in attending the conference is able to do so.

~ Barbara Kingsley, Vice President



Many have wondered why the cost of registration increased so much for this year's Orlando Conference. In addition to Barbara Kingsley's response above, as chairperson of the PAUMCS Finance Committee, I would also like to address this issue.

Of the last sixteen conferences, nine of them have had a negative balance. Of the other seven, the profit has not been near enough to cover the ones with a deficit. The treasurer's report shows the Annual Conference Fund in the negative (\$48,649.81). PAUMCS had a small reserve at one time but, because of the deficit of so many conferences, the reserve has been exhausted. Therefore, we must charge enough to cover our expenses. Otherwise, who will pay for the deficit?

The Executive Committee members work hard to be good stewards of your money. The money you pay for membership dues is used for the PAUMCS operating budget. The Annual Conference registration is determined by the number we think will attend. We have to guess at that number. When we have all the expenses listed for the Annual Conference Budget, we then divide by the number we think will attend to arrive at the necessary registration. Some conference locations are less expensive than others. Orlando is not one of them. Hopefully, we will be able to lower the registration in upcoming years.

As you prayerfully consider your attendance at this year's conference, I hope this will help you understand the necessity to increase the registration. If you have any questions, please E-mail me at [ginger53@bellsouth.net](mailto:ginger53@bellsouth.net), or call me at 662.582.0216.

~ Ginger Alexander, Finance Chairperson

# Things To Know About The Orlando Conference

## Proposed Slate of Officers for 2010 - 2011

By Catharine Phillips, Chairperson of the Committee on Nominations

The Committee on Nominations, in accordance with the By-Laws, is pleased to announce the following slate of candidates for presentation during the business meeting at the 28th Annual Conference of the Professional Association of United Methodist Church Secretaries when it meets in April in Orlando, Florida.

### Executive Committee

President	*Karen Albro	VA	(2)
Vice President	*Barbara Kingsley	NY	(2)
Secretary	* <b><i>Louise Urquhart</i></b>	<b><i>FL</i></b>	
Treasurer	*Zanatta Hagan	AL	(4)
Membership Secretary	*Elizabeth Feldman	OH	(1)
Finance Committee Chair	* <b><i>Karla Haynes</i></b>	<b><i>IA</i></b>	
PTS Committee Chair	* <b><i>Libby Gray</i></b>	<b><i>AR</i></b>	
Communications Chair	** <b><i>Betty Barton</i></b>	<b><i>TN</i></b>	
Nominating Chair	** <b><i>Rhonda Ramsey</i></b>	<b><i>MI</i></b>	

### Finance Committee

*Class of 2011:* \*Lisa Morris IN ~ \*Treschere Washington LA

*Class of 2012:* \*Karen McNeely MO ~ \****Carol Shilling MI***

*Class of 2013:* \* ***Karla Haynes IA*** ~ \****Nancy Jordan FL***

### Professional Training and Standards Committee

*Class of 2011:* \****Gail Harris OH*** ~ \*Cindy Scott LA

*Class of 2012:* \*Kyle Henderson FL ~ \*Pam Pettit MN

*Class of 2013:* \****Libby Gray AR*** ~ \****April Martinez AZ***

### Communications Committee

*Class of 2011:* \*Shannie Ishwari Das NY

*Class of 2012:* \*Pamela Quayle MI

*Class of 2013:* \*\****Betty Barton TN***

### Committee on Nominations

*Class of 2011:* \*Ellen Martin TX ~ \*Rhonda Whitley LA

*Class of 2012:* \*Anna Rhode TX ~ \*Fonda Kirkman AR

*Class of 2013:* \*\****Rhonda Ramsey MI***

- \*Certified Member; \*\* Advanced Certified Member
- Number in parenthesis indicates number of years person has served in this office.
- Names in bold italics indicates new members on slate this year.

## Conference Photographs

If you've ever attended a PAUMCS Annual Conference you know that picture-taking is a big part of it. And, with that picture-taking comes the opportunity to obtain your own copies of those photographs via the Snapfish website. All you need to do is provide your E-mail address and a password. This will establish your ability to view and/or order photos. PAUMCS is not associated with the ordering of photos and receives no compensation for the site. However, it is provided free for viewing and for use by members.

As preparations are being made for this year's Orlando Annual Conference, please note that photos will be taken — both randomly and on request — and will be available as soon as possible on Snapfish by going to <http://www.snapfish.com/groups/paumcs-orlando>.

While you are waiting for the Orlando conference, take a peek at past photos to refresh your memory about all that took place — including the fun and excitement that is always in store for you when you attend a PAUMCS annual conference. In addition to viewing the photos, you can still purchase any that might catch your fancy. Type in the following addresses according to the photos you wish to access . . . <http://www.snapfish.com/groups/paumcs-dallas> . . . <http://www.snapfish.com/groups/paumcs-dayton> . . . <http://www.snapfish.com/groups/paumcs-desmoines>.

Remember, watch for the roving photographers while in Orlando and be sure to smile, and say "cheese!"





# PAUMCS Membership

By Elizabeth Feldman, Membership Secretary

Now that we are well into the year 2010, it is time to think about renewing your membership in PAUMCS if you have not already done so. Membership follows the calendar year, and this year's dues should be paid as soon as possible. New and renewing membership dues are \$50. Renewable retired status is \$25. The membership profile form can be found on our website (paumcs.org) or by contacting me at [efeldman@woosterumc.org](mailto:efeldman@woosterumc.org).

Also, remember: if you have been certified through the Institute for PAUMCS held at Candler School of Theology in Atlanta, Georgia, and want to maintain your certification, membership dues must be paid and kept current.

Please know that I do look forward to corresponding with you and am also looking forward to putting names and faces together when we meet in Orlando in April.

**Special Note:** As this issue of *The Vital Link* goes to press, a PAUMCS online pictorial directory is being planned. In addition to the roving photographers mentioned on the opposite page, photographers from *Lifetouch* Church Directories will be available for photo taking sessions with all those who attend the PAUMCS Orlando Conference. Details will be included in your conference packet. Those not attending the conference may submit a photo. If your church or one in your area uses Lifetouch, it will be as easy as submitting the right sit number. Other photos may be submitted for a nominal charge. Please plan to be part of this new online directory.

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## Linked To Professionalism

By Libby Gray, PTS Chairperson, and Committee Members Kyle Henderson and Pam Pettit



It is an honor to serve on the PAUMCS Executive Committee, and I would like to thank you for allowing me to do so in my position as interim chairperson of the Professional Training and Standards Committee.

The PTS Committee was able to approve many CEU requests from chapters and individuals. If you need approval for CEU credit, please send your request thirty days prior to the event. Include the workshop information, date of event, and the workshop schedule. Please send this information to me at [lgray@arumc.org](mailto:lgray@arumc.org) or fax to 501.324.8018.

*The Leslie Bayles Scholarship Fund* allows scholarships for the PAUMCS annual conferences. This year we only had \$1860 to distribute toward scholarships. This would be for four (4) scholarships of \$400 and one of \$260. If you would like to make a donation to this fund, please complete the information below, and send it to our treasurer Zanatta Hagan, 175 Belmont Drive, Suite 4, Dothan, AL 36305-6501.

=====

I would like to make the following contribution(s) to the Leslie Bayles Scholarship Fund:

Donation IN HONOR OF: \_\_\_\_\_

Acknowledgement to: \_\_\_\_\_ Address: \_\_\_\_\_

My donations is in the amount of \$ \_\_\_\_\_ .

My name and address: \_\_\_\_\_

Donation IN MEMORY OF: \_\_\_\_\_

Acknowledgement to: \_\_\_\_\_ Address: \_\_\_\_\_

My donations is in the amount of \$ \_\_\_\_\_ .

My name and address: \_\_\_\_\_

# PAUMCS Facts & Figures — and Other Things!

## Professional Association of United Methodist Church Secretaries

### 2011 Proposed Budget

Prepared by Ginger Alexander  
Finance Committee Chairperson

#### Income

Membership (500 X \$50)	\$25,000.00
Retired (25 X \$25)	625.00
<b>Total Budgeted Income</b>	<b>\$25,625.00</b>

#### Expenses

Executive Committee Admin Expense	
Insurance	750.00
Postage	100.00
Supplies/Other	150.00
Telephone	100.00
Travel	1,000.00
Archivist	25.00
Total Admin Expenses . . . . .	\$ 2,125.00
Spring Meeting	
Exec. Com. Meals/Lodging	4,950.00
Travel to Annual Mtg.	3,650.00
Total Spring Meeting . . . . .	\$ 8,600.00
Winter Meeting	\$ 1,500.00
Total Executive Committee	\$12,225.00

Finance Committee	
Audit	100.00
Supplies	100.00
Contingency	100.00
Total Finance Committee . . . . .	\$ 300.00
Membership	
Chapter Development	300.00
Membership Expense	300.00
Total Membership Committee . . . . .	\$ 600.00
Nominations Committee . . . . .	\$ 100.00
Professional Training and Standards	
Postage	200.00
Supplies	500.00
Total PTS Committee . . . . .	\$ 700.00
Communications Committee	
Website	500.00
Vital Link	3,600.00
E-mail Marketing	400.00
Total Communications Committee	\$ 4,500.00
<b>Total Standing Committee Expenses</b>	<b>\$ 6,200.00</b>
<b>Savings held at GCFA</b>	<b>\$ 7,200.00</b>
<b>Total Budgeted Expenses</b>	<b>\$25,625.00</b>



## Financial Link

By Zanatta Hagan, Treasurer

#### Fund Balances (09/30/09)

General Fund	\$67,527.92
Scholarship Fund	1,930.00
Promotional Items	( 1,083.51)
Annual Conference Fund	(48,534.81)
Endowment Fund	34,727.07
<b>Total Fund Balance</b>	<b>\$54,566.67</b>

#### Account Balances (09/30/09)

GCFA Saving Fund Account	\$13,349.89
Adm. Checking Account	6,489.71
Endowment Fund @ GCFA	34,727.07
<b>Total Account Balance</b>	<b>\$54,566.67</b>

### Contribution to the Leslie Bayles Scholarship Fund

Given By: Joan Bitner . . . In Memory Of: Betty Ropka

God . . . is able to do far more than we would dare to ask or even dream of  
— infinitely beyond our highest prayers, desires, thoughts or hopes. ~ *Ephesians 3: 20 (TLB)*

## Executive Committee 2009 - 2010

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### **Cynthia Haralson, GCFA Representative**

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Nashville, TN 37203-0029  
Telephone: 866.367.4232, ext. 2386  
charalson@GCFA.org or paumcs@GCFA.org

# Parting Thoughts

By Eileen Thomas, Communications Chairperson

Can it be that three years have already gone by? It doesn't seem possible. Wasn't it just yesterday that I became chairperson of the PAUMCS Communications Committee? It certainly seems so in one sense — but maybe not when I sit back and really think about it . . .



My journey began with installation in Dallas in 2007 where I took over the Communications Committee position from my good friend and PAUMCS advanced classmate, Cindy Myers. A tornado and Kenn Kington topped off that experience.

Then came Dayton in 2008 . . . it was a colder clime that brought a threat of snow — but Catherine Ritch Guess, Barbara Wourms, and Cea Cohen Elliot warmed our spirits — as did all the Ohio secretaries.

The summer of 2008 saw us celebrating Cynthia Harralson as she reached the milestone of forty years with GCFA where she currently serves as director of the combined Department of Records and Statistics and associate editor of the General Minutes of The United Methodist Church. Cynthia is especially remembered very fondly by all of us as the GCFA staff representative to PAUMCS.

More cool weather greeted us in Des Moines in 2009, but the warmth of the host chapter took away the chill as we learned about “going green” in our churches and in other aspects of our lives. On a personal note, I’ll always remember the “side trip” graciously provided to me by Karla Haynes and Kristin Nolan Clark in order that I might see “the (covered) bridges of Madison County.”

And, now, along with all of you, I am looking forward to this year’s annual conference in Orlando, Florida. This will be my last conference as your Communications Committee chairperson, and I know I will feel sadness as I leave the circle of friends known as the PAUMCS Executive Committee. During these past three years, I have felt honored, and have been blessed, to be able to serve PAUMCS in this capacity.

But, alas, isn’t it wonderful that we now have so many modern means of technology to keep us in touch with our PAUMCS sisters and brothers. I know that I will remain in contact with those with whom I served on the Executive Committee, just as I continue to stay in touch with other friends I’ve made through this organization.

All of these aforementioned thoughts are just to say to everyone — the PAUMCS Executive Committee — and the entire PAUMCS organization — “thanks for the memories!” Thank you for the opportunity of which I have been a part for these past three years. I am appreciative and grateful.

As I move out of my position, please warmly welcome the new chairperson. Betty Barton has been nominated to fill the vacancy which I leave. Betty is another member of the original advanced class, and I know that she will do a terrific job as she will bring many technological skills to the position. Please welcome the new chairperson as you did me — and thanks again for three great years!



**PAUMCS**  
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## Prayer For A Smile . . .

This newsletter sent with a prayer for . . .

Dear Lord,  
 bring a smile to me today!  
 Put a smile on my face  
 that I might share it with the lonely  
 person who walks through my door.  
 Give me a laugh and a giggle to share  
 with the little child and the baby  
 who need some attention.  
 And always place a smile of compassion  
 on my face that I might be a comfort  
 to all those who may not otherwise  
 find warmth and caring in their lives.  
 Lord, bring a smile to me today  
 that I might show the light of Your love  
 to everyone with whom I come in contact.  
 For this smile, we ask in Jesus' name. Amen.

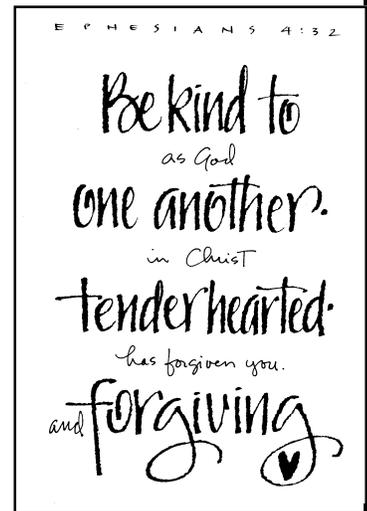


## The PAUMCS Mission Statement

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.

*For additional information about PAUMCS, visit the website:*

[www.paumcs.org](http://www.paumcs.org)



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