

*"This course gave me so much more confidence in my position and allowed me to interact with others around the country who understand exactly what it means to be a professional administrator within the Methodist church. I highly recommend it and can't wait to complete the Advanced course!"*

**Danielle Adkisson, Church Administrator,  
Conway First United Methodist Church**

*"I am truly grateful for the opportunity to learn and grow by taking this online course, both professionally and personally. I have learned things about the church, my job, and myself that I did not know prior to taking the course. It was fun, challenging, and rewarding!"*

**Lorie Beecham, Financial Secretary,  
Lexington FUMC**

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## **PAUMCS INSTITUTE PROGRAM**

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

For more information contact  
[paumcs@gcfa.org](mailto:paumcs@gcfa.org) or call 615-369-2320

# UMC SUPPORT

*Providing Solutions, Sustaining Ministries*



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



## 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 administrator.



## HOW DOES THE CHURCH BENEFIT?

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



## WHY BECOME CERTIFIED?

The *Book of Discipline* charges the General Council on Finance and Administration with providing guidance to individuals providing services to the Church, including "establishing relevant professional standards, training programs, continuing education, and certifications [and] encouraging participation in associations relating to these services (for example, PAUMCS)." (2016 *Book of Discipline*, ¶ 807.18)

*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. It's easy to join: Go to [paumcmembership.org](http://paumcmembership.org) to sign up.*



## COMMENTS FROM INSTITUTE GRADUATES:

*"PAUMCS Online Course added so much to my abilities to perform as an Office Administrator. This is a learning experience of value to any church office employee and especially to employees of Methodist churches. Our small group was great and I look forward to meeting them and other members in person at a PAUMCS Annual Conference."*

**Bill Amperse, Office Administrator/Web Admin, Shepherd of the Hills UMC**

*"PAUMCS certification deepened my knowledge of the United Methodist structure, and has helped me to understand and clearly communicate the interlocking parts of our global church."*

**MJ Jean, Executive Assistant, General Commission on Religion and Race**

*"I learned so much in this course and the interaction with the rest of my classmates was great. I got to meet people from all over and it was an awesome learning experience. It is equally beneficial when my pastors have questions, I actually have an answer!"*

**Sherry Swanson, Southeast Iowa DAA, District Office.**