



Ohio Link

Fall 2010

The Newsletter of Ohio PAUMCS
(Professional Association of United Methodist Church secretaries)

Our Mission Statement:
“The mission of Ohio PAUMCS is to help secretaries grow professionally, personally and spiritually.”

OHIO PAUMCS FALL CONFERENCE, GREENTOWN, OHIO OCT. 1 & 2, 2010 “LOVE IN ACTION”

“**Love in Action**” was the theme of the 20th Ohio Chapter of PAUMCS Annual Meeting. It was held October 1 & 2 in Greentown, Ohio. Rev. Phil Hoverstock, pastor of Greentown UMC and his secretary, Cathy Moore, assisted by the wonderful cooks of the church, made those in attendance feel very welcome. Greentown UMC is located outside of North Canton, Ohio in the East Ohio Conference. We gathered for education, fellowship and nurturing and found all three.



East Ohio’s Bishop John Hopkins led the first workshop on Leadership. He presented two inspirational videos to give us a picture of great leadership. Leadership as he defined is a new way of being. As leaders we need to speak possibilities, recognize a downward spiral, enroll people in possibilities, look for shining eyes, enroll every voice in vision, and lead by making others powerful.



After a delicious lunch Mrs. Elaine Hopkins helped us understand “Why Communication Goes Wrong.”

The project for PAUMCS was the Canton Calvary Mission and our gifts were received with gratitude. The director of the Mission explained the variety of programs offered to local clients.

Attendees were given some free time and then returned to the church for a lovely dinner. The PAUMCS business meeting concluded the evening. Goals for the future were discussed and adopted. They are: 1) to extend kindness as God would in our position, 2) to increase our membership by 10% by end of 2011, and 3) to improve our communication.

Rev. Vernagaye Sullivan greeted the Saturday morning attendees with her presentation on “Praying in Color”. Colored pencils and paper were distributed and prayers flowed.



Worship concluded the conference in the lovely Greentown UMC sanctuary. Officers were installed.

The Conference is a great way to meet new people, learn what other churches are doing, and celebrate the ministry we have been called to do. Special thanks to the PAUMCS officers for their time and effort to make this possible.

PASTOR'S LETTER



Church Secretaries! What would we do without them?

Church Secretaries! What would we do without them? They are like an animal like none other. I am blessed with not one, but three administrative assistants. I have to be careful because there are three of them and only one of me. They seem to work well together. Each one has their own jobs to do.

Ed Wirt comes in on Tuesdays. One of his main jobs is to change the lettering on the sign in front of the church. This becomes a challenge coming up with something new. One of our favorites is, "Keep Looking up! God is Looking Down!" Ed also sends out birthday cards to the members of the church.

Cindy Mann comes in on Wednesdays. Her main focus is to put the church attendance into the computer. She also sends out correspondence to visitors.

Carol Gossage comes in on Thursday. Her main job is to make sure the bulletin is run off for services on Sunday. She is also the membership secretary.

It sometimes amazes me how these three separate people can keep the church office running so smoothly. They have taken on the cute name, "the church mice". I guess that fits since these three work so well together and are sometimes quiet as mice!

I am thankful that I have been blessed with not one but three wonderful church office assistants and that they all have chosen to become PAUMCS members. They are always there when I need anything done in the office. What would we do without our church secretaries?

Pastor Paul Farren

Oak Chapel UMC

FROM OUR PRESIDENT



Karen Corbitt

Dear Companions on the Journey,

What a wonderful fall conference we had! If you were not with us, you missed a great experience! We learned about communication and prayer and “The Art of Possibility” – including Rule #6 – from our outstanding speakers. Greentown UMC’s hospitality and the food were excellent. Our business meeting reflected the hard work of the Executive Committee. And best of all we laughed and talked and shared and sang and worshipped together. This break from our everyday duties was an opportunity to refresh, learn and recharge, and I think we made the most of it.

Please let us know the kinds of speakers and topics that would help you most. Our Executive Committee members enjoy hearing your suggestions as we look toward the future.

At this busy, joyous, stressful, lovely season in the lives of our churches, let’s remember to step back, take a deep breath, lift our thanks for our many blessings, and offer a secretary’s prayer:

Dear Lord, lead me in the way of excellence.

Give me the ability to bring order out of chaos, courage out of fear, peace out of pressure.

Develop in me a listening ear, a caring heart, and helping hands.

Help me to love more, encourage more, and enjoy more.

Restore my patience, refresh my soul,

Cleanse me from hurry, worry, and guilt, and

Grant me Your strength, Your compassion, Your perfect peace. Amen.

Rich blessings to you –
Karen , Ohio PAUMCS President

PAUMCS 11th Spring Workshop

Date: Tuesday, May 24, 2011

Where: Methodist Theological School
3081 Columbus Pike, Delaware, OH 43015

Time: Registration 8:30a, Workshop 9a-3:30p

Topic: Church Safety



Scholarships are available to members and first-time attendees. Contact Mary Littman, miamivalley@wocumc.org or 937.529.2320.

Unlike membership in social organizations or sports teams, becoming a member of a PAUMCS (Professional Association of United Methodist Church Secretaries) signifies something deep and something fundamental to our Christian lives. Membership makes possible a community life that could never be experienced by a collection of "attendees". Such a community is marked by promises of serving and joining together to serve God both within and beyond the local church.

If you were able to attend the fall meeting you felt that deep fundamental association. Not only did we get to put faces to names, we learned to pray "in color" a very easy and time friendly way to make our prayers more meaningful, we learned "we would not die from embarrassment" and that making quick judgments when working with others may not be very productive. We enjoyed great food and even had some down time, supported missions and met new friends.

Joining PAUMCS is a great way for you, the church secretary, to connect to other congregations, learn how things work and don't work in other churches and to meet and learn from leaders around both the East and West Ohio Conferences.

Take a minute to go the on the web site, ohiopaumcs.com, and read about our outreach and contact me about membership at vmiller@firstumcnewark.org . Membership is \$25.00 for single membership or staff memberships are available. Plan now to join in January 2011 and attend Spring and Fall conferences next year.

You may be surprised at what you have been missing!

TREASURER'S REPORT



Joy Perry, Treasurer

1/1/2010-

Category Description 10/8/2010

INCOME

Uncategorized	8,420.35
Annual Conference	1,040.00
Membership Dues	25.00
Scholarship Fund	157.50
Spring- Workshop	1,385.00

TOTAL INCOME 11,027.85

EXPENSES

Uncategorized	0.00
Annual Meeting Meals	598.00
Other Annual Meeting	450.00
TOTAL Annual Meeting	1,048.00
Misc	23.52

Newsletter

Postage	13.65
TOTAL Newsletter	13.65

Spring Workshop

Methodist Theological School	360.00
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TOTAL EXPENSES 1,445.17

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SCHOLARSHIPS

Ohio PAUMCS Scholarship Information

You may apply for a one day Spring Workshop or a two day Fall Conference.

Preference is given to first time attendees and current PAUMCS members. Scholarship application must be sent one month prior to workshop or conference. Monies are given for registration only. Travel, lodging and other expenses are not covered.

To apply for a scholarship or to give monies toward scholarships, contact Mary Littman: miamivalley@wocumc.org or 937.529.2320.

You will be contacted promptly. Please give us your email and or phone number.

We would love to have you attend an event & become a PAUMCS member!



PAUMCS INSTITUTE PROGRAM

Certification- Candler School of Theology-Atlanta Georgia

The five-day PAUMCS Institute is designed to stimulate professional growth and development of the individual. Participants are introduced to business concepts required for understanding the financial operations of the church as well as relationships with the pastor, church employees and members of the congregation. Studying such concepts with professors selected from a strong business school faculty and other experts encourages secretaries to become better informed and more effective church administrators.

Brochures available soon!

CERTIFICATION ELIGIBILITY

Upon successful completion of the Institute, our 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.*

Class size is limited to 30 participants. Registrations will be honored in the order received.

Request a membership brochure from:
Cynthia Haralson, Staff Rep. to PAUMCS
GCFA, PO Box 340029
Nashville, TN 37203-0029
Phone: 866-367-4232 x2386 (toll free)
Fax: 615-369-2374
Email: paumcs@gcfa.org



You've Made A Difference

As Thanksgiving Day approaches,
Our blessings we recall;
The things we are most thankful for,
We recollect them all.

You are really special,
In all you say and do.
You've made a difference in our lives;
We're thankful now for you.

NOMINATION COMMITTEE

2011 OFFICERS

President	Karen Corbitt	Members at Large	Joyce Ross
First Vice President	Dawn Livingston		Cindy Mann
Second Vice President	Mary Littman		Steven Teal
Membership Secretary	Vicki Miller		
Recording Secretary	Jody Bails	Newsletter Editor	Peggy Smith
Treasurer	Joy Perry		

Ex-Officio Members

Nominations Chair	Debbie Knox	Member Care Coordinator	Lin Tranter
Nominations Committee		Historian	TBA
Karen McPeck		Ex-Officio President	Brenda Smoot
Angie Berry		Prayer & Praise Coordinator (w/national)	Sherry Heath



WHY PAUMCS IS IMPORTANT TO ME:

Friendship, education, support, relaxation, inspiring, spiritual uplifting....these are but a few of the things that I love about PAUMCS.

The friendships you make are invaluable and oh so special and the support they offer can be taken with you and can be such a help all the time. Just a quick email to a friend with an issue and the support is right there or even just a quick hello brings back wonderful memories of your time together. The education is all geared to what you use every day and the speakers are phenomenal. When you attend a PAUMCS event all you have to do is show up and sit back and relax because the executive team is always on the ball and has everything planned for you. At our fall conferences we always have such a wonderful worship service. You definitely go away feeling spiritually uplifted.

I now am the WO conference center receptionist but when I worked at the church, I would tell my pastor, the Administrative Council and SPRC that there is no other group that a church, conference or agency employee can belong to where you can receive any and all you need to support your work and make you a more knowledgeable employee or volunteer. PAUMCS has been a God send to me and I'm sure it will be for you as well.

Blessings,
Peg Smith

OHIO PAUMCS PRAYER NET



The Ohio Chapter of PAUMCS has a website that continues to grow. The permanent history has been added to the site as well as recent photos of the Fall Conference. You can link to the PAUMCS Prayer Net or to "Linking Hands", our national discussion group. Check the site at <http://www.ohiopaumcs.com>

PAUMCS Prayer Net Sign up is at sherry_heath@sbcglobal.net