

Ohio Chapter Officers 2010

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MEMBERSHIP DUES

STATE

www.ohiopaumcs.com

\$25 Individual

\$40 Staff membership

Make checks payable to:

Ohio PAUMCS

Mail with completed profile to:

Vicki Miller
42 Burch Dr
Newark OH 43055

NATIONAL

www.paumcs.org

\$50 Individual

Make check payable to:

PAUMCS

Mail with a completed profile to:

GCFA
1 Music Circle North
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Profile sheets for Ohio and National are available on the website. The National website can be accessed from the Ohio site.

OHIO CHAPTER OF PAUMCS



Professional Association
of
United Methodist
Church Secretaries



A BRIEF HISTORY

The Professional Association of United Methodist Church Secretaries was organized April 14, 1982 in Dallas TX. Since that beginning, meetings have been held annually and chapters have been organized with annual state conferences.

The General Council on Finance and Administration (GCFA) is the approved sponsor for PAUMCS, with legislation officially adopted at the 1988 General Conference (2000 Book of Discipline, ¶807.17) which states: *“The GCFA shall have the authority and responsibility to provide guidance and consultation for continuing education of church secretaries, including establishment of training and certification programs, and to provide assistance to the Professional Association of United Methodist Church Secretaries.”*

The Ohio Chapter of PAUMCS was a dream of Bob Storey, Coordinator of Communications for the West Ohio Annual Conference. His untimely death in 1988 put the idea on hold until April 1991, when the groundwork was established to form an Ohio group.

OUR PURPOSE

Recognizing the position of church secretary as a professional within the total church ministry, Ohio secretaries have joined together in a formal organization for spiritual growth, enrichment and mutual support. We have expanded to include office professionals in many settings within the General Church. The organization will strive to provide opportunities for continuing education, to establish and support area units of church secretaries, and to work together to affirm the ministry of the church secretary.

IF YOU ARE . . .

A United Methodist Church secretary, administrative assistant, support staff, personal secretary, office manager, receptionist, etc., paid or volunteer, past or present, at the local, district, conference or agency level in the state of OHIO, you are invited to join Ohio PAUMCS!

OHIO PAUMCS OFFERS . .

- ☆ An opportunity for spiritual renewal
- ☆ An annual educational meeting and time of fellowship and sharing. The annual business meeting is included — 2 days
- ☆ Spring workshop for a time of education, sharing and fellowship — 1 day
- ☆ Information regarding other continuing education workshops in the Ohio region
- ☆ Networking for professional improvement
- ☆ Guidance in establishing local secretarial support groups
- ☆ Website: www.ohiopaumcs.com

In addition to those listed above, your membership in Ohio PAUMCS affords you advantages such as financial savings, camaraderie, support, friendships, and confidence building opportunities.

NATIONAL PAUMCS OFFERS . . .

- ☆ GCFA Certification as a Professional UMC secretary by providing a week-long intensive study each summer at Emory University Business School in Atlanta GA.
- ☆ An annual meeting each year at a different site around the nation with excellent educational opportunities.
- ☆ A national newsletter with networking information.
- ☆ 20 percent discount for purchases of books at Cokesbury.
- ☆ Prayer Net—sharing joys and concerns via email.
- ☆ *Linking Hands*—email support group to discuss office matters and encouragement.

GCFA stands for General Council on Finance and Administration. They take an active and supportive role in our organization and we enjoy and depend on their participation at our annual meetings.

Our logo is very symbolic. The chain represents the vital link of the Church Secretary. Notice that the links are not alike! The triangle signifies the Trinity and the UMC is represented by the cross and the flame.