



# Ohio Link

Fall, 2006

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.”

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## OHIO PAUMCS CELEBRATES 15 YEARS!



President, Elizabeth Feldman & Vice President, Brenda Smoot make ready to celebrate our 15 years.

Friday evening we celebrated Ohio PAUMCS's fifteenth birthday with clowns, cake and ice cream and a lot of fun. The whole weekend was one of learning, relaxing, and fun. The speakers who talked about “changes” were very interesting and we learned a lot how to deal with change. With the redistricting that East and West Ohio UMCs have been going through, the sessions were very helpful.

If you have not attended a PAUMCS conference, please try to join us in New Philadelphia next September. You will learn a lot, make new friends, relax and find out that a lot of us have similar problems or new ideas and you learn from each other.

Submitted by Karen McPeck, Coburn UM Church Zanesville

## PASTORIAL REFLECTIONS



Many years ago while I was serving a challenging congregation in the Cleveland area, I also had major conference responsibilities. That took me away from the church as many as six days a month. It was only possible for me to accomplish the necessary ministry in the local church by depending upon the wisdom of my administrative assistant. Some days I would be away all day and would call the office at 4 o'clock. My administrative assistant would give me a strategic priority of people to see, contacts to make, and critical tasks. I came to appreciate the wisdom of her advice, and was only able to succeed in fulfilling both my conference responsibilities and the needs of the local church because of her judgment. This is but one example of how I appreciate and depend on my staff in the local church. Blessings to each of you as we do ministry together.

Rev. Dr. David Wilcox, senior pastor, Wooster UMC

## LOOKING FORWARD TO 2008



WOW, just a year and a half before we welcome our PAUMCS sisters and brothers to the wonderful state of Ohio. Please mark the date on your calendar and plan to join us for this exciting event. Our core committee is in place and we are working hard with the National Executive Committee. We have recommended some top notch speakers and if they are able to come, we probably will be laughing and crying all at the same time as we continue to enrich our spiritual and professional lives. You will learn more about that later. We have reserved the Air Force Museum for our special outing and barring a national emergency we will have dinner among the planes, and then have time to tour the museum. Dayton is easy to get to, easy to get around in, and has a wealth of opportunities for our guests. We need many hands to help host this conference for approximately 300-350 people. We are working hard on funding. If you would like to make a contribution to the success of the conference, or know of a business that supports leadership opportunities, your help is especially welcome. Contributions of any size may be sent to our treasurer, Sue Smith. Another way to help is to solicit gifts for our ditty bags. It would be wonderful to have items from all districts in the state. Would you like to recommend a mission project, a worship leader or a musical group? Ideas can be given to any officer of Ohio PAUMCS.

## REFLECTIONS FROM A LONG-TIME MEMBER

*Strong friendships  
last forever.*

*“What a friend we  
have in Jesus.”*

### **WHAT PAUMCS MEANS TO ME:**

I appreciate the fellowship. The connection to others who are doing the same things I do. We can discuss problems and successes. The workshop on change was right on the mark. Some things came up just this week that reinforced how quickly and often changes take place. Most of all I think it is the friendships that have been so important. The connection even when we do not see each other, e-mail or talk is a great help. For approximately 13 years I have attended many of the national and state conferences. I also, attended certification school in Atlanta GA in 1995. Lasting friendships were formed right there as well as at other times.

The support when someone is ill has also been a great help. During my husband's illness, the tornado that hit Xenia and our church in 2000, all of this and much more are reasons to appreciate PAUMCS.

Marlene L. Gifford

Faith Community United Methodist Church, Xenia, OH



## OHIO PAUMCS PRAYER NET

The PAUMCS Prayer Net for Ohio has been combined with the national prayer net. If you wish to participate, regardless of a national membership, please contact Sherry Heath at [grstch@wesnet.com](mailto:grstch@wesnet.com) and she will add you to the list. Please make sure that you add her email address to your address book so that the prayer requests won't be rejected by your server as the dreaded SPAM

# FROM OUR PRESIDENT

Elizabeth Feldman

*Luke 8:37 "Later, a great many people from the Gerasene countryside got together and asked Jesus to leave - too much change, too fast, and they were scared..." The Message.* The seasons are changing as I write to you. That doesn't scare me because every year in Ohio we have a change of seasons. I expect the change and I can prepare for the change. It is not that easy in all situations. That's why Ohio PAUMCS is celebrating and discussing change in the church. The executive committee, in response to the membership, has planned many different approaches to change for our twice yearly meetings. We will continue to use something about change in our theme throughout 2008. Perhaps the most important part about our times together, is the sharing of our experiences and talking about how we handled a change, or asking how someone else would handle the same situation. PAUMCS is such a great avenue for sharing. The Ohio Link, The Vital Link and Linking Hands all provide support and networking around the connection for church secretaries. Email itself has provided a vital tool for getting/sending information. We have just finished another wonderful conference in Dayton – Celebrating Change and our 15th anniversary as a chapter of National PAUMCS. I invite each of you to our spring conference on May 15th at MTSO in Delaware OH, and also to the 2007 annual conference in New Philadelphia OH on September 28/29. Notice the *change* to a later weekend! Anytime you have an idea to share, do not hesitate to call, or email any of the officers. Blessings

## CERTIFICATION

### PAUMCS INSTITUTE PROGRAM

July 15 - 20, 2007

It has been several years since Ohio has been represented at certification school. If you have been thinking about it, perhaps it is time to make the commitment and begin to seek funding from your church. Get a friend to go along with you! I pulled these facts from the GCF&A website. The brochure will be out soon and scholarship applications will be available. Registration should be completed as soon after January 1 as possible. If you have any questions you may go to the website ([www.paumcs.org](http://www.paumcs.org)) or contact Elizabeth Feldman.

Registration is from 2:00 – 4:00 Sunday, and the following topics or activities are planned: PAUMCS & Certification, Welcome Meal, Ethics & Confidentiality, Church Finances, Understanding Tax Laws, Negotiation / Conflict Resolution, Diversity and the Church, Church Polity, Managing People and Programs, Special Group Projects, Understanding Personality, Graduation dinner. The Institute ends at noon on Friday.

**How does the church benefit?** 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.

**Why become certified?** (Book of Discipline, 2004, Paragraph 807.19). 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.

**What will it cost?** Tuition for the 2007 Institute is \$300.00.\* This includes course materials, some lunches and dinners, and refreshments. Travel, room, additional meals and any other incidentals are the responsibility of each participant.

# Memberships

Elaine Mellencopf,  
Membership Secretary

## Ohio PAUMCS Chapter adds 10 new members in 2006

Ten new members have joined Ohio PAUMCS during 2006. We welcome Susan Alley, Jo Ann Auer, Linda Francis, Lorraine McIntee Phile, Linda Plybon, Trish Reynolds, Carol Schneider, Rebecca Shafer, Lorna Slack, and Deborah Taylor.

As of this writing, we have 58 members, 15 of whom are certified United Methodist secretaries.

If you have not yet joined, you may still do that by sending \$25 for an individual membership, or if you work in a multiple staff office, all members of the office can join for a total of \$40. Please send your check(s) and a completed profile sheet(s) to Elaine Mollencopf, membership secretary, 109 Dodge St., Swanton, OH 43558. Please contact Elaine if you need a profile sheet.

Maybe next year will be a better time for you to join, so consider that option and maybe ask your church's Staff Parish Relations Committee and Finance Committee to include membership monies in their 2007 budget as well as for the two conferences we have yearly. Being part of this professional organization is a terrific support system for United Methodist Church office personnel.

## SCHOLARSHIPS

## TREASURER'S REPORT

Sue Smith, Treasurer

<b>Beginning Balance:</b>	\$6,689.96
Income	4,302.00
Expenses	3,339.68
Balance in Checking	\$7,652.28

<b>Restricted Funds:</b>	
National Conference	\$ 915.60
Scholarship Fund	3,385.54
Speaker's Fund	2,156.89
Hostess Fund	50.00
Total Restricted	<u>\$6,508.03</u>

General Fund	\$1,144.25
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### Budget for 2007

Income	\$9,450.00
Expenses	\$7,800.00

Scholarships are available for all Ohio PAUMCS events. The form is simple to complete and an applicant may apply once every four years. The scholarship concept was implemented to make continuing education affordable for all. Please don't miss an event because of the cost. Information regarding the scholarships are included on the event brochure. Special thanks to all who contributed to make this possible.

## SPRING WORKSHOP 2007



Mark your calendars now to attend our Spring Workshop which will be held at MTSO in Delaware on Tuesday, May 15, 2007. You will receive more information in a brochure at a later date.

## FALL CONFERENCE 2007

The Fall Conference and Business Meeting will be held on September 28 & 29 at First United Methodist Church in New Philadelphia. More details in spring newsletter.

# NOMINATING REPORT



May everything  
we do and say  
glorify Him.

Jody Bails, Chairperson

“Celebrating Change” was the theme of our Ohio PAUMCS Fall Conference held at Christ United Methodist Church in Kettering. Change is a fact of life and should be celebrated daily!

One big change for Ohio PAUMCS is the slate of officers for 2007. The new officers are listed below.

We congratulate our new PAUMCS leaders for 2007. They will serve our Ohio chapter well and the changes they make will benefit everyone.

“Celebrating Change” also means saying farewell to some of our 2006 officers. A grateful good-bye goes to Jann Keith who has faithfully served Ohio PAUMCS in many capacities including President, Prayer and Praises Coordinator and Mailing Coordinator. Her input and contributions to our wonderful organization will be missed.

We also say thank you to Marjorie Anslow and Carol Stringer who have both served many years as our Ohio PAUMCS Member Care Co-coordinators. Receiving a card in the mail from these ladies on behalf of the organization has lifted the spirits of many.

Many thanks to Jann, Marjorie and Carol for a job well done. We wish them many days to celebrate change in their lives.

If you have any “new” thoughts or ideas for us please feel free to contact any one of our committee members!

## 2007 OHIO PAUMCS EXECUTIVE COMMITTEE

President: Brenda Smoot  
brendasmoot@stmarksumc.net

1st Vice President: Karen Martin  
kmartin@wocumc.org

2nd Vice President: Elizabeth Feldman  
efeldman@woosterumc.org

Membership Secretary: Elaine Mollencopf  
strinumc@earthlink.net

Recording Secretary: Lin Tranter  
hsumc@bright.net

Treasurer: Sue Smith  
fumcsec@aol.com

Newsletter Editor: Peg Smith  
1stumccard@redbird.net

Nominations: Jody Bails, chair  
jodysb1949@yahoo.com

Committee Members:  
Angie Wilhelm & Kay Swabb

Members-at-Large: Jodi Iker, Karen McPeck

2007 Site Chair: Sue Smith  
fumcsec@aol.com

2008 National Site Chair: Elizabeth Feldman  
efeldman@woosterumc.org

Ex-Officio Officers:  
Historian: Sherry Heath, grstch@wesnet.com

PAUMCS Prayer Net (National)  
Sherry Heath: grstch@wesnet.com

Member Care Coordinators:  
Deborah Taylor, dtaylor@umcmiddletown.com  
Trish Reynolds, secretary@umcmiddletown.com