



Ohio Link

Spring 2011

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.”

**PAUMCS 29th ANNUAL NATIONAL CONFERENCE
KNOXVILLE, TENNESSEE...APRIL 7—10, 2011**



Eighteen United Methodist Church Secretaries from East and West Ohio traveled to Knoxville, Tennessee in early April for the 2011 national conference of the Professional Association of United Methodist Church Secretaries. The conference, hosted by the Holston Conference was at the Airport Hilton in Alcoa, Tennessee. Speakers for the conference provided continuing education in safe working environments, understanding domestic violence, preventing and dealing with sexual misconduct, safety using the internet and ideas from the United Methodist Reporter.

The Conference provides 1 Continuing Education Unit to satisfy the ongoing requirements of the secretaries certified as United Methodist Church Secretaries. A number of Ohio secretaries were recertified by the General Council of Finance and Administration. In addition, five newly certified secretaries were recognized from Ohio. They are: Sue Alley, Julie Bassett, Karen Dragonette, Melody Reed and Sandi Smith.

The mission project was the Beaco School at Holston UM Home for Children. Worship services were held at the conference and also at the First UMC in Alcoa, Tennessee where Bishop Swenson provided the message to end the conference.

189 secretaries attended the Conference from all over the United States. The annual conference will be held in 2012 in Richmond, Virginia.



PASTOR'S LETTER

“Each of us was given grace according to the measure of Christ’s gift.” (Ephesians 4:7)

We each are given unique gifts. Each of us is called to use our gifts for the work of Christ. I am very grateful for those who exercise their gifts by leading in the church office—whether the job title is “Secretary”, “Administrative Assistant”, or “Office Manager”.

What better place could one exercise the ministry of welcoming and the Christian virtue of hospitality than in the church office? The first voice one hears and the first face one encounters upon entering the church most often belong to those serving in the church office.

What better opportunity to help bring order to chaos than the church office?! Over the years, I have been grateful for the administrative gifts of my office colleagues who make sure the priorities get priority, the ball doesn’t get dropped, and all things work together for good.

While we each have unique gifts, we can enhance these gifts through intentional effort. I am grateful that persons in these strategic office positions grow in their effectiveness through intentional personal and professional growth. With colleagues in our congregation who are involved in PAUMCS, I express my thanks for the continuing education, fellowship and support our office personnel have known through PAUMCS.

Rev. Dr. David Wilcox
Senior Pastor, Wooster United Methodist Church

Virtue of hospitality
Virtue of administration
Skills and temperament of Christ

FROM OUR PRESIDENT



Karen Corbitt

This is the day the Lord has made – another opportunity to rejoice and be grateful for all that God has bestowed on us!

18 Ohio secretaries attended the 29th annual National PAUMCS Conference, held in Knoxville, Tennessee. The topics were relevant, the activities were well planned, and we celebrated with the 30 members of the 2011 Certification Class who were recognized at the Saturday night banquet.

Did you know that of those 30, five are from Ohio? Karen Dragonette serves Reynoldsburg UMC, Melody Reed serves Crossroads UMC in Columbus and Julie Bassett, Sue Alley and Sandi Smith are from the West Ohio Conference Center. Ohio PAUMCS is proud and honored to have these wonderful secretaries serving in ministry.

The brochure for our spring workshop “Secure our Sanctuary” on May 24 has been mailed. If you did not receive one you may find it on our ohiopaumcs.com website.

The Lord Is the Joy of My Life

The Lord is the joy of my life, I shall never be bored.
He brings me into the fellowship of happy friends.
He gives me ecstatic confidence; he enchants my soul.
He leads me in the way of jubilation for His own great praise.
Yea though I struggle through the experience of gloom
I will fear no sadness; the joy of the Lord is with me;
Thy grace and Thy cheer, they delight me.
Thou preparest a table before me in the presence of
the prophets of gloom.
Thou anointest my head with gladness.
My heart bubbles over with joy.
Surely delight and rapture shall follow me all the days of my life;
And I shall rejoice in the presence of the Lord always.

(Author Unknown)

May we always remember that the Lord is the joy of our lives. Blessings, friends!

PAUMCSFALL CONFERENCE

SAVE THE DATE!

PAUMCS Fall Conference: "Where Vision becomes Reality"
September 30 - October 1, 2011
Green St UMC, Piqua, OH



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

Membership letter PAUMCS – Vicki Miller, Membership
April 2011

The United Methodist Church secretaries and administrative assistants provide critical support to congregations across the denomination. Many secretaries are the “Vital Link” that keeps churches functioning well. They provide critical administrative support, ongoing communication between individuals, committees, and constituencies, and continuity in their congregations.

Your membership in the Professional Association of United Methodist Church Secretaries (PAUMCS) demonstrates your commitment to our mission while providing you with five ways to get the most of your membership -

- Recognized educational programs –attend workshops and receive information on issues related to your job responsibilities
- Invaluable networking opportunities – meet and connect with others doing the same job
- Professional recognition – demonstrate your commitment to a professional office and receive CEUs for attending programs
- News and information – learn about new programs and opportunities at district and conference level
- Access to expert advisors – meet and get to know district and conference staff who will interact with you in your job

Again thank you for joining or renewing your membership to connect with others across the Confer-

TREASURER'S REPORT



January 1, 2011 Beginning Balance for PNC Account:	\$11,567.17
Income	
Dues	\$640.00
Expense	
Scholarships to National Conference	\$1,200.00
Postage for Newsletter	\$740.17
Membership Care	\$25.58
Ditty Bag for Bishops	\$1,618.99
Speakers for Spring Workshop	\$200.00
Total Expense	\$3,784.74
Total in PNC Account (4/30/11)	\$8,422.43
Closed out PNC Account Balance was	\$8420.18

Joy Perry, treasurer

SCHOLARSHIPS

Ohio PAUMCS Scholarship Information

You may apply for our one day Spring Workshop or our 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– GCFA Nashville, Tennessee....July 17—22, 2011

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.

If you are still interested the brochure is available on our website: ohiopaumcs.com

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

NOMINATION COMMITTEE

As your nominations Chair I am asking (begging) everyone to consider serving as an officer of your Ohio PAUMCS.

This year we will be looking for several officers to replace persons who's terms have expired:

Recording Secretary
Nominations Chair
Member at large
Newsletter Editor

I know from experience what a joy it is to serve with this group of officers and I know that each of you would enjoy working with this group to lead Ohio PAUMCS into the future.

Debbie Knox, Nominations Chair



WHY PAUMCS IS IMPORTANT TO ME:

When Peggy asked me to share with you “What PAUMCS Means To Me”, I began to reminisce back to 1988 when Sherry Heath and I had a vision to form a West Ohio organization to benefit and support the church secretaries in the West Ohio Conference in addition to the National Professional Association of United Methodist Church secretaries.

It was our dream that in addition to the National Professional Association of United Methodist Church Secretaries organized by the General Council on Finance and Administration (GCFA), we needed a state chapter. As a result of the National Organization and I feel prompted by our success Chapters began to form all over the country and eventually these chapters began to host our National PAUMCS meetings in their state.

Many of you may remember Liz Okayama, who was assigned by GCFA to become our liaison from GCFA. Upon her retirement Cynthia Haralson took her place and has been with us since 1997 and what a blessing she has been! Praise God for her presence with us.

In 1986 we began our Certification Institute for church secretaries and to date we have 235 United Methodist Certified Church Secretaries, Episcopal Secretaries, Business Administrators, Secretaries from our General Agencies, Conference Offices, District Offices and Foundations. This one week program was held in Atlanta at Emory University School of Business. I was privileged to be a part of the 1989 class. What a special time that was, not only from a knowledge standpoint but the opportunity to meet and greet a new family of friends who over the years have become my sisters in faith.

I recall with fondness serving as your president replacing an unexpired term of Sherry Heath, my dearest friend and colleague in ministry. Our Board meetings were very special as we planned, worked with developing a budget and seeking to find ways to stay within our budget, selecting sites for future meetings, praying and becoming friends for life, selecting speakers who challenged us by giving us knowledge and spiritual growth.

In closing I want to say thank you for your love and support of PAUMCS over the years. It is my dream that you will receive all the love and support as you continue your ministry. **As you can see PAUMCS means a lot to me!**

I understand that our fall meeting will be held at Green Street United Methodist Church where Sherry and I dreamed our dream and you made our dream a reality. God bless each of you and thank you for keeping this dream alive.

Grace and Peace,
Emily Gould

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: <http://www.ohiopaumcs.com>

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