



# Ohio Link

Spring 2010

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

## **Our Mission Statement:**

“The mission of Ohio PAUMCS is to help secretaries grow professionally,

## **NATIONAL CONFERENCE ORLANDO, FL**

14 secretaries from East and West Ohio Conferences attended the 28th Annual Conference of the Professional Association of United Methodist Church Secretaries, April 15-18 in Orlando, Florida. The Wyndham Orlando Resort was the location and the theme "Let Your Light Shine" was made real by the excellent presentations at the



Conference. Opening the Conference was Beanie Rankin, familiar to the Ohio PAUMCS secretaries due to her May, 2008 presentation to the group. Beanie spoke on "Effective Cyber Communication" giving direction to the ever-expanding media ministry the internet offers. Vicki Wallace, director of InfoServe, spoke of the current denominational focus of "ReThink Church." Her presentation encouraged the group to envision the church as a place with many touch points, many doors, beyond just the one that leads into Sunday morning worship.

The keynote speaker was Barbara Bruce on "Keeping your Mind, Body, and Soul Healthy in the Workplace." Her dynamic presentation centered on healthy foods, healthy exercise and healthy attitudes while at work and at home.

The final speaker was again, Beanie Rankin. Her closing workshop was a more in-depth presentation on the statistical needs of the denomination - "Every Member Counts and We Count Every Member." She explained the 2005 Discipline changes to how the church records a baptized and professing member.

The Conference included very meaningful worship services, beginning with the memorial celebration and communion and closing with a dynamic worship experience. Also honored were those secretaries who were newly certified and re-certified by General Council on Finance and Administration.

Recertified from Ohio and recognized at the conference were Elizabeth Feldman, Gail Harris, Karen Martin and Arlie Taylor. Others attending from Ohio were Marjorie Anslow, Cathy Broome, Sherry Heath, Mary Littman, Joy Montanye Perry, Lori Ramsey, Dawn Roberts, Brenda Smoot, Jennifer Sweetman and Lin Tranter.



## PASTOR'S LETTER

### Quantum Mechanics and the Church Secretary

I am a nerd, geek, and dweeb who misses his slide rule and plastic pocket protector. For enjoyment I read books about mathematics and physics because they make theology and the bible seem easy. Quantum mechanics, a branch of modern physics, deals with matter and reality on an infinitesimally small scale. To work with quantum mechanics one must set aside all sense of reality because at the sub-atomic level reality is different from what we experience. For example, there is no clear sense of “place”; a particle may be one place and simultaneously at a different place. A particle may travel backwards in time from the future to the past. A particle can even travel faster than light. The nucleus of an atom is held together by a “gluon”, a particle that gives us nuclear energy.

The reality perceived by a church secretary is often different from the reality of the congregation. They think of church as a beautiful building with stained glass, a harmonious choir, and a gracious pastor. You know it has a leaky hot water heater, a choir where the tenors don't talk to the altos, and a pastor who can peel paint off the wall with his wrathful language. Multi-tasking is child's play to you; you move so quickly you can seem to be in two places at once. You don't just know the history, you lived it. Based on your experience in the detailed operations of the church, you can predict its future without hiring a consultant. With incredible energy, you are often the glue that holds a church together.

A PAUMCS meeting is like being in the center of an atom, where everything is in constant motion, particles (ideas) are exchanged, and energy levels are high. If I were King of the Conference, I would make it possible for every church secretary to join PAUMCS.

*Respectfully submitted and written by,*

*Rev. R. Stanley Sutton*

*West Ohio Conference Treasurer*

## FROM OUR PRESIDENT



Happy Summer, friends! This is my first letter to you as president and I am honored to hold this position. I follow a long line of excellent presidents and it is my privilege to serve. Elections were held at our Fall 2009 business meeting and we have several new officers on our Executive Board. I'm especially grateful to those who have rotated off the Board – Brenda Smoot, Elizabeth Feldman, Elaine Mollencopf, Sue Smith, and Dawn Roberts. Thank you for your gift of loving service to us all.

I'm looking forward to working with you as we gather for our workshops and conferences, contribute to our newsletters, lift each other in prayer, share answers to questions, and encourage each other on those "you want me to do what?!?!?" days. If you have suggestions for conference speakers, workshop topics, or any other aspect of PAUMCS, please let me know. Our Executive Committee meets at least twice each year and looks forward to having you share your ideas with us.

Bishop Rueben Job's wonderful little book called Three Simple Rules contains a prayer for the beginning of the day. It seems very appropriate for us in our ministry as church secretaries.

Loving Teacher, come and make your home in our hearts this day. Dwell within us all day long and save us from error or foolish ways. Teach us today to do no harm, to do good, and assist us so that we may stay in loving relationship with you and our neighbor. Help us today to be an answer to another's prayer so that we may be one of your signs of hope in the world you love. Amen.

Rich blessings to you –  
Karen , Ohio PAUMCS President



## OUR 2010 FALL CONFERENCE October 1 & 2, 2010

“LOVE IN ACTION”

Join us as Bishop John Hopkins and other speakers share on the topic “Love in Action”.

**WHEN:** Friday, October 1st and Saturday October 2nd, 2010

**WHERE:** Greentown UMC, 3088 State St. NW, Greentown, OH 44630

Brochures will be emailed at a later date.

Please mark these dates on your calendar and plan on joining us for the opportunity to worship, learn, share and grow together! We look forward to being together with you.

In this time of economic uncertainty and the often asked “what’s in it for me” many wonder, “Why do I need to join PAUMCS (Professional Association of United Methodist Church Secretaries)?”

Secretaries/administrative assistants often think of themselves as just one part (often small) of a church administrative team questioning the need to officially join a secretaries group. For many PAUMCS membership sounds stiff, too formal or unnecessary. But by joining PAUMCS you are stating, “I am part of something bigger than myself. I am part of a body.” By identifying with PAUMCS, you let the pastors and other members of the local church know that you intend to be committed in professionalism and service. You care.

The PAUMCS \$25 individual or \$40 staff membership will connect you to others serving across Ohio in churches of all sizes. The meetings, workshops and electronic connections will open many doors for fellowship, service, leadership growth and educational opportunities allowing a free exchange of ideas and a sharing of concerns. Renew or join? Do it today to begin to connect and grow with Ohio PAUMCS!

As of this date 32 memberships have been renewed and Janie Altrogge, Carol Gossage, Cindy Mann, Darlene Miller, Alysha Orsborne, Melody Ree, Gwenda Ruff and Ed Wirt have joined as new members. To renew or join complete the profile sheet available on line at [www.gb-gm-umc.org/ohiopaumcs/](http://www.gb-gm-umc.org/ohiopaumcs/) or you may contact me at [vmiller@firstumcnewark.org](mailto:vmiller@firstumcnewark.org).

I will look for your profile as you connect with Ohio PAUMCS!

## TREASURER’S REPORT



Joy Perry, Treasurer

Beginning Balance	\$11,567.17
Income	\$ 755.00
Expenses	\$ <u>2,384.74</u>
Balance in checking	\$ 9,937.43
Restricted Funds:	
2009 Conference	\$1,133.49
Scholarship Fund	\$2,364.54
Conference Fund	\$ <u>2,930.96</u>
General Fund	\$6,428.99

## 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](mailto: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

You may have heard a buzz about ‘certification’ within a group of PAUMCS members or read about it and wondered what this is all about. The PAUMCS Institute Program was created to give UMC secretaries – by which ever name your employer has chosen – a comprehensive short course in how the United Methodist Church works. It is part of the Book of Discipline, 2008, paragraph 807.19. It is a five-day event designed to stimulate professional growth and development of an individual. Participants are introduced to business concepts required for understanding the financial operations of the United Methodist Church as well as relationships with the pastor, church employees and members of the congregation. PAUMCS Institute is held in July each year at Emory University in Atlanta, Georgia. More information can be obtained on our website: [www.ohiopaumcs.ocm](http://www.ohiopaumcs.ocm) and clicking on the link under ‘Mission on PAUMCS.’

### Secretary's Prayer



Dear Lord, help me to do my work well; to have the memory of an elephant; and, by some miracle, to be able to do five things at once—to answer four telephones while typing a letter that "must go out today"!

When the letter does not get signed until tomorrow, please give me the wisdom to keep my mouth shut.

Dear Lord, never let me lose my patience, even when the boss has me searching files for hours for the report that is later discovered on his desk.

Give me the intelligence of a college professor, although my education is limited to a high school diploma and secretarial training.

Help me to read his mind, his handwriting, and carry out all instructions without explanation.

Let me always know exactly where my boss is and when he will be back, even though he never tells me these things.

And Lord, when the year ends, please give me the foresight not to throw out records that will be asked for in a couple of days even though I have been told emphatically -"Destroy these! They are cluttering up the place".

And finally, when the week-end Parish Bulletin does not get to the web master until the Tuesday of the following week, let him remember that he, too, was once a secretary!!

I ask these blessings, dear Lord, in the name of secretaries everywhere. Amen\_

## NOMINATION COMMITTEE

## 2010 OFFICERS

President	Karen Martin	Members at Large	Joyce Ross
First Vice President	Dawn Livingston		Cindy Mann
Second Vice President	Mary Littman		
Membership Secretary	Vicki Miller	Newsletter Editor	Peggy Smith
Recording Secretary	Jody Bails		
Treasurer	Joy Perry		
<u>Ex-Officio Members</u>			
Nominations Chair	Debbie Knox	Member Care Coordinator	Lin Tranter
Nominations Committee		Historian	Sherry Heath
Karen McPeck		Ex-Officio President	Brenda Smoot
Angie Wilhelm			



## WHY PAUMCS IS IMPORTANT TO ME:

The first thing that comes to mind when I asked myself that question is - PAUMCS makes me feel connected to those that have the same type of position as I do. The sharing of experiences, ideas, and story after story are the connectational feelings that I feel you can't get from someone that is not in your type of ministry.

PAUMCS also gives me a chance to learn about myself and how to be a better person by being able to partake in great programs and speakers at the State and National Conferences.

Through my years in PAUMCS, I have made many friendships that I treasure.

In my recent years as 1st Vice President and President, I have seen many people get involved and have told others how rewarding it is. I know PAUMCS can be and is very fulfilling and rewarding. I urge everyone to participate and get involved.

Brenda Smoot

## 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](mailto:sherry_heath@sbcglobal.net)