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### **From the Bishop:**

United Methodist Church secretaries are called to ministry as surely as any pastor. It is clear that those who work in the various administrative and support staff positions in the Church are called to ministry and they are partners in Christ's ministry. It is also clear that the more effective and efficient these persons are in their various areas of responsibility, the greater the opportunities for advancing the kingdom of God through your local church.

To that end the Professional Administrators of United Methodist Connectional Structure (PAUMCS) is committed to providing a supportive base for the training and fellowship of its members. Our Virginia Chapter was established in 1999 and has experienced enormous growth since then. Additionally VA PAUMCS serves as an advocate for emerging concerns that affect local church, district and conference administrative and support personnel. Through its efforts, opportunities continue to be provided for individual growth, professional development, continuing education and spiritual enrichment.

Support your administrative and support staff by acknowledging their participation in PAUMCS as ministry development. Administrative assistants, secretaries, financial directors, office managers and newsletter editors, full-time or part-time, paid or volunteer, local church or conference agency are all invited and encouraged to attend and participate.

Sharma D. Lewis  
Resident Bishop  
Virginia Conference United Methodist Church

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### **National PAUMCS History:**

The Professional Association of United Methodist Church Secretaries was organized on April 14, 1982 in Dallas, Texas.

Since that first meeting, conferences have been held annually, by-laws and a logo were adopted, working committees were formed, a quarterly newsletter was established and chapters were organized across the connection.

Legislation was adopted at the 1988 General Conference which states that the General Conference of Finance and Administration (GCFA) has the authority and responsibility to provide guidance and consultation for continuing education of church secretaries, including establishment of professional standards, training and certification programs and to provide assistance to PAUMCS (2004 Book of Discipline, 807.19).

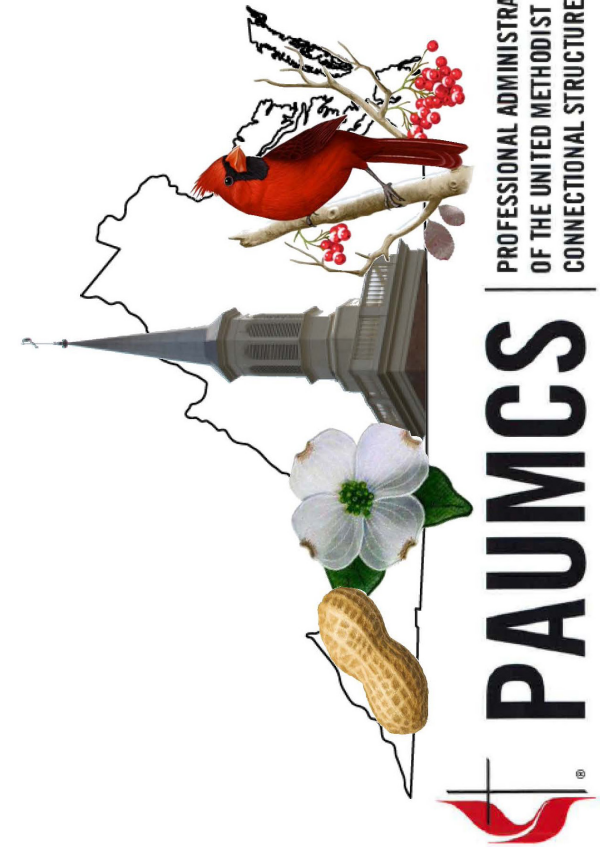
At their National Conference in Chicago in May 2017 the Professional Association of United Methodist Church Secretaries voted to change their name to the Professional Administrators of the United Methodist Connectional Structure, thereby broadening their vision while retaining their acronym, PAUMCS.

### **National Membership:**

For more information about National PAUMCS membership see <[www.paumcs.org](http://www.paumcs.org)>.

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## Virginia Chapter Enrollment Form—January 1- December 31, 2019

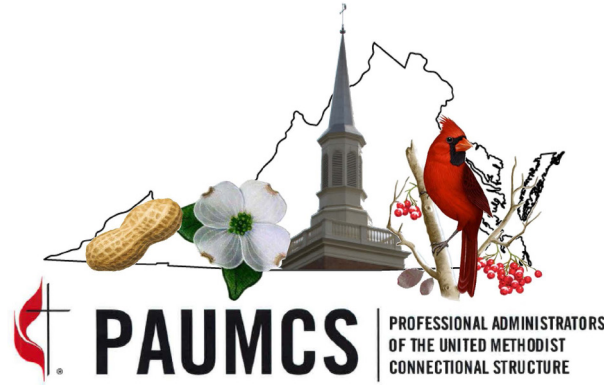
Name: \_\_\_\_\_  
Home Address \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Preferred Email: \_\_\_\_\_ Birthday (mo/day) \_\_\_\_\_  
Employer: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip: \_\_\_\_\_ Years Employed: \_\_\_\_\_  
Title: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
District: \_\_\_\_\_

GCFA Certification:  Yes  No Year: \_\_\_\_\_ Renewed Certification:  Yes  No Latest Year: \_\_\_\_\_

Complete the above information and mail with check made payable to Virginia PAUMCS to:

VA PAUMCS, Virginia Conference United Methodist Church, P.O. Box 5606, Glen Allen, VA 23058.

**Dues: \$28 for year 2020** Online registration by credit card available at [www.vaumc.org/PAUMCS](http://www.vaumc.org/PAUMCS)



### Virginia PAUMCS:

The Virginia Chapter of PAUMCS was established March 1999 at the Virginia United Methodist Conference Center in Blackstone. Since that time the membership of the Virginia chapter has grown to as many as 90 members and an all time high of 130 attendees at a fall event at the Virginia United Methodist Conference Center. The chapter sponsors two meetings each year: normally, a one day fall training event and a two day spring spiritual growth retreat.

### The Virginia PAUMCS Logo:

The current VA PAUMCS logo incorporates the 2017 National Logo along with the VA PAUMCS logo adopted for the 2012 National Conference hosted by the Virginia Chapter in Richmond. The chapter logo includes the steeple of historic Trinity UMC (Richmond), a Virginia peanut, and a cardinal and dogwood, the Commonwealth of Virginia's official bird and flower.

### Purpose:

The purpose of PAUMCS is to provide a supportive base for the unity and fellowship of its members in order to provide individual growth, professional development, continuous education and spiritual enrichment. PAUMCS

- ◆ promotes and encourages the training and support of United Methodist Church secretaries;
- ◆ serves as an advocate for emerging concerns that affect church secretaries;
- ◆ encourages and assists in the establishment of chapters of church secretaries, within or across jurisdictional and annual conference boundaries, and assists in coordinating the program and work of these chapters.

### Membership:

Members are persons presently or previously, paid or volunteer, engaged in administrative work in any local church or agency of the United Methodist Church. For a member to be in good standing, annual dues must be paid for the current year. Membership advantages include reduced rates on workshop registration fees, a bi-annual chapter newsletter and networking with other church secretaries throughout the Virginia Conference.

### More Information:

For more information about Virginia PAUMCS call the Virginia United Methodist Conference Center at 1-804-521-1124.