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# PAUMCS POST

*A Newsletter for and about the Virginia Chapter  
Professional Association of United Methodist Church Secretaries*

March 2016

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## Get Away from it All...Spring Retreat for Church Secretaries Sunday, May 15 - Monday, May 16

Enjoy the peace and beauty of Camp Overlook in Keezletown, Virginia. Camp Overlook is located at the base of the scenic Massanutten Mountains, just 10 minutes from interstate 81. Its 161 acres command a panoramic view of the Shenandoah Valley and border the peaceful woodland of George Washington National Forest. Hiking trails, mountain streams, fields and a beautiful lake reveal God's glory through His creation.

We will stay and meet in *Blessings Lodge*, which is situated on a secluded part of the Overlook property. The lodge has comfortable private bedrooms and baths. The meeting room is graced by a large stone fireplace and a beautiful view. The facility is dedicated to providing an inspirational setting for all who come.



 Our Retreat Speaker, Dr. Sandy Gramling, is a tenured Associate Professor in Clinical Psychology at Virginia Commonwealth University, where she teaches "Stress and Its Management." She earned her PhD (1986) from the University of Mississippi and is a Licensed Clinical Psychologist (VA). Sandy has co-authored three books, published broadly in the area of stress and coping, and enjoys leading workshops and retreats.

Sandy lives in Midlothian and is a member of Winfree Baptist Church.

Church administrative professionals suffer stresses not found in secular settings. How do we as church secretaries maintain our spiritual health while ministering to others? How do we stay centered in Christ and meet the needs of our congregations and community members?

Share time together, exchanging ideas and best practices, and learn coping tips from a pro. We will also touch on office safety and physical health/nutrition.

### Our Spring 2016 Mission Project

Join us in our mission project by bringing five (30" x 30" or 32" x 32") receiving blankets to be used in *Birthing Kits for Conference*. In addition, a donation of \$10 will help cover the cost of the other supplies (provided) needed to complete the kits.

### Schedule for the Retreat

<u>Sunday Evening</u>	<u>Monday</u>
4:00 Check-in begins	8:00 Breakfast
6:00 Evening Session	Sessions
8:00 Mission/Hospitality	4:00 Dismissal

Don't miss this opportunity to *Get Away from it All!*

The cost for the retreat is \$85 for members and \$95 for non-members, per person, double occupancy. This covers room on Sunday evening and breakfast and lunch on Monday.

Register online (additional \$3 credit card fee applies) or complete the registration form [here](#) and mail it with your check payable to Virginia PAUMCS by May 2.



### Inside This Issue

- Join PAUMCS or Renew Your Membership
- Early Registration Has Its Reward
- Attend National Chapter Annual Conference in April
- Why Be a Certified United Methodist Church Secretary?

## PAUMCS National Conference 2016

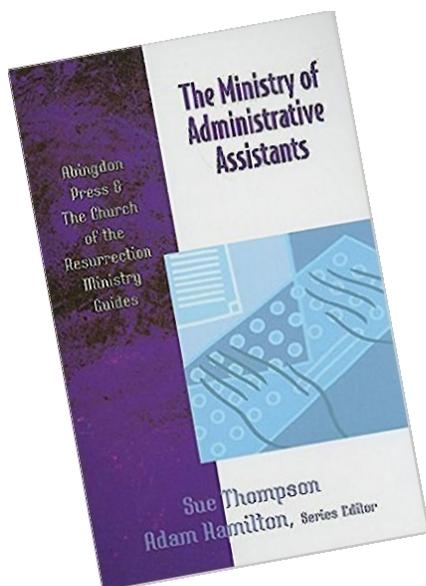
The 2016 PAUMCS National Conference will be held in the heartland in Wichita, Kansas, on April 14–16.

The Great Plains Chapter of PAUMCS has been working diligently to prepare for an outstanding conference, "There's No Place Like Home." Among the speakers will be the Rev. Adam Hamilton, the founding pastor of The United Methodist Church of the Resurrection in Leawood, Kansas, and his wonderful executive assistant and author of *The Ministry of Administrative Assistants*, Sue Thompson.



There will be several outings offered on the Wednesday preceding the conference and other fun opportunities interspersed with the conference learning sessions. Those sessions will also include the Great Plains bishop, Bishop Scott Jameson Jones, and Rev. Delores Williamston, the Salina District Superintendent.

For more information and registration information please visit the [PAUMCS National Website](#).



Find out more about this book [here](#).

## Don't Be a Fool...Early Registration has Its Reward!

Are you planning to attend our Spring Event at Camp Overlook in Keezeltown, May 15 and 16? If so, be sure to have your paid registration in by April Fools' Day, **April 1, 2016**. One \$300 scholarship, to be used toward costs associated with attending the 2017 PAUMCS National Conference in Chicago will be awarded to one attendee of the VA PAUMCS Spring 2016 Event whose paid registration for this event is received by that deadline.

For more information, call Susan Petrey in the Richmond District Office at (800) 768-6040, ext. 124, or (804) 521-1124, or email [RichmondDistrict@vaumc.org](mailto:RichmondDistrict@vaumc.org).



## Prayer Chain and Care Ministry

The Virginia Chapter has a PAUMCS Prayer Chain and solicits your prayers for those who submit a request. Many pray daily for the requests, send cards and notes via regular or email to those listed, or just hold the requests in their hearts.

Anyone interested in becoming part of this ministry is encouraged to email Dale Childrey at [dchildrey@comcast.net](mailto:dchildrey@comcast.net).

Your Care Ministry team of VA PAUMCS enjoys being in ministry with you and celebrating your special joys, giving encouragement when needed and a word of sympathy at a time of sorrow. Our Care Team members are Donna Desper and Mary Gail Hoffman, [StauntonDistrict@vaumc.org](mailto:StauntonDistrict@vaumc.org).



## Renew Your Membership or Join Our Virginia Chapter

**VA-PAUMCS Members:** It's time to renew your membership for 2016. Register online or use the form in the membership brochure (see link below).

**Not yet a member?** Please consider joining. Note that you can save \$10 from the registration cost for our spring event if you join first. Read our [membership brochure](#).

## I attended PAUMCS certification 2015 and got more than a lousy t-shirt!

Since becoming a district office manager I had heard about PAUMCS certification and often thought that "one day" I would attend. My deciding factors were several. Our District Superintendent, Kathleen Overby Webster, is very supportive of PAUMCS training and encouraged me to attend, our District Finance Committee agreed to pay my registration fee, and I wanted to set a good example. After all, how could I persuade local church secretaries in my district to become certified and get involved in PAUMCS if I didn't also?

My hope was that the training would be meaningful. I wasn't interested in "fluff" and it turns out I wasn't disappointed. We had lectures from top church leaders – structure, nuts and bolts, stuff I could really relate to.

To balance the structured classroom time our class of 30 women and one man were assigned to groups based on our Myers/Briggs personality types. Our groups were given tasks that allowed us to discover our team working relationships and then later we were given group projects that would be shared at the conclusion of the course. While much was learned in the lectures and incredible tours of UMC agencies, it was in this group setting that I experienced the most personal and professional growth.

I was blessed to have in my training class Beth Christopoulos, one of our Roanoke District local church administrative assistants. While in Nashville, we often talked about how wonderful it would be to share what we were learning with church staffs in our district. This became a reality when a few months later our district office was able to host a breakfast gathering for many of our district's secretaries and administrative assistants to share and connect with and support each other.

While exciting changes are underway regarding future PAUMCS certification training, I encourage you to prayerfully consider this opportunity, reach out for support to make it a reality, and realize that there is always much to learn about our church and ourselves.

*Please see information about certification in 2016 on next page.*

## Why Become Certified?

Legislation was officially adopted by the 1988 General Conference as follows: "The General Council on Finance and Administration 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." (2012 Book of Discipline, ¶ 807.19) Certification recognizes your accomplishment of successfully completing professional training [from] 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.

## How Does the Church Benefit?

The PAUMCS Institute is designed to provide professional growth and development opportunities for each individual. Participants are introduced to business concepts required for understanding the financial operations of the church, as well as building thoughtful work relationships with their constituents. Studying such concepts with professors selected from strong business school backgrounds and other experts encourages the participants to become better informed and more effective office administrators.

*Adapted and reprinted with permission from PROFESSIONAL ASSOCIATION OF UNITED METHODIST CHURCH SECRETARIES INSTITUTE Sponsored by the General Council on Finance and Administration of The United Methodist Church Nashville,*



From Virginia PAUMCS, the following were certified in 2015: Kelly Anderson, Heather Bosley-Papp, Cindy Martin, Beth Christopoulos

## Why Join PAUMCS? What Difference Can It Make?

As the new secretary at my church, I thought I knew what the job entailed. After all, I had worked as a volunteer in the church for a number of years in such capacities as Sunday School Superintendent, chair of the Education Committee, bookkeeper, Finance Committee member and even chair of the Staff-Parish Relations Committee. I had trained the last four secretaries for the position that I now had.

Working in the office with a brand new pastor was sometimes the blind leading the blind. Seminary does not teach pastors the administrative side of the church, and when you have a new secretary and a new pastor there is a real learning curve that must be accomplished in a very short order.

My pastor received the brochure about PAUMCS and suggested that I might want to look into the organization. I attended my first PAUMCS conference and wow – I was blown away. So many new things to learn and absorb. The opportunity to network with other secretaries was probably one of the biggest perks. Hearing that they were going through a lot of the same situations that I faced was encouraging and hearing how they handled them or hearing suggestions on the best way to deal with them was most helpful.

Since United Methodist pastors can be moved every year it is very important that the church has some continuity in the office, especially in a small church where there is usually just the pastor and the secretary. A secretary who has received training by attending PAUMCS retreats and seminars can keep up with the latest

developments on the administrative side of the United Methodist Church.

An example of this was when I learned that there are no longer “Full Members” and “Preparatory Members” in the Methodist Church, but we are now considered “Professing Members” and “Baptized Members.” I believe this change took place several years ago, but since we are still using a record book from the 1970’s to record our new members this was not evident to anyone at my church.

Churches need to support PAUMCS so they can have the best qualified, professional and knowledgeable person possible in their office interacting with members, prospective members, visitors and the general public so that we may carry out the mission of the church – making disciples for Jesus Christ.

*Verena McCall*

Belmont UMC, Richmond



### Virginia Chapter Professional Association of United Methodist Church Secretaries

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***New This Year:***

**Certification Now Available Online**

National PAUMCS is introducing Online Certification. The 2016 PAUMCS certification institute will be online. Registration begins in April. Course include Taxes and the Church, Office Finances, Church Polity and many more! Gain all the benefits of certification without leaving the comfort of your home/office! Contact [paumcs@gcfa.org](mailto:paumcs@gcfa.org) for more information.