

**Professional Administrators of the
United Methodist Connectional Structure
Virginia Chapter**



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August 2019

To the Church Secretaries, Administrative Assistants and Volunteer Admins of the Virginia Conference,

As an administrative professional in the United Methodist Church – whether you are a full-time administrative assistant or a part-time financial secretary, paid office manager or volunteer newsletter editor – you have a connectional structure that supports and understands YOU... the Professional Administrators of the United Methodist Connectional Structure (PAUMCS). There are Chapters in conferences across the nation and around the world. The Virginia Chapter of PAUMCS wants you to know that we are here to offer you:

- ❖ professional continuing education
- ❖ spiritual retreats and fellowship
- ❖ a community in which to share your knowledge and to learn from others in similar situations

We typically offer two events each year – one in the fall and one in the spring. These workshops offer continuing education to enhance your professional leadership, focusing on the total church office. Attending these meetings will allow you to network with others in similar professions within the United Methodist Church. It will give you an opportunity to meet with other church secretaries, assistants and volunteers to gain knowledge, exchange information and develop friendships.

This year, our fall event, “Experience Your Conference Connection 2019,” will be Wednesday, October 30, 10:00 a.m. to 3:00 p.m. at the Virginia United Methodist Center, 10330 Staples Mill Road, Glen Allen, VA 23058. Conference Database specialist Chris Malak will give us an overview of the new data plan he is implementing for the Conference and how local churches will be able to use it. Conference Office of Congregational Excellence Admin MaryKaye Cochran will facilitate an interactive presentation on Missioninsite and how your church can use the demographic information the website provides.

The mission of the Professional Administrators of the United Methodist Connectional Structure is to provide a supportive base for the unity and fellowship of its members in order to provide individual growth, professional development, continuing education, and spiritual enrichment. Although we hope you will become a member of PAUMCS, you may come to these workshops whether you are a member or not. Membership advantages include:

- ❖ a lower cost to attend events of the local Chapter
- ❖ a bi-annual chapter newsletter
- ❖ Networking with other church secretaries throughout the Virginia Conference.

Just as our clergy have numerous connectional structures, conferences and workshops, you also have a professional United Methodist Connectional Structure. Bishop Pennel was instrumental in bringing it to our Conference. He, Bishop Kammerer and Bishop Cho strongly supported VA PAUMCS. Bishop Lewis has encouraged her Admin’s participation, as well. Included in this mailing is a letter of support from Interim Bishop Peter D. Weaver.

We hope you will make plans now to attend our next training event on Wednesday, October 30, 2019. Don’t miss this opportunity to grow as a professional!

In Christ,

Susan M. Petrey