

## FREE TIME

On Friday afternoon you will have free time to visit some of the area attractions. The Monastery of the Holy Spirit (15 minutes from Salem UMC - operated by Trappist Monks), the Historic antebellum homes in Covington - they were spared when Sherman marched through Covington. Stone Crest Mall, Olde Town Conyers, Georgia Aquarium & World of Coca Cola, Ikea, Little Five Points or eat at the world famous .. "The Varsity"! One other option is Friday night bowling. For \$17, you can bowl with the group unlimited bowling 9-midnight.

So make plans now to relax, shop and view the area and by all means, have lots of fun! Brochures and restaurant menus will be available at the conference. We guarantee you will learn a lot, gain a few new friends.

## SPECIAL PROJECT OPPORTUNITY

Garden of Gethsemane Homeless Shelter, run by the Rainbow Community Center in Covington. Their biggest needs are toilet paper, paper towels, hot/cold cups, dishwashing liquid and clothes detergent.

## DITTY BAGS

Ditty bags are an extra special something full of fun and surprises. Please bring items for the ditty bags in quantities of 60. Suggested items: note pads, pens, pencils, key rings, candy, crackers, homemade items, etc. Ditty bags will be distributed at the first class on Friday morning.

## DOOR PRIZES

At the beginning of each session, door prizes will be awarded to those in the meeting room. Participants are asked to bring a small, wrapped gift valued at \$10 or less to be used as a door prize throughout the weekend. First time participants need not bring a gift.

## THE MINISTRY OF ADMINISTRATIVE ASSISTANTS

As we focus on our ministry to the church and the world, the conference theme this year comes from the book, The Ministry of Administrative Assistants, by Sue Thompson / Adam Hamilton. Everyone attending the conference will receive a copy of the book.

## SPREAD THE WORD

The best way to let others know about PAUMCS is for you to tell a friend. Please feel free to copy this brochure and share it with friends and colleagues working or volunteering in the United Methodist Church Office.

## THANKS

Special thanks to Salem UMC for hosting this year's conference and retreat.

**Salem United Methodist Church**  
3962 Salem Rd  
Covington, GA 30016  
770-786-6027

## QUESTIONS?

Contact Vice President, Brenda Johnson at [sdofficesec@bellsouth.net](mailto:sdofficesec@bellsouth.net) or anyone on the Executive Committee.

## SCHEDULED ACTIVITIES

### Thursday, August 26, 2010

- 3:00 p.m. Registration Begins
- Executive Committee Meeting
- 5:00 p.m. First Timers Orientation
- 6:00 p.m. Dinner
- 7:00 p.m. Vital Link Worship/Communion
- 8:00 p.m. Mix and Mingle/Fellowship

### Friday, August 27, 2010

- 7:00-8:15 Breakfast (*at hotel*)
- 8:30 a.m. Devotion
- 8:45 a.m. The Ministry of Administration - Biblical Foundations
- 9:45 a.m. Break
- 10:00 a.m. Partners in Ministry -Negotiation- Renita Thomas
- 11:00 a.m. Business Meeting
- 12:00 p.m. Lunch
- 1:00 p.m. Communication Styles Phil Schroeder
- 2:15 p.m. Ins and Outs of the Job and the Ministry
- 3:15 p.m. Break
- 3:30 p.m. Spiritual Gifts - Karen Kagiya
- 4:30 p.m. Dismiss for free time

### Saturday, August 28, 2010

- 7:00-8:15 Breakfast - (*at hotel*)
- 8:30 a.m. Devotion – Barbara Waits
- 8:45 a.m. The Gift of Story using Friedman's Fables - Phil Schroeder
- 9:45 a.m. Break
- 10:00 a.m. A Word to Pastors - What I Wish My Pastor Knew
- 11:00 a.m. What Pastor's Wish Administrative Assistants Knew - Phil Schroeder
- 12:00 p.m. Lunch
- 1:00 p.m. Q&A and Action Steps
- 2:15 p.m. Break
- 2:30 p.m. Wrap Up and Evaluation
- 4:00 p.m. Dismiss to prepare for banquet
- 7:00 p.m. Celebration Banquet

### Sunday, August 29, 2010

- 7:00 a.m. Breakfast (*at hotel*)
- 8:30 a.m. Devotion/Sending Forth

# Georgia PAUMCS

*"Let Your Light So Shine"*



*In the same way, let your light shine before others, that they may see your good deeds and praise your Father in heaven... Matthew 5:15*

**Georgia PAUMCS**  
August 26-29, 2010  
Conference and Retreat  
Salem United Methodist Church,  
Covington, GA

Georgia Professional Association of  
United Methodist Church Secretaries invites  
you to a weekend of continuing education,  
learning, networking and retreat.

## WORKSHOP LEADERS

**Rev. Karen Kagiya** is the Director of the Wesley Foundation at the University of West Georgia. She is a graduate of Emory University and the Candler School of Theology at Emory. She is an elder in the North Georgia Annual Conference and the former pastor of St. Andrew UMC in Carrollton.

**Renita H. Thomas** is the Associate Director / Church Consultant with Connectional Ministries. Renita served five years in the Office of Church Development and served 10 years as the Senior Pastor of Cedar Grove UMC and 9 years as an Associate Pastor at Cascade UMC.

**Phil Schroeder** is the Associate Director / Church Consultant Connectional Ministries for the North Georgia Conference of the United Methodist Church. His focus is existing church development. Phil provides empowerment and guidance in the Conference ministry areas: Outreach, Parish Life, and Witness; he is a recognized consultant on all aspects of local church life. Phil has served at North Georgia churches Grayson, Peachtree Road, Gainesville First, Stark and Lowell. Phil is a national DISCIPLE Bible Study trainer and has chaired the Equitable Compensation Commission for North Georgia.

## REGISTRATION

Please fill out the registration form completely. Cost for the conference is \$125 or other stated fees on the registration form. Make checks for the conference payable to GAC·PAUMCS and mail, along with form to:

**Josie Hickom**  
**Rome-Carrollton District**  
**400 North Fifth Avenue**  
**Suite 201**  
**Rome, GA 30165**

## FIRST TIME ATTENDEES

If this is your first time to attend a PAUMCS conference, we welcome you! You will be given a discount of \$10.00 off your registration fee. You will also want to attend the Orientation at 5:00pm on Thursday evening just before dinner. The Executive Committee is available to assist you in any way. A confirmation letter will be provided to you upon registration.

## CEU CREDIT

In order to receive Continuing Education Units (CEU), you will need to attend all workshop sessions.



## ACCOMMODATIONS

Hotel accommodations will be at Hampton Inn, 1340 Dogwood Drive, SE, Conyers, Ga. 30013. 770-483-8838. The room rate is \$85.00 per night. This is for a Double Queen room. There are a limited number of King rooms available also. The website is [www.conyers.hamptoninn.com](http://www.conyers.hamptoninn.com) if anyone would like to go online to look at the facilities, however reservations need to be made by phone. The confirmation number for our PAUMCS group is 80006080. A complimentary hot breakfast will be provided at the hotel. Amenities include, wireless internet, microwaves and refrigerators in each room, exercise room and outdoor swimming pool. They are holding 50 rooms until July 20 for the reservations. If you want a roommate, please arrange it in advance and make the reservations together.

## COMMUTERS

Those who live in the Covington area are welcome to commute to the seminars. You will, however, want to attend all the seminars to get CEU credit and to meet and spend time with new friends.

## SCHOLARSHIPS

Scholarships for an amount not to exceed \$100 will be awarded to each recipient to go toward his or her registration fee. There are a few requirements for scholarships. If you find that you are in need of financial assistance, please request a scholarship form by contacting Gail Grantham at [gailgrantham@aol.com](mailto:gailgrantham@aol.com). Scholarships will be awarded in the order received and until funds are exhausted.

## MEALS

Thursday - informal catered meal - Friday and Saturday lunch - boxed lunches - Formal Banquet in Salem's Family Life Center. All meals are included in your registration; however, if you plan to have a guest for the banquet, you must add an additional \$25. If your guest plans to have all meals with us, there is a \$50 charge.

## BANQUET

The Annual Celebration Banquet will be held Saturday night in the Salem's Family Life Center. Cost for extra guest attending the banquet is \$25 and should accompany the registration form. If you are registered for the workshop, the banquet is included in your registration fee.

## BANQUET ENTERTAINMENT

**Jason Champion**, Grammy nominated son of our very own, Miriam Champion, is our soloist for the banquet entertainment. Champion's desire is to touch souls the way God has touched his life. "I hope that this message and music will affect someone, some way, somehow."

**Jarvis R. Wilson** will be our pianist for the banquet. Jarvis formerly worked as the full-time church accompanist and Director of the Gospel Choir at Cascade United Methodist Church in Atlanta, Georgia. Presently, Jarvis serves as the Minister of Music at the Israel Missionary Baptist Church in Atlanta, Georgia.

We will truly be blessed by the music selections on this very special evening.