

# How to Join

## Who May Join?

Full or Part Time  
Paid or Volunteer  
Office, Financial, and  
Membership Secretaries  
Administrative Assistants

## How Much Does It Cost?

GAC Membership Dues: \$35.00

Complete the form on reverse side  
and send GAC dues to:

**Salem UMC,  
Attn: Annette Harmon  
3962 Salem Rd.  
Covington, GA 30016**

National Membership Dues:  
\$50.00

**For more information  
on joining National PAUMCS  
Visit:  
PAUMCSMembership.org**

## Executive Committee

*The Executive Committee is here to help  
you. Contact any of us for questions.*

**President:** Jackie Powers  
Gainesville First UMC: 770-536-2341

**Vice President:** LouAnn McLain  
Christ UMC: 478-922-0211

**Recording Secretary:** Lesley Baskette  
Commission on Higher Education:  
770-854-7283

**Treasurer:** Annette Harmon  
Salem UMC: 770-786-6027

**Newsletter Editor:** Karen Whitehead  
Bethlehem First UMC: 770-867-3727

**Membership Secretary:** Kathy Cawthon  
Greensboro First UMC: 706-453-7064

**Secretary of the Year:** Josie Hickom  
Rome-Carrollton District Office  
706-291-6115

**Finance:** Denise Wilson  
LaGrange District Office: 706-882-3343

**Ways and Means/By-Laws:** Ruth Sims  
Cairo First UMC: 229-377-3051

**Scholarship:** Josie Hickom  
Rome-Carrollton District Office  
706-291-6115

**Nominations:** Cathy Ivey  
Christ UMC Church: 229-436-3373

**Publicity:** Georgia Deakin  
Lithia Springs UMC: 770-948-5429

**PTS:** Denise Lewis  
Wesley Chapel UMC: 770-957-4728

**Historian:** Juliet Blevins  
Thomson FUMC: 706-595-3936

**Sunshine:** Doris Wyatt  
Moore's Chapel UMC: 770-834-6704

get  
Connected

to GA PAUMCS...



Visit our Web Site:  
[www.ga-paumcs.org](http://www.ga-paumcs.org)



join us on Facebook at  
GA-PAUMCS



If you have prayer requests,  
or questions where we can network  
for answers to questions about office  
needs, office procedures etc.

Email Jackie Powers:  
[jpowers@gfumc.com](mailto:jpowers@gfumc.com)

 **PAUMCS** | PROFESSIONAL ADMINISTRATORS  
OF THE UNITED METHODIST  
CONNECTIONAL STRUCTURE

## GA-PAUMCS

Georgia Chapter of the

**P**rofessional

**A**dministrators

of the **U**nited

**M**ethodist

**C**onnectional

**S**tructure

Invites you to



## GAC PAUMCS

The purpose of PAUMCS is to establish a method for training and certifying United Methodist church Office Personnel.

It is the desire of the organization to provide a supportive base for the unity and fellowship of its members, to provide opportunities for professional development, continuing education, and spiritual enrichment as we promote individual growth.

**GAC** shall promote high standards of professionalism and ethics for the Georgia Office Professionals.

**GAC** shall serve as an advocate of those emerging concerns that affect United Methodist church Office Professionals.

**GAC** shall encourage participation in the training and certification programs by its members.

**GAC** shall encourage membership in the National PAUMCS.

## History

The Professional Association for United Methodist Church Secretaries (PAUMCS) was organized April 14, 1982, in Dallas, Texas. At this meeting, the new Association elected officers, established a quarterly newsletter, adopted a working set of By-laws, and laid plans to organize chapters within annual conferences, and to hold a national meeting annually.

The South Georgia Conference Chapter held its organizational meeting May 27 -29, 1982, at Epworth by the Sea. It was established in conjunction with the National Association. At the 1986 annual meeting, the members voted to change the name to Georgia Chapter (GAC) so that it would include all secretaries in the Georgia Area who wish to become a member of the Association. The set of working By-laws for the National Association were used as guidelines for the Georgia Chapter By-laws.

### *It Was Approved to Change the Name*

At the National Conference in May of 2017, it was voted on to change the organizations name to **Professional Administrators of the United Methodist Connectional Structure**. Therefore the Georgia Chapter will follow suit changing the name to the Georgia Professional Administrators of the United Methodist Connectional Structure.

## Opportunities

- ☞ We offer workshops such as office management, public relations, and communications.
- ☞ Continuing Education through workshops at the Georgia and National Conferences.
- ☞ Professional leadership, focusing on the total office administration.
- ☞ A way in which you can give back and share your knowledge and experience and to learn from others in similiar situations.
- ☞ A newsletter from the Georgia Chapter with up-to-date news from the officers and members and important upcoming dates and events is sent out three times a year.
- ☞ A connection for Resources across Georgia and the United States.
- ☞ Certification Classes are offered through the General Council on Finance and Administration. The program is currently held in Nashville, TN. More information can be received by contacting the GCFA headquarters in Nashville, TN. A requirement for entering the certification program is that the person be a member of the National chapter of PAUMCS.



## Georgia PAUMCS Membership Form

Enroll me as a New Member \_\_\_\_\_

Renew my Membership \_\_\_\_\_

Emeritus Member \_\_\_\_\_

Date of Retirement \_\_\_\_\_

Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Personal E-Mail Address: \_\_\_\_\_

Date of Birth \_\_\_\_\_

Place of Employment \_\_\_\_\_

Title \_\_\_\_\_

Business Address \_\_\_\_\_

Business Phone \_\_\_\_\_

Fax Number \_\_\_\_\_

Business E-Mail: \_\_\_\_\_

Certified: Yes \_\_\_ No \_\_\_ Year \_\_\_\_\_

National Member? Yes \_\_\_ No \_\_\_

District \_\_\_\_\_

Conference : NGA \_\_\_\_\_ SGA \_\_\_\_\_

Skills or talents that I can offer PAUMCS or areas in which I would like to help!

\_\_\_\_\_  
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