

# The GEORGIA Link



Georgia Chapter Professional Association of United Methodist Church Secretaries

October 2016

## From Our President

*Jackie Powers, Gainesville, GA*

### BEING THANKFUL...

I know we usually think of these words well into November, but I have been reminded lately of just how thankful I am.



- Most of you know my husband had a series of surgeries on his shoulder, and he is now up and about and should return to his work soon (after being home in recovery for more than 4 months). **I am thankful** for family and good health.
- Gainesville First UMC was honored to work with two great pastors, Dr. Terry Walton and Dr. Wendy Cordova for many years, and in June we had to say goodbye. They have now moved on to serve others and work with others. **I am thankful** for relationships and friendships made.
- Now we have two new awesome ministers, Rev. Scott Hearn and Rev. Jamey Prickett, and **I am thankful** to build new friendships and relationships in serving alongside them in sharing the Good News of the Gospel of Jesus Christ.
- **I am thankful** for the honor and privilege of serving with pastors, program leaders, and a congregation who appreciate my work.
- Many of us gathered at beautiful Epworth By the Sea for

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our GA PAUMCS Annual Conference where much work was done to make this a spectacular event. For those who invested their time and efforts, **I am thankful!**

- **I am thankful** for the retirees who joined us there. It was so good to see their faces. Thanks for coming back to spend time with us. **I am thankful** for your leadership in years past and for what you have meant to me and others in PAUMCS.
- GA PAUMCS, **I am thankful** for you and the leadership you offer to many who work tirelessly in the church and offices. I know you don't get enough thanks for all that you do.

This is a very short list of the things I could mention, but it is an important list. Just like you do, I get up every morning with the chance to make a difference. Some we will never know about. But to think God could use someone like me...

...I am very Thankful.

Tell someone else about GA PAUMCS! **I am thankful** someone told me!

PS...*Did you know our own Denise Wilson has joined the National Executive Committee as the Interim Membership Secretary? Thanks for serving.*

## Facebook

Go "like" our page to receive updated news and events.



1. Go to the search bar and type in "GA-PAUMCS"
2. Click on us and check out our page!
3. Hit the "like" button to like our page and get updates on our activities and programs.

## GA-PAUMCS

### Who We Are

The Georgia Chapter (GAC) of United Methodist Church Secretaries is related to the Professional Association of United Methodist Church Secretaries – PAUMCS.

The Purpose of PAUMCS is to establish a method for training and certifying United Methodist church secretaries.

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.



# Historian

LouAnn McLain, Warner Robins, GA



Hello Sisters in Christ!

What an amazing time we had together at Epworth. The fellowship, and the learning, the fun! We have an incredible

group of ladies who make ministry more fulfilling by sharing the load. It is a wonderful feeling to know that we have each other to lean on!

In case you don't know, I am the new historian for our chapter, and I want your input! When you attend a gathering and take pictures, please be sure and email them (or some of them!) to me at [louannpmclain@gmail.com](mailto:louannpmclain@gmail.com) or [admin@christunited.net](mailto:admin@christunited.net).

# Sunshine

Natha Harris, Atlanta, GA



Please send information on births, illness, surgery, death, concerns, celebrations, prayer requests, etc. to Natha Harris, [flaff50@comcast.net](mailto:flaff50@comcast.net). Natha

will share the information with all of the Georgia PAUMCS members.

If you are not currently receiving email communications from Natha, please send her your email address at [flaff50@comcast.net](mailto:flaff50@comcast.net).



# Treasurer

Annette Harmon, Covington, GA



January 1 – August 31, 2016

	Actual	Budget
<b>BALANCE AS OF JAN 1, 2015</b>		
Operating Acct.	\$ 8,253.59	
<b>REVENUES</b>		
Membership Dues @ \$35.00	\$ 1,347.50	\$ 1,225.00
Conference Registrations	\$ 2,330.00	\$ 4,000 .00
Commuter Meals	\$ 385.00	
Ways and Means	\$ 144.00	\$ 450.00
<b>TOTAL BUDGETED REV.</b>	<b>\$ 4,207.00</b>	<b>\$ 5,675.00</b>
<b>NON-BUDGETED REVENUE</b>		
Interest Income	\$ 1.38	
Total Non-Budgeted Revenue	\$ 1.38	
<b>TOTAL REVENUES</b>	<b>\$ 4,208.38</b>	<b>\$ 5,675.00</b>
Conference Expense:		
Conference Food	\$ 1,273.02	
Speakers & Entertainment	\$ 1,949.41	
Conference Supplies	\$ 383.83	
Secretary of the Year	43.52	
<b>TOTAL CONFERENCE EXPENSE</b>	<b>\$ 3,659.78</b>	
Operations:		
Executive/Committee	\$ 92.18	\$ 450.00
National Meeting	\$ 1,019.68	\$ 800.00
Postage: Mailings	29.84	\$ 75.00
Card Ministry	\$ .00	
Publicity	\$ 868.68	\$ 300.00
Newsletter	.00	\$ 175.00
Ways and Means	.00	\$ 100.00
Contingency	\$ 333.26	\$ 100.00
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 2,361.64</b>	
<b>TOTAL BUDGETED EXPENSES</b>	<b>\$ 2,361.64</b>	<b>\$ 2,000.00</b>
<b>NON-BUDGETED EXPENSES</b>		
Matthew Initiative	\$ 800.00	
Transfer to Scholarship Fund	\$ 500.00	
National PAUMCS		
Scholarship Fund	\$ 500.00	
Other Costs	\$ 180.00	
<b>NON-BUDGETED EXPENSES</b>	<b>\$ 1,980.00</b>	
<b>TOTAL EXPENSES</b>	<b>\$ 4,341.64</b>	<b>\$ 2,000.00</b>
<b>Balance as of April 30, 2016</b>		
Operating Account	\$ 4,460.55	
Scholarship/Mem. Fund	\$ 2,252.85*	
	<b>\$ 6,713.40</b>	

\*\$230 collected at 2016 Conference

# Vice President

Charlene Carr, Tifton, GA



**I SURVIVED!!** I can now breathe a lot easier after planning my first full GA PAUMCS Annual Conference, and I believe that the conference was a success! Were there a few bumps during the weekend? Of course! Did I learn a few things about doing things differently or better for the 2017 conference? Absolutely! We live and we learn! A BIG "Thank You" to all of you who helped me in any way, big or small...I couldn't have done it without you!

Even though I enjoyed the speakers and the topics, I would have to say my favorite part of the weekend was seeing each of you that were able to attend the conference! For those of you that couldn't attend, you were MISSED! I think I look forward most to our Annual Conference because it makes me so happy to see faces I probably haven't seen since the last conference. I enjoy getting "it's good to see you again" hugs and knowing that you are doing well! It was also great to see our First Time Attendees...Marie Boswell, Yvette Boykin, Georgia Deakin, Glenda DiGanci, Marilyn Grau, Carrie Keller, and Joann Smith. We are SO glad you joined us and hope this was the beginning of many conferences in your future!

I want to say "Thank You" to those that accepted a position with this wonderful organization. It takes a lot of hands to keep our Georgia Chapter a success!

I also want to say "Thank You" to those who brought items and/or gift cards to be given to the FaithWorks organization. The donations were greatly appreciated and will help both *The Well* and *Sparrow's Nest* in their mission to help others!

Lastly, I appreciate all of the feedback you gave on the Evaluation Forms at the end of the conference. The Executive Committee and I will use this helpful information in planning the 2017 Annual Conference. Although we have not decided on the date yet, we do know that our location will be LaGrange, Georgia! (Thank you Denise Wilson!)

Again, it was a blessing to see each of you last month at Epworth by the Sea! It was HOT but that didn't damper the spirit of fellowship and sisterhood!

# Membership

Kathy Cawthon, Greensboro, GA

Thank you for being a member of PAUMCS. We had a great time at conference, and I'm already looking forward to next year when we are together again.

As of today, we are 46 members strong. You will be hearing from me in December about 2017 membership, so please make plans **now** to renew your membership.

I hope you will spread the word throughout both conferences that we are a great organization that every Administrative Assistant, Church Secretary, Office Volunteer, District Secretary, Financial Secretary, etc. needs to join. Let's make it our goal to promote and increase our membership next year!



# Publicity

Lesley Baskette, Carrollton, GA

Recently, I began research on how to better promote your business, because we needed to find creative ways to promote us - GA-PAUMCS - within our Conferences, our Districts, our Local Churches. So how can we do that? It takes more than one person. It takes the entire entity of GA-PAUMCS to do that. We need *you* to help do that.

So what do we need you to do? Get to know GA-PAUMCS better. Come to our events, our Executive Meetings, our District gatherings. Get to know the other secretaries in your district. Share our newsletters with your pastor, staff, and others. Network! Visit our website, and ask others to check it out as well ([ga-paumcs.org](http://ga-paumcs.org)). "Like" us on Facebook (GA-PAUMCS). Share our posts. If you are in a District Office, please make sure that PAUMCS is listed in your directories. Ask your District Superintendent if you may put an information flyer in packets to your local churches. Promote GA-PAUMCS on your district website.

To find out more about GA-PAUMCS contact our Chapter President, Jackie Powers, [jpowers@gfumc.com](mailto:jpowers@gfumc.com). If you want to find out how to join our Chapter, contact our Membership Chairperson, Kathy Cawthon, [kcawthon@fumcgreensboro.org](mailto:kcawthon@fumcgreensboro.org). If you have ideas on how to share the good news of GA-PAUMCS, please let me know, Lesley Baskette, [lesley@umcommission.org](mailto:lesley@umcommission.org).



# Scholarship

Josie Hickom, Rome, GA

Greetings to all my fellow GA PAUMCS members:

We have had another successful Annual Conference at Epworth-By-The-Sea. We had a great turn out to learn how to keep our "Hands Working and Our Hearts to God." There is so much work that goes into a great and meaningful conference. I want to send Kudos to Charlene Carr, Vice President, for doing such a marvelous job putting together our conference this year.

I also want to thank my committee for their willingness to serve with me on the Juanita Brannen Memorial Scholarship Committee. Our committee members for the 2016-2017 year are **Josie Hickom**, North GA; **Connie Brown**, South GA.; **Renee' Farrar**, North GA; with our ex-officio member **Denise Wilson**, North GA.

The Scholarship Fund is named after one of our founding members and was established solely for the purpose of granting financial aid to those attending an annual conference of GAC-PAUMCS, National PAUMCS, or Certification School. The committee was excited to provide one scholarship this year for our GA PAUMCS Annual Conference.

We are always happy to receive applications for scholarships for any of the PAUMCS functions mentioned above. You are eligible to apply for one every four (4) years (*this includes Georgia, National, or Certification School*). Deadline to apply for a scholarship is the same date as the early registration deadline. Scholarships are granted on an individual basis with the amount not to exceed \$100.00.

Last but not least, I want to give a special thank you to all who contributed to the Memorial Scholarship Fund this year. At the end of our conference we had \$2,382.85 in our Fund. You are welcome to make a donation to the Scholarship Fund any time during the year. Just send your check to Annette Harmon, PAUMCS Treasurer at 3962 Salem Rd. Covington, GA 30016.

If you are interested in learning more about the Juanita Brannen Memorial Scholarship Fund, please email me at [rocangc@bellsouth.net](mailto:rocangc@bellsouth.net)



I have been with Greensboro First United Methodist Church for 1 year this past June 28. I attended my first GA-PAUMCS meeting in October with Kathy Cawthon and joined the following week or so. I am so incredibly blessed to be working with Kathy and the rest of the staff here at GFUMC. I have even been more blessed as we recently were able to join together to honor Kathy in celebrating 30 years with Greensboro First United Methodist church.

The attached pictures and article, written by Lauralee Hunter, ran in our local paper.

Warm regards,

Marie Boswell  
Greensboro First UMC  
Administrative Assistant/Facilities Coordinator

*Kathy Cawthon, Executive Office Administrator at Greensboro First United Methodist Church, was honored at a dinner held August 23, 2016, for her 30 years of service and dedication to the church's pastors, staff, congregation and community. Kathy began her ministry to Greensboro First UMC in March, 1986, as part-time church secretary and in her current role as executive office administrator she is a vital member of*

*the staff of both campuses. She is a member of the Georgia Chapter of The Professional Association of United Methodist Church Secretaries and is a certified United Methodist Church secretary.*

*Kathy sees her career at Greensboro First UMC as a calling from God and a ministry to all of those who are served by the church. Rev. Mike Morgan, senior pastor, stated that "Kathy possesses and consistently demonstrates the amazing combination of professional competency; Christian empathy; and knowledge, understanding and love for the church, congregation and community." In addition, numerous members and friends of the church gave testimony to Kathy's warm and friendly personality, her delightful sense of humor and her joy in serving others. It was generally agreed by church pastors and members that the first step in accomplishing anything at Greensboro First UMC is to "call Kathy." To further validate her ability and accomplishments, Kathy was recently named as one of the three finalists for "Church Secretary of the Year" at the Georgia PAUMCS meeting at Epworth by the Sea.*

*During her 30 years at Greensboro First UMC, Kathy worked with 7 senior pastors and has seen an increase in church membership and church staff. She has served the church during several major construction projects, including renovation of the Evans House on Broad Street for use as church offices, building the Family Life Center at the Broad Street campus and the construction of the Carey Station Road sanctuary and facility.*



**Kathy Cawthon**  
**Celebrating 30 Years of Secretarial Ministry**

Rev. Richard Chewning, senior pastor at Greensboro First UMC for 14 years, spoke of the valuable contribution Kathy made to the church during his tenure. He praised her ability to handle the varied and diverse functions and needs of the church with professionalism and efficiency. According to Rev. Chewning, the only problem he found difficult for Kathy to handle was an infestation of bats at the Evans House. To ensure that the work of the church continued to run smoothly, Rev. Chewning made sure the bat congregation was quickly relocated.

In addition to her administrative responsibilities, Kathy has served and continues to serve the church in many other ways. She has shared her talents by serving as church pianist, singing in the choir and "Sounds of Grace" trio, facilitating bible study programs and Sunday School, participating in mission trips, serving on committees, participating in women's circles and generally lending her support to all the programs of the church.

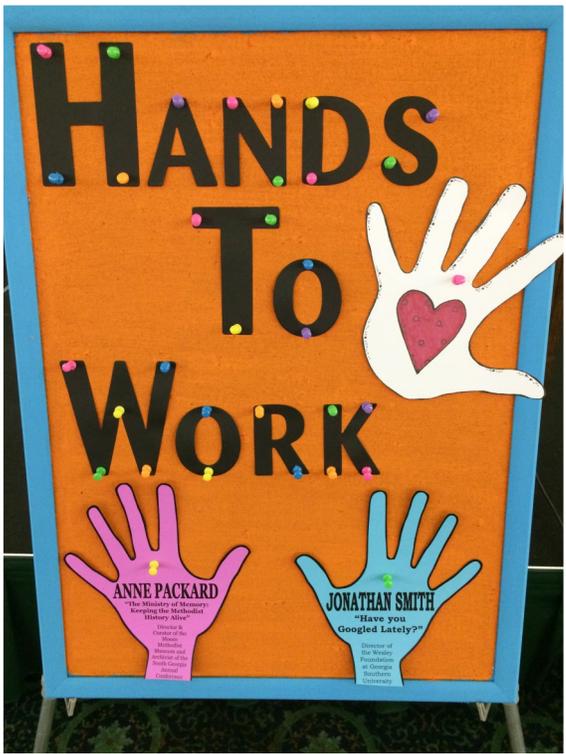
Attending the dinner to honor Kathy, in addition to her family, friends and church members, were Associate Pastor Rev. Hugh Hendrickson, Rev. Jay Hodges, Jackie Powers, President of GA-PAUMCS and Lesley Baskette, Administrative Assistant of Georgia United Methodist Commission on Higher Education and Campus Ministry, and member of GA-PAUMCS.

Kathy is married to Ken Cawthon, who serves faithfully as chief usher of Greensboro First UMC North Campus, and they have three daughters, Jessi, Maggie and Polly Cawthon Davidson. All three were raised in the church, literally, as Kathy brought them to work with her when they were babies. At a very early age they learned the meaning of a Christ-centered life, and the entire family is an extraordinary example of Christian love and service.

In expressing her appreciation, Kathy thanked her family and the church for the support she received during the last 30 years. She stated, "Greensboro First UMC is the body of Christ and I am blessed to serve in this place." The pastors, congregation and community of Greensboro First UMC have, in turn, been blessed by Kathy's love and dedication to Christ and His church. Greensboro First UMC is grateful for her service and looks forward to her future years of ministry in His name.



# HANDS TO WORK...



# ...Hearts to God

2016 GA PAUMCS ANNUAL CONFERENCE  
AUGUST 18 - 21, 2016  
EPWORTH BY THE SEA  
ST. SIMONS ISLAND, GEORGIA



Whatever you do,  
work at it wholeheartedly  
as though you were doing it  
for the Lord  
and not merely for people.

Colossians 3:23 (ISV)

# Secretary of the Year for 2016-2017

Ruth Sims, Cairo, GA



2016-2017 Secretary of the Year  
Ruth Sims

Ruth Sims began working at Cairo First UMC on February 1, 1977. She has been a member of the Georgia PAUMCS organization since its establishment, by the work done by Fay Smith, from the conference council on ministries office. Her first national meeting was at St. Simons Island in 1985. She has attended 28 national conferences.

Over the years, Ruth has served in all elected offices and on various committees for the Georgia Chapter, she attended certification at Emory and officially became certified in 2001.

“Working at a church is truly a ministry, not just a job. For those persons who do not consider it a ministry, they do not stay very long, because it is a job for them and not a calling.”

Each year at our Celebration Banquet, at the close of the Annual Conference, our chapter recognizes someone as the Secretary of the Year. Any PAUMCS member who is in attendance at the conference is eligible to receive this honor. We encourage everyone to complete the application. You can do so by visiting our chapter website at [www.ga-paumcs.org](http://www.ga-paumcs.org) and clicking on “Secretary of the Year Application” or by using this link: [http://ga-paumcs.org/?page\\_id=528](http://ga-paumcs.org/?page_id=528). Applications will be accepted on-line before our next Georgia Chapter Conference. Below is a partial listing of actions you can take to build your score to become Secretary of the Year.

- Current Job Position for 10 years or more .....3 points
- National PAUMCS Member .....3 points
- National Conference Attendee.....5 points
- GA PAUMCS Chapter Member .....5 points
- GA Chapter Executive Committee Meetings .....3 points for ea. Mtg. attended
- GA Chapter Annual Conference.....10 points
- District/Area Meetings or Activities.....3 points for ea. activity
- District/Area Training Event ..... 3 points for ea. event
- Church Related Workshops.....2 points ea.
- Leadership Training Workshops .....2 points ea.
- Civic Organization Membership .....2 points ea.



2016-2017 Secretary of the Year

Ruth Sims | Finalists: Annette Harmon & Kathy Cawthon

For a complete listing, go to GA-PAUMCS.org and click on the Secretary of the Year Application Tab. There you will find links to the Secretary of the Year Application and Secretary of the Year Guidelines for 2017. Start keeping track of your points today. If you have any questions, please contact Ruth Sims, [adm.cairofum@syrupcity.net](mailto:adm.cairofum@syrupcity.net).

# GA-PAUMCS 2016 Membership Form

## Professional Association of United Methodist Church Secretaries

Enroll Me As A New Member

Renew My Membership

Emeritus Member; Date of Retirement \_\_\_\_\_

Name: \_\_\_\_\_ Birthday: \_\_\_\_\_

Address: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Personal Email: \_\_\_\_\_

Employed By: \_\_\_\_\_

Address: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Work Email: \_\_\_\_\_

Number of years employed at the church/agency: \_\_\_\_\_

Title: \_\_\_\_\_

District: \_\_\_\_\_ Conference:  North GA  South GA

Certified?  Yes  No National PAUMCS Member?  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chapter Membership Dues: \$35  
(Membership fee due and payable in January of each year)  
Make check payable to Georgia PAUMCS  
and mail with completed form to: Annette Harmon  
3962 Salem Rd., Covington, GA 30016

# 2016-2017 Executive Committee

- President**, Jackie Powers ..... [jpowers@gfumc.com](mailto:jpowers@gfumc.com)
- Vice President**, Charlene Carr ..... [churchsecretary@tiftonfumc.org](mailto:churchsecretary@tiftonfumc.org)
- Recording Secretary**, Lesley Baskette ..... [lesley@umcommission.org](mailto:lesley@umcommission.org)
- Treasurer**, Annette Harmon ..... [salemumc@bellsouth.net](mailto:salemumc@bellsouth.net)
- Membership Secretary**, Kathy Cawthon ..... [kcawthon@fumcgreensboro.org](mailto:kcawthon@fumcgreensboro.org)
- By-Laws Chair**, Ruth Sims ..... [adm.cairofum@syrupcity.net](mailto:adm.cairofum@syrupcity.net)
- Finance Chair**, Denise Wilson ..... [lgrdo@bellsouth.net](mailto:lgrdo@bellsouth.net)
- Newsletter**, Karen Whitehead ..... [karen.whitehead@bethlehemfirstumc.com](mailto:karen.whitehead@bethlehemfirstumc.com)
- Nominations Chair**, Denise Louis ..... [niecyd@bellsouth.net](mailto:niecyd@bellsouth.net)
- PTS Chair**, Angela New ..... [angela@eatontonfirstumc.com](mailto:angela@eatontonfirstumc.com)
- Publicity Chair**, Lesley Baskette ..... [lesley@umcommission.org](mailto:lesley@umcommission.org)
- Scholarship Chair**, Josie Hickom ..... [rocangc@bellsouth.net](mailto:rocangc@bellsouth.net)
- Secretary of the Year 2016-2017**, Ruth Sims ..... [adm.cairofum@syrupcity.net](mailto:adm.cairofum@syrupcity.net)
- Historian**, Lou Ann McLain ..... [admin@christunited.net](mailto:admin@christunited.net)
- Sunshine**, Natha Harris ..... [flaff50@comcast.net](mailto:flaff50@comcast.net)
- Ways & Means Chair**, Ruth Sims ..... [adm.cairofum@syrupcity.net](mailto:adm.cairofum@syrupcity.net)

**National: [www.paumcs.org](http://www.paumcs.org)**

**PAUMCS**  
Chicago, IL  
May 4—6, 2017

Feel the Spirit in the Windy City



**Georgia Chapter: [www.ga-paumcs.org](http://www.ga-paumcs.org)**

**LaGrange, GA  
Dates Pending**

**APPLY NOW**

**Scholarship**  
— Opportunities

Josie Hickom | *Scholarship Chair*  
[rocangc@bellsouth.net](mailto:rocangc@bellsouth.net)