



# PAUMCS

## The GEORGIA Link



PROFESSIONAL ADMINISTRATORS  
OF THE UNITED METHODIST  
CONNECTIONAL STRUCTURE

JUNE 2017

## From Our President

*Jackie Powers, Gainesville, GA*

### The Benefits of Higher Learning

*The meaning of Higher Learning means it may involve the development or deepening of skills, knowledge, understanding, awareness, values, ideas and feelings, or an increase in the capacity to reflect.*



I have always been one who wanted to expand my thoughts. I guess I just love the challenge. I read an article a few years back that stated if all my friends were my age, I was missing the boat. It challenged us to find people younger and older and invest some time with them. It's true, people who are younger than me or older than me will teach me things I would never know. So, I set out to do just that. I began mentoring one high school senior girl every year and be available to her through her college years. I also have three senior adult ladies that I take to lunch once a month. And boy was the article right. I have learned so much from both age groups.

I have learned from my high school girls that I need to stay young and expand my mind and thoughts. To understand more about the current generation. To laugh and dream *you are never too old for that* - they have taught me to be aware of the current issues and the thought processes of young adults.

And from the retired ladies, I have learned much about grace and dignity, and to love more than I judge. They have taught me to value

### Page 2

**Like Us on Facebook**  
**Shop PAUMCS**

### Page 3

**Sunshine**  
**Treasurer's Report**

### Page 4

**Scholarship**  
**Who Are WE?**

### Page 5

**Membership**  
**Upcoming Workshop**

### Page 6

**Vice President**  
**Biblical History Center**

### Page 7

**Nominations**

### Back Cover

**2016-2017 Leadership**

life and take care of myself. One of them who is 96 years old, taught me two things I did not know about my Ipad. And they just "crack me up"!

I also found out that in both age groups, they want to be needed and respected. They want to share their thoughts, celebrations and even heartaches. In many cases, they all suffer from loneliness.

All this started from an article in a magazine and four years later, I am loving spending time and becoming great friends with the opposite ends of the spectrum.

Proverbs 23:12 says, *"Apply your heart to instruction and your ears to words of knowledge."*

This September, our GA-PAUMCS Conference will meet in LaGrange and discover "A Journey to Higher Learning." I hope you will join us. Expand your thoughts. Spend time together and learn from one another. Whether you are new in the office or been there over thirty years, we have much to learn from one another. I have been a member of this great group for over twenty years and have found great friends, young and old.

I hope you will join me in LaGrange, September 21-24, 2017.

## 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.

### PROMOTE PAUMCS

Remember to talk to other church administrators in your area. We want to encourage others to join PAUMCS and to attend our upcoming conference and workshops in LaGrange.

**2017 GA-PAUMCS ANNUAL CONFERENCE**  
LaGrange First UMC, 401 Broad Street  
September 21 - 24, 2017

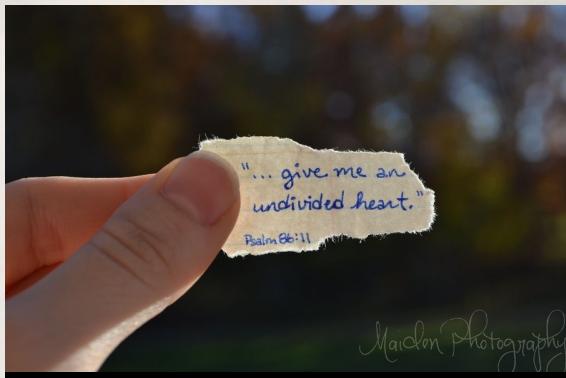
**See Conference Brochure and Registration Form attached to this E-mail.**

## Shop PAUMCS

Need a T-shirt, shirt, tote bag, etc.? Shop our PAUMCS Promotional Items Online at GA-PAUMCS and click *Shop Online*. What a great way to introduce your friends and co-workers to PAUMCS. They see the logo on an item you've purchased and they ask you about PAUMCS. You are able to tell them what a great organization you belong to and how wonderful it is to have such a supportive organization that is a part of the United Methodist Church.



**Find Us On the Web:** [www.ga-paumcs.org](http://www.ga-paumcs.org)



*Maiden Photography*

Join us September 21 - 24, 2017 in LaGrange, Georgia for our Annual Conference. Our theme is "A Journey to Higher Learning." The Conference Brochure and Registration Form are attached to this email.

## Sunshine

Natha Harris, Atlanta, GA

Just a reminder that if you have celebrations or concerns that you would like to share with your fellow Georgia PAUMCS members, you can send them to me at [flaff50@comcast.net](mailto:flaff50@comcast.net). Also, if you did not receive a birthday card last year, please send me your birth date (month/day) and current mailing address.



## Treasurer

Annette Harmon, Covington, GA



January 1 – April 30, 2017

	Actual	Budget
<b>BALANCE AS OF JAN 1, 2017</b>		
Operating Acct.	\$ 4,110.21	
<b>REVENUES</b>		
Membership Dues @ \$35.00	\$ 1,190.00	\$ 1,400.00
Conference Registrations	\$	\$ 4,375.00
Commuter Meals	\$	
Ways and Means	\$	\$ 400.00
<b>TOTAL BUDGETED REV.</b>	<b>\$ 1,190.00</b>	<b>\$ 6,175.00</b>
<b>NON-BUDGETED REVENUE</b>		
Interest Income	\$ .60	
Total Non-Budgeted Revenue	\$ .60	
<b>TOTAL REVENUES</b>	<b>\$ 1,190.60</b>	<b>\$ 6,175.00</b>
Conference Expense:		
Conference Food	\$	\$ 2,700.00
Speakers & Entertainment	\$	\$ 1,000.00
Conference Supplies	\$	\$ 250.00
Secretary of the Year	\$	\$ 100.00
<b>TOTAL CONFERENCE EXPENSE</b>	<b>\$ 0.00</b>	<b>\$ 4,050.00</b>
Operations:		
Executive/Committee	\$ 24.00	\$ 450.00
National Meeting	\$	\$ 900.00
Postage: Mailings	\$ 71.27	\$ 100.00
Card Ministry	\$	
Office Supplies	\$ 35.29	
Publicity	\$ 50.00	\$ 300.00
Newsletter	\$	\$ 75.00
Ways and Means	\$	\$ 200.00
Contingency	\$ 43.80	\$ 100.00
<b>TOTAL OPERATING EXPENSES</b>		<b>\$ 2,125.00</b>
<b>TOTAL BUDGETED EXPENSES</b>	<b>\$ 224.36</b>	<b>\$ 6,175.00</b>
<b>NON-BUDGETED EXPENSES</b>		
Transfer to Scholarship Fund	\$ 25.00	
<b>NON-BUDGETED EXPENSES</b>	<b>\$ 25.00</b>	
Balance as of April 30, 2017		
Operating Account	\$ 5,051.45	
Scholarship/Mem. Fund	\$ 2,279.59	
	<b>\$ 7,331.04</b>	

# Scholarship

Josie Hickom, Rome, GA



The Time is Almost Here!!! I personally cannot wait until our 2017 Annual Conference which will be here before you know it. I look forward to seeing and spending some great time with my PAUMCS friends.

We do have Scholarships available if you are in need of financial assistance in order to attend the Conference this year. The requirements are:

- 1) Applicant must have been a member of GAC PAUMCS in good standing for one year.
- 2) Applicant must have attended the Georgia PAUMCS Conference for at least one year.
- 3) Applicant must have been a church/agency secretary for one year.
- 4) Applicant must give a letter stating long range goals; to be used as a tie breaker when needed.

- 5) Applicant's statement of financial need will be taken into consideration, and length of employment will be used as a tie breaker when needed.
- 6) Scholarships will be awarded only once to an individual in a four-year period. This includes Certification, Georgia or National Conferences.

GA PAUMCS also has scholarships available for Certification Class and National Conference through the Juanita Brannen Memorial Scholarship Fund. Also, you may contribute to the Scholarship Fund in memory or in honor of someone at anytime.

Again, I look forward to seeing everyone in LaGrange in September.

## WHO WE ARE

**PAUMCS** | Professional Association of United Methodist Church Secretaries held its organizational meeting, April 14, 1982, in Dallas, Texas. The purpose of PAUMCS is to establish a method for training and certifying UMC Secretaries in conjunction with the General Council on Finance and Administration. It is the desire of the organization to provide a supportive base for the unity and fellowship of its members, to promote individual growth, professional development, continuing education and spiritual enrichment. **GA-PAUMCS** is related to and supports PAUMCS by providing 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. Membership to the Georgia Chapter and the National organization are encouraged.

During the April, 2017 annual business meeting at the National Conference, it was voted and accepted to change the PAUMCS name to say: **Professional Administrators of the United Methodist Connectional Structure**. Since the creation of PAUMCS, employees of the United Methodist Church, whether office assistant, secretary, financial director, or whatever title was held, have been accepted as members. The purpose of this name change is to become more inclusive in our name to reflect the connection we have within the United Methodist Church.



# Membership

Kathy Cawthon, Greensboro, GA



As of May 20, our Chapter membership is 39. We welcome 4 new members:

- Leveda "Veda" Lawrence | Greensboro First UMC | [vlawrence@fumcgreensboro.org](mailto:vlawrence@fumcgreensboro.org)  
Kim Kotkiewicz | Watkinsville UMC | [kim@watkumc.org](mailto:kim@watkumc.org)  
Paula Moore | Greensboro First UMC | [pmoore@fumcgreensboro.org](mailto:pmoore@fumcgreensboro.org)  
Ivy Smith | Douglasville First UMC | [ivys@douglasville.fumc.org](mailto:ivys@douglasville.fumc.org)

If you haven't sent in your membership dues for this year, please do so as soon as possible. You'll want to have your membership current and up-to-date for annual conference in September. Only active members will be able to vote during the business meeting held on Friday morning, September 22, in LaGrange.

*The heart of the discerning acquires knowledge, for the ears of the wise seek it out.*

Proverbs 18:15

## Upcoming Workshop

### From Drop Box to Google Docs, by Lesley Baskette

Is your workflow stuck in the past? Whether you are working independently or with a team, there are some on-line work tools available to help streamline your day. Learn how to create and collect information through Google Forms, create and edit documents through Google Docs, and create space for sharing and collaboration through Dropbox. Bring your laptop for a "hands-on" experience.

Lesley Baskette serves as the Administrative Associate for the Georgia UM Commission on Higher Education & Collegiate Ministry. The Commission serves both the North and South Georgia Conferences. Since 1995, when Lesley was hired, the Commission has gone from paper records and file cabinets to a "virtual" office. Lesley works with on-line programs communicating with several teams in ministry across the state. She is a 2012 cum laude graduate of the University of West Georgia receiving



her Bachelor of Arts Degree in Mass Communication (with an emphasis on web design) and a minor in Management Information Systems (with an emphasis on database and web design) and was recognized in Who's Who Among Students in American Universities and Colleges in 2011. "I continue to learn everyday the cyber tools available for the workplace." She is married to Don Baskette, mother of 4, and grandmother of 13. Lesley is an active member of the Georgia and National PAUMCS .

This is just one of the workshops scheduled for our conference. Please look at the attached Conference Brochure for a complete schedule.

*Plan on Attending:*  
**2017 GA-PAUMCS ANNUAL CONFERENCE**  
**LaGrange First UMC, 401 Broad Street**  
**September 21 - 24, 2017**

# Vice-President

LouAnn McLain, Warner Robins, GA



## Hospitality

Hello Friends! Well...I never expected to be wearing this hat! But isn't that just like our God? Putting us where He knows we need to be to grow, thrive, make a difference.

I am still getting to know what my responsibilities are in this ministry area and ask that you lift me in prayer and allow grace. Charlene set the bar very high so I've got some work to do!

Our Georgia Conference will be here before you know it! I encourage each of you to attend...not only for the knowledge you will receive but for the fellowship and friends you will reconnect with and the new ones you will meet. We are here to lift each other up and share along the way in this journey as an Administrative Professional...make plans to joins us in LaGrange in September.

### *Hospitality. How is yours?*

At the May National Conference in Chicago, we delved deeper into that very thing. Do you go that extra step when someone comes into your office? Do you give them the time and attention they need and deserve? I know, I know...you have a job to do; but you also have an obligation to show the love of Christ to all. You may be the only 'God sighting' that person looking for assistance has that day. Offer a seat...a cup of coffee/water...listen (really listen!) to what they are saying...be the disciple you have been gifted to be...offer encouragement...love like Jesus. The rewards are amazing!

<sup>2</sup> *Don't neglect to show hospitality, for by doing this some have welcomed angels as guests without knowing it.*

Hebrews 13:2 Holman Christian Standard Bible (HCSB)

## Bringing Ancient History To Life THE BIBLICAL HISTORY CENTER

The Biblical History Center (formerly called Explorations in Antiquity) in LaGrange, Georgia helps people encounter the ancient biblical world through its history and culture. Through authentic archaeological replicas, Biblical meal presentations, daily life artifacts in the Biblical Life Artifacts Gallery, lectures, and other personal experiences, ancient Middle Eastern life comes back to life today. Experience ancient biblical life and times as you:

- ◆ Step back into time as you sit in an authentic goat hair tent like the nomadic shepherds have lived in for thousands of years.
- ◆ See tombs like those in which Abraham and Jesus were buried and catacombs like early Christians used for worship.
- ◆ Visit a village and city gate area to see what life was like 2000 years ago.
- ◆ Dine with the ancients as you share a Passover Meal much like that which Jesus ate at the Last Supper.
- ◆ Enter the Time Tunnel and learn about the worship practices of pagans, Jews, and Christians from 2500 BCE to 500 CE by exploring replicas of excavated houses of worship from Israel.
- ◆ Sit in the Roman Theater based on ancient theaters around the Roman world.
- ◆ See 250 ancient artifacts in real-life settings in the Biblical Life Artifacts Gallery.
- ◆ These opportunities and so many more wait for you at the Biblical History Center!

Admission Charge included in Registration Fee to GA-PAUMCS Annual Conference | September 21-24, 2017  
*Conference Brochure and Registration Form attached to this email.*

# Nominations

Denise Louis, McDonough, GA

Each year, the Nominations Committee is tasked with presenting a Proposed Slate of Officers to the GA-PAUMCS membership, during the annual business meeting, to be voted on and approved. Once voted into office, the person will serve a maximum of 3 years, with renewal every year.

This year we have a couple of positions that are required to be filled, in accordance with our By-Laws. Those positions are:

## PTS | Professional Training and Standards Committee Committee Responsibilities:

- Have a working knowledge of all bylaws.
- Send proposed annual conference brochure to National's PTS Committee for approval at least 30 days prior to Chapter's Annual Conference.
- Complete certificates of attendance for Chapter's Annual Conference and mail certificates to participants within thirty (30) days following the Chapter's Annual Conference.
- Complete certificates of continuing education and mail certificates to participants within thirty (30) days following the Chapter's Annual Conference.
- Report to GCFA of attendees for continuing education units and to maintain certification. Send a copy of continuing education certificates to GCFA within thirty (30) days following the Chapter's Annual Conference.

## Nominations

### Committee Responsibilities:

- Have a working knowledge of the Bylaws Article VII, B and Articles IV, V, VII, in their entirety and Article Vi, A & G.
- Prepare a proposed slate of leadership positions for the consideration of the membership at the annual business meeting, conforming to the Bylaws and be responsible for evaluating the qualifications of those being considered.
- Provide biographical information on proposed slate of officers to membership through packets at Annual Conference.



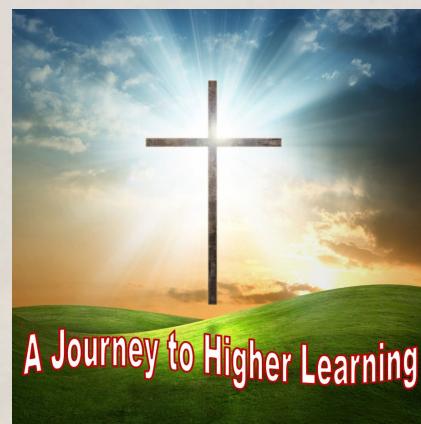
- Fill any position, which becomes vacant during the year, confirming the position with the executive committee until the next annual business meeting.
- Solicit profile sheets from each member through the newsletter and membership secretary mailings.
- Maintain current job descriptions of all leadership positions, making them available to total membership.
- Maintain history/record of past leadership.
- Provide and tabulate ballots when necessary.

The Executive Committee meets quarterly in Macon. The chairpersons are required to attend, and committee members are welcome. Every PAUMCS member is invited to attend these quarterly meetings. They are a great way to get involved in this wonderful organization.

If you would like to serve on a committee, or would like more information, please contact me, and I will be more than happy talk with you.

Denise Louis

770-957-4728 | [329church@bellsouth.net](mailto:329church@bellsouth.net)



*The heart of the discerning acquires knowledge,  
for the ears of the wise seek it out.*

Proverbs 18:15

# 2016-2017 Executive Committee

<b>President</b> , Jackie Powers .....	jpowers@gfumc.com
<b>Interim Vice President</b> , LouAnn McLain .....	admin@christunited.net
<b>Recording Secretary</b> , Lesley Baskette .....	lesley@umcommission.org
<b>Treasurer</b> , Annette Harmon .....	salemumc@bellsouth.net
<b>Membership Secretary</b> , Kathy Cawthon .....	kcauthon@fumcgreensboro.org
<b>By-Laws Chair</b> , Ruth Sims.....	adm.cairofum@syrupcity.net
<b>Finance Chair</b> , Denise Wilson.....	lagrdo@bellsouth.net
<b>Newsletter</b> , Karen Whitehead.....	karen.whitehead@bethlehemfirstumc.com
<b>Nominations Chair</b> , Denise Louis.....	niecyd@bellsouth.net
<b>PTS Chair</b> , Angela New.....	angela@eatontonfirstumc.com
<b>Publicity Chair</b> , Lesley Baskette.....	lesley@umcommission.org
<b>Scholarship Chair</b> , Josie Hickom .....	rocangc@bellsouth.net
<b>Secretary of the Year 2016-2017</b> , Ruth Sims.....	adm.cairofum@syrupcity.net
<b>Historian</b> , Lou Ann McLain .....	admin@christunited.net
<b>Sunshine</b> , Natha Harris .....	flaff50@comcast.net
<b>Ways &amp; Means Chair</b> , Ruth Sims.....	adm.cairofum@syrupcity.net



See Article Inside on Page 6.



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

LaGrange, GA  
September 21-24, 2017

APPLY NOW

**Scholarship**  
*Opportunities*

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