

CONTINUING EDUCATION OPPORTUNITIES

The Biblical History Center

We will begin Friday with a lecture on the birth of Christ. Following the lecture you will enjoy the Artifacts Gallery, and a Biblical meal. The highlight of our visit will be a walk through the archaeological replica village and gardens giving a new understanding of life in the Old and New Testament times. Guests are welcome to attend this 5-hour tour for an additional \$40. For more information on the Biblical History Center check out their website biblicalhistorycenter.com.



“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.

“Church Software Options”

We will take a look at pros and cons of 3 popular church software systems, Church Trac, ACS and Power Church. Using the experience of several chapter members who are familiar with these programs and information obtained from their websites, we will review the different options available for each (membership, financial, volunteer, scheduling, etc.) and have a time of question and answers so that users can share their experience and knowledge with others. This should prove helpful to persons looking to upgrade their software systems or those who just want to make sure they are using the system best suited for their needs.

Church Security by Jim Davison

Jim will present C.R.A.S.E. (Civilian Response to Active Shooter Event) training using the A.L.E.R.R.T. (Advance Law Enforcement Rapid Response Training) program to allow citizens to be prepared, should they find themselves in an active threat situation. The presentation will be customized for churches. He will also present results from a Threat Vulnerability Assessment where he tours the church facility to review various aspects of safety and security. This will allow participants to take this information back to their local churches to help make their facilities safer for the church staff during the work day as well as church members during various church events.

Rev. Susan Landry is the District Superintendent for the LaGrange District and will be our guest speaker for the Thursday evening Worship and Communion service. Rev. Brian Germano, Sr. Pastor of LaGrange 1st UMC will be assisting.

Rev. Dr. Adam Roberts is the Chaplain at LaGrange College and will be attending our banquet on Saturday night and leading our Installation of Officers service.

CONFERENCE INFORMATION

MEALS

Our first meal together will be on Thursday evening at LaGrange First UMC in the Methodist Ministries Center at 5:30pm. All meals are included with your registration beginning with dinner on Thursday night through Sunday breakfast. With free time on Friday evening, you are on your own for dinner. The Saturday night banquet is included in your registration. If you plan to have a guest for the banquet, you must add an additional \$15.

ACCOMMODATIONS

Hotel accommodations will be at Wingate by Wyndam, located at 103 Wingate Terrace, LaGrange, GA. We have negotiated a rate under “United Methodist Churches meeting” of \$66 + tax per night. **To reserve your room at this great rate, please call 706.298.5270 by August 25th.** If you want a roommate, please arrange in advance and make the reservations together. Room rates include a continental breakfast at the hotel.

LOCATION

The Business Meeting Friday morning will be held at the Wingate Hotel. The Biblical History tour will be at 130 Gordon Commercial Drive, and all other events will be held at LaGrange First UMC, 401 Broad Street, LaGrange, in the Methodist Ministries Center.

FIRST TIME ATTENDEES

If this is your first time attending a PAUMCS conference, we welcome you! You will be given a discount of \$10.00 off of your registration fee. You will also want to attend the First Timers Orientation, LaGrange First Methodist Ministries Center, at 4:30pm 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.

FREE TIME

On Friday afternoon, you will have free time to visit Historic LaGrange or participate in a “Paint Party” for an additional fee of \$25 which should accompany your registration form. You must pre-register for the Paint Party so proper arrangements can be made. Guests are welcome to participate for a fee of \$25.

BANQUET

The Annual Celebration Banquet will be held in the Methodist Ministries Center at LaGrange First. Cost for guests attending the banquet is \$15 and should accompany your registration form. *If you are registered for the conference, the banquet is included in your registration fee.*

SECRETARY OF THE YEAR

GA-PAUMCS members in good standing are eligible to complete the Secretary of the Year application. Like last year, **the form can be completed online** prior to coming to the conference. Go to www.ga-paumcs.org to fill out the online form and to view the process for choosing the three finalists. The online form will be available to complete beginning **Friday, September 1, through Friday, September 22, 2017.** If you have a question regarding the form or clarification of eligibility, please email Ruth Sims, adm.cairofum@syrupcity.net, 229.377.3051. The online form will be used to determine the Secretary of the Year (SOTY). The Secretary of the Year will be honored at the Banquet on Saturday evening.

CEU CREDIT

In order to receive CEU credit, you must attend all workshop sessions beginning with the first session on Friday morning.

SPECIAL MISSION ACTIVITY

The LaGrange-Troup County Warming Center recently opened its doors to the homeless community. It can house up to 75 people for overnight stays when outside temperatures drop to 40 degrees or below outside at night. GA-PAUMCS will pack “Goody Bags” for their guests during our Thursday evening Fellowship time.

SCHOLARSHIPS

Scholarships for an amount not to exceed \$100 may be awarded to each qualified 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 to attend this year’s conference, please request a scholarship form by contacting Josie Hickom at rocangc@bellsouth.net. Scholarships will be awarded in the order received and until funds are exhausted. **Requests must be made by August 25, 2017.**

SPREAD THE WORD

The best way to let others know about our upcoming PAUMCS Conference is for you to tell a friend. Feel free to copy this brochure and share it with friends and colleagues working or volunteering in the United Methodist Church Office or Agency. Or, direct them to our website for more information—ga-paumcs.org.

REGISTRATION

Cost for this year’s conference is **\$100**. To register, please fill out the registration form completely. The registration form may be found **online at ga-paumcs.org**. Make your check payable to GA-PAUMCS and mail, along with form, by **September 5, 2017** to: **Annette Harmon, Salem UMC, 3962 Salem Road, Covington, GA 30016. OR register and pay on-line at ga-paumcs.org**. Please do not forget to add any reservations and payments for guests (for meals, tour at Biblical History Center) and/or the Paint Party.

QUESTIONS?

If you have any questions about the conference, please contact our Vice President, LouAnn McLain, at admin@christunited.net, 478.922.0211, or anyone on the Executive Committee.

PURPOSE

The purpose of PAUMCS is to provide a supportive base for the unity and fellowship of its members in order to provide opportunities of individual growth, through professional development, continuing education, networking and spiritual enrichment for Secretaries, Administrative and Financial Assistants; both full-time, part-time, paid and volunteers in ministry with the United Methodist Church.

SCHEDULE OF ACTIVITIES

Thursday, September 21, 2017

3:00—5:30pm Registration (LaGrange FUMC, 401 Broad St. Methodist Ministries Center)
3:00 pm Executive Committee Meeting
4:30 pm First Timers Orientation
5:30 pm Dinner, LaGrange FUMC, Methodist Ministries Center
6:30 pm Opening Worship & Communion in the Chapel (Revs. Susan Landry and Brian Germano, Sr.)
7:30 pm Mission Activity/Fellowship

Friday, September 22, 2017

7:30 am Breakfast at hotel (continental breakfast provided)
8:30 am Business Meeting (hotel)
9:45 am Depart for Biblical History Center (hotel)
10:00 am Biblical History Center Lecture; Topic: Jesus and the Christmas Season, Derrick Lewis, lecturer
11:00 am Biblical History Center, Tour of Artifacts Gallery
12:00 noon Biblical History Center, Biblical meal w/instruction about manners and customs of a 1st Century meal in the Roman period
1:00—3:00 pm Village Tour
3:00 pm Depart to Hotel and free time
4:30—6:00 pm Paint Party at LaGrange FUMC (optional)
Dinner on your own

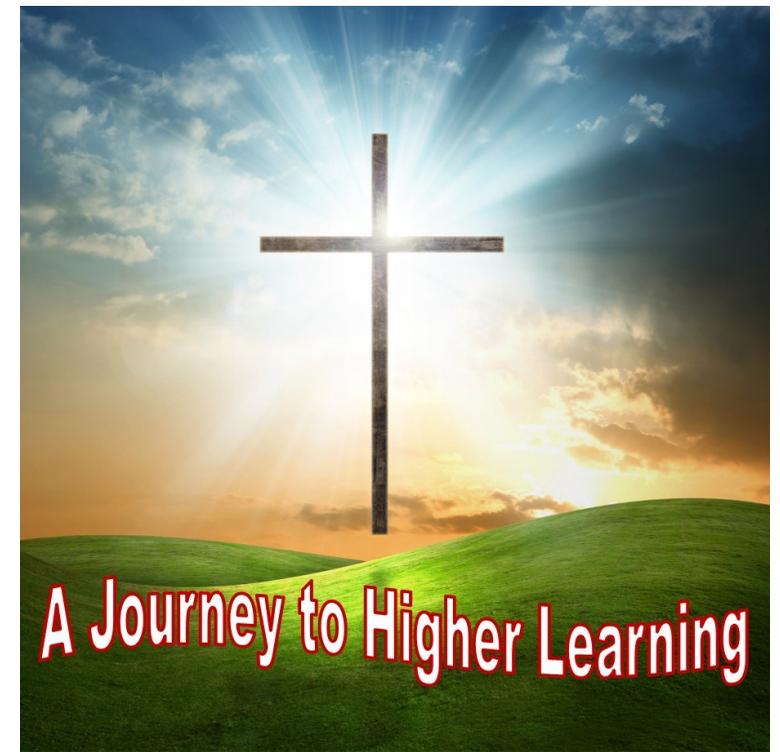
Saturday, September 23, 2017

All activities at LaGrange FUMC

7:30 am Breakfast at hotel (continental breakfast provided)
8:30 am Devotion: Cathy Ivey
8:45 am “Drop Box to Google Docs”, Speaker: Lesley Baskette
10:15 am Break
10:30 am “Church Software Options” Speaker: Member Panel
12:00 pm Lunch (LaGrange FUMC)
1:00 pm “Church Security” Speaker: Jim Davison
3:00 pm Dismiss for Banquet Preparations
5:30 pm Celebration Banquet
Secretary of Year Award
Installation of Officers (Rev. Dr. Adam Roberts)
7:30 pm Executive Committee Meeting (old and new)

Sunday, September 24, 2017

7:30 am Breakfast at hotel (continental breakfast provided)
8:30 am Closing Devotion: Jackie Powers / Sending Forth (at hotel)



A Journey to Higher Learning

“The heart of the discerning acquires knowledge, for the ears of the wise seek it out.” Proverbs 18:15



2017 GA PAUMCS ANNUAL CONFERENCE

September 21-24, 2017
LaGrange First UMC
401 Broad Street

**Georgia Professional Administrators of the
United Methodist Connectional Structure
invites you to a weekend of continuing
education, learning, and networking.**