

WORKSHOP/WORSHIP LEADERS

The Rev. Dr. Matthew D. Stewart has 28 years experience in ministry and is currently the Pastor of Christ United Methodist Church, Warner Robins. Matt will lead our opening worship and install our officers at the banquet.

Mrs. Mandy McFarlin Fill, from the Southwest Georgia District Office, is going to share with us about using social media and information technology in our ministry.

Mrs. Kim Pittman, from *Organize4U*, is going to help us 'Tame the Paper Monster'!

John McIntyre is a retired Human Resources professional and risk manager is going to help us understand a little about how human resources work and handling conflict in the workplace.

The Rev. Dr. Derek McAleer serves as the finance and benefits officer for the South Georgia Annual Conference. He is going to give us tips on those dreaded end of the year reports and church tax exemption.

Rev. Deborah Wight-Knight is the Conference Pastoral Counselor for the South Georgia Annual Conference, an appointment she has served since January 2007. Deborah is going to talk about *Ethics in the Workplace*. You may send LouAnn, admin@christunited.net or louannpmclain@gmail.com, questions prior to the conference, and she will answer them at the conference.

Faith, Hope, & Love Trio is comprised of Beth Tolliver, Kristi Slavik, Kara Miller and accompanist Vicki Slavik – also known as the fourth member *Strength!* They met at Trinity United Methodist Church in Warner Robins and decided to join together to form a trio. Luckily they blended well and love to sing together!

CONFERENCE INFORMATION

LOCATION

All sessions and meals, *with the noted exceptions*, will be at Christ UMC, 511 Russell Pkwy, Warner Robins. The Emmaus Table is at Trinity UMC, 129 S. Houston Rd, Warner Robins.

ACCOMMODATIONS

Hotel accommodations will be at **Country Inn & Suites**, 220 Margie Dr, Warner Robins, GA (4.7 miles/8 minutes travel time from CUMC). Rates: \$93+tax per night for 1-bed King room and \$98+tax per night for 2-bed Queen room. When you reserve your room, please let them know you are with PAUMCS; call **(478) 971-1664** by August 8th. If you plan to room with someone, please let reservations know. Room rates include a continental breakfast at the hotel.

FIRST TIME ATTENDEES

If this is your first time attending a PAUMCS conference, we welcome you! You will be given a discount of \$10 off your registration fee. You will be assigned a 'buddy' to make you feel welcome and that person's name and picture will be emailed to you. The Executive Committee is also available to assist you in any way.

REGISTRATION

Cost for this year's conference is \$100. To register, please fill out the online registration form, found at ga-paumcs.org and pay using PayPal. Or you may print the registration form, make your check payable to GA-PAUMCS and mail, by August 8, 2018 to: Annette Harmon, Salem UMC, 3962 Salem Road, Covington, GA 30016. Please do not forget to add any reservations and payments for guests (for meals and/or the optional activity).

SCHOLARSHIPS

Scholarships for an amount not to exceed \$100 may be awarded to each qualified recipient to go toward registration. If you find that you are in need of financial assistance to attend this year's conference, please request a scholarship form from 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 1.

MISSION PROJECT

Emmaus Table Ministry at Trinity United Methodist Church is open to anyone needing (or just wanting) a nice meal, a welcome environment, and warm fellowship...with no questions asked. Emmaus Table serves 50-75 or more persons every Thursday from 5:30 to 6:30 PM. This mission derives its name from Luke 24:13-35 when at a time of dining, Christ makes His presence known. We will meet at Trinity UMC at 4pm for meal prep/set-up. If you cannot be there by 4pm, but you can be there before 7pm, please come help out and enjoy the fellowship and meal!

MEALS

Our first meal together will be Thursday evening at the Emmaus Table. All meals except Friday dinner (during free time) are included with your registration: lunch Friday, lunch and banquet Saturday. If you plan to have a guest for the banquet, you must add an additional \$15.

ADMINISTRATOR OF THE YEAR

GA-PAUMCS members in good standing are eligible to complete the Administrator of the Year application. Like last year, the form should be completed online prior to coming to the conference. Go to www.ga-paumcs.org to fill out the online form and view the process for choosing the three finalists. The online form will be available to complete beginning Wednesday, August 1 through Friday, August 24, 2018. If you have a question regarding the form or clarification of eligibility, please email Josie Hickom, rocangc@bellsouth.net. The Administrator of the Year will be honored at the Banquet on Saturday evening.

FREE TIME

On Friday afternoon, you will have free time to shop, take a nap, do whatever, or participate in the *wreath making optional activity*, for an additional \$25 fee. You must pre-register for the optional activity so the correct number of supplies may be purchased. Guests are welcome to participate for the additional fee. A list of area shopping and attractions will be provided for those not wishing to participate in the activity.

BANQUET

The Annual Celebration Banquet will be held Saturday evening at Christ United Methodist Church in the Fellowship Hall. Cost for guests attending the banquet is \$15 and should accompany your registration and payment. If you are registered for the conference, the banquet is included in your registration fee.

CEU CREDIT

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

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, www.ga-paumcs.org, for more information.

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.

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.

PAUMCS is open to full-time, part-time, paid and volunteer Secretaries, Administrative and Financial Assistants in ministry with the United Methodist Church.

SCHEDULE OF ACTIVITIES

Thursday, August 23, 2018

3 – 4:30 pm Registration, Hotel
3 pm Executive Committee Meeting, Hotel
4-7 pm Emmaus Table Mission/Fellowship/Dinner, Trinity
7:30 pm Opening Worship & Communion, Christ UMC

Friday, August 24, 2018

7:30 am Breakfast at hotel
8:30 am Opening Devotion / Prayer
8:45 am Business Meeting
9:45 am Break
10 am Session 1 ~ *IT & Social Media*
12 noon Lunch, Christ UMC
1 pm Session 2 ~ *Taming the Paper Monster*
3 pm free time
3:30 – 5:30 pm *Optional Activity*
Dinner on your own

Saturday, August 25, 2018

7:30 am Breakfast at hotel
8:30 am Devotion
8:45 am Session 1 ~ *Human Resources & Conflict Management*
10:45 am Break
11 am Session 2 ~ *End of the Year Reporting*
1 pm Lunch, Christ UMC
2 pm Session 3 ~ *Ethics in the Workplace*
4 pm Dismiss for Banquet Preparations
6:30 pm Celebration Banquet, Christ UMC
8 pm Executive Committee Meeting (old and new)

Sunday, August 26, 2018

7:30 am Breakfast at hotel
8:30 am Closing Devotion / Sending Forth, Hotel

Georgia Professional Administrators of the United Methodist Connectional Structure Conference Thursday – Sunday August 23 – 26, 2018 Christ UMC, Warner Robins



R=Renew in worship **E=Educate** thru areas that help us do our ministry better **S=Simplify** with organization **T=Together** in mission

³¹ Many people were coming and going, so there was no time to eat. He said to the apostles, "Come by yourselves to a secluded place and rest for a while."

Mark 6:31 Common English Bible (CEB)