

## Want to Join?

### Who May Join?

Full or Part Time  
Paid or Volunteer  
Office, Financial, and  
Membership  
Administrative Staff Members of  
Churches, Districts, Connectional,  
or Conference offices

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

## Executive Committee

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

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

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

**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/  
Administrative Professional of the Year:**  
Jackie Powers  
Gainesville First UMC: 770-536-2341

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

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

**By-Laws:** Angela Ivey  
McEver Road UMC: 770-532-3160

**Scholarship:** Connie Brown  
Vidalia FUMC: 912-537-3068

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

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

**PTS:** Denise Louis  
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: Doris Wyatt  
[daw6@bellsouth.net](mailto:daw6@bellsouth.net)



## 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 office personnel in United Methodist churches, agencies, and organizations.

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 office professionals in the United Methodist connectional structure.

**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 approved to change the organization's name to **Professional Administrators of the United Methodist Connectional Structure**. The Georgia Chapter followed suit, changing the name to the Georgia Professional Administrators of the United Methodist Connectional Structure.

# Opportunities

- ☞ We offer workshops on a variety of topics including 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 similar 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 and Advanced Certification are offered through the General Council on Finance and Administration. The program is currently held in Nashville, TN. More information can be found at the national website, [www.paumcs.org](http://www.paumcs.org). A requirement is that the person be a member of the National Association of PAUMCS.

\*\*\*\*\*



# Georgia PAUMCS Membership Form

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

\_\_\_\_ Renew my Membership

\_\_\_\_ Emeritus/Retired Member

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

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

\_\_\_\_\_

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

Preferred Phone: \_\_\_\_\_

Preferred Email Address: \_\_\_\_\_

\_\_\_\_\_

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

Employed by: \_\_\_\_\_

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

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

\_\_\_\_\_

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

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

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

\_\_\_\_\_

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

National Member: Yes \_\_\_\_ No \_\_\_\_

District: \_\_\_\_\_

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

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

Advance Certified: Yes/No Year: \_\_\_\_\_

National PAUMCS Member: Yes/No