



The Georgia Link

PAUMCS

PROFESSIONAL ADMINISTRATORS
OF THE UNITED METHODIST
CONNECTIONAL STRUCTURE

Seeking **R**enew **E**ducate **S**implify **T**ogether

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)

I am so excited about our upcoming GA Conference August 23-26, in Warner Robins...see inside to find out more!

While planning this conference, I have discovered some things about myself...well maybe, "refreshed my memory" would better describe it. Sometimes in the day-to-day, we get to a place where it's *do this, do that, go here, get that*. And in this planning process, I rediscovered that I do (and I know you do too) a lot in a day!

- ◆ organizing and planning ~ calendars, meetings, gatherings
- ◆ reaching out ~ phone calls
- ◆ sharing information ~ bulletins, emails, newsletters, FaceBook, Twitter...
- ◆ creating and seeing a project come together ~ bulletins, newsletters, brochures, monthly reports, yearly reports...
- ◆ and a multitude of other things/anything asked of me!

So often it is easy to get stuck in a rut; going through the motions to get it done. A lot of times, we get to that place and don't even realize. Then an opportunity comes along that gets us out of the rut, and it changes our whole perspective! We begin to look forward to the next day or the next opportunity that keeps us from that rut of day-to-day. That is where PAUMCS comes in! PAUMCS invites us to get out of the rut and this year, R E S T.

That is why I belong to this wonderful organization! We gather together in fellowship and learning, sharing our hearts, prayer, and find R E S T from it all. Then we are able to return to our homes and places of ministry refreshed and ready to take on the day-to-day renewed and out of the rut.

I am looking forward with anticipation to the 2018 GA Conference...I pray you will join me there!

With HIS Grace,
LouAnn McLain, *Vice President*

**Conference Information
on Page 2**

This issue

Page 2

- **GA Chapter 2018 Annual Conference**

Page 3

- **Our Name Change**
- **Who We Are**
- **GAC-PAUMCS**

Page 4

- **Finding True Rest**

Page 5

- **Treasurer's Report**

Page 6

- **Membership Report**
- **Scholarship Info**
- **Sunshine News**

Page 7

- **Publicity**

Page 8

- **Membership Form**
- **Executive Committee**

GA PAUMCS ANNUAL CONFERENCE

**Thursday, August 23 thru
Sunday, August 26, 2018
at Christ UMC, Warner Robins**

R = Renew in worship

E = Educate - church tax exemption/
year end reporting

S = Simplify with organization

T = Together in mission

**This year's conference will be filled
with:**

- **Worship & Devotions**
- **Continuing Education**
- **Celebration Banquet /
Administrator of the Year /
Installation of Officers**
- **Free Time**
- **Lots of Fellowship**

rest together

Hello Friends! I am so excited about our upcoming Georgia Conference! We are going to have two and a half days of wonderful fellowship, amazing sessions full of useful information, great food, and more fun than the law allows!!

We are going to kick-off our weekend by helping at Trinity UMC's Emmaus Table, fellowshiping and serving those in need. Then we will head to Christ UMC for our opening worship.

Mrs. Mandy 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 Pitman, from Organize4U, is going to help us 'Tame the Paper Monster'!

Mr. John McIntyre, retired, is going to help us understand a little about how human resources work and handling conflict in the workplace.

The Rev. Dr. Derek McAleer is going to give us tips on those dreaded end of the year reports and church tax exemption.

Rev. Deborah Wight-Knight is going to talk about Ethics in the Workplace. You may send me questions prior to the conference and she will answer them at the conference. (admin@christunited.net)

The Rev. Dr. Matt Stewart will lead our opening worship and install our officers at the banquet. He's my boss and a Godly man.

Faith, Hope, & Love Trio, from Trinity UMC, is going to provide our entertainment at the banquet.

So go to www.ga-paumcs.org to register for the conference and explore the site!

See you in August!!

With HIS Grace,
LouAnn
Vice President

The apostles returned to Jesus and told him everything they had done and taught. 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." They departed in a boat by themselves for a deserted place.

Mark 6:30-32 (CEB)



Vice-President
admin@christunited.net

LouAnn McLain, Warner Robins, GA

our name change

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 United Methodist Church Office Professionals

GAC

shall encourage participation in the training and certification programs by its members.

GAC

shall encourage membership in the National PAUMCS.

WHO WE ARE

At the 2017 Annual Business Meeting of the National PAUMCS Annual Conference in Chicago, the body approved a name change for the organization changing the name from Professional Association of United Methodist Church Secretaries to Professional Administrators of the United Methodist Connectional Structure. This change had been discussed for many years, but has finally become a reality. The main purpose behind the name change is an effort to be more inclusive and open up membership to a wider range of employees. While the term "secretary" can be considered misleading and not representative of many of our members, the new name should encompass a much broader base.

The PAUMCS organization has always been open to secretaries, administrative assistants, office managers, financial secretaries and any other administrative professionals at United Methodist Churches, extension ministries, agencies or Annual Conferences and to any retired persons who maintain their PAUMCS certification. The purpose of the organization is to provide members a supportive base for unity and fellowship and to promote individual growth, professional development, continuing education and spiritual enrichment. PAUMCS was first organized in 1982 and falls under the authority of the General Council on Finance and Administration (GCFA) of The United Methodist Church.

If you are currently a member of the Georgia Chapter of PAUMCS or of the National PAUMCS, we hope you will renew your membership for 2018, but if you have never participated in either organization, please take a moment and consider joining one or both of these outstanding groups. More information on the Georgia Chapter is available at our website, www.ga-paumcs.org. Additionally, you can get information on the National organization at www.paumcs.org. Please feel free to contact any member of the GA PAUMCS Executive Committee (see page 4 for contact information).



GAC-PAUMCS

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.

FINDING TRUE REST!

Those who have the gift of administration are doers! Sometimes giving it our all with Jesus is a challenge, and we find ourselves falling behind where we feel like we should be. We are busy, we have deadlines, we expect others to give us what we need “on time”, we seem to think the most important thing is to work through our check list. I know at times it’s what I think is the most important. We think the answer is to work a little harder.

We fall into the demands of our culture, overworked and exhausted. We know it’s bad for us, but we feel compelled to keep up the pace. After all, work is how we put food on the table. More than that, however, work provides many of us with a source of identity. And since work is our source of identity, we are constantly striving to prove ourselves. We determine our worth by our work—but the striving never ends.

The gospel tells us that when following Jesus gets difficult, the answer is not to “work harder” but to “rest better.” Only by learning to rest in Jesus will we have what we truly need. Our source of comfort, our source of true belonging, our source of peace.

As LouAnn stated on the front cover, “So often it is easy to get stuck in a rut; going through the motions to get it done. Many times, we get to that place and don’t even realize it.” Our rut might help us complete our checklist, but does our checklist include God? A place of true REST. One thing that helps me with this is to schedule time away. My calendar has scheduled days of rest. They don’t come as often as I like, but I do schedule some time for me to be at rest. Time alone with God.



REST FOR THE WEARY

*Come to me,
all you who are weary
and burdened,
and I will give you rest.
Take my yoke upon you
and learn from me,
for I am gentle and humble
in heart,
and you will find rest
for your souls.
For my yoke is easy
and my burden is light.*

Matthew 11:28

rest in HIM

We will include some times of REST for you at our Georgia State Conference in August. LouAnn McLain and the Executive Committee have worked hard to provide you with learning, fellowship and rest. So join us there, August 23-26.

Jackie Powers, *President*

President

jpowers@gfumc.com

Jackie Powers, Gainesville, GA

our treasurer's report

Georgia Chapter of PAUMCS
January 1 - March 31, 2018

| | ACTUAL | BUDGET |
|---|--------------------|--------------------|
| BALANCE AS OF JANUARY 1, 2018 | | |
| Operating Account | \$ 3,773.93 | |
| Scholarship Fund | \$ 2,524.36 | |
| REVENUES | | |
| Membership Dues @\$35.00 | \$ 1,225.00 | \$ 1,750.00 |
| Conference Registrations | | \$ 3,500.00 |
| Commuter Meals | | |
| Ways and Means | | \$ 200.00 |
| TOTAL BUDGETED REVENUES | \$ 1,225.00 | \$ 5,450.00 |
| NON-BUDGETED REVENUE | | |
| Interest Income | \$ 0.76 | |
| Scholarship Income | | |
| TOTAL NON-BUDGETED REVENUE | \$ 0.76 | |
| TOTAL REVENUES | \$ 1,225.76 | |
| Conference Expense | | |
| Conference Food, Entertainment, Worship | | \$ 1,750.00 |
| Speaker Expenses | | \$ 1,000.00 |
| Conference Supplies | | |
| Secretary of the Year | | \$ 100.00 |
| TOTAL CONFERENCE EXPENSE | | \$ 2,850.00 |
| Operations | | |
| Executive/Committee Expense | \$ 24.20 | \$ 400.00 |
| National Meeting | \$ 395.00 | \$ 1,000.00 |
| Postage: Mailings | | \$ 100.00 |
| Card Ministry | | |
| Office Supplies | | |
| Publicity | | \$ 600.00 |
| Newsletter | | \$ 75.00 |
| Paypal Fees | \$ 1.32 | |
| Ways and Means | | \$ 200.00 |
| Contingency | | \$ 225.00 |
| TOTAL OPERATING EXPENSES | \$ 420.52 | \$ 2,600.00 |
| TOTAL BUDGETED EXPENSES | \$ 420.52 | \$ 5,450.00 |
| NON-BUDGETED EXPENSES | | |
| Transfer to Scholarship Fund | | |
| TOTAL NON BUDGETED EXPENSES | | |
| BALANCE AS OF March 31, 2018 | | |
| Operating Account | \$ 4,578.76 | |
| Scholarship/Memorial Fund | \$ 2,524.77 | |
| | \$ 7,103.53 | |



Treasurer
salemumc@bellsouth.net
Annette Harmon, Covington, GA

MEMBERSHIP

Thank you all for renewing your membership this year to PAUMCS. We are now 39 members strong, but there is always room for more. Please don't delay!



Join today! Within this newsletter you will find a membership form for you to download, complete, and send to Annette Harmon, our treasurer. If you have any questions about membership or PAUMCS, feel free to reach out to any of our executive members.

Membership Secretary

kcawthon@fum@greensboro.org

Kathy Cawthon, Greensboro, GA

SUNSHINE

- Do you have a prayer request?
- Do you have a praise?
- Do you have something on your heart or mind that you would like to share with your Georgia PAUMCS family?



Send me an email, and I will send it out to our Georgia members, so that we may support, encourage, rejoice and love one another more fully.

Sunshine Chair

daw6@bellsouth.net

Doris Wyatt, Carrollton, GA

SCHOLARSHIP

Greetings to all my PAUMCS family! I am writing this just as I returned from the National PAUMCS Conference in Nashville. It was a great conference with wonderful speakers. I am exhausted, but am also rejuvenated and renewed. If you were not able to be in attendance in Nashville, you still have the opportunity for renewal and rejuvenation along with fellowship and networking when you attend our Georgia Chapter Conference in August.

I also want to let you know that we do offer scholarships to our members. Any member who has not received a scholarship in the last four years may apply by following a few simple steps.

- 1) Request an application from me
- 2) Complete the application answering all questions
- 3) Sign the application
- 4) Include a statement of financial need and long range goals

Please remember in order to be eligible you must be a member of GA PAUMCS in good standing for one year, have attended the GA PAUMCS Conference for at least one year and have been on a church or agency staff for one year. You may send your application to me at 400 North Fifth Avenue, Suite 201, Rome, GA 30165 or email it to rocangc@bellsouth.net.

I look forward to seeing all of you at our conference in August. If you have any questions, please do not hesitate to contact me.

Scholarship Chair

rocangc@bellsouth.net

Josie Hickom, Cartersville, GA



PUBLICITY

Who have you spoken to about PAUMCS today? It's probably not a topic that comes up frequently in our conversations. However, the best way to spread the word about anything is for each of us to make a point to share it as often as we can. Several districts in our conferences are recognizing their Administrative Professionals in April, and we are using that opportunity to promote PAUMCS to those who are not yet members. We will have tables at both the North and South Georgia Annual Conferences where we will be able to spread the word to pastors and others who may be able to encourage membership by Administrators that support them. If you have other ideas about how we can promote PAUMCS, please let one of the members of the Publicity Committee know. The other members are Marilyn Grau and Renee Farrar.

I hope you will take time to check out our website at www.ga-paumcs.org. It has been updated with new information. Visit us on Facebook as well, and perhaps get an inspiration for the week



Publicity

g.deakin@lithiaspringsmethodist.org

Georgia Deakin, Lithia Springs, GA

Promote PAUMCS

Remember to talk to other church administrators in your area. We want to encourage others to **join PAUMCS** and to **attend our 2018 conference and workshops** in Warner Robins, GA, at **Christ UMC, August 23-26, 2018.**

"REST" ~ Renew, Educate, Simplify, Together

Shop PAUMCS

Need a T-shirt, shirt, tote bag, etc.? Shop our PAUMCS Promotional Items Online at ga-paumcs.org. 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.



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.



Membership/contact info

WHO MAY JOIN?

Full or Part Time
Paid or Volunteer
Office, Financial, Membership Secretaries
Administrative Assistants

GEORGIA PAUMCS MEMBERSHIP FORM

Enroll me as a New Member
 Renew my Membership
 Emeritus Member Date of Retirement _____

Name _____
Home Address _____
City _____ State _____ Zip _____
Home Phone _____
Personal E-Mail Address: _____
Date of Birth _____
Place of Employment _____
Title _____
Business Address _____
City _____ State _____ Zip _____
Business Phone _____
Fax Number _____
Business E-Mail _____
Certified: Yes No Year _____
National Member? Yes No
District _____
Conference: NGA SGA

Skills or talents that I can offer PAUMCS or areas in which I would like to help!

GA-PAUMCS Annual Dues: \$35.00

Complete the form above and mail along with annual dues to:

Salem UMC
Attn: Annette Harmon
3962 Salem Rd.
Covington, GA 30016

EXECUTIVE COMMITTEE

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

President: Jackie Powers
Gainesville First UMC | 770-536-2341

Vice President: LouAnn McLain
Christ UMC | 478-922-0211

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: Kathy Cawthon
Greensboro First UMC | 706-453-7064

Administrator of the Year: Josie Hickom
Rome-Carrollton District Office
706-291-0115

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

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

Scholarship: Josie Hickom
Rome-Carrollton District Office
706-291-0115

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

Nominations: Cathy Ivey
Christ UMC | 229-436-3373

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

PTS: Denise Louis
Wesley Chapel UMC | 770-957-4728

Historian: Juliet Blevins
Thompson First UMC | 706-595-3936

Sunshine: Doris Wyatt
Moore's Chapel UMC | 770-834-6704