

FROM OUR PRESIDENT

SEASONS

I love the change of seasons, especially from winter to spring! The birds singing (what sounds like a new song!), flowers sprouting, lawnmowers and weed eaters, kids playing. Spring represents a new beginning, renewal and regeneration.



louannpmclain@gmail.com
 LouAnn McLain, Warner Robins, GA

Have you ever considered the seasons of your life? Seasons of love and laughter. Seasons of anger and pain. Seasons of change. Like the season we are living in now.

I recently listened to a Francis Chan podcast where he talked about growing up; the child of parents from Hong Kong (his parents immigrated to the USA when he was 5 years old). He used the analogy of a treadmill representing how kids there are raised. The treadmill starts out slow then the speed of the treadmill is increased as the child grows. Always pushing for better this or better that...being ahead of others your age. But God has allowed this season, so that we will be still and know Him.

I pray that you will use this season for developing a deeper relationship with the One who loves you in all seasons. Spend some time with Him in prayer and quiet time. Listen to His direction on using this season for His glory!

With HIS Grace,

LouAnn



LIKE US ON FACEBOOK
GA-PAUMCS

THIS ISSUE

Page 2

- Letter to PAUMCS Members
 - Annual Conference Update
 - OnLine Classes

Page 3

- Continuing Education

Page 4

- GA Chapter Membership

Page 5

- Scholarship
- By-Laws

Page 6

- Treasurer's Report

Page 7

- Certification –OnLine Class

Page 8

- Membership/Contact Info

Lift up your eyes to the heavens, look at the earth beneath; the heavens will vanish like smoke, the earth will wear out like a garment and its inhabitants die like flies. But my salvation will last forever, my righteousness will never fail.
 —Isaiah 51:6



PAUMCS

PROFESSIONAL ADMINISTRATORS
OF THE UNITED METHODIST
CONNECTIONAL STRUCTURE

Hello Friends,

What a time we are living in! I pray that you and yours are well and adjusting to your current way of living life!

The Executive Committee met on Friday, April 3 via Zoom to discuss our upcoming conference scheduled for August. Due to current circumstances and the many unknowns concerning when we will get back to work and be able to travel, we have decided not to have a conference this year. That being said, we have a few options available for you to get CEU's to keep your certification current or if you just want to continue learning. They are: www.beadisciple.com, www.garrett.edu, and www.umctraining.org and these have been preapproved by the National PAUMCS Professional Training and Standards committee. Many of these are low cost or no cost. If you choose to explore other avenues, please email GA-PAUMCS PTS chair Denise Louis, niecyd@bellsouth.net with detailed information to receive approval. **The Executive Committee also made the decision to suspend the rules of the bylaws in order to allow for \$50 CEU scholarships for anyone who chooses to take an online class.** To apply for a scholarship, email Renee Farrar, adox@ngumc.net and she will give you information on requirements to receive reimbursement.

Just because we will not be gathering together does not mean that we cannot connect. GA-PAUMCS is where we lean on each other for support, answer questions, share a funny or word of encouragement, or just reach out to someone going through a situation you may have experienced. Email Doris Wyatt, daw6@bellsouth.net and she will forward to the membership.

With HIS Grace,

LouAnn McLain
Advanced Certified Administrative Professional
GA-PAUMCS President

I sought the Lord, and He answered me and delivered me from all my fears. Psalm 34:4 HCSB

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.

Continuing Education

Do you want to earn Continuing Education Unit (CEU) credit for a workshop, retreat, etc.? Are you, as an individual PAUMCS member, planning to attend a seminar or class for professional growth and development? Follow the guidelines below to receive CEU credit.

Submit your request for CEU approval to the Professional Training and Standards (PTS) Chairperson, Libby Craven at m_e_craven@yahoo.com at least 30 days prior to the workshop, retreat, event, seminar, or class. This allows the PTS Committee time to review the information and for the Chairperson to be in contact with you should there be any questions or concerns regarding the information submitted.

- Include detailed information about the event: topic(s), dates, times and location, the actual time you will be in sessions (contact hours), an outline or schedule, speaker(s) credentials and/or qualifications. Submit event information by email. This will help to expedite the process.
- The PTS chairperson will notify you after your request has been reviewed and approved by the PTS committee.
- Send a copy of the CEU completion certificate for each certified secretary to the PTS Chairperson as soon as possible following the event.

Questions about the process may be addressed to Libby Craven, PTS Chair.

One CEU is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. Business Meetings, Worship Services, Devotions, breaks, meals, snacks, and fellowship/gathering times are not to be considered. Contact hours of less than 10 but not less than five, will be granted .5 CEU. (example: an eight-hour workshop/seminar would equal to .5 CEU.)

The above information is directly from the National PAUMCS website in reference to obtaining Continuing Education Units. **If you have questions or need assistance with processing a CEU request with the steps shown above, please contact me at niecyd@bellsouth.net and I will be happy to assist you.** I have personally obtained CEU credits by attending UMW events such as local Mission Study's, Mission U and SEJ Conferences. There are many creative ways to obtain CEU's so be creative and ask questions, most importantly, **submit request in advance for approval.**



Prof. Training & Standards
niecyd@bellsouth.net
Denise Louis, Griffin, GA

YOUR MEMBERSHIP MATTERS

Hopefully this newsletter finds you doing well. I first want you to know that everyone of you have been in my prayers as I pray through this time of uncertainty.

We currently have a total of 39 members which includes 32 renewals, 2 new members, 3 emeritus/retired members, and 2 honorary members.

We **welcome new members**: Alisa Henrikson of Wesley Way UMC of Griffin and Cora Johnson of Morrow First UMC of Griffin.



Membership Secretary
jpowers@gfumc.com

Membership usually stands for somewhere or something to belong to. Another word to describe this is community. Community is what PAUMCS is all about. It's a place to learn and grow in our knowledge, a place to share with each other some great ideas, and yes, it's a place where we feel community. Belonging with one another, even though miles separate us.

These are uncertain times. We have all been pushed to learn new things. What used to be normal has been replaced with many challenges and changes. I have been challenged to learn new things – like Zoom!

When we get started back up, it will look somewhat different, and we will all be busy trying to figure out this new normal. Please know, we are here for you. Send us your questions, share your wonderful ways you have been doing ministry. I do know this, God will use this time in our lives to change us. As individuals, we will never be the same, as churches and organizations, we will continue to think out of the box.

Thanks for being a part of this community – if you are not a member of GA PAUMCS, take the time to visit our website – www.ga-paumcs.org, and see what we are all about. We are here for you, and we are praying for you.

God, thank you for giving us such vibrant communities of friends to do life with. We praise you for the people you have blessed us with, the ones who have come alongside us to love, encourage, support, and uplift us through all the twists and turns of life despite our differences. We are so grateful that we do not have to go through life alone, but that You have shown us examples of Your love through our relationships with others. We pray that you would be present in our friendships, that You would draw us together in deeper community with one another and towards greater unity with You. We pray that You would help heal any places of brokenness or discord in our friendships, and that you would restore any friendships that have fallen apart. May we shine Your light in our relationships, giving glory to You through our investment in them. In the name of Jesus we pray, **Amen.**

SCHOLARSHIP

Greetings, we are all working our way through uncharted territory. In meeting with the Executive Committee our Annual State Conference for 2020 has been canceled. We wanted to plan one for later in the year, or perhaps a one-day conference, but it seems like when all this virus stuff has settled down, there will be so many meetings rescheduled it would be hard to plan around everyone's calendar.

So...instead of a conference, for those who need CEU's to keep their certification in National PAUMCS, we are going to offer links to places to obtain your credits. Therefore, the By-Laws have been temporarily adapted to offer scholarships of up to \$50 for any on-line classes or other means of obtaining your CEU's. (see pages 2 and 3 for more information).

Upon completion of a CEU, please send the receipt and proof of the CEU to Renee Farrar at adox@ngumc.net for reimbursement of up to \$50. The CEU must be pre-approved by National PAUMCS. This can be done by emailing Libby Craven, PTS Chair for National PAUMCS, at m_e_craven@yahoo.com. If you have questions, please don't hesitate to contact me at 770-367-3217, adox@ngumc.net.



Scholarship Chair
adox@ngumc.net

Renee Farrar, Conyers, GA

BY-LAWS

Recognizing that rules are essential to the smooth operation of our organization, the GA Chapter of PAUMCS has always strictly followed our Bylaws. However, we currently find ourselves operating within unique circumstances due to COVID-19. Your Executive Committee has decided, this year only, to suspend strict adherence to the Bylaws with regard to the annual conference, Administrator of the Year, and other items due to measures that are beyond our control.

Please be assured that every effort is being made to follow "the spirit of the law" in all decisions, and the letter of the law when possible.



By-Laws Chair
angelaivey968@gmail.com
Angela Ivey, Gainesville, GA

our treasurer's report

Georgia Chapter of PAUMCS | January 1 thru April 30, 2020

	ACTUAL	BUDGET
BALANCE AS OF JANUARY 1, 2020		
Operating Account	\$ 5,297.96	
Scholarship Fund	\$ 2,613.64	
REVENUES		
Membership Dues @\$35.00	\$ 1,225.00	\$ 1,575.00
Conference Registrations		\$ 3,500.00
Commuter Meals		
TOTAL BUDGETED REVENUES	\$ 1,225.00	\$ 5,075.00
NON-BUDGETED REVENUE		
Interest Income	\$ 0.74	
Scholarship Income		
TOTAL NON-BUDGETED REVENUE	\$ 0.74	
TOTAL REVENUES	\$ 1,225.74	
Conference Expense		
Speaker, Entertainment, Worship		\$ 1,200.00
Other Conference Expenses		\$ 1,500.00
Conference Supplies		\$ 100.00
Promotional Material/Handbooks for Conf.		
Secretary of the Year		\$ 100.00
TOTAL CONFERENCE EXPENSE	\$ -	\$ 2,900.00
Operations		
Executive/Committee Expense		\$ 320.00
National Meeting		\$ 1,000.00
Postage: Mailings		\$ 100.00
Card Ministry		
Office Supplies	\$ 9.19	\$ 30.00
Publicity	\$ 75.00	\$ 600.00
Paypal Fees	\$ 3.96	\$ 25.00
Contingency		\$ 100.00
TOTAL OPERATING EXPENSES	\$ 88.15	\$ 2,175.00
TOTAL BUDGETED EXPENSES	\$ 88.15	\$ 5,075.00
NON-BUDGETED EXPENSES		
Transfer to Scholarship Fund		
TOTAL NON BUDGETED EXPENSES	\$ -	
BALANCE AS OF April 30, 2020		
Operating Account	\$ 6,435.55	
Scholarship/Memorial Fund	\$ 2,613.64	
	\$ 9,049.19	



Treasurer
salemumc@bellsouth.net

Annette Harmon, Covington, GA

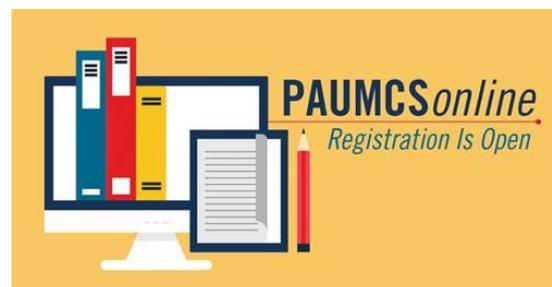
certification

Professional Administrators serving in local churches, districts, schools, annual conferences or the general Church can earn professional certification online. Online sessions allow participants to learn at their pace and it significantly reduces the cost of attendance. The full course is \$300. Registration is now open. Register at <https://gcfa-training-ministry.teachable.com/p/paumcs-certification-course>

For more details about the professional organization, visit www.PAUMCS.org.

Natalie Schuette

Senior Executive Assistant to the
General Secretary & Treasurer
General Council on Finance and Administration
Office: 615-369-2320
Mobile: 615-586-3919
1 Music Circle N.
Nashville, TN 37203



UMC SUPPORT

SEE THE 2020 PAUMCS CERTIFICATION BROCHURE ATTACHED TO THIS EMAIL

"Just be careful because people are going crazy from being in lock down! Actually I've just been talking about this with the microwave and toaster while drinking coffee and all of us agreed that things are getting bad. I didn't mention anything to the washing machine as she puts a different spin on everything. Certainly not to the fridge as he is acting cold and distant. In the end the iron calmed me down as she said everything will be fine, no situation is too pressing. The vacuum was very unsympathetic... told me to just suck it up, but the fan was more optimistic and hoped it would all soon blow over!. The toilet looked a bit flushed when I asked its opinion and didn't say anything but the door knob told me to get a grip. The front door said I was unhinged and so the curtains told me to... yes, you guessed it... pull myself together."

Membership/contact info

WHO MAY JOIN?

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

GEORGIA PAUMCS 2020 MEMBERSHIP FORM

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

Name _____

Home Address _____

City _____ State _____ Zip _____

Preferred Phone _____

Preferred E-Mail Address: _____

Birthday _____

Employed By _____

Title _____

Business Address _____

City _____ State _____ Zip _____

Business Phone _____

Business E-Mail _____

Number of Years Employed at the Church/Agency: _____

District _____ Conference: ____ NGA ____ SGA

Certified: __Yes __No, Year ____ Advanced Certified: __Yes __No, Year ____

National Member? ____ Yes ____ No

List ways in which we can assist you or ways you would like to be involved in GA PAUMCS: _____

Date: _____ Signature: _____

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: LouAnn McLain
Christ UMC | 478-922-0211

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

Treasurer: Annette Harmon
Salem UMC | 770-786-6027

Membership Secretary:
Jackie Powers
Gainesville First UMC | 770-536-2341

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

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

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

Newsletter Editor: Karen Whitehead
Bethlehem First UMC | 770-867-3727

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

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

Publicity: Marilyn Grau
St. James UMC | 706-722-8373

Scholarship: Renee Farrar
Atlanta Decatur Oxford District Office
770-879-8017

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