

## REGISTRATION

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

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

Home Phone #: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

Personal E-Mail: \_\_\_\_\_

Work E-Mail: \_\_\_\_\_

Special Needs: \_\_\_\_\_

### **Registration Costs: FREE**

This includes materials & lunch.

All registrations are to be mailed to:

*Dawn Masten*  
c/o Macon United Methodist Church  
208 Pearl Street  
Macon, Missouri 63552  
dawnann@centurytel.net

Registration Deadline is March 13, 2012.

## A Brief History

The Professional Association of United Methodist Church Secretaries (PAUMCS) was organized April 14, 1982 in Dallas, Texas. Since the beginning, meetings have been held annually, a quarterly newsletter published, bylaws and logo adopted, working committees appointed, chapters organized and Certification Institute established.

Legislation was adopted by the 1988 General Conference which states that the General Council on Finance and Administration (GCFA) has the authority and responsibility: "To provide guidance and consultation for continuing education of church secretaries, including establishment of training and certification programs, and to provide assistance to the Professional Association of United Methodist Church Secretaries." (The Book of Discipline, 2004, Paragraph 807.19).

## Mission

The mission of PAUMCS is to provide a supportive base for the unity and fellowship of its members, to provide individual growth, professional development, continuing education, and spiritual enrichment.

## Certification

The Institute for Professional United Methodist Church Secretaries is held annually. Classes are held at General Council on Finance & Administration of The United Methodist Church (GCFA) in Nashville, TN. All United Methodist Church secretaries, administrative assistants, general agency, Episcopal, district, and annual conference office personnel may attend. Only national PAUMCS members whose annual dues are paid are eligible for certification after successfully completing the course of study. Each class is limited to thirty participants.

# MISSOURI STATE PAUMCS



# Secretarial Survival 101

**Saturday, March 31<sup>st</sup>**  
**10:00 a.m. - 2:00 p.m.**

**COMMUNITY UNITED  
METHODIST CHURCH**  
**3301 West Broadway**  
**Columbia, Missouri 65203**



**Rev. Elmer Revelle**

I served 26 years as a local church pastor in a variety of settings (rural, inner-city, county seat, small towns, suburban) with two of these being ecumenical and one appointment being a Larger Parish. I was also privileged to serve as Council Director/Director of Connectional Ministries and District Superintendent. After serving 43 years under appointment, I retired at the 2011 Annual Conference and am currently serving part-time as Assistant to Bishop Schnase.

Diana and I have been married for 43 years and have two grown children living in the Kansas City Area.

***This event is open to everyone that is involved in a secretarial role in the church, be they paid, volunteer or even the pastor!***



## METHODIST TERMINOLOGY

### How to speak "Methodist"



Learning the language can help us communicate more effectively with those whom we serve. Many of the terms we use in The United Methodist Church are unique to us, but represent ministries shared in common by all of God's people.

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## MEMBERSHIP RECORD KEEPING

### Membership Records

We are still adapting to changes made by the 2004 General Conference in regard to membership records and how new terminology related to those records reflects our understanding of membership and living out the Christian life as a United Methodist.



*The chain represents the vital link of the church secretary; the triangle signifies the Trinity; the United Methodist Church is represented by its emblem of the cross and flame.*

**If Professional Development and Growth in Ministry are what you are looking for, then**

## MISSOURI STATE PAUMCS CHAPTER

**is for you!**

**Yearly (calendar year) Dues are \$10!**

### 2012 EXECUTIVE COMMITTEE OFFICERS

- President - Barbara Buck
- Vice President - Bev Rhodes
- Treasurer/Membership - Dawn Masten
- Secretary - Barbara Webb
- Newsletter Editor - (OPEN)
- Chaplain - Susie Mason
- Historian - Terry Jepson
- Nominations - Judy Sneathen, Jan Doyle and Barbara Webb

