

2006-2007 EXECUTIVE COMMITTEE

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PAUMCS



Professional Association of United Methodist Church Secretaries

MISSION STATEMENT

The mission of the Professional Association of United Methodist Church Secretaries is to provide a supportive base for the unity and fellowship of its members in order to provide individual growth, professional development, continuing education and spiritual enrichment.

www.paumcs.org

HISTORY

The Professional Association of United Methodist Church Secretaries was organized on April 14, 1982, in Dallas, Texas. **Highlights include:**

- Holding annual conferences
- Establishing bylaws and designing a logo
- Creating a quarterly newsletter
- Establishing and nurturing local chapters
- Members electronically connected through Linking Hands and Prayer Net
- Offering certification programs
- Development of an Endowment Fund

Legislation was adopted at the 1988 General Conference stating 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."*

(Book of Discipline, 2004, Paragraph 807.19)

LOGO

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

**General
Council on
Finance
and Administration Liaison:
CYNTHIA HARALSON
PO BOX 340029
Nashville, TN 37203-0029**

MEMBERSHIP

Membership shall consist of all persons, presently or previously, paid or volunteer, engaged in administrative and/or secretarial work in any local United Methodist Church, extension ministry, and/or agency of The United Methodist Church. For a member to be in good standing, annual dues must be paid for the current calendar year, January 1 through December 31. To become a member of PAUMCS, please see enrollment form in this brochure.

BENEFITS of MEMBERSHIP

- ✦ Certification by the General Council on Finance and Administration of the United Methodist Church as a Professional United Methodist Church Secretary.
- ✦ Continuing education to enhance professional leadership, focusing on the total church office.
- ✦ Being part of a community in which to share knowledge with others.
- ✦ Network / communication options: a quarterly newsletter, *The Vital Link* a prayer network, the Prayer Net an email support group, Linking Hands
- ✦ Spiritual growth opportunities and global connections.

ORGANIZING A CHAPTER

Guidelines for forming PAUMCS local chapter:

- 1 Meet informally with interested persons in your area, district or conference
- 2 Develop mailing list within targeted area
- 3 Meet with bishop or other conference leaders to explain organization's purpose, benefits, history, and potential
- 4 Meet and plan an informal meeting
- 5 Discuss and vote on becoming a registered local chapter where three or more persons have shown interest
- 6 Develop a mission statement for chapter
- 7 Elect officers and/or committees, using national organization as pattern
- 8 Discuss funding and registration dues
- 9 Establish chapter bylaws, using national bylaws as guideline
- 10 File request with national Executive Committee, to be renewed annually

CHAPTER GUIDELINES

To be a PAUMCS chapter in good standing, a chapter shall:

- 1 Host at least one annual event for continuing education
- 2 Hold at least one business meeting a year
- 3 Be inclusive in membership by gender, ethnicity, church size, job position, etc.
- 4 Elect chapter officers using structure of national association
- 5 During year of formation, only the president is required to be a national member; following formation year, officers of local chapter are to be registered as national members. Officers of local chapter are not required to be certified
- 6 File a copy of the chapter's current bylaws with the national Executive Committee

CERTIFICATION

To be recommended for CERTIFICATION as a Professional United Methodist Church Secretary, the following steps are to be completed:

1) After consulting with your local church officials for approval and endorsement, enroll in the Institute for Professional Association of United Methodist Church Secretaries, held at Candler School of Theology, Atlanta, GA. *Scholarships available on a limited basis*

Program information, including registration form, is available only through the General Council on Finance and Administration, PO Box 340029, Nashville, TN 37203-0029, website: <paumcs.org> or email: paumcs@gcfa.org

2) Submit following documents:
4Completed application*
4Pastor/Employer Evaluation*
4Staff/Parish Com Chair Evaluation*
4Recommendation for Certification form*
4Current resumé
4Current job description
*blank documents provided by GCFA

3) Pay PAUMCS membership dues for the calendar year.



PAUMCS ANNUAL CONFERENCE

The 2007 Annual Conference will be held April 12-14 in Dallas, TX, celebrating the 25th anniversary of the organization, which began in Dallas. Information on the 2007 conference is available on the website <paumcs.org>

RENEWAL

Renewal as a Professional United Methodist Church Secretary is required every two years. Requirements are fulfilled by completing items 1 and 2, plus at least one of the choices in item 3.

1) Maintain PAUMCS national membership with dues current and paid in full.

- AND -

2) Attend national PAUMCS annual conference at least once every four (4) years.

- AND -

3) a) Attend a full session of a national PAUMCS annual conference and earn one Continuing Education Unit*.

b) Earn one Continuing Education Unit* in the two-year period by attending an approved annual meeting of any local chapter in good standing. The program and academic requirements must be approved by the national Professional Training and Standards Committee, prior to the distribution of any publicity by a local chapter,

b) Earn one Continuing Education Unit* in the two-year period by attending an event related to the church secretary's profession, with prior approval of the national Professional Training and Standards (PTS) Committee. Request for approval must be submitted to committee at least 30 days prior to event.

*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 and worship services are not to be considered. Contact hours of less than 10 but not less than 5 will be granted .5 CEU.

ENROLLMENT FORM

Name _____

Home Address _____

City/State/Zip _____

Home Phone _____

Employer _____

Title _____ years employed _____

Business Address _____

City/State/Zip _____

Business Phone _____ Business Fax _____

Email address (PLEASE PRINT CLEARLY) _____

Local Chapter _____ Annual Conference _____

Please send correspondence to:
_____ Home _____ Office Address

check ethnic background for statistical data only:

- African American/Black
- Asian American
- Hispanic American
- Native American
- Pacific Islander
- Multi-Racial
- Other

New Member Enrollment -\$45

Member Renewal - \$45

Renewable Retired* - \$22.50

*for retired status, contact Membership Chair

Please make check payable to PAUMCS

Complete form and mail to:
PAUMCS, c/o General Council on Finance
and Administration, PO Box 340029, Nash-
ville, TN 37203-0029