

**PROFESSIONAL ASSOCIATION OF  
UNITED METHODIST CHURCH  
SECRETARIES INSTITUTE**

Nashville, Tennessee  
July 15 - 20, 2012

*Sponsored by*



**General Council on Finance  
and Administration  
of  
The United Methodist Church  
Nashville, Tennessee**



Cynthia Haralson  
PAUMCS  
General Council on Finance and Administration  
Po Box 340029  
Nashville, TN 37203-0029

**Who should attend?**

United Methodist Church Secretaries,  
Administrative Assistants, General Agency  
Office Personnel, Episcopal, District and  
Annual Conference Office Personnel

**Why should you attend?**

The Institute provides outstanding advanced professional training and enrichment for United Methodist church secretaries from across the denomination. A participant who completes the program and meets the requirements set forth by the General Council on Finance and Administration is eligible to apply for certification as a Professional United Methodist Church Secretary.

**How does the church benefit?**

The five-day PAUMCS Institute is designed to stimulate professional growth and development of the individual. Participants are introduced to business concepts required for understanding the financial operations of the church as well as relationships with the pastor, church employees and members of the congregation. Studying such concepts with professors selected from a strong business school faculty and other experts encourages secretaries to become better informed and more effective church administrators.

**How do other church offices benefit?**

The experience of learning with local church secretaries and networking with others in similar office settings provides a broader understanding of the connectional United Methodist Church. Church secretaries learn the functions of district, conference, agency and episcopal offices, while these various office personnel learn about the many responsibilities of a local church secretary. It is a place to see how all members of the church body are in ministry together.

**PAUMCS INSTITUTE PROGRAM**

*July 15 - 20, 2012*

- Check-in at the Hotel  
PAUMCS Certification  
Orientation  
Welcome Dinner
- Understanding Personality  
(MBTI Assessment),  
Intro to Group Projects  
Taxes and the Church
- Connectional Giving  
Office Finances  
Working Effectively in Groups  
and Teams
- Ethics & Confidentiality  
Free Afternoon
- Conflict Resolution  
Polity of the Church  
Church Diversity  
Class Photograph  
Graduation Dinner
- Small Group Presentations of  
Special Projects  
Program Wrap-up

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### Why become certified?

Legislation was officially adopted by the 1988 General Conference as follows: "The General Council on Finance and Administration shall have 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." (2008 Book of Discipline, ¶ 807.19)

Certification recognizes your accomplishment of successfully completing professional training at an established school of business. It enhances your position as a true professional and stimulates the need for continuing education to augment your ministry in the church.

### CERTIFICATION ELIGIBILITY

Upon successful completion of the Institute, GCFA staff rep. to PAUMCS will review your application. Following approval, you will be recommended for certification at the GCFA Annual Meeting.

**Note: Membership in National PAUMCS required.**

Request a membership brochure from:

Cynthia Haralson  
Staff Rep. to PAUMCS  
GCFA, PO Box 340029  
Nashville, TN 37203-0029  
☎ 866-367-4232 x2386 (toll free)  
☎ 615-369-2374  
✉ paumcs@gcfa.org

**☞ Class size is limited to 30 participants. Registrations will be honored in the order in which they are received.**

### PROGRAM FORMAT

The Program begins Sunday, July 15, 2012 with orientation at 5:00 p.m. The Program ends approximately 12:00 Noon on Friday, July 20, 2012. Please do not make flight reservations before 1:30 p.m. on Friday.

### What will it cost?

Registration fee for the 2012 Institute is \$325.00\*. This includes course materials, a few lunches and two dinners and refreshments. Travel, room, additional meals and any other incidentals are the responsibility of each participant.

The registration fee for the Institute may be paid by personal check, money order or church/agency check **Payable to GCFA** and mailed to the address on this brochure. Registration fee scholarships for the Institute are available on a limited basis by written request.

### Where will I stay?

Arrangements will be made by GCFA with a hotel. The rooms are \$95.00\* per person/per night which includes breakfast. Participants will receive more information regarding the link for the **GCFA Reservation Online Event Program** in their welcome packet.

An appealing aspect of the Institute is the opportunity for participants to interact with colleagues from church entities across the denomination. The sharing of ideas is a valuable complement to the course material.

### COMMENTS FROM THE 2011 INSTITUTE GRADUATES:

*A wonderful opportunity to learn more about myself, the work of the UMC, and how to apply it all to my work environment. Would definitely recommend this to others!*  
Lynette Delaune, Louisiana AC, Baton Rouge District Office

*"This week has been uplifting spiritually, emotionally and intellectually. All that it could be, it was!"*

Libby Gregg, Alabama-West Florida AC, First UMC, Montgomery

*I am so thankful that my SPRC & Minister allowed me to attend. I learned so much about myself, my job, and the United Methodist Church. Especially enjoyed getting networked with so many wonderful women. I am excited to get involved with PAUMCS.*

Renee Farrar, North Georgia AC, Conyers First UMC

*"The week as a whole was fabulous! I've learned so much and made some lasting relationships."*

Barbara Buck, Missouri AC, Mark Twain District Office

\*Fees & Rates are as of November 2011

## 2012 PAUMCS INSTITUTE REGISTRATION FORM

Name: \_\_\_\_\_ Office Phone: ( ) \_\_\_\_\_

Office: \_\_\_\_\_ Office Email: \_\_\_\_\_  
(Church/Agency)

Office Mailing Address: \_\_\_\_\_

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

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

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

Home Phone: ( ) \_\_\_\_\_ Home Email: \_\_\_\_\_

*Above information will be distributed to faculty & participants.*

\$75.00 deposit (non-refundable after May 11, 2012) - *Balance Due by May 11, 2012*

\$325.00 Registration fee enclosed (non-refundable after May 11, 2012)

\$95.00 per person/per night for the Hotel

\_\_\_\_\_ Total Enclosed

Arrival Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Departure Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

 Special Needs (explain below)

Make Checks payable to 'GCFA' and mail to:

Cynthia Haralson, GCFA/PAUMCS  
PO Box 340029  
Nashville, TN 37203-0029

Please send me a national membership brochure