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PROFESSIONAL  
ASSOCIATION OF  
UNITED METHODIST  
CHURCH  
SECRETARIES  
OF THE  
ALABAMA WEST  
FLORIDA  
CONFERENCE



AWF  
VITAL LINK

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### Upcoming Events:

- 17th annual Career Institute in Navarre Florida, October 1-2 2009
- National PAUMCS Conference, April 15-18, 2010

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### Inside this issue:

Saving Energy at Work	2
From the Vice President	2
Keep the Faith	2
A View on Certification	3
Our Executive Committee	3
Upcoming Events	3

### A Word From the President:

Greetings to all Administrative Professionals!

Fall is here! The football games, fall leaves.....and the cooler weather, is just around the corner. I love this time of year. At this time of the year, it also sparks Charge Conference paperwork and hustle and bustle of busy Administrative Assistants. But there is hope in a break and relaxations as well as learning new and effective ways to fine tune your ministry in the church office.

The 2008-2009 Executive Committee is pleased to announce the 17<sup>th</sup> Annual Meeting and Career Institute entitled, "Keeping Ministry Alive in Difficult Times". Our hope is to provide you with vital information in dealing with our Country's economic recession while providing the necessities for your Ministry. We are very excited to present our speakers for the Conference, Karen Albro, National President of PAUMCS, and the Rev. Dan Morris, Pastor at Navarre First United Methodist Church in Navarre, Florida.

Friends and sisters in Christ, we all need a little encouragement in dealing with today's economic recession. Please remember this from Psalm 41: 2, "the Lord will protect him and preserve his life; he will bless him in the land and not surrender him to the desire of his foes". Draw strength and knowledge, that the Lord is our side no matter what your struggles are today.

Please come and join the excitement of meeting new friends and rekindling with old friends!

Register today with our registrar, Charlotte Paul. You can email her at [office@genevafumc.org](mailto:office@genevafumc.org)

In Sisterly Love,

Amy Catrett, AWF Chapter President



## Saving energy at work

### MAXIMIZE COMPUTER EFFICIENCY

Computers in the business sector unnecessarily waste \$1 billion worth of electricity per year.

-Make it a habit to turn off your computer—and the power strip it's plugged into—when you leave for the day. Otherwise, you're still consuming energy even if you're not burning the midnight oil. (Check with your IT department to make sure the computer doesn't need to be on to run backups or other maintenance.) During the day, setting your computer to go to sleep automatically during short breaks can cut energy use by 70 percent. Remember, screen savers *don't* save energy.

-Make it a policy to invest in energy-saving [computers](#), [monitors](#), and [printers](#) and make sure that old equipment is properly recycled. Look for a [recycler](#) that has pledged not to export hazardous e-waste and to follow other safety guidelines. Old computers that still work, and are less than five years old, can be [donated](#) to [organizations](#) that will refurbish them and find them new homes. (You may even get a tax deduction.)

## Keep the Faith

Divorce. Emergency Surgery. Losing custody of my 10-month old daughter. Moving five times in three years (and in two states). An assault of a sexual nature on my son at school. Paying child support that equaled exactly half of my take-home pay. Health concerns for my parents. Financial insecurities. A family member incarcerated. Finally losing the custody battle (which ended the child support payments). Two back-to-back abdominal surgeries. Being transferred to a new department at work. Cancer. Six months of chemotherapy. My son's Senior Year of high school. Dealing with the sometimes brutal side effects of chemo. A sick pet that may need to be put down.

Looking over that list of stressful situations that God has seen me through

in the past five years just overwhelms me. I look at those struggles – any one of them could have broken my spirit. Certainly all of them combined ought to devastate me! There were times I turned my back on Our Savior, especially with that custody battle. There were days when the prayer would seemingly bounce off the ceiling. There were days when I couldn't even pick up my Bible. And, lest you think I've walked though that battlefield without any visible scars, I did gain nearly 80 pounds from all this!

Yet I still say to you today, "God is still good, and HE alone is God." I choose to trust Him, to follow Him, to listen to His voice. God is **so good!** Why do I still believe? How can I still have faith? How can I face future days, knowing all the troubles that must

lay before me still? Because God is GOD, and I am not. I choose to trust in His merciful goodness and to rest in His loving arms. It's a choice I make every day, for it is only then that I can receive the gifts of His peace, His hope, and His love. God is made strong in our weakness, and it is by His strength that I am made strong.

Are you weighed down with burdens too heavy to carry? Give them to Jesus. He never meant for you to carry them in the first place! Keep the faith. Don't try to "stay strong", but rather tell God how weak and tired you are, and let His strength flow into you. I hope you will come to our Conference in October. I'll be sharing more about this on Thursday evening. God bless you!

Jorie Welch

## From the Vice President

It has been a privilege to serve on the Executive Committee for the past 3 years. It was definitely a learning process since I had just joined the chapter the previous year. (Nothing beats jumping right in there to learn the ropes.) One of the many things that I learned was that there is more to planning and hosting an event than I ever dreamed. The Executive Committee cannot do it without the prayers and support of the chapter. Please remember to keep them constantly in your prayers and to

support them through your kind words and presence. I look forward to many years of being a chapter participant.

Kelly W. Steele  
Certified Professional Secretary  
AWF PAUMCS member  
National PAUMCS member

Office Manager  
FUMC, Tallassee

## A View on Certification

Recently, I attended the PAUMCS certification course in Atlanta, GA. I left Alabama not knowing exactly what I was getting in to and returned with a wealth of knowledge. Not only did I learn how to do my job better, but I learned valuable information about myself. During the week long course, I was given lots of resources that I took

home with me. This course is a must for all church secretaries! I want to thank my chapter for the support they showed me while I was there. On the last day of our class, Crissy Lambert (of Mobile, AL) and myself were sent roses from the AWF PAUMCS Chapter. I was very touched by this and I want to say thank you for showing your love and

support. The AWF PAUMCS Chapter is made up of a great group of ladies and I'm proud to be apart of it!

Thank you,  
Heather Cohen  
First United Methodist Church, Ozark, AL

## Our Executive Committee 2008-2009

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PLEASE SEND CHAPTER DUES ASAP!!

Please complete the enclosed membership form and return with your check for annual dues (\$15.00) to:

Jorie Welch, PO Box 241347, Montgomery, AL 36124



*Everyone is welcomed, loved, and appreciated in our organization!*

17th Annual Career Meeting Institute and Conference  
of the  
Alabama West Florida Chapter of PAUMCS



"Keeping Ministry Alive in Difficult Times"

AWF PAUMCS  
Annual Meeting  
And Career Institute

October 1-2, 2009  
Best Western  
in Navarre, Florida

Please make plans to attend and fellowship with area United Methodist secretarial professionals at the 17th Annual Meeting of the Alabama-West Florida Chapter of PAUMCS!

Our theme this year, "Keeping Ministry Alive in Difficult Times", will provide the basis for meaningful, stress-free principles for your busy/hectic office.

Hurry and get your registration in today!

To register or for more information, please contact Charlotte Paul at:  
[office@genevafumc.org](mailto:office@genevafumc.org)  
334-684-2363

If you would like to contribute items for the ditty bags, contact Sarah Marsh at:  
ashfordumc@graceba.net  
334-899-3285



<http://www.paumcs.org/Events.htm>

Professional Association of United  
Methodist Church Secretaries  
of the Alabama West Florida Conference



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Please continue to  
pray for everyone  
affected by the  
economic  
hardships in the  
AWF Conference  
and our Country.

 **\*\*Any questions or comments  
for your Executive Committee,  
please contact any one on the  
committee.**

**Don't forget to email all praise  
reports and prayer requests to  
[prayerandpraiseline@gmail.com](mailto:prayerandpraiseline@gmail.com)\*\***



## 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.

## The Secretary's Prayer

**Dear Lord,**

**I NEED HELP.** Help me to be a good secretary, and help me to have the memory of an elephant, or one at least three years long. Help me by some miracle to be able to do six things at once, answer four telephones at the same time while typing a letter that must go out today. And, when that letter doesn't get signed until tomorrow, give me the strength to keep from going over the brink of hysteria. Never let me

lose patience, even when the boss has me searching the files for hours for data that is later discovered in his desk.

**HELP ME** to have the intelligence of a college professor; help me to understand and carry out all instructions without being given clear explanations. Let me know always just where the boss is, even though he left without telling me where he was going. And when the year ends, please let me have the

foresight not to destroy records that will be asked for in a few weeks, even though I was told to destroy them all.

**HELP ME** to keep a level head and my feet on the ground, so that my secretarial performance will be a proper reflection of the pioneer women who made a place for me in the business world, and those who established me in a profession.

Amen.