



## Mark your Calendar:

PAUMCS  
Annual Conference  
April 12-15, 2012

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Check us out on  
Facebook!

## A Note from Our President

Greetings and Salutations!

I have to apologize for taking so long to get this newsletter to you. I have been putting off writing this article because I do not have good news to share. Our membership numbers are really low. So low in fact, that we (the Executive Committee) deemed it necessary to postpone the Career Institute until next year. Given the low turnout last year, the expense of a Career Institute, and our current low membership numbers, we felt that we should not have a Career Institute. Instead, the Executive Committee is focusing on four key areas which are highlighted in this newsletter:

- 1.) Continuing Education
- 2.) Communication/Networking with other PAUMCS Members
- 3.) Annual Meeting
- 4.) Increasing our Membership

Keep in mind that not only is PAUMCS membership down, but we also have vacancies on the Executive Committee. This is making it difficult for us to function efficiently. For example, we do not have someone filling the role of Communications. This leaves me in charge of this really late newsletter. The Executive Committee is committed to our members and are working to keep our Chapter moving forward. This newsletter will highlight those areas we are focusing on and help shed a positive light on our organization. We are committed to PAUMCS and to our members.

In His Service,  
Heather Cohen

## Our 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.

# Breaking It Down

## Continuing Education

As we all know, it's important to continue to learn and grow as a person and professionally. Since the AWF Area Chapter of PAUMCS is not offering a Career Institute this year, we want to provide you with other tools to assist you in your professional environment. For those of you who need CEU credits, please check with the conference to see if your course of choice qualifies for credit.

Skill Path Seminars offers two courses that I found interesting and wanted to share:

The Indispensable Assistant: This is a one day seminar provides administrative assistance and support staff the tools to become organized, motivated, project managers who can work independently on multiple tasks while meeting deadlines. The next class will be offered on August 24 in Montgomery (other dates and locations are available).

The Administrative Assistants: This seminar will teach you ways to boost your communication skills, your productivity, your professional development and your job satisfaction. The next seminar will be in Pensacola, FL on September 23.

Visit [www.Skillpath.Com](http://www.Skillpath.Com) to learn more about both of these Seminars.

Career Track is a company that offers seminars, DVD's, and on-line training in a variety of areas. You can take an on-line course entitled Grammar and Writing or attend a seminar on Finance and Accounting. Learn more at [www.careertrack.com](http://www.careertrack.com)

Many local Colleges and Universities offer programs that help you sharpen your computer skills. Want to learn more about Microsoft Excel or Quicken. Check out your local college today!

I've spoken with other secretaries in PAUMCS who have taken these types of courses. They all agreed that they gained useful knowledge from attending and would recommend them to others interested in taking them.

## Communication/Networking with other PAUMCS Members

Communication/Networking is a key asset that PAUMCS offers its membership. We have designed several ways for members to keep in touch. Many of you are familiar with Facebook and may have a Facebook page of your own. Crissy Lambert set up a page for our chapter at Alabama/West Florida P.A.U.M.C.S. This sight is for all of our members to post comments, questions, and pictures. It's a way for us to keep in touch and help out with each other. I would like to ask our members to post a message on the page answering these questions:

Name, Church you work at, why you became a church secretary.

## Annual Meeting

We are not having a Career Institute; however, we must have an Annual Meeting. The Executive Committee is trying to narrow down a date for the meeting and will get that information to you as soon as it's available.

You  
Are  
PAUMCS

### Increasing Membership

We are working in several areas to expand our membership. Mail outs, emails, and advertising are a few areas we are concentrating on. We also need your help promoting our Chapter in your area. Do you have co-workers or volunteers that could benefit from PAUMCS? Do you have some Churches in your area you could reach out to? We need your help to promote PAUMCS and put it back into a positive light. Tell them about our website- [www.awf-paumcs.org](http://www.awf-paumcs.org). Check out our Facebook page. Sign them up to receive the Tip-n-Tricks email (it's not just for members).

If you haven't renewed your membership, please do so. We want you back! If you have renewed your membership, I want to thank you. I also want you to know how important **you** are to this organization. You are the reason why I am working late into the evening writing this article. PAUMCS is not a building or a place. It doesn't sell a product. It is a community coming together for a common goal: to support, assist, and educate.

## Save the Date:

*Come to Virginia...*  
*Celebrating the past, building the future...*



# PAUMCS

Annual  
Conference

April 12-15

Richmond, VA

Mark your calendars now because you are invited to the PAUMCS Annual Conference. The Virginia Chapter of PAUMCS issued an invitation for the next Annual Conference which will be held on April 12-15, 2012, at the Hilton Richmond Hotel and Spa at Short Pump in Richmond, VA. Hope to see you there!



## ***Congratulations to the 2011 PAUMCS Certification Class.***

Libby Gregg and Debbie Sullivan attended the certification course from our Chapter. The course was held in Nashville, TN.  
Great Job Ladies!

## ***In Her Words***

Dear Chapter Members:

First, I would like to thank you for all your prayers, and support during my recent trip to Nashville to attend the PAUMCS/GCFA Certification Institute from July 17-22, 2011. Also, I received the flowers from the chapter and they were lovely.

The entire week was filled with enlightening and informative information regarding our positions whether we are called secretaries, administrative assistants, executive assistants, or office managers.

On Sunday evening there was an opening banquet, followed by all day workshops beginning Monday through Thursday which included subjects such as Taxes and the Church, the Myers Briggs Type Indicator-Self Assessment, Connectional Giving, Working Effectively in Groups and Teams, Ethics and Confidentiality, Conflict Resolution, and Church Polity and Diversity and the Church. The week ended with another banquet on Thursday night and assigned team presentations on Friday morning. The guest teachers, leaders, and speakers were outstanding. The GCFA staff was extremely hospitable and very accommodating. All of them were very professional and knowledgeable about the United Methodist Church.

We stayed very busy but had the time to enjoy one free afternoon for sightseeing. Also, we made many lasting friendships along the way.

If you have the opportunity, please attend next year. It was truly a blessing to me, and I know it was a blessing to everyone that attended as well.

God be with you all,  
*Libby*

\*Libby Gregg is the Administrative Assistant to the Senior Minister at First United Methodist Church, 2416 West Cloverdale Park, Montgomery, AL 36106

# The Value

To realize the value of a sister/  
brother--  
Ask someone who doesn't have  
one.

To realize the value of ten  
years--  
Ask a newly divorced couple.

To realize the value of four  
years--  
Ask a graduate.

To realize the value of one year  
--  
Ask a student who has failed a  
final exam.

To realize the value of nine  
months--  
Ask a mother who gave birth to  
a stillborn.

To realize the value of one  
month--  
Ask a mother who has given  
birth to a premature baby.

To realize the value of  
one week--  
Ask an editor of a  
weekly newspaper.

To realize the value of one min-  
ute--  
Ask a person who has missed  
the train, bus or plane.

To realize the value of  
one second--  
Ask a person who has survived  
an accident.

Time waits for no one. Treasure  
every moment you have.

You will treasure it even more  
when you can share it with  
someone special.

To realize the value of a friend  
or family member--  
LOSE ONE.

Remember.... hold on tight to  
the ones you love!



Our love, concern, and prayers go out to the families who lost loved ones recently. Please keep these PAUMCS members and their families in your prayers:

Zanetta Hagan and her family who recently lost her sister, Mary Shriver.

Debbie Sullivan and her family who recently lost her father, James Dunn.

# Standing Committees, 2010-2011



## Executive Committee

**President:** Heather Cohen

First United Methodist Church  
Ozark, AL  
Work: (334) 774-2569  
Cell: (334) 369-9652  
[heathercohen@OzarkFUMC.org](mailto:heathercohen@OzarkFUMC.org)

**Vice President:** Crissy Lambert

Kingswood UMC  
Mobile, AL  
Cell: (251) 604-5235  
[lclarissa83@gmail.com](mailto:lclarissa83@gmail.com)

**Treasurer:** Petra Prazinko

First United Methodist Church  
Ozark, AL  
Work: (334)774-2569  
[Churchoffice@OzarkFUMC.org](mailto:Churchoffice@OzarkFUMC.org)

**Membership Secretary:** Jeff Duval

Retired  
Freeport, FL  
[jeffduval@cox.net](mailto:jeffduval@cox.net)

**Recording Secretary and Historian:**

Debbie Sullivan  
Brundidge UMC  
Brundidge, AL  
(334) 735-3180  
[bumcoffice@troycable.net](mailto:bumcoffice@troycable.net)

**Communications Coordinator:**

\*Vacant

**Ex-Officio:** Amy Anderson (former Pres.)

Enterprise, AL  
Cell: (334) 379-2670  
Work: (334)348-2608  
[aanderson@cityofenterprise.net](mailto:aanderson@cityofenterprise.net)

**Ex-Officio:** Zanatta Hagan

(PAUMCS Treasurer)  
Pastoral Care & Counseling  
Dothan, AL  
(334) 793-0686  
[umc@pcctawf.org](mailto:umc@pcctawf.org)

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**By Laws: 3 Members + 2 Ex-O**

Jeff Duval  
Amy Anderson  
Crissy Lambert, Vice-Pres (Ex-Officio)  
Debbie Sullivan, Recording Secretary (Ex-Officio)

\*1 Seat Vacant

**Finance: 3 Members + 1 Ex-O**

Martha Lee  
Charlotte Paul  
Petra Prazinko, Treasurer (Ex-Officio)

\*1 Seat Vacant

**Nominations: 4 members + 1 Ex-O**

Kelly Steele (Class of 2012)  
Crissy Lambert (Class of 2011)  
Jeff Duvall, Membership Secretary (Ex-Officio)  
\*2 Vacant Seats

**Scholarship: 4 members**

Laura J. Hughes (Honorary Life Member)  
Petra Prazinko, Treasurer  
Debbie Sullivan, 2011 Registrar  
\*1 Vacant Seat: Communications Coordinator

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\*\*We have many vacancies and are looking for people to fill these roles. If you feel led to serve in one of these positions, please contact Heather Cohen at [heathercohen@ozarkfumc.org](mailto:heathercohen@ozarkfumc.org)



# Alabama-West Florida Chapter of PAUMCS

Professional Association of United Methodist Church Secretaries

## 2011 Membership Form

Please complete the form and send your payment of \$15.00 to PAUMCS, c/o Jeff Duval, 73 E Kathy Lane, Freeport Florida 32439. (Retired members receive a reduced rate of \$7.50)

**PERSONAL INFORMATION:** New Member  Renewing Membership

Name:

Home Address: City: State: Zip:

Home Phone: Cellular Phone:

Spouse's Name: Your Birth Date:

A Member of: Church for \_\_\_\_ years

E-mail at Home:

**EMPLOYMENT INFORMATION** (If you are retired, please list that under employer):

Employer: Church/Agency

Address: City: State: Zip:

Job Title: Work Phone: Fax:

Number of Years: Full Time  Part Time  Volunteer

Total Membership of Church: Number of Employees:

E-mail at Work:

Please send PAUMCS correspondence to my home  work  address

### **AWF PAUMCS MEMBERSHIP:**

Date joined: Number of years as a member:

*We need your talents and ideas!* Please check the areas of service that interest you:

President		Vice President		Recording Sec.		Membership Sec.		Treasurer	
Communications		By Laws		Historian		Nominations		None	

I am sending **CHAPTER DUES**, in the amount of \$\_\_\_\_\_. Check made payable to **AWF PAUMCS** and mailed to **PAUMCS, c/o Jeff Duval, 73 E Kathy Lane, Freeport, FL 32439.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### **NATIONAL PAUMCS MEMBERSHIP**

**Send your dues for \$50.00 and completed form directly to:  
GCFA, Attn: PAUMCS, P. O. Box 340029, Nashville, TN 37203-0029**

Date joined: Number of years as a member:

Attended Certification Program at Emory University or Candler? \_\_\_\_\_ Class of: \_\_\_\_\_