



November-December 2009

Jesus is the reason
for the season!

Upcoming Events:

- Executive Committee Meeting, February 27, 2010 (see inside for details)
- National PAUMCS Conference, April 15-18, 2010

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



AWF VITAL LINK

A Word From the President:

Christmas Greetings in Christ,

The Christmas season has begun! It's time for decorating, Christmas festivities, parties, and time with family. Among frantic shoppers, traffic jams, last minute contributions and tons of paperwork, we wonder and tell ourselves, "We'll never accomplish all this in one month." The season has hit at a rapid pace and shows no sign of slowing until after the New Year. Thankfully, with the busyness of our earthly activities comes the peace and love from our heavenly Father above. He comforts and strengthens us so that we can accomplish, what seems like in the beginning, impossible tasks. In this season of Advent, the Lord brings us HOPE, PEACE, JOY, & LOVE and reminds us of his promises for humanity. Prepare to receive our God with joyful singing! We are grateful that he loved us enough to send his only Son to Earth.

A big thank you to our Executive Committee and to each of you whose participation helped make our Annual Conference in Navarre Beach, Florida, a successful one. Our very own National PAUMCS President, Karen Albro, shared with us an array of ideas and suggestions to revitalize and strengthen our local Chapter. Along with the beautiful serenity of the bay, Rev. Dan Morris expressed the importance of our role in the Church office and shared many inspiring ways to "Keep Our Ministry Alive" in our professions, homes, communities and churches. We are excited to put some of these ideas into action as we begin planning for our 2010 Career Institute and Training Conference. If you have not had an opportunity thus far, send any suggestions on site locations or specific topics of interest that you think will be beneficial to you and your Congregation. The Executive Committee will meet soon so email your suggestions to our new vice-president, Twyla German-Lewis (tidyshell@charterinternet.com), later than December 31, 2009.

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Saving energy at work

PRINT SMARTER

The average U.S. office worker goes through 10,000 sheets of copy paper a year.

-Make it a habit to print on both sides of the paper or use the backside of old documents for faxes, scrap paper, or drafts. Avoid color printing and print in draft mode whenever feasible. Set your printers and copiers to print in duplex mode as a default. Before you print from a website, preview the document and print only those pages you need.

-Make it a policy to buy processed chlorine-free paper with a higher percentage of post-consumer recycled content. Also consider switching to a lighter stock of paper or alternatives made from bamboo, hemp, organic cotton, or kenaf. Recycle toner and ink cartridges and buy remanufactured ones. According to Office Depot, each remanufactured toner cartridge "keeps approximately 2.5 pounds of metal and plastic out of landfills...and conserves about a half gallon of oil."

As we approach the month of January, remember chapter and national dues are based on the calendar year January 1 – December 31. To maintain your membership in our Chapter and/or the National Level please mail your dues as soon as possible using the form included in your newsletter. Don't forget to list your areas of interest and expertise!

Thinking of attending Certification Class at Emory University in Atlanta this year? Keep in mind that class size is limited so get your registration in early. For additional information about the benefits of chapter and national membership or to inquire about certification classes, visit our newly updated national PAUMCS website at www.paumcs.org. There you will also find a variety of tools and gain knowledge of the United Methodist beliefs and protocol. Our chapter website is helpful as well. Check us out at www.awf-paumcs.org

It has been an honor to serve as your president this year! Thank you to all the AWF PAUMCS members for your love and support! We are all excited about the 2010 year!

On behalf of the Executive Committee, I would like to wish each of you a very Merry Christmas and Happy New Year! As we gather around the tables with our families, may I challenge each of us to whisper a special prayer for those families who have family members absent from their gatherings this year. May the Lord continue to bless you and your loved ones this Holy Season.

In His Service,
Amy Catrett Anderson,
AWF Chapter President, 2009-2010



From the Treasurer

The Army brought my family to Alabama in 2006 when my husband was stationed at Ft Rucker. Growing up with a father in the military and then marrying an Army soldier, I learned how to grow and adapt to new and changing situations. In 2008, I transitioned from a the world of insurance to church secretary when I was hired by the Ozark First United Methodist Church. That same year, I joined PAUMCS. I found it be a useful

tool in learning my new role as a church secretary. To further my education, I attended the certification course in Atlanta. I feel that the AWF chapter of PAUMCS is an important resource for all secretaries. I believe it is an honor and a privilege to serve as the Treasurer of the AWF PAUMCS Chapter. I promise to be accurate and reliable in my role as Treasurer.

-Heather Cohen



Have you checked out our brand new PAUMCS website:

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

It's wonderful! On it, you will find:

* Annual Conference information, including the schedule and fees for the 2010 conference in Orlando. The registration brochure is coming soon. Pictures of previous conferences can be accessed here.

* Certification class information including a link to the application. Specific information on the 2010 class will be posted in the weeks ahead.

- * Chapter information with email link to chapter presidents
- * Membership information, including a membership application
- * Endowment information, including a downloadable contribution form
- * Communication information, including email links to Linking Hands, Prayer Net, E-Link and Vital Link coordinators
- * Executive Committee information and a link to email officers

Our Executive Committee 2009-2010

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REMINDER



**Attention
all Executive
Committee
Members!**

Our next scheduled meeting is on Saturday, February 27, 2010, at 10:00 a.m., at the Pastoral Care & Counseling Office in Dothan, Al.

*Please make arrangements and come prepared to discuss future upcoming events.

PLEASE SEND CHAPTER DUES ASAP!!

Please complete the enclosed membership form and return with your annual dues for 2009 of \$15.00.

Make checks payable to AWF PAUMCS and mail them to our Membership Secretary:

Jorie Welch, PO Box 241347, Montgomery, AL 36124



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



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We're on the web!

www.awf-paumcs.com



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

 ****Feel free to contact the
Executive Committee, with any
questions you may have...**

**Don't forget to email all praise
reports and prayer requests to
prayerandpraiseline@gmail.com****

Merry Christmas and Happy New Year!

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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. 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.