

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



Atlanta, Georgia  
July 18 - 23, 2010

*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 18 - 23, 2010*

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

\* \* \* \* \*

PAUMCS Institute Certification Program  
Office of Church Ministries Education  
Candler School of Theology  
Emory University  
Atlanta, GA

### 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 req. 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 18, 2010 with check-in from 2:00 to 4:00 p.m. and orientation at 5:00 p.m. program ends approximately at 12:00 Noon on Friday, July 23, 2010. Please do not make flight reservations before 2 p.m. on Friday.

### What will it cost?

Registration fee for the 2010 Institute is \$315.00\*. This includes course materials, a couple of lunches and 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 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 have been made with Emory University for air-conditioned **dormitory rooms** at \$38.00\* for singles, per day and \$30.00\* per person for doubles per day. *If you plan to stay in the dormitory.*

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. *Staying in Emory dormitory rooms promotes camaraderie and friendships.*

Hotels are available as an option to contact on your own. When staying in a hotel there will be a \$15 commuter charge for the week by Emory.

### COMMENTS FROM THE 2009 INSTITUTE GRADUATES:

*"Very great value. Am so glad I attended!! Would strongly recommend it to any other secretary."*

Ellen Ascher, Missouri AC/St Stephen UMC, Troy

*Overall, this experience was remarkable. The content was of an extremely high quality.*

Lynn Campbell, Florida AC/Tuskawilla UMC, Casselberry

*An excellent experience with a wonderful amount of information. Instructors/Leaders were exceptional and the diversity of the group made it a truly blessed experience.*

Susan Steuber, Kansas Area Episcopal Office

**\*Fees & Rates are as of November 2009**

## 2010 PAUMCS INSTITUTE REGISTRATION FORM

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

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

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

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

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

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

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

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

\$50 deposit (non-refundable after May 14, 2010) - *Balance Due by May 14, 2010*

\$315\* Registration fee enclosed

 Special Needs (explain below)

### EMORY UNIVERSITY DORMITORY HOUSING

Single Room \$38.00\*, per day

Double Room \$30.00\* per person/per day

My roommate is: \_\_\_\_\_ or

Please find a roommate for me

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

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

Make Checks payable to 'GCFA' and mail to:

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

Are you a PAUMCS member?  Yes  No, Please send me a membership brochure