



In the Know!

Volume 2, Issue 1

Winter 2008

The Mission of the Yellowstone Conference Secretary Association shall be to provide professional and spiritual guidance and support for all Administrative Staff; paid and not paid.

Yellowstone Conference Secretary Association

You Tell Me...

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The thought of composing a "President's Column" immediately causes a spike in my blood pressure, heartbeat, and respiration (the 'Flight' in 'Fight or Flight' definitely comes to mind). I've met many of you, and all I can think is, "What do I have to offer all these talented, creative, and organized people?"

The answer that occurs to me is what Jeneffer Smith and Patsy Ward were attempting in our meeting last July: Bring us your best ideas. Granted there are nation-wide websites that discuss topics universal to all church workers, but getting ideas from those who live and work in our part of the Mountain/Plains West benefit all of us. Even then, solutions that work for a little congregation may not work for a big one.

So, here are the challenges:

1. People are always snapping photos of goings-on at church, which invariably wind up on the Secretary's desk. What happens to those photos? If the answer is 'nothing', then where are they stored?

2. How do you handle spam e-mails? Are there any special programs you use, or do you subscribe to a filtering service?

3. What kind of computer maintenance do you perform on the church computer (i.e., ad-ware, spy-ware, virus/worm protection)?

(This one's for Anita:) Are your Conference Reports done?

Please e-mail me (hopeumc@imt.net) with your solutions, and let me know if your Sunday Attendance is small (less than 50); medium (51-200), or large (over 200). We'll share your solutions in the next newsletter!

Thanks!
Terri

Our Official Executive Committee

- * President
Terri Normand-Hope UMC
- * Vice President
Jeneffer Smith-Bozeman UMC
- * Secretary
Patsy Ward-First UMC
- * Treasurer
Debbie Irby-St. Paul's UMC
- * Communications Coordinator
Lois Neal-St. Paul's UMC

Find out more about PAUMCS

What is PAUMCS (Professional Association of United Methodist Church Secretaries) and what does it have to do with me?
PAUMCS was organized 25 years ago and has become a vital organization

that not only supports church secretaries but offers means of professional development, individual growth, continuing education and spiritual enrichment.
To find out more about PAUMCS look on the web

at www.paumcs.org.
PAUMCS current newsletter has a section about on-line resources and another that talks about how to welcome a new pastor. The information is timely and helpful.

Some simple yoga tips

Bozeman UMC Secretary, Jeneffer Smith asked yoga teacher, Carol Flaherty for easy ways for us to stay limber. Carol, who helped us with our yoga workshop at YCSA meeting in July, offers these suggestion.

There are several things you can do sitting at your desk, though one of the important ones is **standing up!** If you have any discomfort with the following exercises, have a yoga teacher walk you through these stretches. Because our habits feel normal we usually can't feel misalignment without guidance.

Arm stretch overhead, then into lower back

On an inhale, extend your arms to the side and sweep the arms overhead until the palms face each other. The arms should be well extended, while the shoulders stay low down your back. Make sure you don't sway the back by keeping the tailbone gently

tucked. On an exhale sweep the arms down, with the hands coming into the small of your back, palms away from the back. If done standing, you can add a forward bend with the knees softly bent. Be sure the upper back is in a flat/backbend as you rise while keeping the lower back stable. In other words, try to work the upper back by hinging at the hips, while keeping the lower back stable.

Palm/wrist stretch

Entwine your fingers in front of you, palms away from you. Straighten the arms and extend them upward on an inhale. Keep them there on an exhale and inhale, then down again on the exhale. Then do the same with the fingers entwined with the other index finger on top. Then do both of those with the palms facing you.

Neck side to side

Keeping your chin gently tucked toward the nape of your neck (which

stretches/extends the back of your neck), turn your head left as you exhale. Inhale center keeping the chin tucked. Exhale and look the other way.

Neck to side

With your chin gently tucked, sweep one arm upward on the inhale. As you exhale, gently take the head away from the arm that is sweeping down. The ear goes toward the shoulder opposite the sweeping arm. Alternate sides, with the head moving away from the arm as it goes downward.

Come back to symmetry, arms overhead, then down.

Repeat the first stretch.

Good luck to all of you! Carol

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(406) 595-yoga (595-9642)
www.carolflaherty.com

Take a break!

From Cornell University Ergonomics at <http://ergo.human.cornell.edu/ergoguide.html>

All Ergonomists agree that it's a good idea to take frequent, brief rest breaks. Try to incorporate:

Eye breaks - looking at a computer screen for a while causes some changes in how the eyes work, causes you to blink less often, and exposes more of the eye surface to the air. Every 15 minutes you should briefly look away from the screen for a minute or two to a more distant scene, preferably something more than 20 feet away. This lets the muscles inside the eye relax. Also, blink your eyes rapidly for a few seconds. This refreshes the tear film and clears dust from the eye surface.

Micro-breaks - most typing is done in bursts rather than continuously. Between these bursts of

activity you should rest your hands in a relaxed, flat, straight posture. During a micro-break (< 2minutes) you can briefly stretch, stand up, move around, or do a different work task e.g. make a phone call). A micro-break isn't necessarily a break from work, but it's a break from the use of a particular set of muscles that's doing most of the work (e.g. the finger flexors if you're doing a lot of typing).

Rest breaks - every 30 to 60 minutes you should take a brief rest break. During this break stand up, move around and do something else. Go and get a drink of water, soda, tea, coffee or whatever. This allows you to rest and exercise different muscles and you'll feel less tired.

Exercise breaks - there are many stretching and gentle exercises that you can do to help relieve muscle fatigue. You should do these every 1-2 hours.

Ergonomic software - working at a computer can be hypnotic, and often you don't realize how long you've been working and how much you've been typing and mousing. You can get excellent ergonomic software that you can install on your computer (free download available at <http://www.magnitude.com>). The best software will run in the background and it will monitor how much you've been using the computer. It will prompt you to take a rest break at appropriate intervals, and it will suggest simple exercises.

YELLOWSTONE CONFERENCE SECRETARIES ASSOCIATION

A Chapter of the Professional Association of United Methodist Church Secretaries

MEMBERSHIP: Enrollment/Renewal/Update

Make Membership check payable to YCSA

Enroll me as a NEW member—\$20 annual membership dues

Renewal of membership—\$20 annual membership dues

Renewable Retired—\$15 annual membership dues (*If newly retired please include a written notification for retired status with this form.*)

Please print or type (current members, please circle new info) **For Membership Year:** _____

Name _____

Employed by _____

Job Title _____ **Years Employed** _____

Business Address _____

Bus. Phone _____ **Bus. Fax** _____ **Bus. Email** _____

Home Address _____

Home Phone _____ **Home Email** _____

Preferred Mailing Address Business Home **Birth Date** (MM/DD) _____

Are you a member of PAUMCS (if yes, year joined)? _____

Are you a member of a local chapter of a secretary association? Yes No

If yes, name of association _____ Year Joined _____

Officer/Committee Member of local chapter: Yes No Position Holding: _____

GCFA Certification Yes No Renewed Certification: Yes No Latest year _____

GCFA Advanced Certification Yes No

If called to serve as an officer or on a committee for YCSA, would you be interested?

Yes No Maybe

Frequently Asked Food Safety Questions

Is it safe to eat leftover food that was left out on the counter to cool at dinnertime, then forgotten until morning? Will additional cooking kill the bacteria that may have grown?

No. Bacteria exist everywhere in nature. They are in the soil, air, water, and the foods we eat. When they have nutrients (food), moisture, and favorable temperatures, they grow rapidly, increasing in numbers to the point where some types of bacteria can cause illness. Bacteria grow most rapidly in the range of temperatures between 40 and 140 °F, some doubling in number in as little as 20 minutes. Some types will produce toxins that are not destroyed by cooking.

Pathogenic bacteria do not generally affect the taste, smell, or appear-

ance of a food. In other words, one cannot tell that a food has been mishandled or is dangerous to eat. For example, food that has been left too long on the counter may be dangerous to eat, but could smell and look fine. If a food has been left in the "Danger Zone" – between 40 and 140 °F – for more than 2 hours, discard it, even though it may look and smell good. Never taste a food to see if it is spoiled.

(Sources: [Keeping Food Safe During an Emergency; Fighting BAC!® by Chilling Out; Refrigeration and Food Safety.](#))

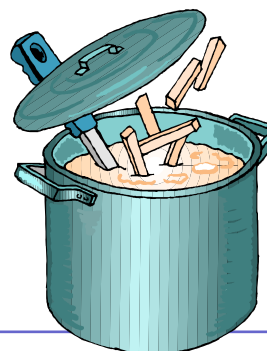
Should a large pot of soup sit on the range until it cools, or should it be refrigerated hot?

Hot food can be placed directly in the refrigerator or

it can be rapidly chilled in an ice or cold water bath before refrigerating. Cover foods to retain moisture and prevent them from picking up odors from other foods.

A large pot of food like soup or stew should be divided into small portions and put in shallow containers before being refrigerated. A large cut of meat or whole poultry should be divided into smaller pieces and wrapped separately or placed in shallow containers before refrigerating.

(Source: [Refrigeration and Food Safety](#))



Food questions? Call one of the FDA's toll-free numbers: (888) SAFE-FOOD (723-3366), (888) INFO-FDA (463-6332).

Food Prep Tips:

- 1- Plan Ahead — Be sure you have enough oven, stovetop, refrigerator, freezer, and work space.
2. Store & Prepare Food Safely— Refrigerate or freeze perishable food within 2 hours of shopping or preparing. Find separate preparation areas in the work space for raw and cooked food. Never place cooked food back on the same plate or cutting board that held raw food. Wash hands, cutting boards, dishes, utensils, and work surfaces frequently with hot, soapy water.
3. Cook Food to Safe Internal Temperatures — It's the only way to tell if harmful bacteria are destroyed! Use a food thermometer to check the internal temperature of meat, poultry, casseroles, and other food. Check temperature in several places to be sure food is safely

ice or commercial freezing gels. Keep hot food at or above 140 °F. Wrap well and place in an insulated container.

5. Need to Reheat? — Food must be hot and steamy for serving. Just "warmed up" is not good enough. Use the stove, oven, or microwave to reheat food to 165 °F. Bring sauces, soups, and gravies to a boil.

6. Keep Food Out of the "Danger Zone" (40–140 °F). Keep hot food hot — at or above 140 °F. Place cooked food in chafing dishes, preheated steam tables, warming trays, and/or slow cookers. Keep cold food cold — at or below 40 °F. Place food in containers on ice.

7. When In Doubt, Throw it Out! Discard food left out at room temperature for more than 2 hours. Place leftovers in shallow containers. Refrigerate or freeze immediately.

Are churches liable?

With all the church dinners we plan, you may be wondering, "Are we liable if the food makes people sick?"

Montana Code states that:

"A good faith donor of food, who donated for free distribution, is not subject to criminal or civil penalty arising from the condition of the food.

A charitable or non-profit organization that receives and distributes food free of charge is not subject to criminal or civil damages resulting from the condition of the food.

Exceptions: injury caused by gross negligence or intentional misconduct."

'BEYOND THE CALL'

Bozeman United Methodist Church

July 8-9, 2008

The mission of the Yellowstone Conference Secretaries Association shall be to provide professional and spiritual guidance and support for all Administrative Staff, paid and non-paid.

2008 WORKSHOPS

"Church Secretary Support 101"

The first eight questions submitted with registrations will be answered (after research) by some mighty 'seasoned' secretaries. Time allowing, we will be able to open the floor to more 'quizable' questions. This session is confidential; all things said in this gathering stay in this gathering.

"Dealing with Difficult People" -Deidre Combs

This jam packed 90 minute session will cover learning how to communicate with tact and professionalism, understanding and using your authority, responding to complainers, being assertive, and strategies on how to defuse situations.

"Gentle Yoga (for everyone)" -Carol Flaherty

The connection between body, mind, and spirit is a powerful thing which affects our overall health and well-being. Yoga is a program in churches all across the country which enhances each one of these areas. Come experience what Yoga is all about. This very gentle class is for all levels of ability. *Please dress comfortable and bring either a mat or towel to lay on.*

"YAC Disaster Relief Team & Care Team" & "Frontline Training" -Guy Youngblood, Anita Saas, Su DeBree

Guy will be talking about what you need to know if disaster strikes your area and how your church can respond to the needs of your congregation. Debbie Irby, our YAC Spiritual and Emotional Care Team Leader, will tell us about the new Spiritual and Emotional Care Team. Su & Anita will wrap up the session with focusing on 'the frontline'. The learning points will be: handling the media (including telephone calls from reporters and handling reporters on-site), handling casual conversations and questions about crisis.

"Starting a Local Secretary's Group" -Gallatin Valley Secretary Association

Starting a local Church Secretaries group is not only easy, but it will keep you feeling supportive all year long. This kind of support keeps you efficient, energized, healthy and fulfilled.

"Pumping Up Volunteers" -Cody Stone

Come and learn how 4-H recruits and keeps their volunteers. This invigorating class will be well worth your time.

"Sexual Harassment" -Debbie Schmidt

Pastor Debbie will teach how to set and keep healthy church boundaries; this class will also cover how to safeguard our children in the church.

Other Important Information about the 2008 Annual Gathering:

Ditty Bag items: (50 of each) can be sent to Jeneffer Smith, 121 South Willson Ave., Bozeman, MT 59715

One Great Idea! Please bring a copy of your best idea that you've created, read, or implemented in the past year or so that has made your job easier or more interesting. Bring your idea with you for the "Idea" Table!

Newsletters/Bulletins: Since so many of you have asked ... please bring 50 copies of your newsletter and/or bulletins to the event for distribution.

If you haven't received a brochure for the 2008 'Beyond the Call' Celebration, you can download the information at <www.yacumc.org> under YCSA.



How To Make Your Work Easy by Norman Vincent Peale

1. The world would go on without you. Don't forget it—and don't take yourself so seriously. Laugh at the idea that you are Atlas carrying the world on your shoulders—even your own little world.

2. Tell yourself that you *like* your work. Say it over and over, especially when you want to cuss it. Maybe you don't need to change your job—just change your attitude about your work.

3. Plan your work. Lack of system produces that "I'm swamped" feeling. Whatever the interruptions or emergencies, plan a fair step-forward to be achieved each day.

4. Don't try to do everything at once. That is why time is spread out—a minute and an hour at a time. Operate on the Bible advice, "This one thing I do."

5. Think it's hard and you will make it hard. Think it's easy and it will tend to become easy. Think you're good and you'll *be* good.

6. Become thoroughly proficient in your work. "Knowledge is power." If you find you don't know about things, study and learn.

7. Practice being relaxed. Easy always does it. Don't press or strain. Never eat lunch in a rush. Aim for at least ten minutes Quiet Time after lunch. Stop for one minute every hour at your work, close your eyes and breathe a prayer.

8. Discipline yourself not to postpone work. Accumulations make any job harder. Don't drag yesterday's burdens along with you.

9. At the start of each day pray about your work. Offer your efforts to God and ask God's help.

10. Take on the Unseen Partner. It's surprising the load God will take off you. God is as much at home in daily bustle as in churches. God knows more about your business than you do.

Speed Up Your Computers!

If you're tired of waiting for your computer to 'load up'; here's how to control which programs will boot up at the start up.

1. Click on START and then click on RUN and type msconfig in the textbox. Then click OK.
2. A new window will open. Under the General tab, select the selective start up option.
3. Next select the Startup tab. Unmark the programs you don't want to automatically start up when your computer boots. You will see quite a few programs. Only unmark those you know are not needed. If you have any problems after you reboot; go back and undo the changes.



We're on the web!
WWW.YACUMC.ORG

Yellowstone Conference
Secretary Association

Free Downloads

Did you know that the YAC website has free downloads of software? Check out www.yacumc.org and then look at the links list on the left for "software downloads."

Do you InfoServe?

Did you know we United Methodist's have this really cool service called InfoServe? What's InfoServe you ask? It's a directory of every UM pastor and church in the entire world! All you have to do is call 1-800-251-8140.

Next In the Know Deadline: May 15, 2008

Please send articles to: Lois Neal—St. Paul's UMC—512 Logan Street—Helena, MT 59601
lneal@stpauls-helena.org