

“Tools of the Trade”

Janet Jackson

Getting the Most out of your “Office” Do you love to get gifts? You will learn how to give yourself a gift everyday by reducing clutter in your office and time spent looking for things. Learn how to organize your workspace, reduce the clutter that surrounds you, and increase your productivity and sanity!

Rev. Dr. Kenneth Ladd

Rev. Dr. Kenneth Ladd will help us catch the “foxes” in our midst – those persons who can disrupt our own ministry and the greater ministry of our church – and provide some helpful suggestions on how best to deal with them.

Rev. Dr. Valerie Stultz

Discover the difference between merely surviving and truly thriving in all aspects of your life. Claim the gifts that you bring to ministry. Learn to say, “No” and delight in saying, “Yes.”

CEU CREDIT

is being sought from the National Professional Training and Standards Committee.

SCHOLARSHIPS are available.

Contact Elizabeth Feldman at 330/262-5641 before August 30.

OHIO PAUMCS WEB SITE:

<http://www.ohiopaumcs.com>

MISSION PROJECT FALL 2008:

We will be supporting the food pantry of our host church, Coburn UMC. Please bring non-perishable items to donate.

REGISTRATION:

(includes meals, snacks and materials)

\$35 - for PAUMCS members

\$45 - for non-members

\$10 - late fee after September 16

No refunds after September 16

To register after September 16, call Sue Smith at 330/339-6411.

LODGING:

Fairfield Inn (Marriott)

725 Zane Street, Zanesville, Ohio 43071

Direct Reservation Line: **740/453-8770**

Use code COLS for the \$80 price, plus tax 2 queen beds and free continental breakfast

Ditty Bag Donations: If you have items you would like to donate for our ditty bags, please send 50 of them to Sue Smith at the church address by September 16.

REASONS TO JOIN OHIO PAUMCS:

1. *Job Advancement*
2. *Friendship*
3. *Support and Networking*
4. *Financial Savings*

REGISTRATION

Name _____

Mailing Address _____

City, State, Zip _____

Name of Church _____

Home Phone _____

Work Phone _____

Cell Phone _____

Home Email _____

Work Email _____

Please check all appropriate boxes:

Registration – Ohio member _____

Registration - non-member _____

Late fee after September 16 _____

Total _____

Certified. If yes, what year _____

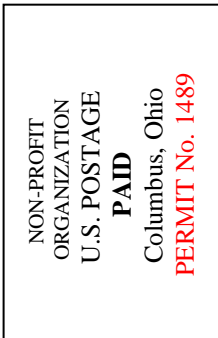
Special physical or dietary needs _____

Make check to Ohio PAUMCS and mail with the registration form by September 16 to:

Sue Smith
First United Methodist Church
201 West High Ave.
New Philadelphia, OH 44663

“TOOLS OF THE TRADE”

PAUMCS



The Church Secretary's Toolbox



18th Annual

Ohio

PAUMCS Conference

Mission Statement:

The mission of Ohio PAUMCS is to help secretaries grow professionally, personally and spiritually.

September 26 & 27, 2008

**Coburn United Methodist Church
3618 North Maple Avenue
Zanesville, Ohio 43701-1072
740/454-0186**

The 18th Annual Fall Conference of the Ohio Chapter of PAUMCS (Professional Association of United Methodist Church Secretaries) offers to ALL – paid and volunteer United Methodist Church Secretaries, Administrative Assistants, Support Staff, Office Managers, and Receptionists – the opportunity to worship, learn, share and grow together.

- **September 26 & 27, 2008**

Friday 9:30 a.m. to 8:00 p.m.

Saturday 8:45 a.m. to 2:00 p.m.

Don't miss out on our evening fellowship, which follows our business meeting! Our meeting on Saturday will close with worship.

- **Location:**

**Coburn United Methodist Church
3618 North Maple Avenue
Zanesville, Ohio 43701-1072
470/454-0186**

- **Directions/map will be mailed to all registrants the week of the conference.**

- **For more information, contact:**

**Sue Smith
330/339-6411
fumcsec@aol.com**