

**M E M B E R S H I P  
F O R M**

- I have enclosed my state dues \$10  
 Scholarship Donation

Please enroll / renew my membership in the Missouri State Chapter PAUMCS and send me future mailings regarding meetings and/or information.

Name: \_\_\_\_\_

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

Home phone #: \_\_\_\_\_

Church: \_\_\_\_\_

Church Address:  
\_\_\_\_\_

Title: \_\_\_\_\_

Work phone: \_\_\_\_\_

Personal email: \_\_\_\_\_

Work email: \_\_\_\_\_

Send this form and check payable to  
**PAUMCS MO CHAPTER**

to:

Bev Rhodes, Vice President

Southeast District

6 North Clark, Cape Girardeau, MO 63701

United Methodist Church secretaries provide critical support to congregations across the denomination.

Many secretaries are the link that keep churches functioning well. They provide administrative support, ongoing communication between individuals, committees, and constituencies. They also maintain continuity within their congregations.

The PAUMCS organization was created to serve those extremely "Vital Links."

The Professional Association of United Methodist Church Secretaries was organized nationally on April 14, 1982 in Dallas, Texas.

The Missouri Chapter was chartered in 1985.

GCFA (General Council on Finance and Administration) is our certifying agency and approved sponsor. Legislation was officially adopted at the 1988 General Conference for our inclusion into The Book of Discipline (907.13)

The GCFA has the authority and responsibility to provide guidance and consultation in the work of church secretaries, including establishment of professional standards, training and certification programs.



**Missouri State  
PAUMCS Chapter**

**Professional Association  
Of United Methodist  
Church Secretaries  
Sponsored and certified by  
GCFA**

**If Professional Development and Growth in Ministry are what you are looking for, then**  
**MISSOURI STATE PAUMCS CHAPTER**  
**is for you!**

### **Who can join PAUMCS?**

United Methodist Church Secretaries

Administrative Assistants

Executive Assistants

General Office Agency Personnel

Episcopal Personnel

District Personnel

Annual Conference Office Personnel

Church Office Volunteers

### **GROWTH & OPPORTUNITIES TO:**

Share experiences and knowledge.

Network and learn from other professionals.

Participate in Continuing Education opportunities.

Become a Certified United Methodist Secretary through (GCFA) General Council of Finance & Administration.

Attend workshops at district, state and national conferences.

Affirm your role is important to the total ministry of the church.

Provide a supportive base for unity and fellowship.

Enhance spiritual enrichment.

Engage in professional development.

Grow in ministry planning and training.

**PAUMCS** offers experiences to enhance ministry and professionalism for you and your employees.

Office personnel function as the vital link between the minister and the congregation.

Office Ministry is the key that opens many doors to enhance the overall ministry of the church.

### **2011 Executive Committee Officers**

President - Barbara Buck

Vice President - Bev Rhodes

Treasurer/Membership - Karen McNeely

Secretary - Barbara Webb

Newsletter Editor - Tammy Calcote

Chaplain - Susie Mason

Historian - Terry Jepson

Nominations - Judy Sneathen  
Jan Doyle  
Barbara Webb

### **The PAUMCS Logo**

The chain represents the vital link of the church secretary;  
the triangle signifies the Trinity;  
the United Methodist Church is represented by its emblem of the cross and flame.

**Join PAUMCS  
today!**