

# The Ohio Link - a communication from Ohio PAUMCS - a state chapter of the Professional Association of United Methodist Church Secretaries

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[ohiopaumcs.com](http://ohiopaumcs.com)

## Upcoming Event

April 30, 2014

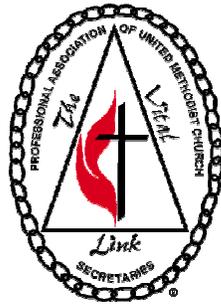
Workshop at Newark  
First UMC.

1/2 CEU available.

Details coming later.

## LOGO

Our logo is very symbolic. The chain represents the vital link of the Church Secretary. Notice that the links are not alike! The triangle signifies the Trinity and The UMC is represented by a cross and flame.



## Change in Venue

Our Spring Workshop on April 30 is coming soon. It will be held at Newark First United Methodist, 88 N 5<sup>th</sup> Street, Newark, Ohio 43055 in the West OH Conference. NOTE THIS CHANGE. For a number of years, this workshop has been held at the Seminary in Delaware.

Vice President Kelly O'Quin is preparing a flyer with details as we speak and it will have speaker, registration, and mission project information.

This is a day to fellowship and network with others who understand the joys and concerns of being in church administration ministry. We have many different titles, but we work closely with clergy and congregation and can open or close lines of communication.

This is also a day of spiritual renewal. It is a chance to fill our vessels with the holy spirit. We often laugh and cry together in the same day. We go home with lasting friendships and resources to use between the times we meet.

## National Conference in Asheville North Carolina

This year's conference is April 4-6 in warm and historic Asheville NC with a lunch outing to the infamous Biltmore Estate. Speakers are top-notch, food delicious and the camaraderie and networking with other UMC professionals is outstanding and second to none. CEU available.

Greetings from Ohio PAUMCS! We hope you will find some useful information within this email. Look on the left for important links and also the 2014 officers of Ohio PAUMCS. Click on the name to send an email. We are here to be helpful to office professionals within the United Methodist Church. Please let us know if you have questions or suggestions.

## Dues are Due

Ohio PAUMCS dues follow the calendar year and are now due for 2014. We would love to have you join us. We are a valuable resource just waiting to be tapped.

An individual membership is \$25 and an office membership is just \$40 and for this low price can include each member of your office staff.

Look for the form on our website. Each person should fill in this form, each year, and submit with your check to:

Lin Tranter  
135 Harrison St  
Enon OH 45323-1315

## Tips for the Office Professional

This may be a reoccurring feature of this newsletter. Suggestions or questions can be sent to Elizabeth.

## Religious and Biblical Capitalizations

Confused about capitalizing words with biblical and religious connections? You are not alone! The following are some rules to keep in mind...

- Capitalize personal pronouns referring to a supreme being when they stand alone without an antecedent nearby. For example: Give praise to Him! An example with an antecedent: Praise the Lord for his blessings.
- Capitalize, but do not quote, italicize, or underline references to works regarded as sacred: the Sermon on the Mount, the King James Bible, the Gospel of Mark, etc.