



# PAUMCS

PROFESSIONAL ADMINISTRATORS  
OF THE UNITED METHODIST  
CONNECTIONAL STRUCTURE

**Who:** Church Administrators & Office Staff; Pastors; SPRC, Finance & Trustee chairs; Membership secretaries

**What:** Church Conference 101~ *Getting Ready for your Church Conference*

To help your church get ready, our 3 Regional Administrative Assistants will lead a hands-on Church Conference workshop in each of the regional areas in August. **Church Administrators, office staff, pastors and key church leaders will benefit by attending.**

**How it pertains to our jobs: will answer the following...**

- ✓ What is a Church Conference (CC) and why is it important?
- ✓ What is my role/what am I responsible for?
- ✓ Where do I find the information I will need?
- ✓ Who in my church is responsible for completing reports?
- ✓ How do I organize for the CC?
- ✓ What is our timeline – when are reports due?
- ✓ How do other churches get ready? (best practices/getting ideas from others)

**When/Where:** choose any of the following...

**Tuesday, August 21 - Aurora/Elgin**

**Cornerstone UMC** (41W170 Russell Rd, Elgin, IL 60124)

Questions, contact Natarsha Gardner, [ngardner@umcnic.org](mailto:ngardner@umcnic.org); 847-931-0710 ext. 11

**Wednesday, August 22 – Rockford/DeKalb**

**Rochelle UMC** (709 Fourth Ave, Rochelle IL 61068)

Questions, contact Betsy Smith, [bsmith@umcnic.org](mailto:bsmith@umcnic.org); 815-561-8285

**Wednesday, August 29 - Chicago Northwestern/Chicago Southern**

**Olivet UMC** (147 S Keeler Ave, Chicago, IL 60624)

Questions, contact Debbie Rogers, [drogers@umcnic.org](mailto:drogers@umcnic.org); 630-465-2941

**Workshop Schedule:**

9:00 am Registration & Continental Breakfast

9:30 am Workshop: Getting Ready for your Church Conference

12 noon Dismissal

**Workshop fee: \$15 at the door** – cash or check (payable to NIC PAUMCS) at the door

**Sign Up Online** - [www.SignUpGenius.com/go/4090C4EACAB28A2FD0-paumcs](http://www.SignUpGenius.com/go/4090C4EACAB28A2FD0-paumcs)