

Registration Form

Name: _____
 Place of Employment: _____
 Mailing Address (work): _____
 City: _____ Zip Code _____
 Home Phone: () _____ Work Phone: () _____
 E-mail Address: (Required) _____
 Position: _____
 Association: _____
 Roommate(s): _____
 NEED Private Room (Enclose additional \$60): _____
 Special Needs: _____
 Membership Only: \$25 _____
 This is my first time attending a NCBSA conference: _____

TOTAL COST: \$185.00 (includes membership and conference fee, room at conference center, and meals). Private room - additional \$60

COMMUTERS: \$130.00 (includes membership and conference fee, Monday dinner, Tuesday lunch and dinner, Wednesday lunch).

We encourage you to register early! A \$50.00 deposit, along with the completed registration form, reserves your spot.

Amount enclosed: _____

Make checks payable to NCBSA. Mail to:
 Brenda Boyles
 Cabarrus Baptist Association
 930 Lee Ann Drive
 Concord, NC 28025

Cancellations: Before Aug. 1 - all but membership fee will be refunded.
 Between Sept. 1 & 30 - 90% of conference fee will be refunded (excluding membership fee).
 After Sept. 30 - No refunds (extreme circumstances will be taken into consideration).

Deadline for registration is almost here ... September 30!!

If you can't join us in November ... don't forget to send in your membership dues.

Newsletter Contest Update

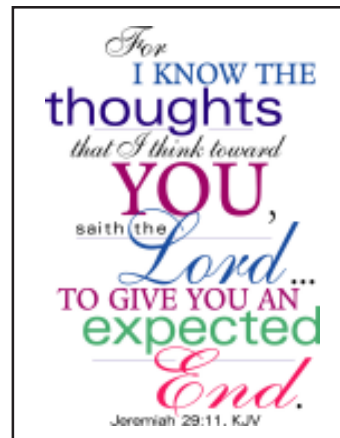
The Executive Committee has received a total of 31 contest entries. We have reviewed all of your suggestions and have selected the three we feel will best reflect the purpose and spirit of the NCBSA. Your final vote at the conference will determine who wins.

Winner must be present to receive gift and recognition.



north carolina
Baptist Secretaries Association

Cabarrus Baptist Association
 930 Lee Ann Drive
 Concord, NC 28025



NCBSA Newsletter



2007
Executive
Committee

Jo Ann Walton
President

Gail Holland
1st Vice President

Linda Lunsford
2nd Vice President

Brenda Boyles
Secretary/Treasurer



Kim Bolton
Keynote Speaker

**NCBSA
25th Anniversary
"Journey Of Promise"
November 5 – 7, 2007
Ridgecrest, NC**

Awe-inspiring ... is the only word to describe our upcoming 25th Anniversary Celebration. Here are just a few reasons you don't want to miss this wonderful opportunity to receive a great blessing:

1. You certainly don't want to miss receiving your 25th Anniversary *commemorative gifts*.
2. The Ridgecrest Conference Center staff are preparing an exceptional banquet meal for us on Tuesday evening (see menu on page 7).
3. An added plus is our keynote speaker this year, Kim Bolton. She will keep you on the edge of your seat with her charming way of blending humor with a wonderful spiritual journey through God's Word. She is just delightful!
4. Musicians, Jonathan and Laura Turner, will take us down a delightful, yet serene path as they lead us in worship and song.

5. And last, but not least, is the terrific line-up of professional breakout session leaders. These good folks are already preparing to feed our souls, strengthen our character, develop our professional skills and assist us in becoming more effective in our ministries.

Register TODAY!



Registration Deadline:
September 30

Start Times
Check-in: 12:00 p.m.
General Session: 3:00 p.m.

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Registration & Membership Dues

Sure hope you are making plans to come!

If you haven't sent in your registration ...
don't delay ...


If for some reason you cannot join us ...
don't forget ... send in your membership dues.

We are excited as we wait to see the path God has set for us, as we continue on our "Journey Of Promise" for the next 25 years. He has great things planned for this conference, and He wants you to be a part! If you have not registered yet, please prayerfully consider making this conference a priority, and allow God to use the conference leaders, other ministry assistants, and the beautiful setting of the Ridgecrest mountains to minister and encourage you. **Guaranteed** – you will return to your workplace with a renewed spirit for serving God.

You don't want to miss this conference!

Out With The Old and ... In With The New

Special Edition Pictorial Directory Now On CD

 In light of our 25th anniversary, we are planning a very special edition of our NCBSA Pictorial Directory. It is our goal for every member to be represented in this album. We will be working with DPI Directory Innovations from Charlotte. They are offering us, for free, many wonderful new features such as our directory on CD. Our personal portraits will also be given to us on a CD, as well as a free 8 x 10 print. They will not be selling portraits to us, but they will be available for purchase from their website following the conference. Another free gift from them on the CD will be templates to produce our own stationery, note pads, etc. with our pictures and personal information. You will not want to miss out on all these wonderful benefits and you can have them all by participating in the photo sessions during the conference. Look for more information in your welcome packet at the conference.

Monday Night FUN-FEST

Let's Get Acquainted

Monday evening's FUN-FEST will be one of our highlighted stops as we continue our journey at the 25th NCBSA Anniversary Celebration. A "getting-to-know-you" atmosphere will allow us to better discover and rediscover our conference traveling companions. The plan is to kick back, let our hair down, relax and make some new pals along the way with speed friendship, power ball, and much more. FUN-FEST promises to be a very colorful event with snacks and chocolates galore!

We Extend "A BIG THANK YOU"

to our 2007 Nominating Committee:

Kay Beamon, Concord

Grace Hodge, Winston-Salem

Lynn Johnson, Raleigh

They have given of their time and have served us well.

Couldn't Do It Without "YOU"

We all know that our conferences would not take place if it wasn't for the generous spirits of our volunteers. Please, if you feel led to help, let us know. Volunteers are still needed for the following:

NCBSC, Greensboro, November 12 - 14

– NCBSA Booth

2007 NCBSA Conference, November 5 - 7

– Kim Bolton's Product Table

– NCBSA Sale Table

– Greeters for First-Timers

First-Timers'

Welcome & Orientation

Is this your first time to attend a NCBSA conference? Be sure to sign up for the First-Timers' Orientation (Monday, 2:00 p.m.), led by Deborah Richardson.

We look forward to meeting YOU!
Greeters will be available to assist you.

Directions To Ridgecrest

Driving Directions: Ridgecrest is absolutely beautiful through the Blue Ridge Mountains. Follow Interstate 40 to Exit 66 (Ridgecrest). At the top of the ramp, turn left (if coming from Nashville or the west), right (if coming from Winston-Salem or the east). At the first junction, turn right (onto Old U.S. 70), and continue a short distance to the Ridgecrest entrance on the left. For printable map, visit our website and click on Conference Info link.

Arrival/Departure

- Check-in Begins – Pritchell Hall (12:00 p.m.)
- Conference Registration – Mt. Laurel Inn
- Check-out Time – Mt. Laurel Inn (10:00 a.m.)

REMINDER: Since our conference falls on Election Day, don't forget to cast your vote by absentee ballot.

Getting Creative For Missions

One of the creative ways we will be raising money toward our missions focus (Baptist Children's Homes "Care House") this year is to hold a silent auction for a handmade afghan. So, save your dimes and dollars and let's see how much money we can raise, in addition to our regular offering. Do I hear a dollar ... or who will give me two?



"For Sale"

This year, we will have various NCBSA items marked down at clearance prices, plus new and "surprise" gifts for sale. Be sure to schedule time to drop by our sale table.

Celebrating 25 Years Of Blessings

25th Anniversary Banquet & Worship

Tuesday Night, November 6

6:00 p.m. – Dinner, Rhododendron Banquet Room

7:00 p.m. – Reflection and Worship Celebration, Jim Henry Auditorium

Dress: "Your Sunday-Best"

Kim Bolton will take us to the throne of God through song and inspiration.
God has richly blessed the North Carolina Baptist Secretaries Association.

We will offer this special evening of praise and thanksgiving to God, in return for all the blessings we have received through serving His people and being a part of this great organization.



Banquet Menu

- Pork Loin with Roasted Rosemary Pecan Sauce
- Spinach and Strawberry Salad/Blush Vinaigrette
- Sweet Apple Casserole
- Broccoli & Carrots

Dessert: Special Anniversary Cake

Certainly, our Lord has great plans for us...

PLEASE CIRCLE THE SESSIONS YOU PLAN TO ATTEND (one per time slot) and send a copy to Gail Holland				
*** First Timer's Orientation*** – Monday, 2:00 p.m. Led by Deborah Richardson				
Breakout 1 Monday 4:15 - 5:15 p.m.	Breakout 2 Monday 6:45 - 7:40 p.m.	Breakout 1 Tuesday 10:00 - 10:50 a.m.	Breakout 2 Tuesday 11:00 - 11:50 a.m.	Breakout 3 Tuesday 1:00 - 1:50 p.m.
SPIRITUAL ENRICHMENT				
What's That I Smell? <i>Martha McDowell</i>	What's That I Smell? <i>Martha McDowell</i>	God's GPS <i>Libby Williams</i>	God's GPS <i>Libby Williams</i>	God's GPS <i>Libby Williams</i>
Overwhelmed and Under-Resourced <i>David Moore</i>	Who Tells You Who You Are? <i>David Moore</i>	Cultivating A Secret Place With Jesus <i>Tara Furman</i>	Cultivating A Secret Place With Jesus <i>Tara Furman</i>	Life On The Vine <i>Tara Furman</i>
		Time Management for the Weary <i>Debbie Stewart</i>	Tending the Sheep in Your Office <i>Debbie Stewart</i>	Tending the Sheep in Your Office <i>Debbie Stewart</i>
PROFESSIONAL DEVELOPMENT				
How to Start/Boost Local Secretaries Association <i>Sandra Hall</i>		Extended Session Microsoft Publisher Basic/Advanced <i>Kay Tatum</i>		Microsoft Word Basic <i>Kay Tatum</i>
PowerPoint 101 "Beginning" <i>Jonathan Turner</i>	PowerPoint 101 "Advanced" <i>Jonathan Turner</i>		User-Friendly Publications <i>Scott Crockett</i>	User-Friendly Publications <i>Scott Crockett</i>
Setting Up Your Phone Tree <i>Michael Euliss</i>	Using Your Phone Tree <i>Michael Euliss</i>	You Want To Donate What? <i>Sherry Dendy</i>	Help! I'm Not An Accountant <i>Sherry Dendy</i>	360 Degrees of Financial Literacy for Women <i>Sherry Dendy</i>
PERSONAL EFFECTIVENESS				
Instant Impressions ... <i>Carol Polk</i>	Instant Impressions ... <i>Carol Polk</i>	Estates & Wills <i>Bill Overby</i>	Estates & Wills <i>Bill Overby</i>	
Healthy Boundaries in the Workplace <i>Marianna Glass</i>	Don't Take It Personally <i>Mariana Glass</i>	A Secretary's Breakfast With God <i>Kerry & Joy Reeves</i>	The Truth Behind "Secretary Spread" <i>Kerry & Joy Reeves</i>	Good Steward of God's Gift of Health? <i>Kerry & Joy Reeves</i>
What Every Woman Needs to Know <i>Connie Cook</i>	Taking Care of God's Temple <i>Alice Cooper</i>	Safety in the Workplace <i>Wendell Rummage</i>	Safety in the Workplace <i>Wendell Rummage</i>	
Retirement – It's A Trip! <i>Johnny Ross/Susan May</i>	Retirement – It's A Trip! <i>Johnny Ross/Susan May</i>	"What's For Dinner, Honey?" <i>Laura Turner</i>		"What's For Dinner, Honey?" <i>Laura Turner</i>

Tuesday Afternoon Leisure Time		
2:00 p.m.	3:00 p.m.	4:00 p.m.
A Lighted Gift <i>Gail Holland</i>	Wrapping It Up <i>Cindy Roy & Jan Davis</i>	Buddy Bags for Foster Kids <i>Linda Lunsford</i>
2:00 p.m. – 4:00 p.m.	2:00 p.m. – 4:00 p.m.	2:00 p.m. – 5:00 p.m.
Question & Answer Time <i>Kay Tatum</i>	Fit 4 A King <i>Kerry & Joy Reeves</i>	Massages <i>(Call Jo Ann Walton for appointment)</i>

Tuesday Afternoon "Leisure" Time

Last call to sign up! Tuesday afternoon from 2:00 p.m. until 5:00 p.m., you will have the opportunity to unwind or choose an enjoyable activity ... tailored just for you! See the planned activities below and send in your choices now!

For any questions or to register, contact your officers at their addresses below.

A Lighted Gift: 2:00 p.m. (1 hour)

Gail Holland will demonstrate how to light up your home with a lighted gift package. Cost of \$12 covers materials. You must register by September 30 by sending your check to Gail Holland.

MicroSoft Q&A Time: 2:00 p.m. – 4:00 p.m.

Kay Tatum will be available for your specific questions about office programs. She will also tell how to get free software for your church office.

Fit 4 A King: 2:00 p.m. – 4:00 p.m.

Dr. Kerry and Joy Reeves will work "one on one" to help you begin to walk on God's road to healthy living.

Massage: 2:00 p.m. – 5:00 p.m. (15 minutes)

Chair massage: Focused on neck, shoulders, and arms. You must schedule an appointment by contacting Jo Ann Walton and sending your \$10 to her now to hold your reservation.

Wrapping It Up: 3:00 p.m. (1 hour)

Cindy Roy (NCBSA member) will be sharing unique ideas on how to make our Christmas gifts special.

Foster Care Buddy Bags: 4:00 p.m. (1 hour)

Linda Lunsford will facilitate a class in constructing "buddy bags" for children who go into foster care with nothing to call their own.

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Door Prizes – "Share The Love"

Who doesn't come to our conferences, hoping they will go home with a door prize? Each association is encouraged to bring at least two.

Thanks for your participation!



Session Changes

Due to schedules, illness or other viable reasons, some of our leaders/titles have changed. If you have already registered for any of the affected classes and would like to change your selection, please contact Gail Holland via e-mail or phone (336-768-5870) ASAP. Thank you for your flexibility.

2007 NCBSA Officers



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Preview of Breakout Sessions

After reviewing the following listings, indicate the sessions you want to attend by completing the Breakout Schedule found on page 6, and send a copy to Gail Holland.

SPIRITUAL ENRICHMENT

Martha McDowell

✦ **What's That I Smell?**

From sweet perfumes to stinky tennis shoes, our sense of smell encounters a variety of odors each day. Does God's love have a scent, and if so, what does it smell like? This lively and energetic discussion will help us realize that we, too, leave a scent behind ... is yours the fragrance of Christ?

Debbie Stewart

✦ **Time Management for the Weary**

Are you trying to use your time effectively, but losing the battle? Come hear a practical, yet creative approach for time management done God's way. We will take a fresh look at the Lord's invitation in Matthew 11:28-29.

✦ **Tending the Sheep in Your Office**

Do you find yourself frustrated and weary "tending the sheep" in your office, while trying to get your work done? Focusing on Mark 12:29-31, Debbie will share lessons she is learning, as a pastor's wife, in discovering the essential motivation for tending sheep.

Tara Furman **NEW!!**

✦ **Cultivating A Secret Place With Jesus**

Is your prayer life stale? Are you in need of a fresh touch from God? You will benefit in this session by learning practical ways to make your quiet time with Jesus even sweeter.

Tara Furman **NEW!!**

✦ **Life On The Vine**

Despite the season of life you are in, do you want to be fruitful? Come, learn the benefits of spending time with Jesus and what to do when you are on "empty."

Libby Williams

✦ **God's GPS: ... Going the Path of the Savior**

Whether you are directionally challenged or a road warrior, you will discover how God longs to be your GPS. Is there a better route and will He help you find it? Let's discover together where you are on the path God has planned for you.

David Moore

✦ **Overwhelmed and Under-Resourced: Getting to Help and Health**

How do I respond when work nearly drowns me? What are additional, productive, and healthful ways to get the work done, remain balanced, and maintain a sense of significance and ministry?

✦ **Who Tells You Who You Are?**

Whose "script" have you been living? Are you living somebody else's life, not your own? We'll explore what it means to live our authentic lives, know Whose we are and who we are, and step into our calling and the person God in Christ wants us to be.

PROFESSIONAL DEVELOPMENT

Sandra Hall

📄 **How to Start/Boost Local Secretaries Association**

Do you enjoy being around ministry assistants who have common bonds, share joys and concerns, and feel comfortable and accepted? Come learn how to begin a group in your neck of the woods and to plan events that will keep them coming.

Kay Tatum

📄 **Microsoft Publisher Basic** – (Ext. Session, Part #1)

Learn to use Task Pane to create newsletters; enter/edit framed text; insert and work with clipart, objects and pictures; create and manage columns; and much, much, more.

📄 **Microsoft Publisher Advanced** – (Ext. Session, Part #2)

Learn to create and manage tables, work with WordArt text, create calendars, and organizational charts.

📄 **Microsoft Word Basic**

All the basics for creating and editing documents, working with character and paragraph formatting, working with page formats, printing documents and more.

Kay will also be available from 2:00 p.m. - 4:00 p.m. for one-on-one questions.

Scott Crockett

📄 **User-Friendly Publications**

Tips and tricks of the publishing trade, such as what fonts are easiest to read, what should be the main focus of your reader's eye, how much clip art is too much, etc. For fun and critiquing, be sure to bring a sample of your own publication to this session.

Jonathan Turner

📄 **Powerpoint 101** (Beginning and Advanced Sessions)

Don't know what a Powerpoint is? Wish you had never heard of Powerpoint? Come find out how you can make this software work for you; how to create the best looking presentations and the Top Ten No – No's. Handouts included.

Michael Euliss

📄 **Setting Up Your Phone Tree**

Learn how to set up your phone tree and take advantage of this valuable tool in your church's ministry.

📄 **Using Your Phone Tree**

Operational know-hows and learning to maximize the use of your phone tree.

Preview of Breakout Sessions con't.

After reviewing the following listings, indicate the sessions you want to attend by completing the Breakout Schedule found on page 6, and send a copy to Gail Holland.

PROFESSIONAL DEVELOPMENT con't.

Sherry Dendy

📄 **Hello, You Want to Donate What?**

Understanding and complying with IRS regulations regarding charitable contributions.

📄 **Help! I'm Not An Accountant!**

Tips to help you organize your church finances.

📄 **360 Degrees of Financial Literacy for Women**

General financial concepts for women – at any stage of life.

PERSONAL EFFECTIVENESS

Carol Polk

☺ **Instant Impressions – What Message Are You Sending?**

Impressions are formed about each of us in the blink of an eye based on our attitudes, attributes, actions, and interactions. Are you sending the messages you want to send? Can you change someone's impression of you? And anyway, ...is there a "right" message?

Bill Overby

☺ **Estates, Wills & Living Wills**

Do I need a will? Do I need a living will? Upon my death, what happens to my estate? How can I help my family? Learn important information to make your life and the lives of your loved ones a little easier.

Mariana Glass **NEW Breakout Leader**

☺ **Healthy Boundaries in the Workplace**

Tired of feeling dumped on? Why is it always my job? If I don't do it, no one else will. Could these statements come out of your mouth? If so, we need to look at what you may be doing to perpetuate the problem. Perhaps you are your own worst enemy?

☺ **Don't Take it Personally: Art of Dealing With Rejection**

Do you have that familiar feeling of hurt feelings, that knee jerk reaction that is out of proportion to what someone has said or done? Have messages that you picked up in childhood become self-rejection beliefs about yourself? If this seems familiar to you, let's talk about making some changes.

Johnny Ross and Susan May

☺ **Retirement...Its a Trip!**

Consult your road map to arrive at your retirement destination on time and prepared! Johnny and Susan will help you map out the right plan and stay on course. They will explain how easy it can be and offer helps to assist you in not taking a detour.

Connie Edmisten

☺ **What Every Woman Needs To Know**

What is the HPV virus and how do I protect my children and grandchildren? Answering questions about the new Gardasil vaccine and why our children need it.

Alice Cooper

☺ **Taking Care of God's Temple**

A discussion on helpful information regarding women's health issues. The latest recommendations regarding screenings, treatments and lifestyle changes to prevent illness.

Laura Turner

☺ **"What's For Dinner, Honey?"**

Do you struggle getting dinner prepared? Don't have the right ingredients or didn't defrost something ahead of time? It's time to reduce stress in the kitchen and make meal times a priority. Come to this workshop to get a handle on preparing and organizing your family's meal times. Menu examples and recipes provided.

Kerry and Joy Reeves

☺ **A Secretary's Breakfast with God**

A simple guide to beginning each day with a healthy breakfast and devotion. New research shows that what we eat for breakfast can have a dramatic effect on our long term health. Learn the secrets of beginning the day right.

☺ **The Truth Behind "Secretary Spread" (No pun intended)**

Today's sedentary jobs are leading to an epidemic of overweight and obese individuals in our society. Learn simple steps that you can take to win the battle and experience victory in this area of your life.

☺ **Are You a Good Steward of God's Gift of Health?**

I Corinthians 6 teaches that we are to be a steward of our health. New understanding in the area of nutrition can help you defeat diseases that are stealing the joy of life from many Christians today. Understanding the Glycemic Index and Metabolic Maximization can change your life forever.

Wendell Rummage

☺ **Safety in the Workplace**

Have you ever had trouble with break-ins or vandalism at your home/church/workplace? No matter the place or size building, there are precautions we must take. Major Rummage will share with us some helpful advice in keeping our churches, as well as our families safe.