



# Carolina Connection

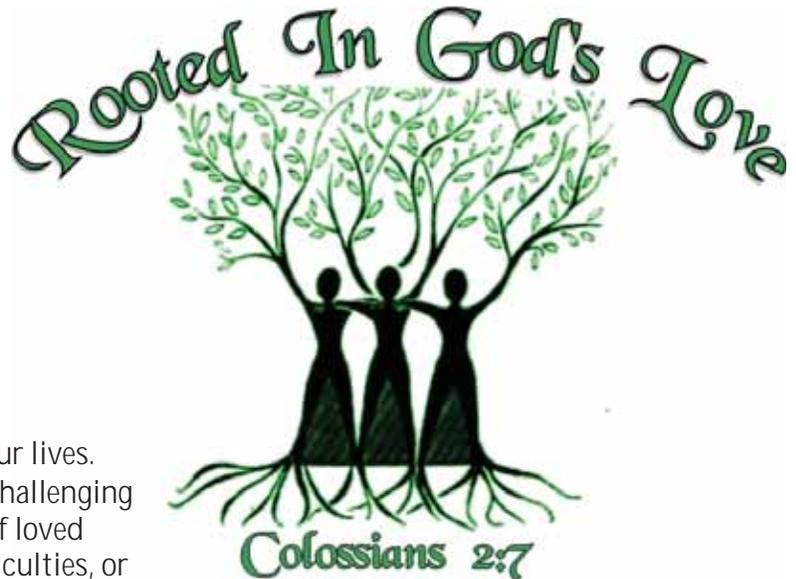
A quarterly publication connecting Baptist Secretaries across North Carolina

FALL 2015 Volume 32, Issue 4

Edited by April Van Dyke

Let your roots grow down into him,  
and let your lives be built on him.  
Then your faith will grow strong in  
the truth you were taught, and you  
will overflow with thankfulness.

Colossians 2:7



We are all faced with unexpected circumstances in our lives. Just when we get comfortable, *bang*, we are hit with challenging circumstances that rock us, such as bad health, loss of loved ones through death, relationship issues, financial difficulties, or technological changes. A strong tree deeply rooted in the earth becomes stronger as the wind rocks it back and forth. So it is with those rooted in Jesus Christ. The more our circumstances rock our world, the stronger we become as we cling to God's word and our faith in Jesus Christ.



The Mission Statement of the NCBSA is "Equipping Secretaries for Ministry." One of the purpose statements of the organization is "To provide programs that will deepen the spiritual understanding of the secretary..."

Wendy Peters will encourage us with biblical truths that will strengthen our roots and cause us to overflow with thankfulness as we reflect on how our faith in Him makes us strong in our ever-changing world. Pray for Wendy as she prepares the keynote messages. Pray for those planning to attend that we will receive what God is preparing Wendy to share with us at the NCBSA Conference this November.

Renea Henderson is no stranger to NCBSA. She has brought us the medicine of laughter with her humorous characters such as Bertie the Bag Lady and Ima Klutz. She has blessed us with her beautiful and inspiring music. She has encouraged us with motivational truths and insights to joyful living as our keynote speaker. She will minister to us as our Music/Worship leader. As a Baptist pastor's wife, she understands and can relate to those of us who are in Baptist ministry. Come expecting to make a joyful noise in worship and praise to our Heavenly Father as we unite as one in Jesus' name and in the ministry role of a Baptist secretary. When you find yourself laughing with joy, take a moment to pray for Renea and come expecting that God will bless your heart through music and worship.



CARAWAY 2015



Since the conference will be held the second week of November, we will be meeting on Veteran's Day. Our mission emphasis this year will be Operation North State. ONS utilizes North Carolina's people, places, products and pride to provide numerous military support services programs as a show of support and appreciation to the men and women who are currently serving in all branches of the armed forces as well as providing support programs for the veterans-

in-need that call North Carolina home. One of ONS' premier projects is their NCCARES Christmas Box Project—the state's #1 NC themed Christmas care package. In 2014, ONS completed its fifth year of NCCARES Christmas Box Project to send 1500 packages to North Carolina deployed troops. At our conference we will be collecting Lance food products—peanuts, peanut bars, etc. For those of you who prefer, you can also make a monetary donation at the conference that will help offset their postage cost.



We are offering personal one-on-one sessions during the free time on Tuesday afternoon. Davis Blount will be meeting with those who have questions on retirement.

Sandy Gregory will be meeting with anyone facing those aging issues with their parents.

If you would like some personal advice on either of these issues, contact Drema Hill to set up an appointment. Time is limited, so call soon. You can contact her at 336 625-4175 or by email at [dremahill@triad.rr.com](mailto:dremahill@triad.rr.com).



Soon we will feel the refreshing chill of fall in the air and be drawn to the warmth of friendships and a crackling fire. One of the purposes of the NCBSA is "To provide an opportunity of fellowship for those with similar interests and to stimulate an interchange of ideas." On Monday evening, November 9 at the NCBSA Conference at Caraway, we will do just that. During our 8:00pm fellowship time, you may sip on hot cider and munch on Moravian cookies while enjoying a warm fire at the outside fire pit or indoor fireplace. You will have opportunity to participate in a game that will encourage fellowship and spiritual reflection along with a few laughs. Come anticipating having lots of fun.

## Can you help?



We are still in need of drinks for the conference. We will have the drinks out during the conference for everyone. If you would be willing to bring a case of water or soda, please let April know.





## Registration Report

Time is running out for registering for the 2015 conference to be held at Caraway. The new auditorium is beautiful, as well as the other renovations made to the dining hall. Don't miss out on this opportunity to be one of the first to use the facility.

Send your reservation immediately along with full payment:

Drema Hill  
PO Box 2167  
Asheboro, NC 27204

(Reservation form is on the back page of this newsletter.)



While at Caraway, we will be making a new 2015 directory. Appointments will be available on Monday from 12-6pm and then on Tuesday from 10am-6pm. Once checked in, you may sign up for an appointment. Life-touch will be set up in the old auditorium where you will make your appointment. We will be taking pictures as well throughout the conference to include a few candid shots in our directory.

## 2015 Executive Committee



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Drema Hill  
Secretary/Treasurer  
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## The NCBSA Logo

NCBSA is the key to personal growth, education, motivation, professionalism, and ministry. Our logo was designed specifically for NCBSA and is symbolic of our organization opening many doors. It is in the shape of a cross, which ties in with the ministry of the group. The shape of the key is rounded, therefore focuses on the feminine aspect of the group, and resembles the dogwood petal. The logo is simple and straightforward, which gives it a more professional look. Also integrated into the key is the "S" shape symbolic of "secretaries." We are forever grateful to the dreams and visions of Betty Walker who recognized the calling of the ministry assistant.



## First Timers

We appreciate those ministry assistants who attend the conference every year. We know they enjoy the fellowship, renewing friendships with people they may only see at these conferences. However, to keep our organization strong, we need to reach out to those who have never come before.

If you come once, you'll be wanting to come again and again. You will learn much in the breakout sessions. You will have your hearts refreshed in the general sessions and you will hopefully have personal enhancements as well. You may make friendships to last a lifetime. Our goal is to enhance your mind, body and soul.

Please sign up as soon as possible so we can pair you with a mentor. They would love to contact you before the conference date.

## Betty Walker Endowment Fund

As most of you know, the NC Baptist Secretaries Association was founded by Betty Walker, administrative assistant at FBC in Burlington. She served as the first president of the association. Betty also served on the planning committee that led to the formation of the National Association of Southern Baptist Secretaries and served as the second president of that organization.

The fund was begun in 1997 with a contribution of \$501.47. Over the years, contributions have been made and interest has been earned. Distributions are now made twice a year and help us with our conference expenses. The balance in the fund as of June 30, 2015, was \$10,064.14. .

These funds will help keep the organization functioning for years to come. Contributions can be made to the Betty Walker Endowment Fund at any time. Make your checks out to NCBSA, put Betty Walker Fund in the memo line and mail to: Drema Hill, PO Box 2167, Asheboro, NC 27204.

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**Will it be you? Without thoughtful ladies like you, this would not be possible. Please bring one or more gifts to our NCBSA Conference this year so that every lady may be blessed with a gift to take home.**

**But in order to have a chance to win a prize, you must be present to win! Are you registered for the NCBSA Conference to be held at Caraway, November 9-11? We hope so. We have really good breakout sessions lined up for you. Check out the Breakout Sessions page in this newsletter. If you have not already done so, choose one in each time slot and send it in to Drema Hill so we will have a good idea how many will be attending each breakout session and in assigning session rooms for them. This will also help the session leaders in preparing for the class. Thank you for your prompt response to this request.**

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### Sales Items

We have several of the tote bags left from last year that will be sold again this year. These are good quality, very pretty tote bags and would make excellent gifts. It isn't too early to begin your Christmas shopping. There are also more of the "key" pins that symbolize the NCBSA.

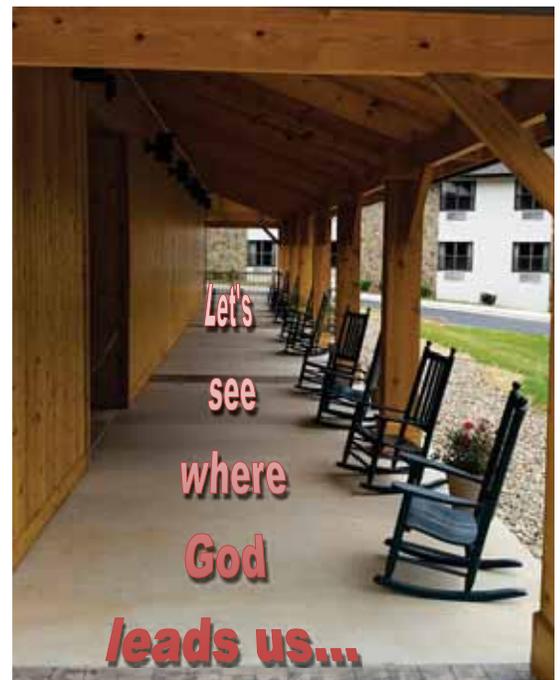
A table will be set up and these items will be made available on a first come-first serve basis, so plan to shop early.

**CHECK THIS OUT!**



At this year's conference, tote bags will not be given out at check-in. If you would like something to carry your notebook and other items in during the conference, you will need to bring something with you or purchase a tote bag from our sales table.

We are looking forward to  
seeing these seats  
filled in November!



## Conference Itinerary

<b>Monday, Nov. 9</b>	12:00 pm	Registration Begins (make your picture appointment)
	2:00-2:25 pm	First Timers Orientation
	2:45 - 4:15 pm	General Session One
	4:30 – 5:30 pm	Breakout Sessions I
	5:30 - 6:30 pm	Dinner – Dining Room
	6:45 - 7:45 pm	Breakout Sessions II
	8:00 pm	Game – Cookies & hot apple cider at the fire pit and/or at the lobby fireplace
<b>Tuesday, Nov. 10</b>	7:30 am	Breakfast - Dining Room
	8:30 - 10:00 am	General Session Two
	10:30 - 11:30 am	Breakout Sessions III
	12:00 pm	Lunch – Dining Room
	1:15 - 2:15 pm	Breakout Session IV
	2:45 - 3:45 pm	Breakout Session V
	3:45 - 5:45 PM	Free Time (Bonus time appointments)
	6:00 pm	Banquet – Dining Room
	7:30 pm	Worship Concert – Auditorium
<b>Wednesday, Nov. 11</b>	7:30 am	Breakfast – Dining Room
	9:00 am	Business Session
	9:45 am	Checkout of Rooms
	10:15 am	General Session Three
	12:00 pm	Lunch



**\*\*\* First Timer Orientation-Monday, 2:00pm – Led by Patsy Mills**

<b>Breakout 1 Monday 4:30 – 5:30 pm</b>	<b>Breakout 2 Monday 6:45 – 7:45 pm</b>	<b>Breakout 3 Tuesday 10:30 – 11:30 am</b>	<b>Breakout 4 Tuesday 1:15 – 2:15 pm</b>	<b>Breakout 5 Tuesday 2:45 – 3:45 pm</b>
<b>Spiritual Enrichment</b>				
Patsy Mills  Led by the Good Shepherd	Patsy Mills  Led by the Good Shepherd	Martha McDowell  “Mary” in a “Martha” World	Rodney Stillwell  The Potter	Rodney Stillwell  The Potter
David Moore  “Who Tells You Who You Are?”	Kenny Lamm  Worship Foundations	Wendy Peters  Influencing / Impacting Others	Wendy Peters  Influencing / Impacting Others	
<b>Professional Development</b>				
Phil Stone  Pastor/Staff Ministry Assistant Relationship	Phil Stone  Pastor/Staff Ministry Assistant Relationship	Judy Autry  Power Point (Computer Lab Provided)	Judy Autry  Publisher & Newsletter I (Computer Lab Provided)	Judy Autry  Publisher & Newsletters II (Computer Lab Provided)
Kenny Lamm  Church Copyright Basics	Lai Salmonson  Basic HTML for Church & Association Administrative Assistants (Computer Lab Provided)	Kay Tatum  Beginning Excel	Kay Tatum  Intermediate Excel	Kay Tatum  Advanced Excel
Brenda Boyles Purpose..Passion..Pleasure!  For Associational Admin. Assistants		Davis Blount  General Rules: Governing Church Contributions, Designated Gifts, & other Sources	Davis Blount  Safe and Legal Fundraising	Davis Blount  Create an Effective One Page Summary Report For Your Church
<b>Personal Effectiveness</b>				
Robert Simons  NCB Foundation Stewardship Forever	Martha McDowell  “Mary” in a “Martha” World	Jeanette Weyandt  GriefShare	Merrie Johnson  Power in Parenting	Merrie Johnson  Power in Parenting
			Sandy Gregory  Skirting a Train Wreck	Sandy Gregory  Skirting a Train Wreck
<b>4:00 pm – 5:30 pm - Bonus Time – Tuesday</b>				
	Davis Blount Q & A Appointments		Sandy Gregory NC BAM – Q & A	

# 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 mail it to Drema Hill or email her at [dremahill@triad.rr.com](mailto:dremahill@triad.rr.com).

## Spiritual Enrichment

**Patsy Mills**, Rehoboth Baptist Church  
*"Led by the Good Shepherd"*

"The LORD is my Shepherd, I Shall Not Want." What do those words bring to your mind? A hospital room? A grave-site? An assignment to memorize them as a child? Perhaps no other phrase from Scripture is so well-known and loved around the world, bringing blessing and comfort to all who hear it. Sometimes when a passage is so familiar, we don't stop to process what the words might mean. I am already excited about the conference in November when we will have an opportunity to take the Twenty-third Psalm apart and let each powerful verse speak to us of God's infinite love - and perhaps root us even deeper in that love.

**David Moore**, Consultant, Pastoral Ministries of NCBCS  
*"Who Tells You Who You Are?"*

In a day when so many voices call to us, claiming our attention and priorities, how can we tell which is God's voice? How do we put ourselves in a position to hear Him? And how might we faithfully respond?

**Kenny Lamm**, Consultant, Worship & Music of NCBCS  
*"Worship Foundations"*

This class will be a quick overview of the biblical and missional foundations of worship and a look at conflict in the church over worship styles.

**Martha McDowell**, South Central Regional Director NCBAM  
*"Mary" in a "Martha" World*

Chaos! Clutter! Busy! Rushed! Does this describe your world? God has a different plan in order that we may reflect His joy and peace. Come and we will explore together.

**Wendy Peters**, Pastor's wife, Calvary Baptist Church,  
Winston-Salem

*"Influencing/Impacting Others"*

Have you ever bemoaned that you are not a heavy hitter? You are on the team but feel like you don't really contribute much to the final score? Then this session is for you (even if it is not about baseball!). Come explore what God says in His word about the influence you can have on others for Him as we examine the "hidden" people of the Bible, people who are often overlooked, but who God used to make a tremendous impact for Him.

**Rodney Stillwell**, Chaplain, Forsyth Jail & Prison Ministries  
*"The Potter"*

Rodney will demonstrate how he uses his pottery skills to reach people often forgotten by society: the prisoners in North Carolina's jails, prisons, and detention centers. To Rodney, senior chaplain of Forsyth Jail and Prison Ministries since 1985, the connection is clear: "Working with clay is a tangible reminder of God's shaping of you, the transformation from something worthless into a beautiful vessel." Instead of signing his name, he writes Bible verses on the bottom in hopes that the recipient will look up the passage. It's one more bit of creativity from a man who's helping craft better lives for others.

## Professional Development

**Phil Stone**, Retired, Sunday School Consultant of NCBCS  
*"Pastor/Staff Ministry Assistant Relationships"*

An informal discussion of the opportunities and challenges of church office relationships.

**Kenny Lamm**, Consultant, Worship & Music of NCBCS  
*"Church Copyright Basics"*

Today, it seems hard to keep up with what is legal and what is not in following copyright laws in the church. The worship and music ministry particularly hold complexities. In this session, we will become more familiar with copyright licensing and what you can do with and without them.

**Brenda Boyles**, Administrative Assistant, Cabarrus Association  
*"Purpose...Passion...Pleasure!"*

Do you know what your purpose is in the association office? Do you have a passion to do ministry? Do you get pleasure in the ministry you have in your association office? The association office ministers to churches, staff, and individuals from every area of ministry. Do you find yourself looking for answers how to handle the diversity of each phone call and minister in each of these situations? Are you always looking for new and better way to be productive and get your work done, maintain a sense of significance and ministry in the association office? Do you have ideas that will help other association ministry assistants? Join us as we share ideas, have an opportunity to ask questions and look at ways to tackle some of the tasks in the association office, including the yearly Minutes Book, and bring a copy of your Minutes with you to the conference. (Specifically for Associational Secretaries)

**Lai Salmonson**, Webmaster IT & Services of NCBCS  
*"Basic HTML for Church & Association Administrative Assistants"*

This is an introductory class to basic HTML5 to learn the code that drives websites and email templates. You will learn where to find free training and how to view and update a simple webpage and email template. (Computer Lab provided)

**Judy Autry**, Team Leader Assistant, IT & Services of NCBCS  
*"Power Point"*

How to insert clipart, videos, and music to make your Power Point appealing. (Computer Lab provided)

*"Publisher & Newsletter I"*

Learning how to do layouts using templates and designing your own. (Computer Lab provided)

*"Publisher & Newsletter II"*

Using Publisher tools and design along with Mail Merge. (Computer Lab provided)

**Kay Tatum**, Performance Dimensions, Inc.  
*"Beginning Excel"*

This class will teach you the time-saving Excel shortcuts and mouse tricks. You will learn basic Excel functions: learn how to print formulas in a worksheet, split data into columns, join data from multiple columns into one column, find and replace data, and work with page breaks.

## Professional Development (continued)

**Kay Tatum**, Performance Dimensions, Inc.

### *“Intermediate Excel”*

This class will teach you how to create a basic chart, how to create a database, and how to sort and filter worksheet data.

### *“Advanced Excel”*

This class will teach you how to secure an Excel file, how to manage multiple worksheets and workbooks, and how to use range names. You will learn how to navigate around and print large spreadsheets. We will look at how pivot tables can save you time when working with large amounts of data (you will love them!)

**Davis Blount**, Guidestone State Representative, NCBS

### *“General Rules: Governing Church Contributions, Designated Gifts, and Other Sources of Financial Resources”*

What gifts to my church should I treat as a charitable donation, and how should the gifts be reported to the donor? Are there any policies and procedures that my church should implement when it comes to receiving donations? How do I report non-cash gifts received by the church and how does the church value such gifts? This session will review the general rules surrounding the accounting, receiving, and reporting of gifts made to the church.

### *“Safe and Legal Fundraising”*

How does a church generate more revenue to cover the increasing costs of doing ministry? One important way is to create fundraising events; however, such events can create new liabilities and other costs to the church and those working the fundraiser. This session is to discuss some of the liabilities associated with fundraising activities, and does it make sense to hire a professional fundraising company. Can you count the money received as a charitable contribution and what are the church's reporting requirements?

### *“Create an Effective One Page Summary Report for your Church”*

Do your ministers and the church's ministry teams have the necessary time and knowledge to review how the church is doing with the current financial statements? Do they need to see all the detail included in those reports, or is there additional information they may need? Have you ever considered creating a One Page Summary Report that will provide most leaders with enough information to effectively run the church and know how it is doing financially as well as other ways that is important to them?

## Personal Effectiveness

**Robert Simons**, NC Baptist Foundation

### *“Stewardship that Lasts Forever”*

Learn the best practice for setting up wills and to set up endowments or charitable trusts that keep giving to your family and to God's work even when you are not living on earth.

**Martha McDowell**, South Central Regional Director NCBAM

### *“Mary” in a “Martha” World*

Chaos! Clutter! Busy! Rushed! Does this describe your world? God has a different plan in order that we may reflect His joy and peace. Come and we will explore together.

## Personal Effectiveness (continued)

**Jeanette Weyandt**, Calvary Baptist Church, Winston-Salem

### *“What Are You Grieving?”*

One usually thinks of grief as the processing of strong, painful emotions associated with the loss of a dear family member or friend. Actually, many of us are handling losses of a different kind, sometimes even outside of our awareness. Let's talk about how the little and big losses affect us and how God uses our grieving to teach us more about Himself. This class will increase your knowledge of the phases of grief, how to respond to those grieving, and what to do if you or someone you know might be stuck in their journey of grief.

**Merrie Johnson**, Youth Evangelism & Discipleship NCBS

### *“Power in Parenting”*

We want our children to grow up with a foundation in God's Word, but statistics tell us that among over 4,200 NC Baptist teenagers, over 3,700 are Biblically illiterate. They do not know what the Word of God says in order to live closely following Him. Parents have a huge job, and there is no way to parent on your own. Come discover God's plan for your family in discipling your children and teenagers. Discover what a difference parenting on purpose means.

**Dr. Sandy Gregory**, Director, NC BAM

### *“Skirting a Train Wreck”*

A crisis often thrusts an adult child into the role of providing care to an aging parent. The aftermath of scrambling for documents, finding resources, sharing tasks with siblings—all while dealing with loss or difficult healthcare decisions may feel like the worst train wreck ever. If it looks like a train wreck may be in your future, now is the time to clear the tracks and be prepared for one of the highest callings in life. This dynamic learning opportunity will help adult children learn what to expect when caring for a parent unable to live independently. Components include 1) when do parents need caregiving and how to have that conversation; 2) sibling or co-care giving; 3) public policies and how to find available resources; 4) five documents to have in place; 5) the biblical basis for caring for parents; 6) spirituality and the gift of remembering.



## 2015 NCBSA Conference November 9-11 at Caraway

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

Place of Employment: \_\_\_\_\_  
\_\_\_\_\_

Mailing Address (work): \_\_\_\_\_

City, Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Position: \_\_\_\_\_

Email Address: (Required): \_\_\_\_\_  
\_\_\_\_\_

Association: \_\_\_\_\_

Roommate(s): \_\_\_\_\_  
\_\_\_\_\_

NEED Private Room (Enclose additional \$70): \_\_\_\_\_

Physical Needs: \_\_\_\_\_  
\_\_\_\_\_

Food Allergies: \_\_\_\_\_

This is my first time attending a NCBSA Conference: \_\_\_\_\_

**TOTAL COST: \$220.00** (includes membership and conference fee, room at conference center, and meals).

Private room - additional \$70

**COMMUTERS: \$160.00** (includes membership and conference fee, Monday dinner, Tuesday breakfast, lunch and dinner, Wednesday breakfast and lunch).

**If you haven't signed up but would like to come, please contact one of the officers before sending in your payment.**

Amount enclosed: \_\_\_\_\_

**Make checks payable to NCBSA. Mail to:**

Drema Hill

c/o Randolph Baptist Association

PO Box 2167

Asheboro, NC 27204

After August 5: No refunds

\$30 Membership - Nonrefundable

**FINAL PAYMENT DUE NOW.**



*This is being delivered via email to reduce our budget cost. It is also available on our website, [www.ncbaptistsecretaries.net](http://www.ncbaptistsecretaries.net). If you know anyone who would like to receive our newsletter, please forward this newsletter to them. Also, contact April Van Dyke at [ncbaptistsecretaries@gmail.com](mailto:ncbaptistsecretaries@gmail.com) with their name and email and April will get them added to our mailings. Many Thanks!*



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