

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).

REGISTRATION DEADLINE:
September 30

Final Payment Due: September 30

Don't Delay!

Complete the above registration form and send a copy plus any payment to Brenda Boyles. Visit our website to download and complete the questionnaire form posted in the last issue of the newsletter, or to enter the "Name Our Newsletter" contest. Contest deadline is August 1.



north carolina
Baptist Secretaries Association

Cabarrus Baptist Association
 930 Lee Ann Drive
 Concord, NC 28025

NCBSA Newsletter

SUMMER 2007

www.ncbaptistsecretaries.net

Volume 24 Issue 3

Edited by Linda Lunsford



2007
Executive
Committee

Jo Ann Walton
President

Gail Holland
1st Vice President

Linda Lunsford
2nd Vice President

Brenda Boyles
Secretary/Treasurer

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NCBSA 25th Anniversary "Journey Of Promise"



November 5 – 7, 2007, Ridgecrest, NC

"For I know the plans I have for you," declares the LORD, "plans to prosper you and not to harm you, plans to give you hope and a future." Jeremiah 29:11

The halls of our history echo with voices of those who have together led, encouraged, sacrificed, and inspired this great organization. Two who quickly come to mind are our founders, Morris Cooper and Betty Walker. Many others followed, leading with compassion, determination and genuine love for the secretaries who serve Baptist churches and institutions.

As we gather this year for our 25th Anniversary, our "Journey of Promise" continues. We know surely that the Lord has plans to prosper us and give us hope for our spiritual growth, as well as the prosperity of the North Carolina Baptist Secretaries Association and its ministry.

"Together we will remember the past and celebrate the future."

Kim Bolton – "Touching Hearts With Song!"

In addition to being our keynote speaker, Kim will also bless us with her talents Tuesday evening. This "Journey of Promise" gathering will certainly be one you will never forget. Worship as you never have before, as Kim glorifies God in life story, word and beautiful song. From the piano Kim takes you into her Throne Room – a place where you will be transformed and renewed.

"Kim Bolton is one of the best kept secrets in the world of Christian music."

**Roger Breland- University of Mobile,
 Founder of TRUTH, Gospel Music Hall of Fame**

"Kim feeds your soul, strengthens your faith, and tickles your funny bone. I highly recommend my friend Kim Bolton for your next women's event."
**Annie Chapman of S & A Family Ministries
 (Steve & Annie Chapman)**



Musical Notes

God may not have blessed you with the gift of song, however, He hears the sounds of a heavenly choir when we collectively raise our sincere hearts of praise and worship to Him. Our worship in song this year will be led by:

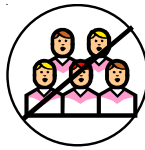


Jonathan Turner, Minister of Music
Pitts Baptist Church, Concord

Piano accompaniment by
Laura Turner, Jonathan's wife

Jonathan and Laura are multi-taskers and are multi-talented as well! Not only will they be leading our worship time, but they each will lead several breakout sessions. This couple has a lot to offer ... and you just never know who might show up in their company!!

Due to scheduling this year,
we will not have a NCBSA Choir



How You Can Help

Listed below are several opportunities for you to participate in the work of the NC Baptist Secretaries Association or the 2007 Conference. We need volunteers for the following:

NCBSC, Greensboro Coliseum; November 12 - 14

- ◆ NCBSA Booth

NCBSA Conference, Ridgecrest; November 5 - 7

- ◆ Kim Bolton's Product Table
- ◆ Manicurist (professional skills not required)
- ◆ NCBSA Sale Table
- ◆ Greeters for First-Timers

Being Baptist secretaries, we all know how important volunteers can be to the work of our ministry. Be sure to contact one of your officers and let us know how you can help.

Monday Events

► Missions Emphasis

Care House, located in Lenoir, North Carolina, will be our missions focus this year. C. F. McDowell, Executive Vice President of Special Ministries for the NC Baptist Children's Homes will share about their ministry and specific needs. This ministry provides a unique teen mother/baby parent education program in a group home setting. Single mothers learn parenting, vocational, and educational skills while living with their babies. *Care House* offers twenty-four hour group care and a non-site daycare. We look forward to the opportunity to show these young women the generous spirit of the NC Baptist secretaries.

► Special Guests

Come with expectations as our very special guests, Pokeweed and Mrs. Gasp, take us on a journey of "Adventures in Church Life". Hmmm ... sound familiar?!! This will be an adventure you won't soon forget.

► Fun & Fellowship

Fun, fellowship and pampering is what you asked for in your surveys, and we aim to please! This light-hearted and hopefully, fun-filled occasion will be one for all of us to make ourselves "comfy" and get better acquainted with each other. Several volunteers have planned a variety of activities, hopefully creating a comfortable and stress-free atmosphere – just right for lots of good conversation. We'll provide all the snacks, drinks, and of course ... CHOCOLATE!

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.

Celebrating 25 Years Of Blessings



25th Anniversary Banquet & Worship Tuesday Night, November 6

The evening begins with a sit-down dinner served in the Rhododendron Banquet Room, followed by a special time of reflection and worship.

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.

2007 Nominating Committee:

Kay Beamon, Southside Baptist Church, Concord
Grace Hodge, Ardmore Baptist Church, Winston-Salem
Lynn Johnson, Raleigh Baptist Association

2007 Advisory Committee:

Debbie Gibson, Tabernacle Baptist Church, Newbern
Teresa Almond, Glorietta Baptist Church, Concord
Evva Spurgeon, Liberty Baptist Association

Website "To Do" List (www.ncbaptistsecretaries.net)

- ◆ Submit a name for our Newsletter. Reminder: Contest entries must be in by August 1.
- ◆ Let us know about you. Fill out questionnaire form: download, complete, and send to Brenda Boyles.
- ◆ Check prayer list daily for NCBSA needs and praises. Contact Linda Lunsford with current prayer concerns.



Door Prizes

One of the highlights of our time together is the distribution of door prizes. Each association is encouraged to bring at least two door prizes.

Thank you for your participation!



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

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>	Real Life/Real Women <i>Ivey Helms</i>	Real Life, Real Women <i>Ivey Helms</i>	Mirror, Mirror ... <i>Ivey Helms</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>Laurel Link</i>	Don't Take It Personally <i>Laurel Link</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>	
Guidestone Retirement Facts <i>Johnny Ross</i>	Guidestone Retirement Facts <i>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>	Foster Children Buddy Bags <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

For some of us, shopping is the ultimate leisure time activity and for others it's an afternoon nap. But for those of us who like structure, we have 3 FULL HOURS (2:00 til 5:00) of enjoyable activities ... just with you in mind! Please review the following list and register to participate in one or more activities of your choosing:

2:00 P.M.

A Lighted Gift: (1 hour) Gail Holland will demonstrate how to light up your home with a lighted gift package which can be decorated for any season. Cost is \$12 for materials. You must register for this class by sending your check to Gail by September 30, so supplies can be purchased and prepared.

3:00 P.M.

Wrapping It Up: (1 hour) Cindy Roy and Jan Davis, NCBSA members, will be sharing unique ideas with us on how to make our Christmas gifts special.

4:00 P.M.

Buddy Bags for Foster Children: (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. As well, we will prepare messages of love/encouragement to accompany the totes. No cost.

2:00 - 5:00 P.M.

Massage: How about a massage to relax those muscles? Cost is \$10; By appointment only. For details or to reserve your time slot, please send money to or contact Jo Ann Walton.

Want more details or have questions? Feel free to contact your officers at their addresses below. Register by circling your choices on the Breakout Session Schedule on page 7 and mail a copy to Gail Holland.

2007 NCBSA Officers



Jo Ann Walton
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Brenda Boyles
Secretary/Treasurer
Cabarrus Baptist Association
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bboyles@cabarrusbaptist.com

BONUS!

One-on-One Time With The Experts

2:00 – 4:00 P.M.

Question & Answer Session With Kay Tatum:

Kay Tatum, our computer consultant extraordinaire, will be available for your specific computer program questions. Other tips shared will be: How to get free church software, Windows 2007, Vista, and Excel.

Fit 4 A King:

Have questions about how to develop a personalized diet and fitness plan? Want to know how many calories you need each meal and easy ways to know how many calories you are eating without having to count them all day? Then stop by and let Dr. Kerry Reeves, and his wife Joy, help you. Helping God's people find their way to good health is their passion. They will have informative handouts available on healthy foods, exercises, and helpful devotionals for living a healthy lifestyle. This "Leisure Time" is especially for YOU to ask questions about things you struggle with or which diets may or may not work. If you were unable to attend all three of their breakout sessions, then drop by and get your personal questions answered and find out more about God's road to healthy living.

I pray that you may enjoy good health and that all may go well with you, even as your soul is getting along well ...

3 John 1:2

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?

Libby Williams

✦ **God's GPS: God's Personal Secretary 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? We will have fun discovering where you are on the path God has planned for you.

Debbie Stewart

✦ **Time Management for the Weary**

A fresh look at Matthew 11: 28-30.

✦ **Tending the Sheep in Your Office**

Discovering the essential tools for the job.

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.

Ivey Helms

✦ **Real Life/Real Women**

A magical and fairy-tale journey! This session includes touching true life stories as well as a lot of humor to help us look at our journey of life from beginning to end.

✦ **"Mirror, Mirror, on the Wall ... Are You Joking?"**

A look at the insecurity of women. Remembering the hurts of the past and how it influences even today.

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.

Laurel Link

😊 **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 Facts**

Guidestone Representatives will inform us of our benefits and opportunities for retirement. They will also be available for answering your one-on-one questions during the conference.

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 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.