

Registration Form Date: Oct. 31 - Nov. 2

(Change in conference date is due to BSC scheduling)

Name: _____

Place of Employment: _____

Mailing Address (work): _____

City, Zip: _____

Work Phone: _____

Position: _____

E-Mail Address: (Required): _____

Association: _____

Room mate(s): _____

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

Special Needs: _____

This is my first time attending a NCBSA Conference: _____

Membership Only: \$25

TOTAL COST: \$190.00 (includes membership and conference fee, room at conference center, and meals). Private room - additional \$70
COMMUTERS: \$135.00 (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. Remainder due by September 30. **Amount enclosed:** _____

(Installments are acceptable)

Make checks payable to NCBSA. Mail to:

Grace Hodge
c/o Ardmore Baptist Church
501 Miller Street
Winston-Salem, NC 27103

Cancellations: Before July 31: Full refund;

Aug. 1 -Sept. 30: 60% refund;

After Sept. 30: No refunds;

Membership Nonrefundable.

Final Payment Due: September 30

PRST STD
US POSTAGE PAID
Mooresville, NC 28115
Permit No. 92

RETURN SERVICE REQUESTED



Return Address:
P.O. Box 95
Saluda, NC 28773



Visit us on the web: www.ncbaptistsecretaries.net



Carolina Connection

A quarterly publication connecting Baptist secretaries across North Carolina

Summer 2011

Volume 28 Issue 3

Edited by Brenda Duke



**2011
Executive
Committee**

Pam Shoaf
President

Drema Hill
1st Vice President

Brenda Duke
2nd Vice President

Grace Hodge
Secretary/Treasurer

**NCBSA Conference
October 31 ~ November 2, 2011
Caraway Conference Center**



www.CHRIST ~ Christ centered Worship / Work / Witness

At this conference, David Cox will help us seek to connect the dots of our life. We are called by God to our daily work, to witness to others and to return worship to Him. So, how does that play out when you have a coworker that gets on your last nerve? Or when the homeless person comes to the church to ask for money? Or when your pastor doesn't respond to you the way you thought he would respond? How do you put those pieces together to represent Christ in all that you do and say?



Core Values of Work and Workplace

- Work is good because God created it. (Genesis 2:15)
- Work is not a curse that is due to sin or the fall of man. (Genesis 3:19)
- God is portrayed in the Scriptures as a working God. We are created in His image thus we understand it is our sacred privilege to, and standard practice to work. (Genesis 1:26-27; Psalm 104:24; Isaiah 28:29; Exodus 20:9)
- Jesus worked (John 5:17). He worked the works of God His Father and He labored physically as a carpenter before His public ministry. (John 9:4; Mark 6:3)
- As Christians, our highest primary vocation is serving Christ, thus our work is a ministry unto Him and for His glory. (Colossians 3:17; 3:33; 2 Corinthians 5:20)
- As God's people, we reflect His glory by working with integrity in the workplace. (Psalm 26:11; 78:72; Proverbs 11:3; Matthew 6:33; James 2:17-18)
- God's plan for work includes a day of rest, a Sabbath. (Exodus 20:9-10)
- A workman is worthy of his pay (Luke 10:7; Matthew 10:10; 1 Corinthians 9:14; 1 Timothy 5:18).

For more information on David Cox, go to www.theother6days.com.

- Pam Shoaf



Hurry! This is a conference you won't want to miss! Get your registration in TODAY. We need to lock in the number of room reservations with Caraway SOON. Don't delay, send your registration to Grace Hodge. (address on back page)





First-Timers' Welcome & Orientation

Is this your first time to attend a NCBSA conference? Got Questions? Be sure to sign up for the **First-Timers' Orientation Monday, 2:00pm**

Led by Angela Cockerham
Come join us and get helpful hints for making the most of your 2011 conference experience.

We look forward to meeting YOU!

★ ~ NEWSLETTER NEWS ~ ★

You may have noticed! In an effort to be better stewards, we have changed to an email format for our newsletters. We will also mail out at least one newsletter per year so that you will have a paper copy for your registration needs. You may also print the registration form from the 8 x 10 version that is emailed. As always, the newsletter is available on our web site: www.ncbaptistsecretaries.net

We need your help to better serve you during the year. Be sure we have your current email and mailing address. Please contact Brenda Duke at fbcoffice@fbcshaludanc.org with any changes or updates thru out the year.

Thank you for helping in our efforts to conserve cost and be good stewards of what the Lord has provided.

- Brenda Duke

Door Prizes
 Door Prizes are so much fun to give and receive. We all love to hear our name called! We encourage everyone to bring one or more gifts, if they are able. Thank you in advance for your thoughtfulness!

Providing Comfort through Mission Dignity

Have you ever had a sleepless night trying to figure out how you would make something work financially? Are you worried about paying for a medical bill, or what you are going to do about something that is wrong with you or a family member? Many retired Baptist ministers and widows are doing the same thing in their daily living of trying to make ends meet. Timothy E. Head, the Executive Officer of Denominational and Public Relations Services at GuideStone, reminds us that Psalms 3:24 has a promise for those who live righteous lives: "...when you lie down, you will not be afraid; when you lie down, your sleep will be sweet."

The Executive Director goes on to explain that through *Mission Dignity*, GuideStone Financial Resources assists approximately 2,000 retired Southern Baptist ministers and their wives who have critical financial needs. Most of these served small congregations in decades past. Sixty percent of *Mission Dignity* recipients are widows. Qualified recipients are eligible for grants of \$200 to \$530 each month. 100% of contributions are paid out in grants with NOTHING taken out for administrative expenses. Whether it is meeting the physical needs of a deserving couple or widow, helping them pay for utilities, or enabling them to get the medicine they need, *Mission Dignity* is a way for us to share a slice of comfort, security and dignity with God's servants while helping them get the peace of mind to rest a little easier.

- Grace Hodge



Do you have a servants heart? We are still looking for people that can help collect money for our sales tables; mentor a first timer; or be a greeter.

Please contact Drema Hill (336-625-4175) to volunteer an hour of your time for the following opportunities:

- NC Baptist Secretaries Conference Caraway, October 31 ~ November 2
- NCBSA product Table
- Mentor's/Greeter's for First-timers
- NC Baptist State Convention, November 7-8 Koury Convention Center, Greensboro

Requested Favorites Return

- JAVA Connection ~ Teresa Almond
- Apologetic's ~ Adam Tucker
- Forgive - Who Me? ~ Sandra Harrison
- Please feel free to drop-in the prayer room anytime during the conference.

Monday Night Fellowship & Entertainment Surprises from Renea Henderson

This will be a fun-filled evening none of you will want to miss. Even the officers don't know which of Renea Henderson's characters will show up.

Will it be?
Bertie the Bag Lady  Claudia the Clown
Ima Clutz  Claudene the Hillbilly

It might not be any of these! You never know with Renea, so you'll just have to come and see for yourself!

- Drema Hill

Tuesday Night Entertainment Steel Praisin' Band

From Friedburg Moravian Church
[A Love Offering will be taken]

Put on your BEST Smile!



Wayne Collie, from Classic Directories will be at the conference, taking pictures of us for a new pictorial directory. Each member photographed will receive a complimentary directory. So bring your best smile! :)



2011 Nominating Committee

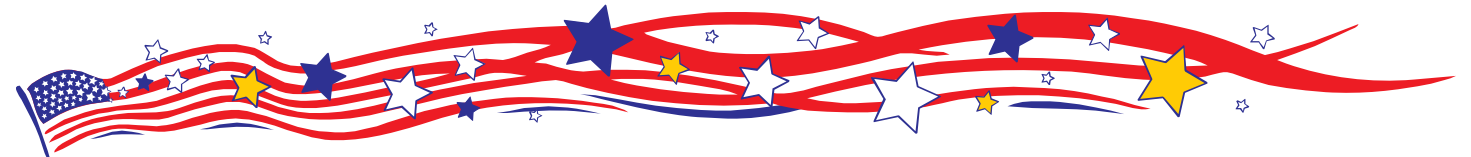
Teresa Almond, Glorietta Baptist, Concord
Darlene Townsend, Caldwell Baptist Association, Lenior
Alma Palmer, Antioch Baptist, Taylorsville

2011 Advisory Committee

Patsy Mills, Rehobeth Baptist Church
Angela Cockerham, Pleasant Hill Baptist Church
Brenda Boyles, Cabarrus Baptist Association



Registration begins at 12 noon, October 31. Noon is the earliest that you can check in on Monday, but please keep in mind that all rooms are not guaranteed to be ready until 2:00pm. First General Session begins at 2:45pm.



Name: _____

E-Mail: _____

Please Circle The Sessions You Plan To Attend (one per time slot) Mail copy with registration form to Grace Hodge				
First Timer's Orientation Monday, 2:00 p.m. Led by Angela Cockerham				
Breakout 1 Monday 4:30 - 5:20 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				
Connecting Your Life in a Relationship with Christ <i>Mike Collier</i>	Connecting Your Life in a Relationship with Christ <i>Mike Collier</i>	Ministering to the Least of These <i>Lynn Webb</i>	Ministering to the Least of These <i>Lynn Webb</i>	Ministering to the Least of These <i>Lynn Webb</i>
God, That's Not Fair <i>Martha McDowell</i>	God, That's Not Fair <i>Martha McDowell</i>	How to Fight FOR Your Family <i>Eddie Thompson</i>	How to Fight FOR Your Family <i>Eddie Thompson</i>	How to Fight FOR Your Family <i>Eddie Thompson</i>
Forgive, Who Me? <i>Sandra Harrison</i>	Forgive, Who Me? <i>Sandra Harrison</i>	Experiencing the Power of God in our Marriages <i>Tara Furman</i>	Experiencing the Power of God in our Marriages <i>Tara Furman</i>	Experiencing the Power of God in our Marriages <i>Tara Furman</i>
Professional Development				
Phone Tree <i>Julie South</i>	Phone Tree <i>Julie South</i>	Financial Matters...Matter <i>David Todd</i>	Connecting the Contribution Dots <i>David Todd</i>	Church Retirement: There are No Dumb ?'s <i>Johnny Ross</i>
Church Ministers & Ministry in a Transformational Church <i>Phil Stone</i>	Church Ministers & Ministry in a Transformational Church <i>Phil Stone</i>	Windows 7 <i>Kay Tatum</i>	Customize Microsoft Office 2010 <i>Kay Tatum</i>	Microsoft Intermediate Excel <i>Kay Tatum</i>
Benevolence ~ It ALL Belongs to God <i>Jerry Hill</i>	Benevolence ~ It ALL Belongs to God <i>Jerry Hill</i>	New Target Audience, Different Stewardship Message <i>Will Hege</i>	New Target Audience, Different Stewardship Message <i>Will Hege</i>	How to Read Your Investment Statement and other Basics <i>Will Hege</i>
Personal Effectiveness				
Facing Hard Choices in Healthcare <i>Tim Pheagin</i>	Facing Hard Choices in Healthcare <i>Tim Pheagin</i>	Using Good Boundaries in the Workplace and Beyond <i>Jeanette Weyandt</i>	Using Good Boundaries in the Workplace and Beyond <i>Jeanette Weyandt</i>	LifeStyle Evangelism: Creatively Connecting People with the Gospel <i>Marty Dupree</i>
Conquering Chaos and Clutter through Organization <i>Angela Cockerham</i>	Conquering Chaos and Clutter through Organization <i>Angela Cockerham</i>	LifeStyle Evangelism: Creatively Connecting People with the Gospel <i>Marty Dupree</i>	First Place for Health <i>Pat Blake & Toni Sharp</i>	First Place for Health <i>Pat Blake & Toni Sharp</i>
The Java Connection <i>Teresa Almond</i>	The Java Connection <i>Teresa Almond</i>	Apology Accepted <i>Adam Tucker</i>	Apology Accepted <i>Adam Tucker</i>	Apology Accepted <i>Adam Tucker</i>
Bonus Time - Tuesday				
	2:00 - 4:00 p.m.			
	One-on-One Consultations - GuideStone <i>Johnny Ross</i>			



DIVINE ORDER
My life is unfolding exactly as it should.

As I awaken to God's Presence within me, I become aware of how my life is unfolding moment by moment in divine order. Each event is part of the whole and important to the divine direction of my life.

If I perceive a setback or a wrong turn, I consider my options. I can "go with the flow" and see what comes next or I can attempt to change course. I center my thoughts on God and invite the faculties of wisdom, and the Holy Spirit to guide me. I choose to trust my inner guidance.

I give thanks for unexpected developments that awaken me to God's Presence within. Each one brings me greater awareness of divine order in my life and in all I experience. What I know for sure is that even the most difficult circumstances and challenges are working together for my highest good. I have gratitude . . .

**He who has prepared us for this very thing is God,
who has given us the spirit as a guarantee.
2 Corinthians 5:5**

Continue To Say A Prayer . . .

Please continue to be in prayer for your executive committee. We are hard at work planning our fall conference. Also be praying for our speaker; musicians; those who will lead sessions; and everyone who will be attending. May the Lord receive all praise, honor, and glory for what is accomplished.

2011 Executive Committee



Pam Shoaf - President
Jersey Baptist Church
P O Box 849
Linwood, NC 27299
Work (336) 357-2721 ext. 300
jerseybptch@lexcominc.net



Brenda Duke - Second Vice President
Saluda First Baptist Church
P O Box 95
Saluda, NC 28773
Work (828) 749-3231
fbcoffice@fbcshaludanc.org



Drema Hill - First Vice President
Randolph Baptist Association
P O Box 2167
Asheboro, NC 27204
Work (336)-354-2721
dremahill@triad.rr.com



Grace Hodge - Secretary/Treasurer
Ardmore Baptist Church
501 Miller Street
Winston-Salem, NC 27103
(336) 725-8767, ext 15
graceh@ardmorebaptist.org

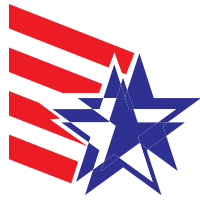
Betty Walker Endowment Fund

The North Carolina Baptist Secretaries Association was founded in 1982 by Betty Walker, secretary at FBC of Burlington. Her dream was for the church secretaries to have opportunities for professional development, emotional support, and spiritual motivation.

Thanks to your generosity, this fund continues to offer financial support to our organization. An envelope will be available for you at the conference. You may also consider taking your envelope home and sending your donation anytime through out the year, as you are led. *Thank You!*

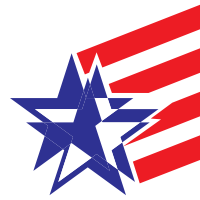


The North Carolina Baptist Secretaries Association is the key to personal growth, education, motivation, professionalism, and ministry.



Preview of Breakout Sessions

After reviewing the following listings, indicate the sessions you want to attend by completing the Breakout Schedule found on the back, and mail with your registration to Grace Hodge.



Spiritual Enrichment

Dr.. Mike Collier, Pastor Jersey Baptist Church

- “Connecting Your Life in a Relationship with Christ”
Details to follow . . . The focus of this breakout session will be developing your spiritual life.

Tara Furman, Speaker, Author, and founder of ‘Knowing God Ministries’

- “Experiencing the Power of God in our Marriages”
Have you ever prayed, “Lord change my husband so that he loves me more?” “Lord, change my husband so that he spends more time with me?” “Lord, change my husband so that he adores me more?” You fill in the blank! In this session, you will learn our God-defined roles in marriage and how application to these simple, yet profound roles, usher in the power of God. We’ll talk about practical ways to pray that yield powerful results and fun suggestions to put into practice when you get home.

Sandra Harrison, CCM & Women’s Ministry Dir., South Yadkin Association

- “Forgive—Who Me?”
Is there someone in your life that you need to forgive? This session will explore God’s forgiveness to us and our being able to forgive those who “wrong” us.

Martha McDowell, Professional Speaker

- “God, That’s Not Fair”
This is not FAIR! As a parent, these are my least favorite things to hear my kids say. Over the years, the subject has changed, but the desire for fairness remains a constant. What are those situations of unfairness and injustice that come to mind in your life? When does your heart scream, “God, that’s not fair”? We will look to Psalm 37:1-11 for answers.

Eddie Thompson, Sr. Consultant Family Ministry BSCNC

- *How To Fight FOR Your Family*
As you read this perhaps you are losing someone that you love. Not that they are dying...you just feel them slipping away from you. You are losing them emotionally and the pain seems unbearable. Perhaps your teen is in trouble, or your adult child is living in a way that goes against everything you taught them, or your spouse seems oddly distant. You can't overlook it anymore and you're tired of the family fight. This critical breakout session will lay out a powerful strategy for recovering people you love. After all, if you don't fight for them, who will?

Lynn Webb, ICE Consultant for N.A.M.B.

- “Ministering to the Least of These”
We believe that every person comes to Christ in a unique way. Go to www.lynnwebbministries.com to learn more about salvation testimonies while we explore ministering to God’s diverse creation that you may come into contact with.

Professional Development

Jerry Hill, Director of Christian United Outreach Center

- “Benevolence ~ It all belongs to God”
This workshop will detail how communities can develop a Local Ministry to meet people at their point of need, following the example of Christ. It will also address how to assist folks in need while encouraging them to become less aid dependent. The four question test will help with the task of determining if help might be appropriate. Church Secretaries are on the front lines and have a lot to offer regarding benevolence and how that should work.

Will Hege, Advisory Rep for Lincoln Financial Securities Corp.

- “How to read your Investment Statement and other Basics”
Have you ever opened your investment statements and not known what you’re looking at? Sometimes, the terminology, abbreviations and numbers can make them appear daunting, but in this class we will go through some of the common terms and acronyms so you can be a more confident and informed investor. We will also discuss some of the many different ways to invest, and what types of investments may be appropriate for you at the different stages in your life.
- “New Target Audience, Different Stewardship Message?”
A portion of the church population has changed...does the church have to change its message to reach the next generation of givers? Come and have a discussion about some of the different stewardship practices that are in place today, and if the message needs to be adjusted to better engage this evolving demographic.

Johnny Ross, GuideStone State Representative, BSCNC

- “Church Retirement: There Are No Dumb ?’s”
The purpose of this conference is to address any questions you may have about the church retirement plan from GuideStone but were too afraid/timid to ask because someone might say---"everybody knows the answer to that question." There are **NO** dumb questions and you need to be clear about the **BEST** retirement plan on the market today for paid church staff. You need to know what you have, if you are a participant, and what you are missing if you are not a participant!

Julie South, Phone Tree Systems

- “All About Phone Tree”
The Phone Tree Session will give you an introduction to Automated Messaging. This will include going through the benefits and uses of a Phone Tree System, as well as the breakdown of the different models that we offer.

Phil Stone, Church Administrator, BSCNC

- “Church Ministers and Ministry in a Transformational Church”
Roles and relationships in the church office enhance the ministry of the church as the “Body of Christ.” Ministry Assistants will discover how their roles and relationships help their church be transformational.

Kay Tatum, Co-owner of Performance Dimensions, Inc.

- “Customize Microsoft Office 2010”
This class will teach you how to customize the Microsoft Office 2010 programs to better meet your needs. It includes customizing the Ribbon, Quick Access Toolbar, Options menu, and the default options for new documents. Learn how Microsoft Office 2010 can save you time by making it easier to navigate around in the programs!

- “Microsoft Windows 7”
If you’re upgrading to Windows 7 from Windows XP or Windows Vista, you’ll find pleasant improvements with the new features in Windows 7. You will learn about the Search bar, how to pin items to the Taskbar and Start menu; how to use Jump Lists, keyboard shortcuts, how to use Windows Explorer in Windows 7, and more!

- “Microsoft Intermediate Excel”
This class will cover how to create advanced formulas (including If statements, subtotals and calculating data from multiple sheets), sort multiple columns of data, filter a list of data, and work with ranges of data.

David Todd, CPA, Paul, Cox & Todd, PLLC

- “Financial Matters...Matter”
First and foremost, we need to be examples of how to do things the right way at our churches for the Lord. Beyond that, the IRS is increasing scrutiny on nonprofit organizations. Where are they going with this? What should I be doing at the office to stay in compliance with what is required? Is the church dealing with parsonage allowances, payroll taxes, and our end of the year tax forms correct? Come get a current update on the nonprofit financial environment.

- “Connecting the Contribution Dots”
Let’s talk about the ins and outs of contributions. What are designated funds and why are they different? What should you do if someone donates something other than money to the church? Does your church have a policy on what contributions they will accept? Come with questions of something that may be puzzling you and we will connect the dots!

Personal Effectiveness

Teresa Almond, Ministry Assistant, Glorietta Baptist Church

- “The Java Connection”
During the stressful times in our daily lives do we always live a “centered” life around the things of Christ or do we sometimes just exist in a “sinnered” state of mind? Stop by The Java Connection located in the main lobby area for a steaming cup of coffee, tea or hot cocoa and let’s “Connect the Dots” together to answer these questions!

Pat Blake & Toni Sharp, Oakhurst Baptist Church

- “First Place for Health”
First Place 4 Health is a biblically based, medically trustworthy wellness program that addresses *the whole person*—physical, mental, emotional and spiritual. The First Place 4 Health program is the result of a godly desire placed in the hearts of a group of Christians in Houston, Texas, in 1981. Their desire was to establish a Christ-centered weight-control program that addressed all areas of life—physical, mental, emotional and spiritual. We will learn more about how the program is designed and talk about how it is used to encourage and challenge each other to meet their fitness goals in a group setting.

Angela Cockerham, Financial Acct. Mgr., Pleasant Hill Baptist Church

- “Conquering Chaos and Clutter through Organization”
Is your desk cluttered? Is your office a mess? Do you have trouble finding that file or phone number when you need it? Then come to my breakout on organization. We’ll look at practical and simple ideas to get your office in order. We’ll also explore personal & spiritual organization and how they all may be related.

Marty Dupree, Evangelism & Church Growth Team Leader, BSCNC

- “LifeStyle Evangelism: Creatively Connecting People with the Gospel”
Personal Evangelism in a relational way. Biblical ideas and personal illustrations on how to engage and connect with people in your daily life in spiritual conversations about (having a relationship with) JESUS! Everyone can be an “On Mission” Christian in their daily life-praying-sowing-cultivating-harvesting the seeds of the Gospel. Simple evangelism tools, tracts and resources will be available such as the Evangelism Crash Course. This is a simple tool that gives you ideas on how to 1) Engage a Spiritual Conversation 2) Share the Basics of a Gospel Presentation – with a Tract or an Evangecube. You can even write your own tract or Gospel presentation. 3) Share the Roman Road in an interactive way or 4) Share Your Personal Testimony. Very practical tools to have for a Life-Style of Evangelism.

Tim Pheagin, Hospice Chaplain

- “Facing Hard Choices in Healthcare”
Facing Hard Choices in Healthcare is straight talk about the difficult decisions that we may have to make for our loved ones, or that our loved ones may have to make for US. Tim Pheagin will present information on such treatments as CPR, intubation and mechanical ventilation (life-support), artificial nutrition and hydration, with a frank discussion on when these options are good and effective, when they are simply ineffective, and when they are downright harmful. He will also discuss advance directives (Living Will, Healthcare Power of Attorney) and the recently enacted M.O.S.T. form (Medical Orders for Scope of Treatment), which gives doctors and patients a much better and more detailed understanding of specific healthcare wishes.

Jeanette Weyandt, LPC, Director of Counseling at Calvary Baptist Church, Winston-Salem, NC

- *Using Good Boundaries in the Workplace and Beyond*
If we believe that "good fences make good neighbors," a phrase popularized by Robert Frost, then when, where and how high should I build my fence? Based on Proverbs and God's examples for good boundaries with others, this class will let us learn some healthy ways to deal with difficult people and situations in our lives.

Adam Tucker, Freelance Graphic Designer

- “Apology Accepted”
Why are you a Christian? Many people believe the right things about God, but for no good reason. Likewise, many people reject God for very bad reasons. Are we called to simply share our testimonies and preach the Gospel, or are we called to make a case for Christianity? Come learn why apologetics, or defending the Faith, is essential to a complete view of biblical evangelism.

