



North Carolina Baptist Secretaries Association

# Carolina Connection

A quarterly publication connecting Baptist secretaries across North Carolina

Fall 2011

Volume 28 Issue 4



**Get Connected!!!**  
**NCBSA Conference**  
**October 31 ~ November 2, 2011**  
**Caraway Conference Center**  
*Christ centered: Worship / Work / Witness*  
~ [www.CHRIST](http://www.CHRIST) ~

“Everyone is a called minister of the Gospel, regardless of profession or trade,” says David Cox, co-founder and writer for *The Other 6 Days*. David writes and consults on a limited basis for this Raleigh-based ministry and co-founded it in 2007 as a way to reach out and encourage “normal,” every-day Christians in their quest to serve God at work. “Not everyone has a job, but everyone has a calling and that calling is the way we live out our faith on a daily basis. It is the way we serve Christ and worship him the other six days of the week.” That statement sums David’s personal understanding of the strategic importance of every Christian and the way each of us has been commissioned to contribute to the Kingdom of God.

Born the son of a Baptist pastor, David grew up within the subculture of the Southern Baptist church. He was called to vocational ministry at the age of 17 while attending a conference at Ridgecrest during his freshman year at Gardner-Webb University. He later graduated from Southeastern Seminary with the Master of Divinity and an earned doctorate as well. In Virginia, North Carolina, Florida and Texas, he served in many capacities in the Church, including student pastor, senior pastor and church planter. His favorite experience was church planting in Wake Forest, NC, in 1997 where the hand of God rose up and started a mighty work that continues to grow and expand even today for the Kingdom. We look forward to hearing the words that God gives to David to deliver to us as we strengthen our calling as we serve at our places of work.

We hope you are excited about the conference! Your executive team has been hard at work. It hard to believe that it’s that time again. As we get closer, so does the deadline for registrations and selections for breakouts. Please be reminded to submit yours by September 30.

Be in prayer for David Cox, breakout leaders, the current and incoming officers, volunteers, NCBSA registered members, and the Caraway staff. Remember, it takes everyone working together to make a successful conference!

- Pam Shoaf

Edited by Brenda Duke



**2011**  
**Executive**  
**Committee**

Pam Shoaf  
President

Drema Hill  
1st Vice President

Brenda Duke  
2nd Vice President

Grace Hodge  
Secretary/Treasurer

For He  
Himself is  
our peace . . .

Ephesians  
2:14



“There is one body and one Spirit, just as you were called  
in one hope of your calling.” Ephesians 4:4

# One last thing . . .



## 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 you are able. Thank you in advance for your thoughtfulness!



## Breakout Session Sign-Ups

With the option to change your mind at the conference ~ If you have not already done so please make your class selections and email to Grace Hodge at [graceh@ardmorebaptist.org](mailto:graceh@ardmorebaptist.org) no later than **October 10th**. This is very helpful for room assignments and also helps the breakout leaders in their preparations. If you have already sent in your selections we thank you. *Final payments due by Sept. 30th.*

## ✓✓ Check-in & First General Session ✓✓

Registration begins at 12:00 noon, October 31st. 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 2:00 pm. The First General Session begins at 2:45 pm.

## First Timer's Orientation

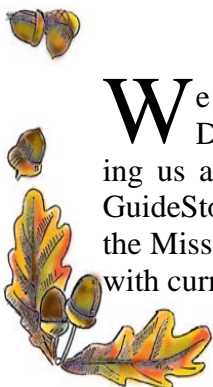
If this is your first time attending a NCBSA conference, you don't want to miss this special opportunity to get acquainted with some other first-timers. When registering, please mention that you are a first-timer, so we can point you in the right direction. Orientation will be led by Angela Cockerham from Pleasant Hill Baptist Church. Monday 2:00 pm.

## Monday Night Entertainment

Please join us for a fun-filled evening with Renea Henderson. We are sure you will be entertained. Refreshments will be provided. You will want to come early - special door prizes will be given prior to the show.

## Mission Dignity

We are happy to have John Ambra, Dir. of Development with *Mission Dignity* joining us at our conference. He has served with GuideStone since September 1996. He directs the Mission Dignity ministry and assists donors with current and deferred gift planning options.



## Silent Auction

This year we will have themed gift baskets for silent auction. Silent Auction ends at 10:00 am on Wednesday. Winners will be announced at 10:15 am at General Session.



## Picture Directory

Wayne Collie with Classic Directories will be here to take your picture for our 2012 directory.



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.
<b>Spiritual Enrichment</b>				
*There have been some changes to the Breakout sessions. If you would like to revise your previous selections please forward to Grace Hodge.*				
Leading People Beyond Comfort <i>Mike Collier - Room 1</i>	The Power of the Resurrection <i>Mike Collier - Room 1</i>	Don't Lose Sight <i>Martha McDowell - Room 8</i>	Don't Lose Sight <i>Martha McDowell - Room 8</i>	Unleashing Caged Christians <i>Mike Collier - Room 8</i>
God, That's Not Fair <i>Martha McDowell - Room 8</i>	God, That's Not Fair <i>Martha McDowell - Room 8</i>	How to Fight FOR Your Family <i>Eddie Thompson - Room 6</i>	How to Fight FOR Your Family <i>Eddie Thompson - Room 6</i>	How to Fight FOR Your Family <i>Eddie Thompson - Room 6</i>
Forgive, Who Me? <i>Sandra Harrison - Room 2</i>	Forgive, Who Me? <i>Sandra Harrison - Room 2</i>	Experiencing the Power of God in our Marriages <i>Tara Furman - Room 2</i>	Experiencing the Power of God in our Marriages <i>Tara Furman - Room 2</i>	Experiencing the Power of God in our Marriages <i>Tara Furman - Room 2</i>
<b>Professional Development</b>				
Church Retirement: There are No Dumb ?'s <i>Johnny Ross - Lakeview 2</i>		Financial Matters...Matter <i>David Todd - Room 1</i>	Connecting the Contribution Dots <i>David Todd - Room 1</i>	Phone Tree <i>Chris Green &amp; Tas Turner - Room 1</i>
Church Ministers & Ministry in a Transformational Church <i>Phil Stone - Room 3</i>	Church Ministers & Ministry in a Transformational Church <i>Phil Stone - Room 3</i>	Windows 7 <i>Kay Tatum - Lakeview 2</i>	Customize Microsoft Office 2010 <i>Kay Tatum - Lakeview 2</i>	Microsoft Intermediate Excel <i>Kay Tatum - Lakeview 2</i>
Benevolence ~ It ALL Belongs to God <i>Jerry Hill - Room 4</i>	Benevolence ~ It ALL Belongs to God <i>Jerry Hill - Room 4</i>	New Target Audience, Different Stewardship Message <i>Will Hege - Room 3</i>	New Target Audience, Different Stewardship Message <i>Will Hege - Room 3</i>	How to Read Your Investment Statement and other Basics <i>Will Hege - Room 3</i>
<b>Personal Effectiveness</b>				
Facing Hard Choices in Healthcare <i>Tim Pheagin - Room 6</i>	Facing Hard Choices in Healthcare <i>Tim Pheagin - Room 6</i>	Using Good Boundaries in the Workplace and Beyond <i>Jeanette Weyandt - Room 7</i>	Using Good Boundaries in the Workplace and Beyond <i>Jeanette Weyandt - Room 7</i>	LifeStyle Evangelism: Creatively Connecting People with the Gospel <i>Marty Dupree - Lakeview 1</i>
Conquering Chaos and Clutter through Organization <i>Angela Cockerham - Room 7</i>	Conquering Chaos and Clutter through Organization <i>Angela Cockerham - Room 7</i>	LifeStyle Evangelism: Creatively Connecting People with the Gospel <i>Marty Dupree - Lakeview 3</i>	First Place for Health <i>Pat Blake &amp; Toni Sharp - Room 5</i>	First Place for Health <i>Pat Blake &amp; Toni Sharp - Room 5</i>
The Java Connection <i>Teresa Almond - Lobby</i>	The Java Connection <i>Teresa Almond - Lobby</i>	Apology Accepted <i>Adam Tucker - Room 4</i>	Apology Accepted <i>Adam Tucker - Room 4</i>	Apology Accepted <i>Adam Tucker - Room 4</i>
<b>Bonus Time - Tuesday</b>				
	<b>2:00 - 4:00 pm</b>		<b>Monday 12-5pm Tuesday 8am-5pm</b>	
	One-on-One Consultations - GuideStone <i>Johnny Ross</i>		<i>New Directory</i> Wayne Collie with Classic Directories will be here to take your picture. <i>Wayne Collie</i>	





# 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**

- *“Leading People Beyond Comfort”*

We will begin by viewing a video led by Francis Chan, pastor of Cornerstone Church and author of *Crazy Love*. We will explore some of the issues that arise, focusing on the thought that this material culture we live in does not have to control us.

- *“The Power of the Resurrection”*

We will have a video introduction by Matt Chandler, pastor of The Village Church, and explore some of the issues surrounding the resurrection and the fact that the resurrection shows us Jesus has saved us for something very significant.

- *“Unleashing Caged Christians”*

This is an interesting look at the rich, young ruler and brought to us in a short video clip by Mark Batterson, pastor of National Community Church. We will dive into examining the idea of challenging Christ followers to be fully committed to the adventure of following Jesus.

### **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.

### **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.

- *“Don’t Lose Sight”*

Have you ever felt like you are losing sight with the big picture of your life or what you do daily in your job? We will look at an unusual Bible passage where Jesus encourages us not to lose sight of our purpose and what we are doing. How can we keep the faith without becoming disheartened?

### **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?

### **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.

## 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!

### **Chris Green & Tas Turner, 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. They will be available to answer your technical questions at the end of the class.



**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!

**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.

**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.

**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.

**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 Life-Style of Evangelism.

**Rev. 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.



**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**



Brenda Duke  
c/o Saluda First Baptist Church  
P.O. Box 95  
Saluda, NC 28773



*This is being delivered via email and available on our website to reduce our budget cost. If you know anyone else who would like to receive our newsletter please forward this to them and also contact Brenda Duke at [fbcoffice@fbcsaludanc.org](mailto:fbcoffice@fbcsaludanc.org) with their name, address & email and they will be added to our mailing list.*



Visit us on the web:  
[www.ncbaptistsecretaries.net](http://www.ncbaptistsecretaries.net)

*Many Thanks!*  
NCBSA