



Carolina Connection

A quarterly publication connecting Baptist Secretaries across North Carolina

FALL 2017 Volume 34, Issue 4

Edited by Alicia Ashley



*For we are to God the pleasing aroma of Christ among those who are being saved and those who are perishing.
~2 Corinthians 2:15 (NIV)*

Meet Gwen Smith...

Her goal is to encourage you to think big thoughts about God by pointing you to His truth and grace through stories, songs, and Scripture. Without hesitation: she is an unashamed, imperfect worshiper of Jesus Christ. She states, "His goodness covers my mess and purposes my days to live out the hope of the Gospel. It is my joy and passion to inspire women to live fully in Christ. How? **I speak. I sing. I write books, devotions, and songs.** I worship. I post, pin, and tweet. I am intensely in love with the Word of God and believe, wholeheartedly that the Bible is divinely inspired truth."

The Formal Gwen...

She is the author of *I Want it All* (David C. Cook Publishing), *Broken into Beautiful* (Harvest House Publishing), co-author of *Trusting God* and *Knowing God by Name* (WaterBrook Multnomah Publishing). She is one of the three co-founders of *Girlfriends in God*, a conference and devotional ministry with more than 800,000 subscribers from all across the world. She speaks, leads worship, and performs concerts for thousands of people annually at Christian women's events and churches. Over the years, she's shared the ministry platform with Stormie Omartian, Ruth Graham, Lysa TerKeurst, Angela Thomas, Craig Groeschel, Carol Kent, Sharon Jaynes, Lois Evans, Dr. Tony Evans, Mandisa, Liz Curtis Higgs, Jeff Foxworthy, Mary Southerland, Hayley DiMarco, Greg and Erin Smalley, Babbie Mason, and many more.



She has written and co-produced 6 CDs and 2 EPs (worship and Christian contemporary songs). She was a staff songwriter and worship artist for Brentwood-Benson Music Publishing from 2008-2011, has written freelance for LifeWay and Lillenas Publishing, and is now writing for Grace Girl Music, in collaboration with Sunday Best Music out of Nashville, TN. She has shared her testimony, stories and songs on such TV shows as *Life Today* with James and Betty Robinson, *The 700 Club*, *The Harvest Show*, *The Good Life*, *The HomeKeepers Show*, and *Atlanta Live*. Additionally she has also been featured on many radio programs.



Not-so Formal Gwen...

She is a car-pooling, coffee-craving, dark chocolate lover who struggles, like many, with dirty dishes, messy piles, mountains of laundry, complicated relationships and cellulite. She plays guitar and lives to lose herself in worship at the piano. Volleyball is her sport of choice.

Her family rocks her world. They are her first ministry priority. She's been married to Brad, her "hunky college honey," for 23 years now. They have three cool kids who keep them on their toes and on their knees. On most days, after homework has been done they can be found on a court, at a field, or in a gym

somewhere in the greater Charlotte area. They live in sunny North Carolina and are members of Life Fellowship Church (www.LifeCharlotte.com) where Gwen serves as a worship leader, occasionally teaches an adult Sunday School class and where her husband serves as an elder. For more information about Gwen, check out her website at www.gwensmith.net.



GuideStone One-on-One Time with Davis Blount

Davis Blount, GuideStone State Representative (BSCNC), will be available for one-on-one consultations during Tuesday afternoon free time between 2-5pm. Davis will answer individual questions regarding finances, retirement, and/or insurance. These sessions will be 20 minutes each. The appointments will be available on a first come first serve basis so sign up now to reserve your spot by emailing Gail at gthompson@westcabarruschurch.com. There are only a couple of spots remaining. After that, you will be put on a waiting list. If you are unable to meet with him during the conference, he will answer your questions via email.



Registration Update
IT IS NOT TOO LATE
BUT YOU DO HAVE TO
HURRY!

Registrations continue to come in for this year's conference at Ridgecrest. We are working hard to plan a conference that will be an experience of spiritual, professional, and personal enrichment with lots of fun and fellowship. If you have not registered yet, **please send in your \$50** along with your registration form to reserve your spot. But remember the balance is **due by September 30**. Total cost is **\$225** which includes the membership, conference fee, room, and meals. An additional charge of \$85 is required for a private room. If you are unable to attend this year's conference, please remember to still send in your annual membership dues of only **\$30**. This helps with the administrative costs of NCBSA. Only active members qualify to serve as future officers.

First Timers

This year would be a great time for ministry assistants who have never been a part of NCBSA to come to Ridgecrest and enjoy God's beauty, make new friends, and learn how to better minister to others. There will be a brief **orientation class Monday at 2:00 pm**. This class will give you a great overview of what to expect throughout the conference, answer questions, and offer helpful hints for making the most of your first NCBSA conference. You will also receive a special gift from us to you! Each First Timer will also be assigned a mentor who will help you find your room, show you around the area, and be on hand to answer any questions you may have before, during, and even after the conference. The mentor will make you feel special and welcome.



We need many current members to prayerfully consider saying "yes" to being a mentor. You may indicate your willingness to serve in this area on your registration form. If you have already registered but didn't sign-up and would be willing, please, email Gail at gthompson@westcabarruschurch.com.

Mentor Guidelines:

- Call your first timer before the conference for encouragement
- Let your mentee know the officers will give her a map at check-in
- Let her know you will meet her at the First Timer's class before 2pm to get acquainted.
- During the conference, check in with her to make sure all is well.
- Introduce her to other administrative assistants
- Answer any questions she may have. If you don't know, find out and get back to her.
- Exchange cell phone numbers as well as email addresses.

Got Talent?

If anyone else would like to participate in the talent show, please let us know as soon as possible!

Also, don't forget about the NCBSA Choir. We will meet to rehearse at 2:00 pm on Tuesday, November 14



Sales Items

We have several items left over from years past that we will sale again this year. 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 up and these items will be made available on a first come-first serve basis, so plan to shop early.

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 straight forward, 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.



LifeWay of Asheville will be with us this year. We will have it posted as to where they will be set up and the hours of operation at the conference. Great way to do some early Christmas shopping!



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.



The recipient of our missions offering this year will be **NC Baptist Men's Disaster Relief Ministry.**

The goal of NCBM Disaster Relief Ministry is to provide ways for Christians to minister to people who are hurting due to disasters. They seek to provide organization, equipment, and strategy for committed volunteers to help affected individuals and families rebuild their lives and homes. Some of the ways volunteers respond are through: administration, assessment, chaplaincy, communications, childcare, international search and rescue, laundry, logistics, mass feeding, recovery (debris removal), rebuilding, shower, water, etc.

The motivation behind NC Baptist Disaster Relief efforts can be summed up by looking at biblical accounts of Jesus' teaching and healing, such as: His feeding the multitudes, the parable of the Good Samaritan, and urging us to serve others in a variety of ways. (Matthew 14:19-21, Luke 10, Matthew 25:32-46, Matthew 5:14-16, Ephesians 2:10, James 2:15-16)

Nearly 100% of NCBM Disaster Relief is funded by donations. Please prayerfully consider how much you can give to this organization when you attend the 2017 NCBSA conference this fall.

Name: _____

E-Mail: _____

Please Circle The Sessions You Plan To Attend - (One per time slot)
Mail copy with registration form to Gail Thompson, 7655 Bruton Smith Blvd., Concord, NC 28027
Or send electronically to gthompson@westcabarruschurch.com

***** First Timer Orientation 2:00 pm – Led by Angela Cockerham*****

Breakout 1 Monday 4:30 – 5:20 pm	Breakout 2 Monday 6:45 – 7:35 pm	Breakout 3 Tuesday 10:00 – 10:50 am	Breakout 4 Tuesday 11:00 – 11:50 am	Breakout 5 Tuesday 1:00 – 1:50 pm
Spiritual Enrichment				
<i>Encouraging the Encourager</i> Anita Davie	<i>Encouraging the Encourager</i> Anita Davie	<i>God's Purpose for Children/Grandchildren</i> Marty & Angela Dupree	<i>Discipleship & Your Children/Grandchildren</i> Marty & Angela Dupree	<i>Being an "On Mission" Family</i> Marty & Angela Dupree
<i>"Who Can Serve God? Women Can!"</i> Patsy Mills	<i>"Who Can Serve God? Women Can!"</i> Patsy Mills	<i>Prayer as a Strategy</i> Steve Harris BSCNC	<i>Joyful Living</i> Karen Scoggins	<i>Through the Fire into the Beauty of Christ</i> Karen Scoggins
Professional Development				
<i>Beginners Word</i> Kay Tatum	<i>Intermediate Word</i> Kay Tatum	<i>Beginners Publisher</i> Kay Tatum	<i>Intermediate Publisher</i> Kay Tatum	<i>Beginners Excel</i> Kay Tatum
<i>Designated Funds</i> Davis Blount	<i>Financial Q & A</i> Davis Blount	<i>Quickbooks</i> Marlene Houk	<i>Internet Security/Safety</i> Russell Schwab	<i>Accounting Process</i> Marlene Houk
<i>"Fill My Cup" Discussion for Associational Staff</i> Brenda Boyles	<i>"Common Grounds" Discussion for Church Staff</i> Teresa Almond	<i>Graphics Design</i> Lai Salmonson	<i>Graphics Design</i> Lai Salmonson	<i>Church Security Brotherhood Mutual</i> Matt Parmerlee
Personal Effectiveness				
	<i>Color Your Stress Away</i> Angela Cockerham	<i>Internet Security/Safety</i> Russell Schwab	<i>Nutrition to Thrive, Not Just Survive!</i> Tonya Cone	<i>Nutrition to Thrive, Not Just Survive!</i> Tonya Cone
<i>NC Baptist Men Disaster Relief</i> Gaylon Moss	<i>Exercise Workout Facility</i>	<i>The Church Retirement Plan</i> Davis Blount	<i>Healthcare & Tax Update</i> Davis Blount	<i>Planning for Retirement: Are You Ready?</i> Davis Blount
Bonus Time – Tuesday – 2:00 – 4:00 p.m.				
Lifeway Christian Store		NCBSA Choir Rehearsal (2:00-2:30 pm)	Color Your Stress Away (Self-guided activities)	Appts.W/GuideStone <i>One on One Consult</i> Davis Blount (By appointment only)

Preview of Breakout Sessions

After reviewing the following listings, indicate the sessions you want to attend by completing the Breakout Schedule found on page 4 and mail it to Gail Thompson or email her at gthompson@westcabarruschurch.com.

SPIRITUAL ENRICHMENT

Encouraging the Encourager

Anita Davie (NC Baptist Aging Ministry)

We all know church Administrative Assistants are called on each day to be encouragers. Scripture tells us in Galatians 6:2 this is important. However, how do we do this without getting burned out and empty? Bring your favorite mug or coffee cup to this session and we will explore how the cup can teach us about letting God fill us as we seek to serve.

Marty & Angela Dupree (Marty DuPree Ministries / The Jasper Foundation)

God's Purpose for Children/Grandchildren

Understanding Your Child ... Your Marriage ... Your Calling. Discover their *Love Language*. Discover "*the Way They Learn*." Learn Challenges, School Systems and *Strong-willed children!* Learn the Three Fold Responsibility of an Earthly Father, The Power of Little Speeches: "*How to Pray for Your Children*"

Discipleship and Your Children/Grandchildren

Modeling & Blessing Your Children. Model of Godly Character. Discipling Through Generations. Family Prayer Life, Building a Family Heritage–Purposeful Tradition, Bible-Centered Foundations–Scripture Memory, Building Godly Character, Bearing Spiritual Fruit

Being an "On Mission" Family

Focusing Your Life–Passion, Purpose, Plans. Developing a Family Mission Statement. Passing the Baton of Your Core Family Values. Your Family as a Team in Missions & Ministry. Reaching Your Neighborhood. Being a Lighthouse of Prayer. Sharing Your Christian Faith. **Great Commandment** => **Great Commission**.

Prayer as a Strategy

Steve Harris (BSCNC Strategy Coordinator, Blue Ridge Area)

How to pray effectively for the church and for America during these uncertain and ever changing times. This

session examines how a believer and church can pray strategically and biblically during these pivotal days.

Who Can Serve God? WOMEN CAN!

Patsy Mills

We as women know what it means to serve. We lovingly serve our families at home – cooking meals, doing dishes, washing clothes, "being there" for our husband and children; at work – typing, filing, finances, cooperating; at church – teaching, singing, encouraging. But we as Christian women want to share the aroma of the love of Jesus to the world around us, we want to be all we can be in every area of our lives. In our session, we will look at ourselves in the light of 2 Corinthians 8:21 – "Our purpose is to do what is right in the sight of the Lord, but also in the sight of men." (TEV)

Karen Scoggins

Joyful Living

Far too many Christians have hurt their witness by their lack of Joy. The Bible teaches us to choose Joy.

Through the Fire into the Beauty of Christ

God has to refine us so that Jesus will be reflected in our lives. We will look at ways that God does this refining process in our lives.

PROFESSIONAL DEVELOPMENT

Common Grounds

Teresa Almond (Glorietta Baptist Church)

Stop by "Common Grounds" for a cup of coffee as we ponder what it means to be a "pleasing aroma of Christ" as we work in the church office. We will share together the experiences that each of us face on a daily basis. A lot of times, the ministry assistant is the first person to learn of a death in a family, a financial need or a medical crisis. So whatever the situation may be, we are just going to talk about how to handle those stressful times together.

Davis Blount (BSCNC, Guidestone Financial Resource Senior Consultant)

*Handling Designated Funds
Financial Q & A Session*

Fill My Cup

Brenda Boyles (Cabarrus Baptist Association)

Do you desire to have your cup filled with knowledge to better minister in the association office? Is the aroma from your cup like stale cold coffee, or a fresh brewed aroma? 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 ways to be productive and get your work done, and maintain a sense of significance and ministry? Do you have ideas that will help other association ministry assistants? More importantly, in the course of your day, are you projecting the Aroma of Christ to each person that may be discouraged, hurting or just need a good listener? The Aroma of Christ is one of the great characteristics that God wants to build into our lives as we show His love for others. 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, and to be "The Aroma of Christ." We may even have a few door prizes and other surprises.

Marlene Houk

QuickBooks for Churches and Associations

QuickBooks (by Intuit) is one of the top national software programs for small business. Churches and associations fit well into this category, and QuickBooks can fulfill the requirements that you need for financial statements and decision-making. This class will cover a few of the specific needs of churches and associations and the methods that QuickBooks uses. We will briefly cover Restricted Funds, Classes vs. Sub-accounts or Methods for entering segments of income (churches, fundraisers, love offerings, etc.), Tips & Hints and answering your questions.

The Accounting Process

Are you confused by the bank's debits and credits on your personal accounts and how you use debits and credits in your financial entries at church? Do you just want to know the "big picture" of accounting and how you can accurately and with confidence record the many different types of transactions, knowing what is going on "behind the scenes?" Does it frustrate you when you need to correct a mistake but don't know if you're right?

Church Security

Matt Parmerlee (Brotherhood Mutual)

More and more churches are forming security teams and thinking about ministry safety. When assessing the church's security policies and procedures, it's important to consider the legal and insurance issues involved.

Graphics Design Principles for Websites and Bulletins

Lai Salmonson (BSCNC, Webmaster & IT Services)

You will learn the six principles of graphic design that will help you make professional website graphics, bulletins and flyers. You will get real examples using Pixlr.com and Canva.com.

Kay Tatum (Performance Dimensions, Inc.)

Beginning Word

This class will teach you how to navigate around the Word environment, customize the Ribbon, select text, format individual characters, blocks of text, and even the entire document. You will learn how to edit existing text. You will also learn time-saving shortcuts.

Intermediate Word

This class will teach you how to use page layout and page setup functions to customize your document's margins and page orientation. You will learn how to create headers and footers. You will also learn how to create a mail merge document.

Beginning Publisher

This class will teach you how to use templates to create newsletters; enter and edit text in frames; insert and work with clipart images, objects and pictures; navigate through the document using keyboard and mouse shortcuts.

Intermediate Publisher

This class will teach you how to work with tab settings in text frames, create columns, create a table, and manage text frames.

Beginning Excel

This class will teach you how to recognize the different parts of an Excel spreadsheet; identify the different mouse pointer shapes; and create a spreadsheet using text, numbers, and formulas. You will also learn how to set up the page so that it prints correctly on the page.

PERSONAL EFFECTIVENESS

Color Your Stress Away

Angela Cockerham (Pleasant Hill Baptist Church)

Studies have shown that coloring is a great way to reduce stress. Come join us as we spend time in fellowship and coloring our stress away.

Nutrition to Thrive, Not Just Survive!

Tonya Cone

Do you ever wish you had more energy for the people and activities that are important to you? Attend this class to learn how to use real food for sustained energy, as well as how to effectively deal with nutrient depletors such as excess sugar and stress, for a more vibrant you!

Disaster Strikes! Now What Do I Do?

Galon Moss (BSCNC, NC Baptist Men)

Learn how NC Baptist Men's Disaster Relief responds to disasters and how you can be involved.

Internet Safety/Security

Russell Schwab (BSCNC, IT Systems Administrator)

In this breakout session, we will highlight best practices on how to protect you and your data from various types of attacks.

Davis Blount (BSCNC, Guidestone Financial Resource Senior Consultant)

The Church Retirement Plan

Healthcare and Tax Update

Planning for Retirement: Are You Ready?



On Monday night at our conference, we will have a special time of fellowship and getting to know one another.

This will be a great time to renew old friendships and form

new ones! Everyone will be divided into groups, and we will have different ice breaker activities prepared for the evening. We will also begin a "getting to know each other" project that will continue throughout the conference. We encourage everyone to attend this time of fun and fellowship.

North Carolina Baptist Secretaries Association

"The Aroma of Christ"

November 13-15, 2017

Conference Schedule

Monday, November 13

12:00 pm	Registration Begins
2:00-2:30 pm	First Timers Orientation
2:45-4:15 pm	General Session One
4:30-5:20 pm	Breakout Session I
5:30-6:30 pm	Dinner - Dining Room
6:45-7:35 pm	Breakout Session II
7:45 pm	Fellowship & Game Time

Tuesday, November 14

7:15-8:15 am	Breakfast - Dining Room
8:30-9:45 am	General Session Two
10:00-10:50 am	Breakout Session III
11:00-11:50 am	Breakout Session IV
12:00 pm	Lunch - Dining Room
1:00-1:50 pm	Breakout Session V
2:00 pm	NCBSA Choir Rehearsal
2:00 pm	Free Time
6:00 pm	Banquet - Johnson Spring

Talent Show following Banquet

Wednesday, November 15

7:15-8:15 am	Breakfast - Dining Room
9:00-9:45 am	Business Session Officer Installation
10:00-10:15 am	Checkout of Rooms
10:30-11:45 am	General Session Three
12:00 pm	Lunch

2017 NCBSA Conference November 13-15 at Ridgecrest

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 \$85): _____

Physical Needs: _____

Food Allergies: _____

Is this your first time attending a NCBSA Conference? _____

Would you serve as a mentor to a First Timer? _____

TOTAL COST: \$225.00 (includes membership and conference fee, room at conference center, and meals).

PRIVATE ROOM - additional \$85 (If you do not have a roommate in mind and do not want a private room, a roommate can be assigned to you.)

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

We encourage you to register early!

A \$50.00 deposit, along with the completed registration form, reserves your spot.

Amount enclosed: _____

Installments are acceptable.

Final payment due September 30.

Make checks payable to NCBSA.

Mail to:

Gail Thompson

c/o West Cabarrus Church

7655 Bruton Smith Blvd.

Concord, NC 28027

Refunds for Cancellations

(excludes \$30 membership fee)

Before July 31: 100% refund

August 1–September 30: 60% refund

After September 30: No refunds



This is being delivered via email to reduce our budget cost. It is also available on our website, www.ncbaptistsecretaries.net. If you know anyone else who would like to receive our newsletter, please forward this to them. Also, contact Alicia Ashley at ncbaptistsecretaries@gmail.com with their name and email and she will get them added to our mailings. Many Thanks!

2017 Executive Committee



Teresa Dotson
President
tdotson5@frontier.com
919-489-3396



Deborah Richardson
First Vice President
secretary@aberdeenfb.org
910-944-1421



Alicia Ashley
Second Vice President
aashley@phbcclkin.com
336-835-3401



Gail Thompson
Secretary/Treasurer
gthompson@westcabarruschurch.com
704-455-2590



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