

NCBSA Newsletter

SPRING 2007

www.ncbaptistsecretaries.net

Volume 24 Issue 2

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

Inside This issue:

Monday Night Fun & Fellowship	2
Tuesday Afternoon Leisure Time	2
NCBSA Questionnaire	3
Registration Form	4
Newsletter Contest	4
Breakout Sessions "In The Works"	5
Officer Contact Information	5
Registration & Nominating Committee	6

Registration And Questionnaire

Need a relief from all that stress? Then you don't want to miss this conference!

"JOURNEY of Promise" will be the theme of our 2007 conference at Ridgecrest. My prayer is that you are already making plans to join us, November 5th - 7th for our 25th Anniversary celebration and worship. Many blessings are awaiting you ...

It has been amazing to see God's hand at work in every detail of this conference, from the keynote speaker to breakout session leaders. We know He is walking this journey with us, as we continue to seek His guidance.

The total cost is \$185.00. This includes: conference fee, lodging at Ridgecrest, meals, and the annual membership fee. You may secure your reservation by sending your deposit of \$50.00, made payable to NCBSA along with your registration form.

PLEASE NOTE: For your convenience, we have included the registration form, newsletter contest form and the committee questionnaire on the enclosed insert. Please complete them all and send to:

Brenda Boyles
Cabarrus Baptist Association
930 Lee Ann Drive
Concord, NC 28025

A Word From The: 2007 Nominating Committee

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

Our Nominating Committee has been hard at work, praying and searching for those willing to serve. As officers, we have come to realize there is a tremendous amount of talent and skills in our organization. To help the Nominating Committee in their search and for future planning of conferences, we ask that you take a few minutes to complete the enclosed questionnaire. *Help us get to know you better* and find out those gifts God has given you to share. By completing the form, this does not mean you will be bombarded with calls, etc. but only gives us a good resource when seeking volunteers and officer candidates.

**Thank you so much
for your time and consideration.**

Our JOURNEY of Promise

By Jo Ann Walton

I guarantee, you will regret it ... if you don't attend the twenty-fifth anniversary celebration of the North Carolina Baptist Secretaries Association!!

It's no longer a secret ... Kim Bolton ~ author, speaker, humorist, musician and vocalist extraordinaire, is our 2007 featured speaker!

Renewing spirits, Kim lights a spark of joy and laughter with contagious love and energetic Southern charm. Your tears of compassion will soon turn into tears of joy as Kim shares how God has moved mightily, but tenderly, in her own life. As Kim recounts how her moments of despair turned to victory, she will stir your spirit to have a fresh love for your Father God, and a new appreciation for your family.



Kim Bolton
Author and Speaker

Kim has appeared on Christian television – CBN, CTN, and INSP. She has worked with Luci Swindoll, Kathy Peel, Lisa Welchel, Anne Graham Lotz, Babbie Mason and Twila Paris ... just to name a few. This rare coupling of powerful speaking abilities and the heart of a psalmist have made Kim a highly requested guest artist and speaker for women's conferences, retreats and special events.

You won't want to miss the blessing as Kim feeds your soul, strengthens your faith, and tickles your funny bone. She is sure to lead us to an unforgettable experience with a renewed spirit on our *JOURNEY of Promise!*

Focusing On Our Journey



A spirit-filled three-day celebration is planned on our *JOURNEY of Promise*. We are sure to experience lots of festivities and fun, as we focus on the wonderful plans that the Lord has for our lives and organization. Come and be encouraged, inspired and reminded once again of God's plans to give you hope and a future!

The Executive Committee has chosen the focal scripture from Jeremiah 29:11 to guide our time together. Although it is important to reflect on our beginning and where we have been, it is most vital that we look to the future. As God reminds us in this scripture, He knows exactly where He is leading us. Therefore, let us fix our eyes on Jesus, the Author (beginning) and Finisher (expected end) of our faith.

Request for Tuesday Afternoon Volunteers

- Someone to do manicures
- Someone with a knack for "wrapping" pretty and unique packages

If you are able to help, please contact one of the officers. See listing on page 5.



Cabarrus Baptist Association
930 Lee Ann Drive
Concord, NC 28025

Monday Night "Fun & Fellowship"

Our ministerial paths sometimes lead us into stressful situations and overwhelm us with the negative.

According to God's Word and your 2006 evaluation responses, *laughter is a good medicine!* For this reason, we are planning a very fun and lighthearted Monday evening, with two very special guests. So ... *can we get serious here??* ... whether you are a conservative "chuckler" or one who enjoys a deep "belly laugh"... we are all sure to come away with a more cheerful disposition.

A variety of "ice-breakers" are planned to help us familiarize ourselves with each other. Interactive games and hand-waxing are just two of our pending ideas that will create a setting for conversation and fun.

And, of course, there will be lots of snacks for those late-night munchies!



Tuesday Afternoon "Leisure" Time

Pampering, ... Presents ... or Purpose?

On Tuesday afternoon from 2:00 until 5:00, you will have the opportunity for some leisure time! Begin thinking about how you would like to use it! We will be offering the following choices for your relaxation:

Massage: You can have a massage for the low, low cost of only \$10, but you must make an appointment for this! Send your \$10 to Jo Ann Walton and she will schedule your massage.

Wrapping It Up: We would like to offer a class on wrapping up your Christmas gifts in unique and special ways, however, we need an instructor for this. If you know someone who has talents in gift wrapping, who would like to share with the group, let one of your officers know as soon as possible, so we can firm up this opportunity.

A Lighted Christmas Gift: While at Caraway, did you happen to notice the pretty lighted "package" on the table in the main foyer? The glass cubes can be decorated for any occasion and changed with the seasons. They make a great nightlight for any room in your home! Gail Holland will be leading a class on making your very own ... then you can say, "I did that!" You must sign up in advance for this so we will have plenty of supplies on hand. Send in your check for \$12.00 to Gail, to cover the cost of materials, and she will put you on the class list!

Mission Project for Foster Children: A renewed spirit sometimes comes when we invest our free time helping others. Many times when children enter the foster care program, they come with very little or no belongings. Come join Linda Lunsford, as she guides us in constructing "buddy bags" for foster children, and shares in conversation about the Handicraft Ministry at Ardmore Baptist Church. We will also have an opportunity to send these children messages of love and encouragement. Cost, if any, to be determined.

Q&A Time with Kay Tatum: Feel that you need more specific help with computer questions you may have? Take advantage of this question and answer session with Kay Tatum, computer instructor extraordinaire, to get your specific questions answered. Kay will also be telling you how you can get free software for your church office!

Manicures: We would love to offer the opportunity to get a manicure. If you or someone you know would be willing to share by leading this class, please let one of your officers know!

To sign up for any of the above classes, contact your officers at their e-mail or postal addresses listed in the officer section of this newsletter.

Breakout Sessions "In The Works"

Spiritual Enrichment

"What's That I Smell?"

– Martha McDowell, Ardmore Baptist Church, W-S

1) Real Life/Real Women

2) "Mirror, Mirror, on the Wall ..."

– Ivey Helms, First Baptist Church, Woodstock, GA

1) Spiritual Mentoring: "I Need Help Here"

2) Spiritual Mentoring: "The Resources We Have In One Another"

– David Moore, Senior Consultant, Christian Life, Baptist State Convention, Cary

God's GPS (God's Personal Secretary ...)

– Libby Williams, Retreat leader and author of several Bible studies, Concord

Personal Effectiveness

1) Healthy Boundaries in the Workplace

2) Don't Take It Personally

– Dr. Laurel Link, Director, CareNet of the Triad Counseling Center, W-S

What About First Impressions?

– Carol Polk, Chief Administrative Officer, Bell, Davis & Pitt, P.A., W-S

Estates and Wills

– Bill Overby, Baptist Foundation, Cary

Women's Health Issues

– Connie Cook, Duke Medical Center, Durham

FatFree4Jesus

1) Eating Plan

2) Fitness Plan

3) Devotion Plan

– Dr. Kerry Reeves (and wife, Joy), Personal Trainer and Owner of Fit 4 a King, Newton

The Facts About Retirement

– Johnnie Ross and Dixie Beard, Guidestone Financial

Safety in the Workplace

– Wendell Rummage, Concord Police Department

Menu Planning

– Laura Turner, Pitts Baptist Church, Concord

Professional Development

How to Start/Boost a Local Secretaries Association

– Sandra Hall, Calvary Baptist Church, W-S

First Timers Orientation

– Deborah Richardson, First Baptist Church, Aberdeen

Computer Training – Subjects to be determined Advanced Class (extended)

Beginners' Class

– Kay Tatum, Software Trainer/Internet Professional, Performance Dimensions, Inc., W-S

PowerPoint

– Jonathan Turner, Pitts Baptist Church, Concord

1) Setting Up Your Phone Tree

2) Using Your Phone Tree

– Michael Euliss, Director of Marketing, Phone Tree Systems, W-S

User-Friendly Publications

– Scott Crockett, Owner, Keiger Printing Company, W-S

Financial Helps

1) Contributions

2) Church Business

3) Personal Finances

– Sherry Dendy, Stocks, Smith, Campbell & Dendy CPA, Concord

NCBSA Officers

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930 Lee Ann Drive
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We want to hear from you!



NCBSA Questionnaire

www.ncbaptistsecretaries.net

Help your officers get to know you better. Complete questionnaire and mail in with registration form on reverse side.
(See Nominating Committee article on page 6 of newsletter)

NAME _____

PLACE OF SERVICE/EMPLOYMENT _____

CONTACT NUMBERS: _____

Work phone

Work e-mail address

HOW LONG HAVE YOU SERVED IN THIS CAPACITY? _____

WHAT IS YOUR CURRENT JOB TITLE? _____

SKILLS AND EXPERIENCE:

Accounting _____ Publications _____ Communication _____ Computers _____

Recordkeeping _____ Receptionist _____ Other (be specific) _____

WHAT ARE YOUR HOBBIES/WHAT DO YOU LIKE TO DO IN YOUR SPARE TIME?

Reading _____ Sewing _____ Scrapbooking _____ Crafts _____

Walking _____ Exercising _____ Meditation _____ Sports _____

Other (be specific) _____

VOLUNTEER EXPERIENCE:

Church (be specific) _____

School (be specific) _____

Other Organizations (be specific) _____

DO YOU HAVE A PARTICULAR SKILL OR TALENT YOU WOULD BE WILLING TO SHARE WITH THE OTHER SECRETARIES?

No _____ Yes (be specific) _____

WOULD YOU BE WILLING TO SERVE AS A NCBSA OFFICER OR VOLUNTEER?

Any information you share on this questionnaire will NOT commit you to serve as an officer or volunteer.

Officer _____ Volunteer _____

Registration Form

Name: _____

Place of Employment: _____

Mailing Address (work): _____

City: _____

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

DEADLINE TO REGISTER:

September 30, 2007!

Final Payment Due: *September 30*

Name Our Newsletter Contest

Get your entries in by August 1

The entries are coming in, so don't delay! Judging will be done by the 2007 Executive Committee and the "top three" entries will be announced at our conference in November. Then ... YOU get the final vote. The winner will receive a special gift, and of course, their entry will make its debut in the Winter 2008 issue. So, get your creative juices flowing and send in your entries.

*Be sure to include your name,
address, phone and e-mail.*

Entry Deadline: August 1, 2007

Ways to submit your entries (no limit):

- 1) Submit online: www.ncbaptistsecretaries.net
- 2) Answer the following questions using separate sheet of paper.

Newsletter Name: _____

Why I Chose This Name: _____

The newsletter has meant to me ... _____

Constructive tips for improvement: _____

Mail to: Brenda Boyles
 Cabarrus Baptist Association
 930 Lee Ann Drive, Concord, NC 28025

Visit us online: www.ncbaptistsecretaries.net

- ◆ Have you submitted a name for our Newsletter? Contest entries need to be in by August 1.
- ◆ Need prayer? Submit your requests and let us pray with you.
- ◆ Got a tip to share with other secretaries across the state? Call or e-mail one of our officers and we'll post it on the web site.