



Carolina Connection

A quarterly publication connecting Baptist Secretaries across North Carolina

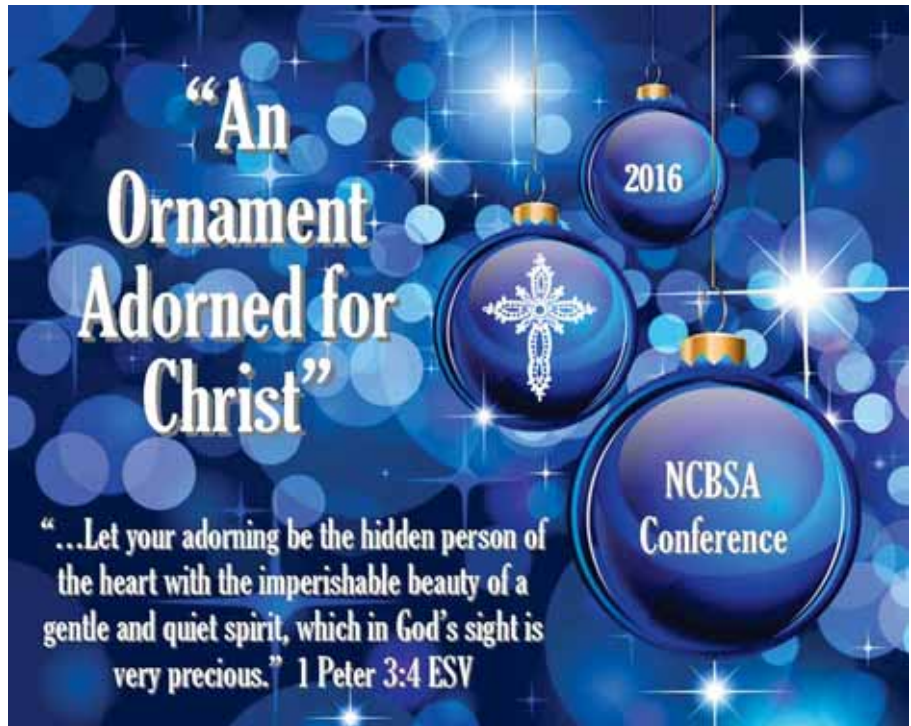
SUMMER 2016 Volume 33, Issue 3

Edited by April Van Dyke

We can choose how we reflect and adorn the body of Christ by how we act or react to what is in our hearts. Come and let us learn together how we can adorn our hearts with imperishable beauty of a gentle and quiet spirit which in God's sight is very precious!

Your officers are so excited about our key note speaker this year. I met Beth Greer last year at a women's conference and fell in love with her instantly. She can relate to anyone on any level and shows so much love to those around her.

The scripture says it all! We are to be a reflection of Christ in everything we say and do and our keynote speaker, Beth Greer, will share with us ways that we can do just that. Beth is a native of South Carolina, but she grew up in Brazil, South America, where her parents served as Southern Baptist missionaries. She



graduated from Columbia College, Columbia, South Carolina, where she majored in Spanish. Beth is a gifted Bible teacher, speaker and worship leader and finds great joy in serving the Lord. She is committed to the truths of God's word as a wife and mother and is passionate about teaching and equipping the Body of Christ. She also has a passion for seeing those who are lost come to know Christ as their personal Lord and Savior. Beth also conducts a Bible teaching ministry through Life and Godliness Ministries. In addition, she is a preschool teacher at a local church.

Beth is married to Tom Greer and lives in Lexington, SC, with their two teenage daughters, Blake and Jordan. She is a member of First Baptist Church, Columbia, SC, where she is active in the music and women's ministries. For more information about Beth Greer, go to www.lifeandgodliness.com.

Melodie Griffin is a seasoned speaker, singer/song writer, worship leader, music instructor, a busy mom of four, accidental foster parent, doting wife, daughter and friend. WOW! No wonder there is never a dull moment for this frenetic mama, but she thrives in the chaos, obeying God with the outrageous offers He sends her way.

Her vivacious personality and genuine love for people are contagious as she seeks to take others to God's throne each time she sings or speaks. Melodie and her husband, Dan, reside in Lexington, SC with their three biological children: Jonathan, Meredith, and Savannah, and their bonus kids, Abby, their newly acquired special needs daughter who has lived with them for two years, and their 10 year old foster son. NCBSA will be so blessed to have Melodie as our Worship Leader this year.





Mission Emphasis

For this year's conference, we have decided to make the Betty F. Walker Endowment Fund to be the recipient of our mission funds. It has been over ten years since this was the NCBSA's mission emphasis.

The NCBSA was founded by Betty F. Walker in 1982. Betty was the secretary of FBC of Burlington. Her dream was for the ministry assistants to have opportunities for spiritual motivation, professional development, and emotional support.

In 1997, the Betty F. Walker Endowment Fund was established. This fund continues to offer financial support to our organization.



Registrations continue to come in for the upcoming conference at Ft Caswell. 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 and the balance may be paid periodically with final payment due by September 30. Total cost is \$220 which includes the membership, conference fee, room, and meals. An additional charge of \$70 is required for a private room. Please consider being a mentor for one of our many first timers. Please indicate this as well as any special needs you may have on your registration form. We looking forward to serving you at Ft Caswell November 7-9.

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.

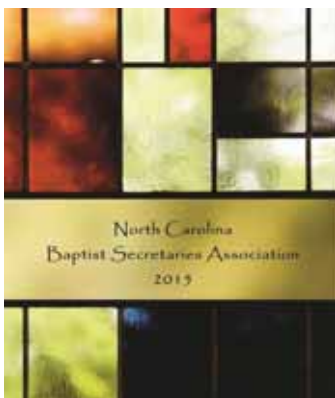


This year would be a great time for secretaries who have never been a part of the NCBSA to come to Ft Caswell. Each first timer will be assigned a mentor who will help find your room, show you around the area, and be on hand to answer any questions you may have. There will, also, be an orientation Monday at 2:00 to answer any questions and offer helpful hints for making the most of your 2016 conference.

The 2015 directory is now on the NCBSA website.

Go to <http://ncbaptistsecretaries.net>, then to the "Bulletin Board" tab. Click on the link for "2015 NCBSA Directory". It is password protected so the password is: **serve2gether!**

It will open up the directory as a pdf file. If you have any problems with the link or the password please let April know.





We want to see the ugliest holiday sweaters you have! If you already have one or you want to create one, either will work! Decorate a sweatshirt or sweater with your materials of choice - felt, yarn, LEDs, plastic, clock gears, buttons, etc! As long as it's over-the-top and ugly, you're good to go.

We'll be giving two grand prizes - one for Ugliest Holiday Sweater and one for Most Creative Use of Materials.

So make plans to join us at the Monday Night Fellowship, it's going to get ugly!!

NOMINATING COMMITTEE
 Your Nominating Committee has been hard at work to have in place the officers for next year. Please pray for them, for your current officers and also those whom God has called to serve next year. Thank you to those who have answered God's call!

CHRISMON CLASS

One of our breakout sessions this year will be "The Meaning of Chrismon Ornaments" taught by Martha Jolly. During this special class time, each person attending will be able to make a Chrismon ornament. In order to prepare for this class, we must know how many people will attend. There will be a cost of \$3 per person for supplies. You will pay at the door but **MUST** pre-register. If you plan to attend this breakout session, make sure you sign up for it when you register.



As we are about to elect a new US President, please bathe this in prayer and remember to go vote. You will need to cast your vote early, so mark your calendar now as to when you can do that.

Dates to remember:

- October 14-Voter Registration Deadline
- October 27-Early Voting Begins
- November 5-Early Voting Ends

Sales Items

We have several items left over from years past that will be sold 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.

Tuesday Bonus Time Opportunities

Davis Blount from Guidestone will be available for one-on-one consultations during free time on Tuesday afternoon. If you would like to meet with Davis to discuss your retirement plan and your options please contact Gail Thompson so you may be added to the list. These appointments will be available on a first come first serve basis so sign up now to reserve your spot.

A tour of Ft Caswell will begin at 2:30pm for those interested in learning more about the fort.

We will also have corn hole and bocce ball available outside the conference center, weather permitting.



Name: _____

E-Mail: _____

Conference Dates - (November 7 – 9, 2016)**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******* First Timer Orientation 2:00pm– Led by Angela Cockerham *** Rm. 4**

Breakout 1 Monday 4:30 – 5:20 pm	Breakout 2 Monday 7:00 – 7:50 pm	Breakout 3 Tuesday 10:00 – 10:50 am	Breakout 4 Tuesday 11:00 – 11:50 am	Breakout 5 Tuesday 1:15 – 2:05 pm
Spiritual Enrichment				
<i>Kingdom Prayers For Kingdom People</i> Chris Schofield Chapel	<i>Kingdom Prayers For Kingdom People</i> Chris Schofield Chapel	<i>You Are The Apple Of His Eye</i> Beth Greer Chapel	<i>Out Of The Cage</i> Melodie Griffin Chapel	<i>A Passionate Pursuit For Christ</i> Beth Greer Chapel
<i>Conversational Evangelism</i> Marty Dupree Rm. 4	<i>Grief Share "The Journey"</i> Jeffery Stutts Rm. 4			<i>Hidden Meanings Of Chrismon Ornaments</i> Martha Jolly Annex 7
Professional Development				
<i>Intro To Creating & Managing A Church Website</i> Lai Salmonson Rm. 5	<i>Advanced Power Point/ Movie Maker</i> Judy Autry Rm. 5	<i>Advanced Google Apps</i> Judy Autry Rm. 5	<i>Publisher II</i> Judy Autry Rm. 5	<i>QuickBooks For Churches</i> Marlene Houk Rm. 5
<i>Windows 10</i> Kay Tatum Rm. 1	<i>Intermediate Word</i> Kay Tatum Rm. 1	<i>Advanced Word</i> Kay Tatum Rm. 1	<i>Intermediate Excel</i> Kay Tatum Rm. 1	<i>Advanced Excel</i> Kay Tatum Rm. 1
<i>Ministers' Taxes & Compensation</i> Davis Blount Rm. 2	<i>Is Your Church Handling "Designated Gifts" Properly?</i> Davis Blount Rm. 2	<i>Financial Audit Ready?</i> Davis Blount Rm. 2	<i>New Salary Law Update</i> Davis Blount Rm. 2	<i>Church Finance Q & A</i> Davis Blount Rm. 2
<i>Church Security</i> Brotherhood Mutual Rm. 3		<i>Social Media Concerns: How To Be Safe, Secure, & Social</i> Russell Schwab Rm. 3		<i>Peacemaking: A Biblical Approach To Resolving Conflicts</i> Eric Davidson Rm. 3
Personal Effectiveness				
	<i>Office Ergonomics & Office Exercises To Relieve Stress</i> Dr. Molly Smyser Rm. 3	<i>This Is Not Your Mom-ma's Senior Adult Group</i> Martha McDowell Rm. 4	<i>How Do We Encourage The Encouragers?</i> Martha McDowell Rm. 4	<i>What Does 'Living Word' Really Mean?</i> Mary Ellen Bowman Rm. 4
		<i>Self Defense</i> Lieutenant Lewis Annex 7	<i>Identity Theft: Steps To Protect Yourself</i> Russell Schwab Rm. 3	
Bonus Time - Tuesday				
Lifeway Annex 6		2:30pm Tour of Fort with Nathan Sloan		3 - 5 pm GuideStone <i>One on One Consult</i> Davis Blount Rm. 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 4 and mail it to Gail Thompson or email her at gthompson@westcabarruschurch.com.

Spiritual Enrichment

Chris Schofield, BSCNC, Prayer for Evangelization & Spiritual Awakening Director

Kingdom Prayers For Kingdom People

People ask all the time—How do I 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.

Beth Greer, Life and Godliness Ministries

You Are The Apple Of His Eye

I Samuel 16:7 But the Lord said to Samuel, "Do not consider his appearance or his height, for I have rejected him. The LORD does not look at the things man looks at. Man looks at the outward appearance, but the Lord looks at the heart." We will look at Old and New Testament passages that have to do with the inner man's heart. We will look at how much God loves us, exploring Biblical truths that will help us understand just how deep the Fathers love is for us.

Melodie Griffin, Inspirational Speaker, Recording Artist, and Freelance Writer

Out Of The Cage

Lessons on forgiveness from someone who's been there. Three things that forgiveness is not vs. three things it most certainly is.

Beth Greer, Life and Godliness Ministries

A Passionate Pursuit Of Christ

Psalms 63:1 "O God, you are my God; earnestly I seek you; my soul thirst for you..." What does this mean, to passionately pursue Christ? No matter what pressures come into your life, you will be able to handle them properly if you maintain this one priority above all else: Earnestly seek after Christ! We will look at finding Jesus Christ all through the scriptures and how to do this on a daily basis.

Marty Dupree, BSCNC, Evangelism & Discipleship Senior Consultant

Conversational Evangelism: Sharing The Gospel In A Changing Culture

We will learn about moving from Gospel Presentation to Gospel Conversation. We will discuss a growing religious category entitled "The Nones" in comparing our culture with Acts 2 and Acts 17. We will also talk about the tools and incredible phone Apps for The STORY www.ViewTheStory.com and The 3 Circles: Life Conversation Guide www.LifeOnMissionBook.com/conversation-guide. Personal Evangelism has never been so easy! Resource: SHARE Engaging Gospel Conversations to Make Disciples. SHARE is a resource that has information about our changing culture and several methods for engaging people with the Gospel in a conversational way.

Jeffrey Stutts, GriefShare Facilitator, FBC, Oak Island

GriefShare, The Journey

We will focus on topics as "The Challenges Of Grief", "The Journey Of Grief", and "Why".

Spiritual Enrichment (continued)

Martha Jolly, Retired

The Hidden Meanings Of Chrismon Ornaments

Handmade Chrismons will be on display with the Christian meaning of each Chrismon. During the class each participant will make an Angel Chrismon with the imperishable beauty of pearls and gold beads.

Professional Development

Lai Salmonson, Webmaster IT & Services of NCBS

Intro To Creating And Managing A Church Website

You will learn basic website terminology, tips for managing graphics, video, audio and documents for the web, and explore several inexpensive options for creating and managing your organization's website.

Judy Autry, Team Leader Assistant, IT & Services of NCBS

Advanced PowerPoint/Movie Maker

This class will compare inserting a movie that you created with Movie Maker in to PowerPoint verses making PowerPoint show/movie.

Advance Google Apps

We will look how Google can help the church with communications and sharing files and forms.

Publisher II

How to make templates work for you in designing. Colors and design.

Marlene Houk, Catawba River Baptist Association

QuickBooks for Churches

A brief overview (forum style) of QuickBooks Pro and how churches/associations can use it to meet their financial collection and reporting needs while remaining in sync with Generally Accepted Accounting Standards (GAAP.)

Topics can include:

- How to move around in QuickBooks
- Reports
- Setting up accounts
- Restricted Funds vs. Reimbursement of Expenses
- What goes on behind the scenes of QuickBooks

Forum Style:

- Specific answers to questions about how churches use QuickBooks
- Networking within the class by students about solutions that work
- Practical ideas for how to use QuickBooks for churches
- Resources

Kay Tatum, Performance Dimensions, Inc.

Windows 10

In this class you will learn lots of tips and tricks on how to navigate around in Windows 10; how to use the hidden menus/programs, and how to customize the Windows environment to make it easier to use.

Professional Development (continued)

Kay Tatum, Performance Dimensions, Inc.

Intermediate Word

In this class you will learn tips on how to insert and arrange pictures, work with headers and footers, use Format Painter, and create forms using text boxes, drop-down lists and option buttons.

Advanced Word

In this class you will learn advanced formatting tips, including lists and styles; section breaks. You will also learn how to create Indexes and Table of Contents. Bring questions that you may have and we'll answer those as well.

Intermediate Excel

This class will teach you how to create a basic chart, how to create a database, and how to sort and filter worksheet data.

Advanced Excel

This class will teach you how secure an Excel file, how to manage multiple worksheets and workbooks, and how to use range names. You will learn how to navigate around and print large spreadsheets. We will look at how pivot tables can save you time when working with large amounts of data (You will love them!)

Brotherhood Mutual Church Security

Russell Schwab, BSCNC, IT Systems Administrator

Social Media Concerns: How to be Safe, Secure, & Social

How much time do you spend on social media sites? Do you post live updates on where you are and what you are doing? Do you post pictures of your family including your children? We will review application settings you can use to restrict who can see your personal information. Also, we will visit best practices with regards to social media websites.

Eric Davidson, SCBA, Associational Missionary

Peacemaking: A Biblical Approach To Resolving Conflicts

Peacemakers are people who breathe grace. They draw continually on the goodness and power of Jesus Christ, and then they bring His love, mercy, forgiveness, strength, and wisdom to the conflicts of daily life. God delights to breathe His grace through peacemakers and use them to dissipate anger, improve understanding, promote justice, and encourage repentance and reconciliation.

As you learn to draw on God's grace and deal with these issues in a biblical way, you can follow an entirely new approach to resolving conflict. Instead of reacting to disputes in a confused, defensive, or angry manner, you can learn to respond to conflict confidently and constructively.

The primary focus of this workshop will be on how God can help you as an individual Christian throw off worldly ideas about resolving conflict and become a true peacemaker.

Davis Blount, BSCNC, Guidestone Financial Resource Senior Consultant

Financial Audit Ready?

What is a financial audit and what is its purpose? What are the benefits of an annual audit of its financial records by a CPA firm? What should you expect from the CPA firm who performs the annual audit? Are there any alternatives to a financial audit?

Professional Development (continued)

Davis Blount, BSCNC, Guidestone Financial Resource Senior Consultant

Ministers' Taxes And Compensation

Personal income taxes and payroll taxes for qualified ministers are handled differently by churches compared to non-ministerial staff. Is your church in compliance with the current wage and tax laws? Who qualifies to be treated as a minister and what are the differences in tax laws that my church needs to consider? Is our compensation and employee benefits package saving the staff the most in tax dollars, and protecting them as well as the church?

Is Your Church Handling "Designated Gifts" Properly?

Churches and members have a giving spirit; however, not all gifts are treated the same. Are all specific purpose gifts given by a donor deductible as a charitable contribution deduction on their personal returns? Fundraising needs are common for churches but what should a church and its donors be concerned about for designated projects, mission trips, benevolence needs, or other ministry of the church?

New Salary Law Update

Did you know beginning December 1, 2016, there are new overtime rules and regulations that will affect all employers including churches? What other payroll rules have changed over the last few years that the church needs to know about? We will review the new overtime rules and payroll audit procedures that impact our churches.

Church Finance Q & A

What is on your mind when it comes to church finances and have always wanted to ask someone? Some of the issues that I come across in my role at the State Convention include: Are you treating contributions to the church correctly? How do you determine what a reportable contribution is? Do you have church Policies and Procedures, if so, are you following them? This will be an interactive session where I hope we can help each other with best practices in managing the finances of the church. If there is a specific topic or question you would like to discuss, please forward your question to Davis Blount at dblount@ncbaptist.org.

Personal Effectiveness

Dr. Molly Smyser, Family Chiropractic Plus
Office Ergonomics And Office Exercises To Relieve Stress

We will discuss what ergonomics means in addition to how an ergonomically incorrect work station setup can have a detrimental effect on overall spinal health, resulting in increased amounts of stress on the nervous system. We will also address the importance of recognition and correction of improper ergonomics to avoid preventable spinal injuries and to enjoy a higher quality work environment.

Martha McDowell, South Central Regional Director NCBAM
"This Is Not Your Momma's Senior Adult Group"

Years ago Senior Adult Ministry involved covered dish meals and trips. However, with baby Boomers joining the 65+ group in record numbers and our church membership roles containing many well aging adults, how do our churches meet their changing needs?

Personal Effectiveness (continued)

Martha McDowell, South Central Regional Director NCBAM
"How Do We Encourage The Encouragers?"

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.

Mary Ellen Bowman, WMUNC

What Does 'Living Word' Really Mean?

Come explore a fresh perspective in treating the Bible as living and active....and as a friend! Your Bible is not just a book, or collection of books... It is your friend. A friend who is always waiting from the last time you spent time with it, no matter how much time has passed. The kind of friend who is wise and filled with mystery and fun, and deeply wants to be known. And while the idea of approaching the Bible as a living thing might seem like a strange concept, there is something sacred available to us when we give the scriptures room to be alive.

Lieutenant Lewis, Brunswick County Sheriff's Dept.

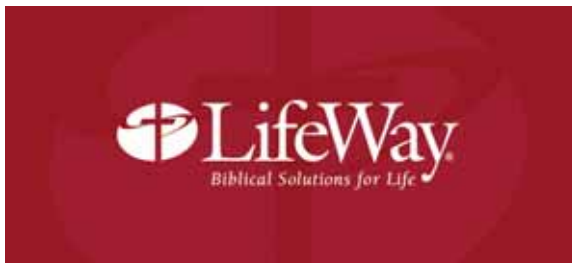
Self Defense

Will cover safety awareness and techniques. With time allowed she will demonstrate some not so invasive things, and have a power point presentation.

Russell Schwab, BSCNC, IT Systems Administrator

Identity Theft

What are steps you can take to protect yourself on the internet and in the real world? Do you store your passwords on your computer? Does your password protect your bank accounts? We will review things you can do to make it harder to have your personal information misused.



LifeWay of Wilmington 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!



Would you, Associational Administrative Assistants, be willing to contact your church's secretaries about the NCBSA Conference, and let them know just how important this training and bonding experience is to you? Encourage their pastors to let them be involved in our organization. Send them a copy of this newsletter, encourage them to send their secretary to this training and uplifting time. Also, church secretaries that already enjoy our time together, would you contact other churches in your association and encourage them to become involved?

Friendly Reminders

- *There are no hair dryers in the rooms at Ft. Caswell.
- *There are no coffee makers in the rooms, so for those early risers we will be providing coffee at the desk in the lobby.
- *When you arrive at Ft. Caswell, go straight to the Smith Conference Center to check in. We will have your keys there.
- *In the next newsletter we will provide a list of local restaurants for those of you who arrive early and would like to eat lunch in town before checking in.

Ft. Caswell Facts:

- ◇ Constructed between 1825 and 1837- pentagonal shape.
- ◇ Destroyed at the end of the Civil War.
- ◇ 1898 construction began on Battery Caswell-oldest of the concrete batteries.
- ◇ Named after NC's first governor, Richard Caswell.
- ◇ Bagley (near pool): Southport set it up for a fallout shelter. Can see shower heads in a couple of spots.
- ◇ NCBC purchased it in 1949 for \$86,000.

2016 NCBSA Conference November 7-9 at Ft. Caswell

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): _____

Physical Needs: _____

Food Allergies: _____

This is my first time attending a NCBSA Conference: _____

Would you volunteer to be a mentor to a first timer? _____

TOTAL COST: \$220.00 (includes membership and conference fee, room at conference center, and meals).

Private room - additional \$70

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

A \$50.00 deposit, along with the completed registration form reserves your spot. **Remainder due September 30.**

Amount enclosed: _____

(Installments are acceptable)

Make checks payable to NCBSA. Mail to:

Gail Thompson

c/o West Cabarrus Church

7655 Bruton Smith Blvd.

Concord, NC 28027

Cancellations: Before July 31: Full refund

August 1– September 30: 60% refund

After September 30: No refunds

\$30 Membership - Nonrefundable



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 April Van Dyke at ncbaptistsecretaries@gmail.com with their name and email and April will get them added to our mailings. Many Thanks!



NCBaptistSecretaries@gmail.com



Join us on Facebook at NCBaptist Secretaries

2016 Executive Committee



Nancy Evans
President

sandycreekassn@windstream.net
919-776-9423



Teresa Dotson
President Elect

tdotson5@frontier.com
919-489-3396



April Van Dyke
Second Vice President
april@elizabethchurch.org
704-482-6339



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