

Registration

Cost: \$65

Includes Conference Fee & Meals (2 lunches, 1 dinner, 1 continental breakfast, & refreshments) and so much more! Partial scholarships are available.

Housing:

Motel Housing has been arranged at the Best Western City Center in beautiful downtown Bozeman. A block of rooms is being held until April 1st; Call the motel at 1-800-870-3661 and ask for the YCSA rate. Each non-smoking suite has 2 queen beds. Email Loveda if you need a motel partner. She will place you on the "Buddy List" (sawyer_loveda@yahoo.com).

Home Housing—a few folks from the BUMC congregation have graciously agreed to open their homes to people who prefer to stay "in-home". These homes are first come, first serve basis.

Please fill out the following completely.

One registrant per form, please!

Name _____

Title _____

Church _____

Church Address _____

City/State/Zip _____

Church Phone _____

Church Email _____

Home Address _____

City/State/Zip _____

Home Phone _____

Home Email _____

REGISTRATION DEADLINE:

April 1, 2009

(Once registration is received, a detailed confirmation will be sent to you.)

Make your checks payable to **YCSA**.

Mail registration form and check to:

Miles City UMC / Loveda Sawyer

24 11th St. N., Miles City, MT 59301

406-874-3502

"Secretaries are the hub of the wheel which has spokes radiating to all of the church"

Yellowstone Conference Secretary Association
121 South Willson Avenue
Bozeman, Montana 59715

Yellowstone Conference Secretary Association



"Making the Difference"

.....
SKILL ENHANCEMENT
FOR
CHURCH SECRETARIES

PAID, VOLUNTEER
FULL-TIME, PART-TIME

IN THE
YELLOWSTONE
CONFERENCE

April 21-22, 2009
Bozeman, Montana

Schedule

TUESDAY, APRIL 21

9:00-9:30 Registration
9:30-10:00 Worship
10:00-12:00 Session I
12:00-1:00 Lunch
1:00-2:00 Session II
2:15-3:15 Session III
3:15-4:00 FREE TIME
4:00-5:00 Session IV
5:00-6:15 Dinner
6:30-7:30 Session V
7:30-9:00 Rejuvenate!

WEDNESDAY, APRIL 22

8:00-8:30 Continental Breakfast
8:30-9:00 Opening Worship
9:00-9:30 Session VI
9:30-10:00 Session VII
10:00-10:15 Break
10:15-12:00 Session VIII
12:00-1:00 Lunch
1:30-2:30 Session IX
2:30-3:00 Session X
3:00-3:30 Closing Worship

Sessions

Session I: Church Secretary Support 101

The first eight questions submitted with registrations will be answered (after research) by some mighty 'seasoned' secretaries. Time willing, we will be able to open the floor to more 'quizable' questions. This session is confidential; all things said in this gathering stay in this gathering.

"Experience is simply the name we give our mistakes." Oscar Wilde

Session II: Lost for Words: Bereavement Training

Chris Remely, Dokken-Nelson Funeral Home & Warren Hiebert, Gallatin Co. Sheriff's Chaplain

Do you wonder what to say, or what to do when someone comes through your door after losing a loved one? Come and learn tips for helping the bereaved, the stages of grief, and gain practical advice.

Session III: QiGong

Kris Zimmerman

QiGong's gentle, rhythmic exercises mirror the movements of nature, especially the fluidity of water. Combined with simple breathing techniques, QiGong is uniquely suited to relieving stress, boosting the immune system, and increasing the body's innate healing abilities.

Session IV: Offering Worldwide Hope

Sally McConnell

Sally, our new Yellowstone Conference Missions Coordinator will bring us up to speed in the world of missions. She will be covering Conference and Worldwide missions of our church.

Session V: Membership & Record Keeping

Jeneffer Smith

The General Conference of The United Methodist Church enacted more than fifty changes in the *Discipline* that are related to membership. A dozen of those significantly change the way we understand membership and keep records.

Session VI: Local Church Disaster Planning

Debbie Irby

Does your church have a disaster response plan? How would your church respond to a major fire, flood, earthquake, or ice storm? The church is one of the first places people turn to in a time of disaster and their visible presence is essential in any type of disaster. Hear how to get your church on the track to being prepared.

Session VII: Intermountain Celebrates 100 Years

Glenna Obie & Stephanie Van Terni

Intermountain is honored to celebrate their centennial in 2009. This is the perfect time to learn about a piece of our United Methodist History (founded in Helena by Rev. William Wesley Van Orsdel (Brother Van)), and to find out more about the children and programs that happen at Intermountain.

Session VIII: Safe Sanctuaries

Jude Monson

Safe Sanctuaries is about being prepared and thinking ahead. It is not about limiting your ministry. It is about doing ministry safely with children, youth and the adults who work with them. Come be inspired to make the difference in your church.

Session IX: "ReThink" Church

Kay Lansverk

What if church wasn't just a place where people spend an hour on Sundays? What if there wasn't just one door into the church but 10,000? And what if we began thinking about "church" as a verb instead of a noun? The UMC is going to pose those questions and others when it rolls out a new media campaign in 2009 aimed at getting people to "Rethink Church." The awareness campaign's launch will coincide with World Malaria Day, April 25.

Session X: Visioning Session

This is where all the work and changes happen. This is where we come together as a whole and envision what we want tomorrow to look like. Two positions will need to be filled on the Executive Team; is God calling you?



Ditty Bag items

Bring 35 'ditty bag' items. A ditty item is any small item you bring that represents you.

One Great Idea!

Please bring a copy of the best idea that you've created, read, or implemented which made your job easier or more interesting. Bring your idea with you for the "Idea" Table!

Wedding & Funeral Policies

Please bring along one copy of both your wedding and funeral policies to share.

Questions Needed

During our confidential opening session, we are asking that everyone send in questions that you need help with. We will answer as many as time allows