

The mission of the Professional Administrators of the United Methodist Connectional Structure (PAUMCS) is to provide administrative professionals a supportive base for unity and fellowship and to promote individual growth, professional development, continuing education, and spiritual enrichment.

PAUMCS members provide essential administrative support that brings organization and continuity to their ministry. United Methodist church administrators are the critical support throughout the denomination and are the vital link for the connection. PAUMCS is supported by The Book of Discipline (2016, ¶1807.18) and participation is encouraged by our Bishop Robert Farr and District Superintendents.

**Missouri State Chapter** dues are \$10 per calendar year. Contact Treasurer Barbara Buck at [mtdo8497@gmail.com](mailto:mtdo8497@gmail.com) to become an official member or include payment with your registration.

### Missouri Chapter Officers:

**President:** LeAnna Lewis, Mark Twain District  
[mtdoa02@gmail.com](mailto:mtdoa02@gmail.com)

**Vice President:** Tracy Lichliter, Wesley UMC, St. Joe  
[stjoewesley@gmail.com](mailto:stjoewesley@gmail.com)

**Secretary/Communications:** Becky Steffa, First UMC, Hannibal  
[firsthyd@sbcglobal.net](mailto:firsthyd@sbcglobal.net)

**Treasurer/Membership:** Barbara Buck, Mark Twain District  
[mtdo8497@gmail.com](mailto:mtdo8497@gmail.com)

### Meet the Presenters:



Catherine Turner currently serves as the Executive Assistant to Robert Farr, Bishop of the Missouri Conference of The United Methodist Church. In addition, she serves part time as pastor of Maple Grove United Methodist Church in Mexico, MO.



Bruce Baxter is the District Superintendent of the Southeast District, Missouri Conference, United Methodist Church. For the past 35 years Bruce has been appointed as an Elder in Missouri.



Reverend Kimberly Mitchell is a Provisional Elder with the United Methodist Church. She currently serves the Marquand, Rhodes Chapel and Glen Allen Churches in the Southeast District.



Audrey Baxter attended Asbury College in Wilmore, KY, where she completed a bachelor's degree in Spanish, Secondary Education; she earned a Master's Degree from the University of Kentucky in Reading Education.



The Rev. David Conley is a native of Cape Girardeau. He has worked in a variety of settings: as a radio disc jockey and sports announcer, teacher, coach, and for the past 29 years, as a United Methodist Pastor.



Cathy Hinklin is the Director of Down Home Women's Center, Lay Pastor, Grace UMC, Greenville, MO. and Celebrate Recovery SEMO State Representative.



## 2018 Missouri State PAUMCS Conference "It's All About the 3's"

Friday-Saturday, September 28-29,  
6 North Clark,  
Cape Girardeau, MO

# **\*\*Mission Project\*\***

## **Down Home Women's Center**

### **Supplies Needed:**

- Laundry detergent
- Fabric softener sheets
- 30 gallon trash bags
- Ziploc bags (quart and gallon)
- Feminine products
- Aluminum foil
- Copier paper
- Town and Country gift cards (local grocery store)
- Walmart gift cards
- Kitchen & Bathroom cleaners with bleach

**Sponsorship of a Participant.** Many ladies come to us without a job, funds or any income. We have a 7-day grace period during which there is no charge. After 7 days, a charge of \$15 daily begins. A Sponsorship of \$105.00 would be a great help to the Center to help offset the cost of the grace period.

Any financial donation will be appreciated as the Center is staffed 24/7.



## **SCHEDULE:**

|  |                |
|--|----------------|
| <b>Friday:</b>   |                |
| Registration begins<br>(light refreshments)                                  | 11:30 AM       |
| Opening Intro  | 12:30 PM       |
| <b>Catherine Turner</b><br>"3 Purposes of Admins according to the Lion King" | 1:00-2:30 PM   |
| Break  |                |
| <b>Bruce Baxter</b><br>"Conflict-3 Ways to Deal"                             | 2:45-4:15 PM   |
| Room Check In  | 4:30-5:00 PM   |
| Dinner Downtown  | 5:30 PM        |
| <b>Kim Mitchell</b><br>"Jesus, Coffee, & Bacon"                              | 6:45-8:00 PM   |
| <b>Team Building Activity</b>  | 8:00-8:30 PM   |
| Back to Hotel  | 8:45 PM        |
| <b>SATURDAY:</b>   |                |
| Breakfast-Hotel  | 7:00-8:00 AM   |
| <b>Audrey Baxter</b><br>"The Desperate Plea: 3 Responses"                    | 8:30-10:00 AM  |
| Break  | 10:00 AM       |
| <b>Dave Conley</b><br>"Geometry of Leadership-Making Triangles Work for you" | 10:15-12:45 PM |
| Lunch  | 12:45-1:15 PM  |
| <b>Cathy Hinklin</b><br>"Down Home Women's Center"                           | 1:15-2:00 PM   |
| <b>Team Building Activity</b>  | 2:00-2:30 PM   |
| Break  | 2:30 PM        |
| <b>Business Meeting</b><br>Installation of Officers                          | 2:45-4:30 PM   |
| <b>Prayer Dismissal</b>  | 4:30 PM        |
| "Tour of Cape" (optional-reservations required)                              |                |

## **REGISTRATION: \$ 100**

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone #: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

Personal E-Mail: \_\_\_\_\_

Work E-Mail: \_\_\_\_\_

Special Needs: \_\_\_\_\_

Mail registration & payment by September 14 to:

**Southeast District UMC**

**6 N. Clark**

**Cape Girardeau MO 63701**

Email Confirmation will be sent along with Event Details.

### **Hotel Accommodations:**

**AUBURN PLACE** 3265 William Street \* Cape Girardeau MO 63703 \*\*Reservations within the group block must be made by **9-3-18**.

Participants- contact the reservations office at (573)651-4486. Please mention the group **PAUMCS** at the start of the reservation. **\$89.00 per night \*PLEASE BRING tax exempt letter\* A credit card is needed at time of booking to hold each individual reservation.**