



***If you are a pastor reading this letter,
please make sure that your
Office Administrator sees this!***

Dear Parish Secretaries, Administrative Assistants, Office Administrators, or Office Assistants:

Are you ready for an informative and fun couple of days? Then join us at our annual Parish Secretaries' Seminar which will be held **October 8 and 9, 2019** at the **Bird-in-Hand Family Inn**, located in Bird-in-Hand, PA. The Bird-in-Hand Family Inn is located close to Lancaster attractions and outlet shopping and the welcoming atmosphere is another "plus". Our meals will all be at the smorgasbord, which changes daily at each meal.

The Parish Secretaries' Seminar is a one and a half day ecumenical, educational, non-profit seminar designed to provide opportunities to strengthen work skills needed in the modern office, to network with other secretaries/administrators, and to grow spiritually.

Finances are a concern for many churches, so we do everything we can to keep costs down. The cost for this year's seminar is again just \$250, which includes one night's lodging (double occupancy), five meals (breakfast, lunch, and dinner on Tuesday, and breakfast and lunch on Wednesday), presenter fees, and workshop materials. Please see the registration form for other options.



The Parish Secretaries Seminar is grateful for a financial gift received from the Bishop of the Southeastern Pennsylvania Synod. This gift is designated to serve as scholarship money to help defray costs of the seminar for those who qualify. Hopefully this gift will make it possible for those who truly wish to attend. If you are interested in seeing if you qualify for a scholarship, please contact Jodi Avanzato at 610-741-9861 by July 19th.

Originally started by the Northeastern and Southeastern Pennsylvania Synods of the Evangelical Lutheran Church in America, we have expanded in recent years. As a result, secretaries, administrative assistants and office support personnel from every denomination are welcome. The topics covered vary each year, and are designed to be a mix of useful, on-the-job programs and personal growth. We do our best to schedule sessions that are relevant to the brand-new secretary and the veteran alike. ***We strongly encourage congregations and agencies of any church to provide this event as continuing education for their support staff.***

This year's theme is "***Other Duties As Assigned***" We will have two sessions on Tuesday, with each one presented twice so that no one misses out on either one. **Michele Barra and Sammy Kelly will present Media Management: "Can I Use This?"**, which will demonstrate the use of multiple websites which supply free photo content, share basic graphic design techniques, overview of social media platforms, and more. **Pastor D. Michael Bennethum will present Transitions: "How Do You Role?"**, what is our role during transitions of Pastors, Church Councils, and Staff. At 12:00 noon, we will take a break for a delicious lunch at the smorgasbord, and switch sessions for the afternoon.

Following the afternoon session, you will have time to pick up your room key and for free time. You might want to enjoy the swimming pool, the exercise room, etc. that the hotel has to offer. There are so many wonderful things to do in the area: outlet shopping, tours, sightseeing, just to name a few. We will gather in the Eagle Room at 6:00 p.m. for the basket raffle then, as a group, we will head over for dinner at 6:30 p.m. At 7:45 p.m., we will meet in the Cardinal Room for Prayerful Beading with Mark, or you may enjoy free time.

Wednesday will begin with breakfast at the smorgasbord, which opens at 7:00 a.m., followed by devotions with Holy Communion at 8:45 a.m., led by our Spiritual Advisor, **Pastor Joseph Klinger**. Following that, **Pastor Klinger** will present **God – Help?: “How do we as helpers also help ourselves?”**, How do we learn to recognize that our role is vital while still creating healthy boundaries around work? How do we balance the needs of work and the needs of our own personal lives? How do we acknowledge that our effectiveness at work is directly tied to how we take care of ourselves?

- For individuals arriving on Monday evening, a smorgasbord breakfast begins at 7:00 a.m. Tuesday in the restaurant.
- For individuals arriving on Tuesday morning, a light continental breakfast will be available at the registration area in “D” lobby.
- Registration begins at 8:00 a.m. followed by a full day of sessions interspersed with devotions, meals, and free time.
- Wednesday will begin with breakfast at the smorgasbord, then devotions with Holy Communion, followed by another informative session.
- The seminar will conclude following lunch on Wednesday.

In order to help offset cost increases, we will again have a basket raffle. If you would like to donate a basket for the raffle, please indicate this on the registration form.

The enclosed registration form, along with your payment, must be received by **July 19**, in order to receive the **early registration discount**. Please make checks payable to **Parish Secretaries’ Seminar**. Send your completed form and payment to: Melody Scheffler, 1915 E. Pennsylvania Street, Allentown, PA 18109. NO registrations can be accepted after **August 16**.

We are limited to seventy (70) registrations, so please send in your registration as early as possible to avoid being left out.

Refunds (less a \$50 processing fee) are available before July 19. For cancellations made between July 19 and August 16, half of the registration fee will be refunded. **We will be unable to offer refunds for any cancellations received after August 16.** If you find you must cancel your registration, please contact Melody Scheffler at 610-504-9355.

Sign-up and join us for Other Duties As Assigned! We truly believe it will be a blessing both to you and to the congregation or agency you serve. You will receive confirmation of your seminar registration and roommate assignment in September. A list of participants will be included for car-pooling. In the meantime, if you have any questions, contact our Treasurer, Melody Scheffler, at 610-504-9355 or Robin Heckman, our Registrar, at 610-375-9216. We can’t wait to see you!

Blessings,

The Parish Secretaries’ Seminar Planning Committee
Enclosure



Other Duties As Assigned

2019 Parish Secretaries' Seminar
Bird-in-Hand Family Inn
Bird-in-Hand, PA
October 16-17, 2018

Registration Form *(Please print clearly)*

Name _____ Church Name _____

Church Address _____

City, State, Zip _____

Phone Numbers: Office _____ Home _____ Cell _____

Email: Office _____ Home _____ FAX Number _____

Emergency Contact _____ Phone Number _____

Please list any special lodging or dietary needs. _____

**All rooms are non-smoking; cost includes lodging, five meals, and seminar expenses.
2 nights Triple and 1 and 2 night Quadruple occupancy rates are available upon request.**

1 night (Tuesday) SINGLE room \$300.00 = _____

1 night (Tuesday) DOUBLE room \$250.00 = _____

I would like to room with _____

1 night (Tuesday) TRIPLE room \$225.00 = _____

I would like to room with _____

2 nights (Monday and Tuesday) SINGLE room \$415.00 = _____

2 nights (Monday and Tuesday) DOUBLE room \$300.00 = _____

I would like to room with _____

SUBTOTAL _____

Deduct \$25 if registering BEFORE July 19

SUBTOTAL _____

Total enclosed by church _____

Total enclosed by participant _____

Total enclosed _____

I will donate a basket for the raffle (to help offset costs): YES NO

!!!! NO REGISTRATIONS WILL BE ACCEPTED AFTER AUGUST 16 !!!!

Please enclose payment in full with registration. Make checks payable to **Parish Secretaries' Seminar.**

Mail form and payment by due date to: Melody Scheffler
1915 E. Pennsylvania Street
Allentown, PA 18109
610-504-9355

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