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*Purpose*

## Breakout Session Descriptions

### **Ask the IT Guy: Gary Griffin**

Have you had a computer question, design question, or just any kind of tech question that you just haven't been able to figure out? Or do you have an idea that you just haven't been able to translate into actionable steps? Well, this breakout session is for you. No agenda - just a basic question and answer session with a come and go format to help you get the answers you need!

### **Associational Round Table: Robin Crowe**

Associational Ministry Assistants will discuss the calling of a ministry assistant and what it means to be a second-chair leader who adds value to the work of the association. This class is open to those who are currently serving as Ministry Assistants in Associational offices only.

### **Benevolence: Joel Young**

Benevolence will deal with 1) Defining benevolence from a needs-based and IRS standpoint, 2) Getting charitable contribution credit for a donation, 3) Employee benevolence, 4) Discretionary funds, 5) Transients, 6) Safety and security, 7) How to have a successful benevolence program, including repeat requests, working with other benevolent groups and church staff duties, 8) Benevolence ministry policies, and 9) Tact and sensitivity.

### **Bible Journaling Pam Dudchock**

Bible journaling is a creative expression of God's Word. Come and see how you can use creative ways to study and worship God.

### **Card Making as a Ministry: Mona Crawford**

The cost for each class is **\$10** and includes materials and supplies used to make and take three cards. The cards will be prepped and ready for your personal touch. Learn to use the Stampin' Cut & Emboss machine to enhance your cards. Select the sentiment you prefer in order to personalize each card that you make to send to someone special. *Limit of 14 people per class.*

### **Chasing Wellness: Sara Bible**

We were created mind, body, and soul. We were not created to simply survive, but to thrive. Essential Oils are concentrated extracts from plants, herbs, and contain powerful wellness benefits. These oils can be used in aromatherapy, personal care, and throughout your household. Come join me as we play with lots of essential oils and learn more about how they can help us chase wellness.

### **Copyright, Grammar, and Proofing, Oh My!: Doug Rogers**

Learn practical skills that you can put to use right away in your ministry. We'll cover the basics of dealing with copyright matters, brush up on basic grammar, then offer a variety of tips to help you be a better proofreader.

# Breakout Session Descriptions, page 2

## **Effective Payroll: Jo Ellen Johnson**

The nuts and bolts of payroll - from new hires to W-2s and mistakes to avoid along the way.

## **Excel: Rita Goldman**

You will learn the basics of Excel – parts of the window, terms, quick access tool bar, views, how to adjust cell size, and many other items as time permits – how to flash fill, format painter, insert/delete rows and columns, add themes and header/footer, change worksheet order, sort data, create charts, and insert images, textboxes, & shapes.

## **First-Timers Meeting: Elizabeth Smith & Traci Jackson**

This short meeting is designated for all of those who have never attended an AABS conference or have not been able to attend for a few years. We will go over the details of the conference and what can be expected. This will also be a time for you to ask questions about the conference.

## **InDesign: Gary Griffin**

Elevate your design skills and learn to craft creative masterpieces with Adobe® InDesign. During this breakout session, you'll learn basic typographic, color, page layout, and document-construction skills to create both print and digital publications using practical examples related to a church secretary role.

## **Life Lessons from Mayberry: Doug Rogers**

Join us for this fun session as we use clips from “The Andy Griffith Show: to glean some spiritual truths that will encourage you in your life and ministry!

## **Meetings, Minutes, & Mistakes: Lee Wright**

Did you know that there are common mistakes that almost all churches and organizations make as they meet? Most ministry assistants are unsure about what should be included in the minutes. This session will make you a pro concerning your church’s minutes.

## **Ministry Assistant Certification: Jane Barrett**

***Managing the Administrative Task of the Church*** - Join us as we dive into the administrative tasks of the church and how to do a professional job dealing with the tasks. (Sessions #1, #2, & #3)

***Know What Your Church/Denomination Believes and Why*** - Have you had people come into your office or call you on the phone and ask questions about the beliefs of your church/denomination? We will examine our beliefs and look at scripture for the answers. (Sessions #4, #5, & #7)

***Leadership*** -Every ministry assistant is a leader in her ministry office. Let’s spend time looking at our roles and how to improve our skills. (Sessions #8, #9, & #10)

# Breakout Session Descriptions, page 3

## **Ministering to Aging Church Members: Connie Young**

This class will offer information, ideas, and resources for how the church can help offer physical, social, and spiritual support and in helping the person living with dementia and their caregiver maintain a connection to the church body. You will learn ideas and get resources to help have a better understanding of dementia/Alzheimer; how to communicate with them; and resources to share with caregivers to help them in their journey as they care for their family members.

## **Morning Prayer Walk: Elizabeth Smith**

Each morning we will meet at the AABS registration table on the 3<sup>rd</sup> floor of the Bagley Center for us to go out as group to spend time walking in God's creation and praying for the conference, ourselves, our families, our churches, and any person or thing God places on your heart. This is a "go at your own pace" style prayer walk. We will hike the trail that is behind the Bagley Center. A map can be found in the Conference Booklet.

## **Month & Year End Procedures: Jo Ellen Johnson**

Month and year end procedures involve more than just closing the books. Find out how to educate your congregation and protect your church and its employees.

## **Party with Purpose: Page Hughes**

Do you love a good party? Did you know that Jesus did too? Come and join Page as she speaks on how to have a Party with the Purpose of leading people to Jesus. You will hear about easy, fun, doable gatherings that can have eternal impact. Come join the fun!!!

## **QuickBooks: Carol Henderson**

This class will give you an overview of QBs. It will show you how to write checks, make deposits, set up budgets, set up your chart of accounts, and move around in QBs. If you are just thinking about using QBs or you have been using it but need help, this class is for you.

## **QuickBooks: Forms & Payroll: Carol Henderson**

This class is an overview of how to set-up and use payroll in QB and how to become familiar with payroll forms.

## **QuickBooks Q&A: Carol Henderson**

This class will help you with individual questions you may have about QBs in general, and with Procedures you may have questions about. If you are not using QBs this will be a good class to help you decide. If you are using QBs but are not comfortable with the way you are using it, this class is for you. We can help each other and get comfortable with how we are working in QBs.

## **Renewal: Cynthia Watts Barrineau**

Punching a button refreshes our computer and exfoliation renews our skin. But we need our Heavenly Father to renew us. Looking at six scriptures, we'll examine how God renews our mind, heart and spirit.

## **Retirement: Lee Wright**

Feel like you won't be able to retire? This class will provide the basics of Social Security and Retirement, and how to prepare.

## Breakout Session Descriptions, page 4

### **Security in the Church Office: Mark Wakefield**

This class will cover general security, protecting the weekday staff, & the ministry assistant's role in security.

### **Social Media Etiquette: Gary Griffin**

Learn to maximize your social media effectiveness by learning what to do, and what not to do, in this breakout session. Using real world examples, you'll learn to avoid pitfalls that can diminish your reputation and your effectiveness as a social media influencer. By analyzing your audience and page metrics, you'll learn to craft messages that are relatable and will earn you more likes!

### **Tee Party: Catherine Sims**

Join the Tee Party class and enjoy food, fellowship, and Tee-Shirt fun! Come explore how you are "Created on Purpose" and have fun making a t-shirt while you party Kid Min Style!

Catherine will offer four different style shirts (one shirt per breakout session she is leading). The cost of each class is **\$10** and includes everything needed for the shirt. This class is limited to 10 people per class time.

### **The God of Hope: Chelsea Kellum**

Life brings challenges: Difficult circumstances can produce fear, anxiety, bitterness, dread, or even despair. Let's open God's Word to a message of Hope and be encouraged.

"May the God of hope fill you with all joy and peace in believing, so that by the power of the Holy Spirit you may abound in hope." – Romans 15:13

### **The Power of Prayer and Fasting: Les Hughes**

The spiritual discipline of fasting accompanied by prayer is often overlooked as a meaningful practice of Jesus.

### **What's New in 2022 Concerning Taxes & Finances for Churches: Lee Wright**

This class is for financial secretaries and treasurers to know the up-to-date information you need concerning finances, contributions, record-keeping and taxes.

### **Where Is That Again?: Joel Young**

This class will cover 1) Developing a manual of procedures; 2) Discussing why process documentation is important; 3) Benefits of process documentation; 4) Developing a process documentation communications plan; 5) How to document processes; 6) Best practices for process documentation; and 7) How and where to start.

### **Word: Rita Goldman**

Tables, number features, bullets, how to print envelopes and labels, add a watermark, and setting tabs are some of the topics we will cover in this session.

