

Breakout Session Descriptions (page 1 of 3)

10 Tips for Troublesome Times - Mike Jackson

Facing life's grief from a Biblical perspective

Advanced Excel - Rita Goldman

How to make Excel work for you. Learn shortcuts and tricks to make it easier.

Associational Ministry Assistants Roundtable - Judy Gay

Join us for an informal, fun session to network with other association ministry assistants, share best practices, and discuss the unique opportunities and challenges of working in an associational office. Come ready to share, learn, and encourage! If there is a topic you would like to include in our discussion time, email judy@sabachurches.com.

Basic Publisher - Robin Crowe

Participants will learn how to identify areas of the screen and ribbon, and the most necessary tools needed for a basic newsletter.

Canva 101 - Jessica Ingram

Canva 101 will be an introduction to Canva, a free, user-friendly online design platform. We will discuss the basics of creating documents and designs, as well as cover how to apply for Canva Pro for Non-Profits.

Church Secretary: "First Impression" or "First Responder?" - Joann Gill

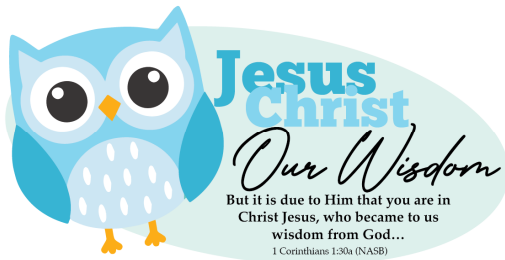
Assessing situations and deciding best action from minor first aid to medical emergencies.

Copyright or Copywrong? - Doug Rogers

Are you confused by copyright issues related to videos, music, software and other resources? This conference will help you understand what you can and cannot do under copyright laws.

Easy Professional Look (it's about that first impression) - Sharon Powell

You are the 1st image most people have of your church. We'll create a quick and easy look even the most natural girl will love. It's not about the makeup, it's about putting your best face forward. (Limit of 30 people per class.)



Breakout Session Descriptions (page 2 of 3)

From Purloined Pigs & Tobacco Juice to the Faithful & Fearless - Lonette Berg

Stories from Alabama Baptist life and history, with information about preserving and sharing our stories and materials.

Improving Church Communications - Doug Rogers

From newsletters, bulletins, posters and ads, to email campaigns, websites and social media, the printed and visual messages your church produces can have a positive or negative impact on both your church and community. Learn some simple ways to be sure you put your best foot forward in getting the word out.

Intro to Excel - Rita Goldman

Learn how to get started with Excel columns and rows, basic formatting, and practical uses.

It's Not a Big Deal, but Somebody Has to Do It - David Gill

This conference will assist the participant in claiming permission to establish margin in their job responsibilities for the sake of ministry. Furthermore, discussion will identify guidelines in providing hand outs and handouts. Maintaining first impressions!

Living a Happy, Healthy Life - Pat Ingram

To be happy and healthy, we need to take care of ourselves. Discover ways to find balance and implement self-care that works for you.

Living on a Ministry Assistant's Salary - Lee Wright

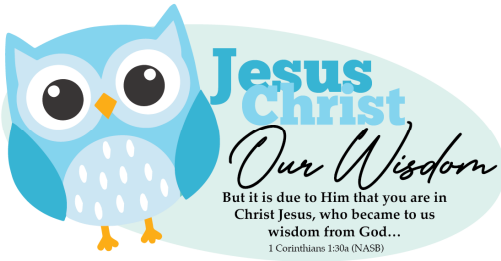
Inflation has hit all of us very hard. How can we live better on the limited income we have? This class will provide some ideas.

Meetings, Minutes, and Mistakes - Lee Wright

How can we have better, more time efficient meetings? What are common mistakes in a church meeting we can avoid. This class can help.

Online Giving in a Digital World - Joey Hocutt

Tutorial of GiveThree65, an online giving platform as a collaboration between the Alabama State Board of Missions (ALSBOM) and The Baptist Foundation of Alabama (TBFA).



Breakout Session Descriptions (page 3 of 3)

Paint Pour - Sharon Powell & Lindsey Ferguson

Create an Easter decoration that's beautiful no matter your level of artistic ability. (Limit of 30 people per class and \$5 payable at the time of the class.)

The Power of a Woman's Words: God's Incredible Gift - Elizabeth Smith

We will discuss chapters of a book called *The Power of a Woman's Words* by Sharon Jaynes. We will discuss how important it is that we have the ability to speak, how words are a powerful force, and how we have the choice to use our words for good or for harm.

The Power of a Woman's Words to Fellow Believers - Elizabeth Smith

We will look at examples from the Bible on how our words to fellow believers are powerful, encouraging, and how they can be hurtful. We will look at Deborah & Miriam to see how their words to fellow believers impacted those around them.

QuickBooks for Beginners - Carol Henderson

An introduction of QuickBooks and how to move around in it.

QuickBooks Payroll, Taxes, and Year-end Procedures - Carol Henderson

A little more in-depth about Payroll and Tax Windows followed by a time of Q & A.

Self Defense - Randy Reams

Day one/Monday: Creating a Safe Work Environment
Day two/Tuesday: Safety in your Home and Vehicle

Tour of Shocco - Shocco Staff

Enjoy a golf cart ride throughout the vast and beautiful campus of Shocco Springs. Learn about all the varying options for church group events at Shocco.

What every Pastor Wishes his Secretary/Ministry Assistant Knew - David Gill

Explore the topics of communication, schedule, confidentiality, personality, differences, and conflict resolution.

Word Newsletter - Rita Goldman

Learn how easy it is to create a newsletter in Word. We will create a masthead, columns, text boxes, and use graphics.