



# 2024 Conference Schedule

## Sunday, March 3

- 4:00 - 6:00 p.m. AABS Registration & Shocco Check-in - 3rd floor of Bagley Center  
6:00 p.m. **Dinner** - Dining Hall on 2nd floor of Bagley Center  
7:00 p.m. **Fellowship: Game Night** - Room 1300 on 3rd floor of Bagley Center

## Monday, March 4

- 7:30 a.m. **Breakfast** - Dining Hall on 2nd floor of Bagley Center  
8:00 a.m. AABS Registration & Shocco Check-in - 3rd floor of Bagley Center  
8:15 a.m. First-Timers Meeting - Room 1300 on 3rd floor of Bagley Center  
**8:30 - 9:30 a.m. Breakout Session #1**  
Rm 1106 - Paint Pour - Class size limit and additional cost\*  
Rm 1307 - The Power of a Woman's Words: God's Incredible Gift  
Rm 1324 - Living on a Ministry Assistant's Salary  
Rm 1325 - What every Pastor Wishes his Secretary Knew  
Rm 1326 - Church Secretary: "First Impression" or "First Responder?"  
Front porch, Bagley Center - Tour of Shocco  
**9:40 - 10:40 a.m. Breakout Session #2**  
Rm 1307 - The Power of a Woman's Words: God's Incredible Gift  
Rm 1323 - Easy Professional Look/First Impression - Class size limit\*\*  
Rm 1324 - Living on a Ministry Assistant's Salary  
Rm 1325 - What every Pastor Wishes his Secretary Knew  
Rm 1326 - QuickBooks for Beginners  
**10:50 - 11:50 a.m. Breakout Session #3**  
Rm 1106 - Paint Pour - Class size limit and additional cost\*  
Rm 1307 - Living a Happy, Healthy Life  
Rm 1323 - Self Defense: Creating a Safe Work Environment  
Rm 1324 - Canva 101  
Rm 1325 - Word Newsletter  
Rm 1326 - QuickBooks for Beginners  
12:00 - 12:50 p.m. **Lunch** - Dining Hall on 2nd floor of Bagley Center  
12:55 p.m. Door prizes - Room 1300, 3rd floor Bagley Center (Must be present to win.)

## Monday, March 4 continued

- 1:00 - 2:30 p.m.      **General Session** - Room 1300 on 3rd floor of Bagley Center
- 2:45 - 3:45 p.m.**      **Breakout Session #4**  
Rm 1307 - Living a Happy, Healthy Life  
Rm 1323 - Easy Professional Look/First Impression - Class size limit\*\*  
Rm 1324 - Canva 101  
Rm 1325 - Intro to Excel  
Rm 1326 - QuickBooks Payroll, Taxes, & Year-end Procedures
- 4:00 - 5:00 p.m.**      **Breakout Session #5**  
Rm 1106 - Paint Pour - Class size limit and additional cost\*  
Rm 1307 - Associational Ministry Assistants Roundtable  
Rm 1323 - Self Defense: Creating a Safe Work Environment  
Rm 1324 - Canva 101  
Rm 1325 - Advanced Excel  
Rm 1326 - Church Secretary: "First Impression" or "First Responder?"  
Front porch, Bagley Center - Tour of Shocco
- 5:30 - 6:30 p.m.      **Dinner** - Dining Hall on 2nd floor of Bagley Center
- 7:00 p.m.              **Fellowship:** Comedy Show *Featuring Comedian Peppi* - Room 1300 on 3rd floor of Bagley Center

## Tuesday, March 5

- 7:30 a.m.              **Breakfast** - Dining Hall on 2nd floor of Bagley Center
- 8:00 a.m.              AABS Registration & Shocco Check-in - 3rd floor of Bagley Center
- 8:15 a.m.              First-Timers Meeting - Room 1300 on 3rd floor of Bagley Center
- 8:30 - 9:30 a.m.**      **Breakout Session #6**  
Rm 1307 - The Power of a Woman's Words to Fellow Believers  
Rm 1323 - Self Defense: Safety in your Home and Vehicle  
Rm 1324 - Meetings, Minutes, and Mistakes  
Rm 1325 - It's Not a Big Deal, but Somebody Has to Do It  
Rm 1326 - Church Secretary: "First Impression" or "First Responder?"  
Front porch, Bagley Center - Tour of Shocco
- 9:40 - 10:40 a.m.**      **Breakout Session #7**  
Rm 1307 - The Power of a Woman's Words to Fellow Believers  
Rm 1323 - Self Defense: Safety in your Home and Vehicle  
Rm 1324 - Meetings, Minutes, and Mistakes  
Rm 1325 - From Purloined Pigs & Tobacco Juice to the Faithful & Fearless  
Rm 1326 - Improving Church Communications

## Tuesday, March 5 continued

- 10:50 - 11:50 a.m.      Breakout Session #8**  
Rm 1307 - 10 Tips for Troublesome Times  
Rm 1323 - Basic Publisher  
Rm 1324 - Online Giving in a Digital World  
Rm 1325 - From Purloined Pigs & Tobacco Juice to the Faithful & Fearless  
Rm 1326 - Improving Church Communications
- 12:00 - 12:50 p.m.      **Lunch** - Dining Hall on 2nd floor of Bagley Center
- 12:55 p.m.              Door prizes - Room 1300, 3rd floor Bagley Center (Must be present to win.)
- 1:00 - 2:30 p.m.        **General Session** - Room 1300 on 3rd floor of Bagley Center
- 2:45 p.m.                Group Photo immediately following General Session
- 3:00 - 4:00 p.m.      Breakout Session #9**  
Rm 1307 - 10 Tips for Troublesome Times  
Rm 1323 - Basic Publisher  
Rm 1324 - Online Giving in a Digital World  
Rm 1325 - It's Not a Big Deal, but Somebody Has to Do It  
Rm 1326 - Copyright or Copywrong?
- 5:30 p.m.                Past Presidents Photos
- 5:55 p.m.                Door prizes - Mary Essie Stephens Activity Center Auditorium  
(Must be present to win.)
- 6:00 p.m.                **Banquet** featuring NAMB Missionaries Kerry & Twyla Jackson -  
Mary Essie Stephens Activity Center Auditorium

## Wednesday, March 6

- 7:30 a.m.                **Breakfast** - Dining Hall on 2nd floor of Bagley Center
- 8:25 a.m.                Door prizes - Room 1300, 3rd floor Bagley Center (Must be present to win.)
- 8:30 a.m.                **General Session including Business with items to be voted on** -  
Room 1300 on 3rd floor of Bagley Center
- 10:30 a.m.                Conference Adjourns

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**\*Paint Pour** - Limit of 30 people per class and \$5 payable at the time of the class.

**\*\*Easy Professional Look/First Impression** - Limit of 30 people per class.

**See Ministry Support Professional - Basic Training Conference**  
**(Ministry Certification) info on the next page.**

*All classes and times on the schedule are subject to change.*

## Ministry Support Professional - Basic Training Conference

These **courses require prior pre-registration & additional payment** beyond the conference costs. You must attend all 3 sessions of a course to complete said course. For more information see page 15, or visit [alabamabaptistsecretaries.com](http://alabamabaptistsecretaries.com) and click on “Ministry Certification.”

ALL courses are in **Room 1206/1207** on the 2nd floor of the Bagley Center.

### Monday, March 4

|                           |   |
|---------------------------|---|
| <b>8:30 - 9:30 a.m.</b>   | <b>Breakout Session #1</b> - Communicating Effectively            |
| <b>9:40 - 10:40 a.m.</b>  | <b>Breakout Session #2</b> - Communicating Effectively            |
| <b>10:50 - 11:50 a.m.</b> | <b>Breakout Session #3</b> - Communicating Effectively            |
| <b>2:45 - 3:45 p.m.</b>   | <b>Breakout Session #4</b> - Ministering in Your Support Position |
| <b>4:00 - 5:00 p.m.</b>   | <b>Breakout Session #5</b> - Ministering in Your Support Position |

### Tuesday, March 5

|                           |   |
|---------------------------|---|
| <b>8:30 - 9:30 a.m.</b>   | <b>Breakout Session #6</b> - Ministering in Your Support Position               |
| <b>9:40 - 10:40 a.m.</b>  | <b>Breakout Session #7</b> - Knowing Yourself & Being True to Yourself & Christ |
| <b>10:50 - 11:50 a.m.</b> | <b>Breakout Session #8</b> - Knowing Yourself & Being True to Yourself & Christ |
| <b>3:00 - 4:00 p.m.</b>   | <b>Breakout Session #9</b> - Knowing Yourself & Being True to Yourself & Christ |