

REGISTRATION FORM

PROFESSIONAL TRAINING COURSE:

(\$150) \$ _____ OR

SKILLSHOPS:

- Designing Professional Publications (\$75) \$ _____
 Office Management (\$75) \$ _____

ACCOMMODATIONS:

Two nights and 7 meals:

- Patterson Place (\$159.50) \$ _____
 Guest House (\$111.50) \$ _____

Monday night lodging and Tuesday breakfast:

- Patterson Place (\$57.50) \$ _____
 Guest House (\$33.50) \$ _____

Meals ONLY, no lodging required – check all requested:

- Tuesday lunch (\$8.50) Wednesday supper (\$9.50)
 Tuesday supper (\$9.50) Thursday breakfast (\$7.50)
 Wednesday breakfast (\$7.50) Thursday lunch (\$8.50)
 Wednesday lunch (\$8.50)

Total Cost of all Meals requested: \$ _____

TOTAL AMOUNT ENCLOSED:

\$ _____

Conference fee plus accommodations/meals. Please make your check payable to: Mississippi Baptist Convention Board.

FOOD ALLERGIES:

We will try to accommodate any of which we are made aware.

QUESTIONS?

Contact Vesta Clary at 1-800-748-1651, ext. 305; 601-292-3305
or e-mail vclary@mbcb.org



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Mississippi Baptist Convention Board
Pastor/Leadership Development Department
PO Box 530
Jackson MS 39205-0530

ADDRESS SERVICE REQUESTED



SEPTEMBER 11-13, 2018

PROFESSIONAL TRAINING COURSE & SKILLSHOPS FOR MINISTRY ASSISTANTS



GARAYWA CAMP &
CONFERENCE CENTER
CLINTON, MS

PROFESSIONAL TRAINING COURSE

WITH **JANE BARRETT**



Executive/Discipleship Pastor at Mt. Hebron Baptist Church in Elmore, Alabama. Has served on staff for more than 30 years. Areas of responsibility include managing the business affairs of the church, coordinating the work of committees and ministry teams, staff liaison for Women's Ministry, lead the Disciple-making area and assist the pastor with pastoral duties.

Certified Instructor for Ministry Assistants and Secretaries, LifeWay Christian Resources, Nashville, Tennessee. Leads conferences across the United States for support staff members.

PROFESSIONAL TRAINING COURSE IS DIVIDED INTO SIX 3-HOUR SECTIONS:

- ADMINISTRATION
- LEADERSHIP
- COMMUNICATION
- MINISTRY
- GOD'S CALL
- MY CHARACTER

PROFESSIONAL TRAINING EXAMINATION:

To earn a Professional Training Course certificate, ministry secretaries and assistants must attend 18 hours of teaching time (6 modules) and pass an examination. Requirements can be met by attending the complete training course, a one-time 3-day event that will include all 6 modules and a final examination.

The examination is offered at each complete Professional Training Course event. It is comprised of 100 multiple-choice questions and one 10-point bonus short answer question. Participants who earn a grade of 75 percent or greater will earn an attractive certificate signifying completion of the course.

PLEASE NOTE: This is no longer a certification course as per Lifeway.

FACILITIES: Beautiful Camp Garaywa in Clinton is the setting for your time of refreshing and study. There are 60 beds in Patterson Place (2 queen-sized beds per room, costs based on two people per room) and 28 beds in the Guest House. Accommodations are available on a first registered, first assigned basis! Make your plans early to stay in either place.

IF YOU HAVE A LONG DISTANCE TO TRAVEL:

Come on Monday. Arrangements can be made for accommodations (at an additional cost) on Monday evening and breakfast on Tuesday morning. However, no meal will be served on Monday evening.

IF YOU DO NOT NEED LODGING: You may choose to eat some meals. You will need to indicate the meals you plan to eat at Camp Garaywa and include a check to cover the costs of those with the Reservation Form. The cost per meal is: breakfast \$7.50; lunch \$8.50; supper \$9.50.

AND SKILLSHOPS

WITH **SANDRA SARTOR**



Sandra served as a ministry assistant for 17 years in churches in Georgia and Mississippi and in the Gwinnett Metro Baptist Association in metropolitan Atlanta. In her career, she also worked for the federal government and in the Gwinnett County Public School System.

Sandra has been an instructor for LifeWay Christian Resources for 30 years and has served as their Ministry Assistants Specialist for 16 years. She now serves as a consultant for churches and as a motivational speaker. Sandra works one-on-one with Christian professionals and has led conferences across the United States.

THE SKILLSHOP TOPICS OFFERED THIS YEAR:

DESIGNING PROFESSIONAL PUBLICATIONS

Use the power of your word processing software to design dynamic newsletters, bulletins, and other publications. Designing Professional Publications will teach you formatting, writing, and design principles that will keep your publications on the cutting edge.

OFFICE MANAGEMENT

Are you the office manager, administrative assistant, coordinating secretary, or all of these as the only ministry assistant in your office? Whatever your title, it is your job to coordinate the smooth flow of work through your office. Office Management examines how your role relates to each of the four management functions. You will study office organizational structure, functional layout and design, and inventory control procedures. You will get a head start on compiling a policy and procedure manual for your office, and will learn to save valuable time by sharing the workload with coworkers and volunteers.

ADDITIONAL INFORMATION AVAILABLE AT:

<https://www.lifeway.com/en/special-emphasis/ministry-assistants>

REGISTRATION FEES: This will cover the cost of the conference fee, study guide and all materials.

*Professional Training Course – Conference fee: \$150

*Skillshops – Conference fee: \$75 per Skillshop

ACCOMODATION FEES:

*Patterson place: \$159.50 (based on two persons per room)

*Guest House: \$111.50 (could be multiple persons per room if needed)

*This will cover the cost of two (2) nights lodging and seven (7) meals.

All linens are furnished.

*Monday Evening accommodations and breakfast on Tuesday morning will be an additional cost of \$57.50 (Patterson Place) or \$33.50 (Guest House).

*You may attend only one Skillshop, but please contact Vesta Clary for accommodation adjustment.

REGISTRATION FORM

CONFERENCE DATES: SEPT 11-13, 2018

Registration will begin Tuesday at 8:00 a.m. and classes at 8:15 a.m. Classes will end Thursday at 4:30 p.m.

I would like to enroll in:

Professional Training Course **OR**

I would like to enroll in:

SKILLSHOP:

Designing Professional Publications

Tuesday–Wednesday Lunch

SKILLSHOP:

Office Management

Wednesday afternoon–Thursday

Name

Preferred Mailing Address

City, State, Zip

Cell Phone

Office Phone

Preferred E-mail Address

Work Location: Name of Church/Association/Agency

Roommate (if accommodations requested)

I will be coming on Monday.

Register by doing one of the following:

1. Visit tinyurl.com/MATraining-Skillshops2018
2. Complete the form and mail with your check to:
Pastor/Leadership Development Department,
PO Box 530, Jackson MS 39205-0530

Preregistration is necessary in order to make room assignments and prepare adequately for meals and materials.

*Reservations must be received no later than **Friday, August 31, 2018.**
No refunds on training fees or meal costs after this date.*