

Parish Secretaries' Seminar

October 5 & 6, 2010
DoubleTree/Willow Valley Resort
2416 Willow Street Pike, Lancaster PA



Open to all Parish Secretaries and Administrators from any denomination.

Join us on October 5th & 6th for our annual Parish Secretaries' Seminar "Less Hurry, Hurry and More Hurray, Hurray!" at the DoubleTree/Willow Valley Resort in Lancaster, PA. Workshops will be interspersed with devotions, meals and free time. Our workshops this year include "The Juggler: Master Multitasker" where we will learn how to be efficient and stay organized to keep on top of everyday tasks while managing special projects; "Lighten the Load: Helpful Helpers" for recruiting and caring for volunteers; and "How's Your Halo?" which will be about first impressions, fielding complaints, and learning to not take everything so personally. Our Spiritual Leader this year will be the Rev. Jami Possinger.

The cost of the seminar will be \$200.00 which includes five meals, presenter fees, workshop materials, and one-night's lodging, double occupancy. (Other options are available.) ***Congregations and agencies of the Church are encouraged to provide this event as continuing education for their support staff.*** The seminar is designed to provide opportunities to strengthen work skills needed in the modern office, to network with other secretaries/administrators, and to grow spiritually. Secretaries/administrators are encouraged to bring copies of newsletters, bulletins, guidelines, office manuals, etc. to share with others who will attend.

For a registration form, please go to www.LutheranCongregationalServices.org and click on the link for ***Parish Secretaries*** under the Congregational Services column. Registrations are due no later than August 23, 2010. (Save \$20 if registering by July 1st!)



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