

WORKSHOP DESCRIPTIONS

WEDNESDAY, APRIL 23

Early Bird Workshop 1

1:15–2:30 p.m.

Homegrown Stampers Creating Paper Hugs-Brenda Sellers (ROOM: GREENBRIER)

Join us for a creative and heartwarming workshop where you'll learn about crafting beautiful, personalized cards to send to loved ones, friends, or anyone in need of a little happiness! Whether you're new to card making or have experience, this workshop is all about the joy of creating meaningful cards that will brighten someone's day and make them feel truly welcomed and appreciated. This workshop is more than just a craft—it's a chance to send a personal touch in a digital world. Let's bring back the joy of handwritten notes and make connections that are filled with care, creativity, and love. Come with your creative spirit and leave with a card that will make someone's day special!

Social Media: A 10,000 ft View of the Importance of Social Media for Your Church in Today's Digital Age-Samantha Bligh (ROOM: PINNACLE)

In this workshop we'll cover as many aspects of social media as we can to give you enough knowledge to be dangerous. We'll touch on the importance of social media, using it to reach younger generations, the benefits it can have for your church, how to build successful posts, and more.

New to the Office-Lisa Anderson (ROOM: THE COVE)-2nd floor of hotel

Are you new to the church office? Serving in the church is a whole different "position" than in the secular world! Check out this class if you're unsure about what you've gotten yourself into! :)

We will cover a lot of information, including the job description & attributes of a Ministry Assistant, confidentiality in the church office, permission slips, policies & procedures, & employee information. We will also have a Q&A session where you can learn from other "new" Ministry Assistants.

IT Software for Churches-Haley Rittenberry (ROOM: SUGARLANDS)

This breakout is all about learning how to use Canva for creating newsletters for churches, how to access TeD and any other softwares that might be useful to a church.

Early Bird Workshop 3

2:45-4:00 p.m.

Homegrown Stampers Creating Paper Hugs-Brenda Sellers (ROOM: GREENBRIER)

Join us for a creative and heartwarming workshop where you'll learn about crafting beautiful, personalized cards to send to loved ones, friends, or anyone in need of a little happiness!

Whether you're new to card making or have experience, this workshop is all about the joy of creating meaningful cards that will brighten someone's day and make them feel truly welcomed and appreciated. This workshop is more than just a craft—it's a chance to send a personal touch in a digital world. Let's bring back the joy of handwritten notes and make connections that are filled with care, creativity, and love. Come with your creative spirit and leave with a card that will make someone's day special!

Social Media: A 10,000 ft View of the Importance of Social Media for Your Church in Today's Digital Age-Samantha Bligh (ROOM: PINNACLE)

In this workshop we'll cover as many aspects of social media as we can to give you enough knowledge to be dangerous. We'll touch on the importance of social media, using it to reach younger generations, the benefits it can have for your church, how to build successful posts, and more.

IT Software for Churches-Haley Rittenberry (ROOM: SUGARLANDS)

This breakout is all about learning how to use Canva for creating newsletters for churches, how to access TeD and any other softwares that might be useful to a church.

THURSDAY, APRIL 24

Workshop 1 9:40-10:40 a.m.

Homegrown Stampers Creating Paper Hugs-Brenda Sellers (ROOM: GREENBRIER)

Join us for a creative and heartwarming workshop where you'll learn about crafting beautiful, personalized cards to send to loved ones, friends, or anyone in need of a little happiness! Whether you're new to card making or have experience, this workshop is all about the joy of creating meaningful cards that will brighten someone's day and make them feel truly welcomed and appreciated. This workshop is more than just a craft—it's a chance to send a personal touch in a digital world. Let's bring back the joy of handwritten notes and make connections that are filled with care, creativity, and love. Come with your creative spirit and leave with a card that will make someone's day special!

Social Media: A 10,000 ft View of the Importance of Social Media for Your Church in Today's Digital Age-Samantha Bligh (ROOM: PINNACLE)

In this workshop we'll cover as many aspects of social media as we can to give you enough knowledge to be dangerous. We'll touch on the importance of social media, using it to reach younger generations, the benefits it can have for your church, how to build successful posts, and more.

Employees, Contractors, and Volunteers-Joe Lovell (ROOM: THE ABRAMS-LOCATED BY POOL)

The rules governing worker classifications do not always provide clear guidelines for making a determination. This session will examine the rules that the IRS uses to decide on the proper classification.

Microsoft OneNote-The Unknown Swiss Army Knife of Microsoft Office-Michael Hendricks (ROOM: THE COVE)-2nd floor of hotel

Have you ever wondered "What is OneNote?" Come join us to learn what it is and how it can be a valuable tool in your toolbox. Your existing organization abilities will get super powers! Learn from an IT Professional who has implemented and trained on Microsoft OneNote in environments like churches, businesses, and schools. Be prepared to say "I never knew how much I needed OneNote!" The same session will repeat once.

What you'll learn

- Ever wondered "What is OneNote?" Come join us to learn what it is and how it can be a valuable tool in your toolbox
- Gain confidence navigating the OneNote interface
- How to create and manage notes, and then change formatting, alignments, and grouping
- How to insert pictures and screen clips into notes
- Secure your Notebook pages with password protection
- Use audio and video to record a meeting or take a voice memo
- Organize notes, pages, and sections, and search content in your notebooks
- How to link to other note pages as well as external data sources like OneDrive, Word or Excel
- Plus many time-saving secrets, tips, and tricks from real life examples throughout the session

Excel: Beyond the Basic-Julia Binford (ROOM: THE CADES)-2nd floor of hotel

This breakout will take you beyond the Excel Basic knowledge and give you tips and tricks for formatting, formula for calculations, tables, template creation, and much more.

IT Software for Churches-Haley Rittenberry (ROOM: SUGARLANDS)

This breakout is all about learning how to use Canva for creating newsletters for churches, how to access TeD and any other softwares that might be useful to a church.

Workshop 2

10:50-11:50 a.m.

Microsoft OneNote-The Unknown Swiss Army Knife of Microsoft Office-Michael Hendricks (ROOM: THE COVE)-2nd floor of hotel

Have you ever wondered "What is OneNote?" Come join us to learn what it is and how it can be a valuable tool in your toolbox. Your existing organization abilities will get super powers! Learn from an IT Professional who has implemented and trained on Microsoft OneNote in environments like churches, businesses, and schools. Be prepared to say "I never knew how much I needed OneNote!" The same session will repeat once.

What you'll learn

- Ever wondered "What is OneNote?" Come join us to learn what it is and how it can be a valuable tool in your toolbox
- Gain confidence navigating the OneNote interface
- How to create and manage notes, and then change formatting, alignments, and grouping
- How to insert pictures and screen clips into notes
- Secure your Notebook pages with password protection
- Use audio and video to record a meeting or take a voice memo
- Organize notes, pages, and sections, and search content in your notebooks
- How to link to other note pages as well as external data sources like OneDrive, Word or Excel

- Plus many time-saving secrets, tips, and tricks from real life examples throughout the session

Tax Issues For Churches and Nonprofits-Joe Lovell (ROOM: THE ABRAMS-LOCATED BY POOL)

Although churches are exempt from income tax filing requirements, there are other tax issues that apply. This session is an overview of nonprofit tax issues.

Event Planning Made Easy-Cheryl Frerman and Sitha Powell (ROOM: SUGARLANDS)

Ministry Assistants wear many hats and are often called upon to plan events of varying sizes. This session will review the critical planning steps that culminate in a stress-free and enjoyable event

12 Suggestions for Developing Your Benevolence Plan-Beth Moore (ROOM: PINNACLE)

The requests that come into the church administrative assistant or pastor can range from the outrageous to the suspicious to simply heartbreaking. Without a plan, church staff can be overwhelmed, taken advantage of, or in danger. However, with the right policies and procedures church staff and leadership can serve on this “front line” with confidence and compassion.

Energized, Effective & Efficient Time Management From a Biblical Perspective-Denise Descombes (ROOM: THE CADES)-2nd floor of hotel

This workshop will focus on time management from a Biblical perspective, remind us of the importance of rest & renewal, and visit techniques to increase effectiveness and efficiency.

**Workshop 3
1:00-2:00 p.m.**

Excel: Beyond the Basic-Julia Binford (ROOM: GREENBRIER)

This breakout will take you beyond the Excel Basic knowledge and give you tips and tricks for formatting, formula for calculations, tables, template creation, and much more.

12 Suggestions for Developing Your Benevolence Plan-Beth Moore (ROOM: PINNACLE)

The requests that come into the church administrative assistant or pastor can range from the outrageous to the suspicious to simply heartbreaking. Without a plan, church staff can be overwhelmed, taken advantage of, or in danger. However, with the right policies and procedures church staff and leadership can serve on this “front line” with confidence and compassion.

Financial Reporting for Nonprofits-Joe Lovell (ROOM: THE ABRAMS-LOCATED BY POOL)

This session covers reporting best practices for nonprofits including reporting to donors and budget stakeholders.

Energized, Effective & Efficient Time Management From a Biblical Perspective-Denise Descombes (ROOM: THE CADES)-2nd floor of hotel

This workshop will focus on time management from a Biblical perspective, remind us of the importance of rest & renewal, and visit techniques to increase effectiveness and efficiency.

Scams-Lt. Rebecca Cowen (ROOM: SUGARLAND)

**Workshop 4
2:10-3:10 p.m.**

Canva Advanced-Julia Binford (ROOM: GREENBRIER)

Learn tips & tricks to make your publications pop. There will be a time for Q& A's.

Managing Your Risk-Denise Descombes (ROOM: THE CADES)-2nd floor of hotel

This workshop will focus on the current coverages that are considered must haves for churches and how to determine how well your church is protected.

Walk A Mile In My Shoes-Shannon Perry (ROOM: PINNACLE)

We are called to live holy lives as Christians, but what does that really look like? During "Walk A Mile In My Shoes," we will discuss the true meaning of holiness and how we can walk out a holy life in the real world.

Church Safety and Security-Lt. Rebecca Cowen (ROOM: SUGARLAND)

FRIDAY, APRIL 25

Workshop 5 **9:40-10:40 a.m.**

Canva Advanced-Julia Binford (ROOM: GREENBRIER)

Learn tips & tricks to make your publications pop. There will be a time for Q& A's.

Church Preparedness: Protect Ministry & Prevent Poor Precedent-Denise Descombes **(ROOM: THE CADES)-2nd floor of hotel**

This workshop will discuss the importance of internal policies and procedures to help safeguard your ministry.

Boundaries-Tony Rankin (ROOM: SUGARLAND)

Persons in helping professions are terrible at setting boundaries. Learn where you end and where the other person begins. This will help you say "no," keep you from "doing to get," and keep you from having to do "everything" because "nobody" will help.

Verse Mapping-Laura Price (ROOM: THE ABRAMS-LOCATED BY POOL)

Verse mapping encourages us to look at historical context, true definitions/origins of words, and more to find the deep truths in Gods Word. In this session, we will discuss what verse mapping is and how to do it. You will leave with experience, guides, and resources to continue this practice on your own. Verse mapping is an excellent tool for anyone wanting to deepen their study of scripture.

Record Retention-Lisa Anderson (ROOM: THE COVE)-2nd floor of hotel

"What to Keep, What to Toss" -- one of the most confusing aspects of being a Ministry Assistant can be "how long do I have to keep all of these records?" There is a LOT of information in the church office & some of it needs to be kept permanently. However, some items can be shredded after a certain amount of time. This session will help you figure out what you need to keep & what you need to toss!

Workshop 6

10:50-11:50 a.m.

Church Preparedness: Protect Ministry & Prevent Poor Precedents-Denise Descombes (ROOM: THE CADES)-2nd floor of hotel

This workshop will discuss the importance of internal policies and procedures to help safeguard your ministry.

Verse Mapping-Laura Price (ROOM: THE ABRAMS-LOCATED BY POOL)

Verse mapping encourages us to look at historical context, true definitions/origins of words, and more to find the deep truths in Gods Word. In this session, we will discuss what verse mapping is and how to do it. You will leave with experience, guides, and resources to continue this practice on your own. Verse mapping is an excellent tool for anyone wanting to deepen their study of scripture.

Record Retention-Lisa Anderson (ROOM: THE COVE)-2nd floor of hotel

"What to Keep, What to Toss" -- one of the most confusing aspects of being a Ministry Assistant can be "how long do I have to keep all of these records?" There is a LOT of information in the church office & some of it needs to be kept permanently. However, some items can be shredded after a certain amount of time. This session will help you figure out what you need to keep & what you need to toss!

Dealing with Difficult People-Tony Rankin (ROOM: SUGARLAND)

Most often the difficult people you encounter are not terrorists- they are just ordinary persons that are unhappy, selfish, miserable, and defensive. They could be your neighbors, relatives, colleagues, fellow pew-sitters at the church, children, friends, and even a spouse if you are married.

Workshop 7

1:00-2:00 p.m.

Walk A Mile In My Shoes-Shannon Perry (ROOM: THE PINNACLE)

We are called to live holy lives as Christians, but what does that really look like? During "Walk A Mile In My Shoes," we will discuss the true meaning of holiness and how we can walk out a holy life in the real world.

Bible Journaling-Laura Price (ROOM: THE ABRAMS-LOCATED BY POOL)

Bible Journaling is more than coloring in your Bible! In this session, we will explore how Bible Journaling can enhance your time in Gods Word. You will leave with examples, resources, hands on experience, and the understanding that Bible Journaling is something anyone can do.

Church Software (Roundtable)-NAMA Officers (ROOM: GREENBRIER)

Come and discuss best practices, share experiences, and learn about new features or solutions related to using church software.

Parenting Your Parents-Tony Rankin (ROOM: SUGARLAND)

Are you feeling exhausted and overwhelmed with taking care of your aging parent? Find encouragement here. What's right for you? It's somewhere from "not enough" and "too much."

**Workshop 8
2:10-3:10 p.m.**

Only one in office (ROOM: THE ABRAMS-LOCATED BY POOL)

Are you the only assistant in the office? If so, this workshop is for you.

Two+ in office (ROOM: THE PINNACLE)

This workshop is for ministry assistants who have two or more in the church office.

Associational Office (For associational staff)-Janice Bierod (ROOM: SUGARLAND)

Network with other Association Ministry Assistants.

State Convention Office (For State Convention Office Staff)-Joy Clay-Corby (ROOM: GREENBRIER)

If you work at your state convention office, attend this workshop to network with state convention office ministry assistants