

Workshop Descriptions

Associational Office Ministry Assistants

Janice Bierod

Offered: Friday, Workshop 7

Network with other Association Ministry Assistants.



Canva Beginner

Benita Gruchy

Offered: Wednesday, Early Bird Workshop 1 and Thursday, Workshop 1

A basic introduction to using the website Canva for graphic design needs including email, website, and social media content.

Canva Advanced

Benita Gruchy

Offered: Wednesday, Early Bird Workshop 2 and Thursday, Workshop 2

An advanced look at using the website Canva for graphic design needs. .

Church Benevolence - Guidance for Church Benevolence Ministry

John Pace

Offered: Thursday, Workshop 1 and 3.

A discussion about the possibilities and guidelines for establishing and running effective benevolence ministries in a church.

Church Security-Standards for Church Security

John Pace

Offered: Thursday, Workshop 2 and 4

A discussion about the issues and standards for effective church security, including setting up a church security team.

Communicating with Monkeys

Lyndsay Risley

Offered: Thursday, Workshop 3 and 4

When sending email communications to your church family and/or association, you want them to be appealing and engaging. We will talk about different options to communicate effectively through email focusing on Mailchimp, and how you can customize it for your needs.

Cyber Security

Adams County Sheriff Office

Offered: Wednesday, Early Bird Workshop 1 and 2

Defined (Who God says you are)

Chris Ford

Offered: Thursday, Workshop 4

Each of us is one-of-a-kind uniquely created to know God and to live a meaningful life of purpose, value and love. But, this is only the beginning.

Disaster Preparedness

Hubert Yates

Offered: Friday, Workshop 5 and 6

Disasters happen. How will your office/organization fare when it does? This workshop will present ideas to assist you in developing the plans and capability to quickly respond to disaster situations that will insure an organization's continuity, resiliency, and ministry in these difficult times.

Desiring to be a NAMA officer

Nell Collins

Offered: Friday, Workshop 7

You will learn the importance of listening to God, duties of officers, responsibilities while you serve, how to do that, planning events, working with other officers, sharing grace with them, deleting hurry from your life, and the habits of highly effective people.

Energized, Effective & Efficient

Becky Moyer

Offered: Wednesday, Early Bird Workshop 2 and Thursday, Workshop 4

If you need more order and margin in your life by considering time management from a Biblical perspective, join us to consider basic principles of prioritizing, sharing techniques to increase effectiveness, and consider how rest is vital and productive.

Excel Advanced

Julia Binford

Offered: Friday, Workshop 6

Learn how to go beyond the basics and to make forms and financial reports that relate to churches and nonprofits.

Excel Beginner

Julia Binford

Offered: Friday, Workshop 5

Learn the basics of Excel data entry.

Explore The Word: Verse Mapping

Diane Peacock

Offered: Friday, Workshop 6

Verse Mapping is a study method used to gain a deeper understanding of God's word. It is a technique of breaking down a verse by identifying and defining key words, historical context, alternate translations, and cross references. Verse mapping is different from Bible journaling as it digs deep into scripture, revealing truths that are easily overlooked.

Financial Track

Dan Whitehurst

You can either choose to stay in this track for Workshop 1, 2 and 3 on Thursday or you can choose whichever topic(s) you need

Federal Tax Update

Offered: Thursday, Workshop 1

Review of legislative and judicial developments affecting compliance and administration of churches and other tax- exempt organizations.

Selected Church Policies

Offered: Thursday, Workshop 2

Discussion of policies that are clear and consistent, promote efficient use of resources, provide better oversight and protect against liability and loss.

Internal Controls

Offered: Thursday, Workshop 3

Will focus attention on procedures consistent with regulatory compliance with an acknowledgement of generally accepted accounting principles.

For Such A Time As This: Renewed & Refreshed Women of the Bible

Aimee McGinnis

Offered: Thursday, Workshop 2 and 3

In Esther 4:14 we find Mordechai challenging Queen Esther to allow the Lord to use her in saving the Jewish people. And this is only one example of women God used in the Bible in powerful ways! We live in uncertain, anxious days and it can be draining on our spirit and soul. Come and join us as we take a look at what God can do to RENEW & REFRESH each of us for His purpose and His glory!!

Ins and Outs of Social Media

Lyndsay Risley

Offered: Wednesday, Early Bird Workshop 1 and 2

Social media can be a great and effective tool for churches and associations. In this class we will discuss how you can grow your church or association's social media platforms to reach a wider community, how to engage your audience, how to decide which platform(s) to use, and much more.

Ministering in times of crisis

Nell Collins

Offered: Friday, Workshop 5

What is the makeup of a crisis? You will find out all the elements of a crisis and situations you may encounter. Discussion will unearth the principles for this ministry. You will uncover ways to handle a crisis and how to bear one another's burdens.

New to the Office

Lisa Anderson

Offered: Wednesday, Early Bird Workshop 2

Ministry Assistant, Office Manager, Secretary -- whatever your "title" is at your church, if you are new to the office, you may be overwhelmed! Working in the church office is definitely different than working in an office in the secular world.

In this workshop we will discuss several things that you definitely need to know to make this new job something that is not just a "job" but a ministry!

Policies & Procedures Protect Ministry & Prevent Poor Precedents

Becky Moyer

Offered: Thursday, Workshop 1 and Friday, Workshop 5

We will discuss policies and procedures churches should have in place to safeguard your ministry by establishing best practices that minimize liability and avoid responding to the pressure of personalities that can set unsustainable or undesired precedents. Sample policies will be provided to personalize to meet your ministry needs.

Publisher Advance

Terri Jones

Offered: Thursday, Workshop 4

In this session we will move past the basics and learn about merges, working with shapes and graphics, page layouts, tables and many of the other tasks that this program is capable of doing.

Publisher Basic

Terri Jones

Offered: Thursday, Workshop 3

In this session you will learn to perform basic tasks in Publisher like create a new publication from scratch or from a template. You will also learn how to add various content such as text and graphics, and prepare your document for sharing and/or printing.

Record Retention

Lisa Anderson

Offered: Wednesday, Early Bird Workshop 1 and Thursday, Workshop 1

All tax-exempt organizations, including churches and religious organizations are required to maintain books of accounting and other records necessary to justify their claim for exemption in the event of an audit and accurately file tax and information returns that may be required.

Every church should adopt and implement a records management and retention policy that reflect its unique circumstances.

Join us in this workshop for discussion on "what to keep & what to toss"!

Single Office Ministry Assistants

Mary Allen

Offered: Friday, Workshop 7

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

State Convention Office Ministry Assistants

Joy Clay-Corby

Offered: Friday, Workshop 7

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

The Journey (The Value of One Life)

Chris Ford

Offered: Wednesday, Early Bird Workshop 1

Shows the value of different people in scripture, my personal testimony and search for significance in the lives of attendees.

Two+ Office Ministry Assistants

Becky Cossey

Offered: Friday, Workshop 7

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

Using Volunteers in the Church Office

Nell Collins

Offered: Thursday, Workshop 2 and Friday, Workshop 6

You will learn how to let your people know they are needed and appreciated for volunteering at various tasks. You will discover how to match volunteers with the task list you have. You'll explore ways to honor your volunteers by giving special recognition.

Quickbooks Online Basics

Rita Hodges

Offered: Friday, Workshop 5 and 6

A general overview of some of the basic features/functions of Quickbooks Online - includes reports, banking screen, check writing, reconciliations, etc