



***If you are a pastor reading this letter,  
please make sure that your secretary sees this!***

## *Parish Secretaries' Seminar*

Dear Parish Secretaries, Administrative Assistants, Business Managers, or Office Assistants:

You are cordially invited to join us this **October 4 and 5** for the annual Parish Secretaries' Seminar, which will again be held at the **Bird-in-Hand Family Inn**, located in Bird-in-Hand, PA.

The Bird-in-Hand Family Inn is located closer to the Lancaster attractions and outlet shopping than our previous Lancaster-area location, and the welcoming atmosphere is another "plus". Our meals will all be at the smorgasbord, which changes daily and at each meal. Due to the continuing construction, we are again limited to seventy (70) registrations. Note that we will be having the Tuesday sessions in the Eagle and the Cardinal Rooms, which will give us a bit more breathing space. Please send in your registration as early as possible to avoid being left out.

The Parish Secretaries' Seminar is a one and a half day ecumenical, educational, non-profit seminar designed to provide opportunities to strengthen work skills needed in the modern office, to network with other secretaries/administrators, and to grow spiritually. Originally started by the Northeastern and Southeastern Pennsylvania Synods of the Evangelical Lutheran Church in America, we have expanded in recent years. As a result, secretaries, administrative assistants and office support personnel from every denomination are welcome. The topics covered vary each year, and are designed to be a mix of useful, on-the-job programs and personal growth. We do our best to schedule sessions that are relevant to the brand-new secretary and the veteran alike. ***We strongly encourage congregations and agencies of any church to provide this event as continuing education for their support staff.***

Our room rate includes the smorgasbord breakfast, so those who arrive on Monday evening should plan on enjoying that on Tuesday morning (beginning at 7:00 AM). A light Continental breakfast will be available in the registration area for those arriving on Tuesday. Registration will begin the seminar at **8:00 AM** on Tuesday, October 4. A full day of sessions will be interspersed with devotions, meals, and free time. Wednesday, October 5, will begin with breakfast at the smorgasbord, then devotions with Holy Communion, followed by another informative session. The seminar will conclude following lunch on Wednesday.

This year's theme is ***"Pearls of Wisdom"***, as it will be our 30<sup>th</sup> annual seminar (our pearl anniversary). We will have two sessions on Tuesday, with each one presented twice so that no one misses out on either one. ***"Is Your Shell Blocking Your Shine?"*** will be presented by **Rev. Mary Gade**, with ***"Christ In Our Body"***. ***"Sharing Pearls of Wisdom"*** will be presented by **Bob Fisher** and will discuss best practices to enhance communication. At 12:00 noon, we will take a break for a delicious lunch at the smorgasbord, and switch sessions for the afternoon.

Following the afternoon session, you will have time to pick up your room key and for free time. You might want to enjoy the swimming pool, the exercise room, etc. that the hotel has to offer. There is outlet shopping nearby, as well as a multitude of other things to do in the area. We will gather for dinner at 6:30PM. At 7:45 PM, those who wish to do so may gather for a craft project in the Robin Room.

Wednesday will begin with breakfast at the smorgasbord, which opens at 7:00 AM, followed by devotions with Holy Communion 9:00 AM, led by our Spiritual Advisor, the Rev. **Ashley Rossi**. Following that, **Sylvia Havlish** will present “**Are Your Pearls Losing Their Luster?**”, which will discuss learning how to relate to and deal with aging congregations.

Since we know that finances are a concern for many churches, rest assured we do everything we can to keep costs down. The cost for this year’s seminar is again just \$250, which includes one night’s lodging (double occupancy), five meals (breakfast, lunch, and dinner on Tuesday, and breakfast and lunch on Wednesday), presenter fees, and workshop materials. Please see the registration form for other options.

We encourage attendees to please bring multiple samples of bulletins, newsletters, office procedures, job descriptions, and other “useful tools” to share with the group.

In order to help offset cost increases, we will again have a basket raffle. If you would like to donate a basket for the raffle, please indicate this on the registration form.

The enclosed registration form, along with your payment, must be received by **July 11**, in order to receive the early registration discount. Please make checks payable to **Parish Secretaries’ Seminar**. Send your completed form and payment to: Kathy Reyher, Lutheran Congregational Services, 1923 Hanover Avenue, Allentown, PA 18109. NO registrations can be accepted after **August 22**.

Refunds (less a \$50 processing fee) are available before July 11. For cancellations made between July 11 and August 22, half of the registration fee will be refunded. **We will be unable to offer refunds for any cancellations received after August 22.** If you find you must cancel your registration, please contact Kathy Reyher at 610-770-9205.

***We hope you will consider joining us this year. We truly believe it will be a blessing both to you and to the congregation or agency you serve.*** You will receive confirmation of your seminar registration and roommate assignment in September. A list of participants will be included for car-pooling. In the meantime, if you have any questions, contact our Treasurer, Kathy Reyher, at 610-437-3018 or Edie Kuhnsman, our Registrar, at 610-395-6332. We can’t wait to see you!

Sincerely,

The Parish Secretaries’ Seminar Planning Committee  
Enclosure





# "Pearls of Wisdom"

## 2016 Parish Secretaries' Seminar

Bird-in-Hand Family Inn

Bird-in-Hand, PA

October 4 and 5, 2016

### Registration Form (Please print clearly)

\*\*\*\*\*

Name \_\_\_\_\_ Church Name \_\_\_\_\_

Church Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Numbers: Office \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

Email: Office \_\_\_\_\_ Home \_\_\_\_\_ FAX Number \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

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Please list any special lodging or dietary needs. \_\_\_\_\_

All rooms are non-smoking; cost includes lodging, five meals, and seminar expenses.

2 night Triple and 1 and 2 night Quadruple occupancy rates are available upon request.

1 night (Tuesday) SINGLE room \$300 = \_\_\_\_\_

1 night (Tuesday) DOUBLE room \$250 = \_\_\_\_\_

I would like to room with \_\_\_\_\_

1 night (Tuesday) TRIPLE room \$225 = \_\_\_\_\_

I would like to room with \_\_\_\_\_

2 nights (Monday and Tuesday) SINGLE room \$415 = \_\_\_\_\_

2 nights (Monday and Tuesday) DOUBLE room \$300 = \_\_\_\_\_

I would like to room with \_\_\_\_\_

SUBTOTAL \_\_\_\_\_

Deduct \$25 if registering BEFORE July 11

SUBTOTAL \_\_\_\_\_

Total enclosed by church

Total enclosed by participant

**Total enclosed**

I will donate a basket for the raffle (to help offset costs):

YES ☐

NO ☐

**!!!! NO REGISTRATIONS WILL BE ACCEPTED AFTER AUGUST 22!!!!**

Please enclose payment in full with registration. Make checks payable to **Parish Secretaries' Seminar.**

Mail form and payment by due date to:

Kathy Reyher  
1330 N Wahneta St  
Allentown, PA 18109  
610-437-3018

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