

Life as an *administrative professional*, while rewarding, can also be stressful, to say the least. So many tasks! How do you prioritize? Thankfully,

God knows your *challenges*.

God knows your *heart*.

God knows that He is the way to finding *peace* in an often crazy world.

This conference will provide you with the *tools* you need to move forward with confidence and joy in your professional life, your personal life, your spiritual life, and to reflect His *glory and light* with others.



I can do everything through Christ who gives me strength.
Philippians 4:13



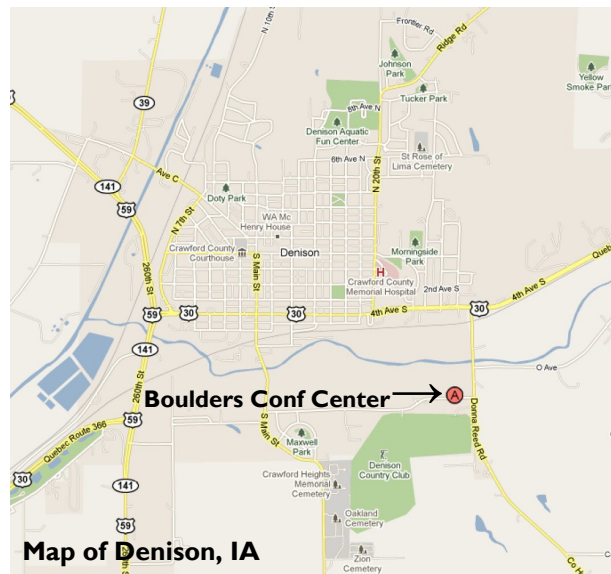
All Are Invited!

This is an excellent opportunity for all church office personnel (volunteer or paid), school secretaries, and office managers to relax, refresh and rejuvenate enthusiasm for church work.

Registration fee is \$40

(includes all materials and catered lunch)

*Register before September 1, 2017
and take \$5 off your registration fee!*



2017 CHURCH SECRETARIAL CONFERENCE

For ministry assistant professionals

The LORD has chosen you to be a people for His
Treasured
possession -Deuteronomy 14:2



Tuesday, September 19, 2017
8 am - 3:30 pm
Boulders Conference Center
2507 Boulders Drive, Denison, Iowa

Sponsored by Iowa District West

 **THE LUTHERAN CHURCH**
Missouri Synod

Our Keynote Speakers



Kim Myers

Director of Communications,
Nebraska District

This informational presentation explores

the useful and progressive practices of mass texting, resources of words and images for newsletters and bulletins, and the importance of greeting as your church's representative. Talk together on how to utilize these tools in our work place as a church administrative assistant.

Deb Burma

"Treasured"

What could be more precious than diamonds? YOU! "We are the precious, treasured possession of our Heavenly Father, who sought us and claimed us as



His own in Christ! From coal to diamonds, we are continually being transformed in Christ, reflecting His glory and light to a dark world.

Deb Burma has a passion for sharing Christ's redeeming love in a creative, engaging style, touching the hearts of women and engaging them in God's Word.



Hosts

Pastor Kurt Kaiser and
Pastor Joshua Keinath
Zion, Denison

Schedule

- 8:00 am Registration & Vendor Displays
- 8:45 am Opening Devotion, Pastor Kaiser
- 9:00 am Keynote Speaker, Deb Burma
- 10:15 am Morning Break
- 10:30 am Keynote Speaker, Kim Myers
- 12 Noon Lunch—Fabulous Catered Meal
- 12:45 pm Keynote Speaker, Kim Myers
- 2:15 pm Afternoon Break
- 2:30 pm Keynote Speaker, Deb Burma
- 3:30 pm Door Prizes and Closing Devotion

For where your TREASURE is, there your heart will be also.

Matthew 6:21

Conference Committee

Mission Statement:

Serving Christ by Serving Others!

Roger Curtis...Iowa District West
Carol Fink...Zion, Denison
Julie Moran...First English, Spencer
Cindy Flickinger...Mt. Calvary, Indianola
Crystal Cross...Immanuel, Spirit Lake

Contact the District Office, 515.576.7666
e-mail Roger@IowaDistrictWest.org

Registration Form

Church Secretarial Conference for ministry assistant professionals
Tuesday, September 19, 2017, 8 am-3:30 pm at Boulders Conference Center, Denison, Iowa

Name: _____ Church Name: _____

Church Address: _____
Street City State Zip Code

Church Phone: _____ Email Address: _____
(Registration confirmation will be sent via email.)

Enclose registration fee of \$40 (\$35 if postmarked by September 1, 2017),

payable to **lowa District West** and mail to:

Julie Moran
First English Lutheran Church
1311 East 18th Street
Spencer, IA 51301

