PROFESSIONAL TRAINING COURSE:
($150) $_______

SKILLSHOPS:
- Managing Office Stress ($75) $_______
- Time Management ($75) $_______

ACCOMMODATIONS:
Two nights and 7 meals:
- Patterson Place ($159.50) $_______
- Guest House ($105.50) $_______

Monday night lodging and Tuesday breakfast:
- Patterson Place ($57.50) $_______
- Guest House ($30.50) $_______

Meals ONLY, no lodging required – check all requesting:
- Tuesday lunch ($8.50)
- Tuesday supper ($9.50)
- Wednesday breakfast ($7.50)
- Wednesday lunch ($8.50)
- Wednesday supper ($9.50)
- Thursday breakfast ($7.50)
- Thursday lunch ($8.50)

Total Cost of all Meals requested: $_______

TOTAL AMOUNT ENCLOSED:
$
Conference fee plus accommodations/meals.
Please make your check payable to the Mississippi Baptist Convention Board.

FOOD ALLERGIES:
We will try to accommodate any of which we are made aware.

Reservations must be received no later than Friday, July 28, 2017.
No refunds on meal costs after this date.
CONFERENCE DATES: AUG 8-10, 2017

Registration will begin at 8:15 a.m. Tuesday and classes will end at 4:30 p.m. on Thursday

I would like to enroll in:

[ ] Professional Training Course   OR

I would like to enroll in:

[ ] SKILLSHOP: Managing Office Stress –
Tuesday/Wednesday lunch

[ ] SKILLSHOP: Time Management –
Wednesday afternoon/Thursday

Name

Preferred Mailing Address

City, State, Zip

Cell Phone

Office Phone

Preferred E-mail Address

Work Location: Name of Church/Association/Agency

Roommate

I will be coming on Monday.

PROFESSIONAL TRAINING COURSE

Jane Barrett

Executive/Discipleship Pastor at Mt. Hebron Baptist Church in Elmore, Alabama. Served on staff for 35 years. Areas of responsibilities include managing the business affairs of the church, coordinating the work of committees and ministry teams, staff liaison for Women’s Ministry, lead the Disciple-making area and assist the pastor with pastoral duties.


THE SKILLSHOP TOPICS OFFERED THIS YEAR:

MANAGING OFFICE STRESS

Everyone talks about stress, but what can you do about it? Research has shown that secretaries have one of the most stressful jobs in the work force. Working as a ministry assistant in a church or denominational office is no exception. Managing Office Stress will help you gain confidence and control over office demands while you maintain an emotionally balanced life. Your productivity will increase, and you will find greater fulfillment in your ministry as you identify the causes of office stress, the symptoms of stress and burnout, positive stress management strategies, and a plan for maintaining your spiritual balance.

TIME MANAGEMENT

So much work . . . so little time. Is that the problem in your office? Let this skillshop help you identify your unique time management patterns and discover the importance of planning for productivity. Learn to eliminate the parasites that gobble up your hours, and try methods to defeat procrastination. You will also examine ways to manage your personal time and balance your roles at home and at work.

ADDITIONAL INFORMATION AVAILABLE AT:

www.lifeway.com/n/Special-Emphasis/Ministry-Assistants