



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

Dear Parish Secretaries, Administrative Assistants, Office Administrators, or Office Assistants:

We are so ready and excited to extend an invitation for our annual **Parish Secretaries' Seminar** which will be held **October 5 and 6, 2021** at the **Heritage Hotel**, located in Lancaster, PA. [Our move to the Heritage Hotel offers us a banquet hall sized meeting space with tables.](#) The Heritage Hotel is located close to Lancaster attractions and outlet shopping and the welcoming atmosphere is another "plus".

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.

Finances are a concern for many churches, so we do everything we can to keep costs down. The cost for this year's seminar with the early bird discount is just \$275, 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.



Scholarship money is available to help defray costs of the seminar for those who qualify. Hopefully, the scholarships will make it possible for those who truly wish to attend. If you are interested in seeing if you qualify for a scholarship, please contact Jodi Avanzato at 610-741-9861 by July 16th.

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.***

This year's theme is "***Re-engaging***" There will be two sessions on Tuesday: **Pastor Tricia Neale (Tentative)** will present "***Re-engaging My Church***" where we will discuss how to safely ease back into our lives as we settle into what this brave, new world looks like. **Pastor Rebecca Knox will present: "*Re-engaging My World*"**, a session on coping with our fears over re-engaging and grief over everything we've lost, from plans, events and social groups to loved ones.

Following the afternoon session, you will have time to pick up your room key and for free time. You might want to enjoy the amenities that the hotel has to offer, or there are so many wonderful things to do in the area: outlet shopping, tours, sightseeing, just to name a few. We will gather in the Sherwood ballroom at 6:15 p.m. for devotions and then enjoy a dinner buffet in the Chapter House/Sherwood Room. At 7:45 p.m. we will meet in the Sherwood Room for Bingo, or you may enjoy free time.

Wednesday will begin with a breakfast buffet at the Loxley's Restaurant (*please enjoy breakfast at your leisure*) which opens at 7:00 a.m., followed by devotions with Holy Communion at 8:45 a.m., led by our Spiritual Advisor, **Pastor Rebecca Knox**. Following that, **Kathi Basehore will present: "Re-engaging My Life"**, where we will discuss self-care techniques in this new normal.

- For individuals arriving on Monday evening, Loxley's Restaurant breakfast buffet service begins at 7:00 a.m. Tuesday.
- For individuals arriving on Tuesday morning, a light continental breakfast will be available in the Sherwood Ballroom.
- Registration begins at 8:00 a.m. followed by a full day of sessions interspersed with devotions, meals, and free time.
- Wednesday will begin with breakfast in the Loxley's restaurant, then devotions with Holy Communion, followed by another informative session held in the Sherwood Ballroom.
- The seminar will conclude following lunch on Wednesday.



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 16**, to receive the **early registration discount**. Please make checks payable to **Parish Secretaries' Seminar**. Send your completed form and payment to: Melody Scheffler, 1915 E. Pennsylvania Street, Allentown, PA 18109. NO registrations can be accepted after **August 13**.

We are limited to seventy (70) registrations, so please send in your registration as early as possible to avoid being left out.

Refunds (less a \$50 processing fee) are available before July 16. For cancellations made between July 17 and August 13, half of the registration fee will be refunded. **We will be unable to offer refunds for any cancellations received after August 13.** If you find you must cancel your registration, please contact Melody Scheffler at 610-504-9355.

Sign-up and join us for Re-engaging! We honestly 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 Registrar, Robin Heckman, at 610-375-9216 or our Treasurer, Melody Scheffler, at 610-504-9355. We cannot wait to see you!

Blessings,

The Parish Secretaries' Seminar Planning Committee



2021 Parish Secretaries' Seminar
 Heritage Hotel
 Lancaster, PA
October 5-6, 2021

Registration Form *(Please print clearly)*

Name _____ Church Name _____

Church Address _____

City, State, Zip _____

Phone Numbers: Office _____ Home _____ Cell _____

Email: Office _____ Home _____

Emergency Contact _____ Phone Number _____

Please list any special lodging or dietary needs. _____

**All rooms are non-smoking; cost includes lodging, five meals, and seminar expenses.
 2 nights Triple and 1 and 2 night Quadruple occupancy rates are available upon request.**

1 night (Tuesday) SINGLE room \$325.00 = _____

1 night (Tuesday) DOUBLE room \$275.00 = _____

I would like to room with _____

1 night (Tuesday) TRIPLE room \$250.00 = _____

I would like to room with _____

2 nights (Monday and Tuesday) SINGLE room \$440.00 = _____

2 nights (Monday and Tuesday) DOUBLE room \$325.00 = _____

I would like to room with _____

SUBTOTAL _____

Deduct \$25 if registering BEFORE July 16

SUBTOTAL _____

Total enclosed by church _____

Total enclosed by participant _____

Total enclosed _____

!!!! NO REGISTRATIONS WILL BE ACCEPTED AFTER AUGUST 13 !!!!

I will donate a basket for the raffle (to help offset costs):	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>

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

Mail form and payment by due date to: Melody Scheffler
 1915 E. Pennsylvania Street, Allentown, PA 18109
 610-504-9355

***(NOTE: please ask whoever is writing the check/mailling it to make sure that they use the proper address above)**

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