



**The 51ST ANNUAL
EO:MAS CONFERENCE**
(Formerly Church Secretaries Conference)
Craigville Retreat Center, Centerville, MA (Cape Cod)
Sunday, June 9th through Tuesday, June 11th, 2019



Registration Form (Please Print)

Name: First and Last

Telephone: Home Cell

Name/Nickname for your nametag

Food Allergies:

Home Street Address

City or Town/State

Zip code

Home Email

Foods You Avoid (e.g. Mexican, mayo, spicy, mushrooms, etc.):

Name of Workplace

Street Address

City or Town/State

Zip code

Workplace Phone

Workplace email:

First Time to conference? Yes No

Question(s) for Network Session: _____

What Church Software do you use? _____

Costs: Please check all that apply to your weekend choices:

*** DEADLINE: March 15**

- *required \$25.00 NON-REFUNDABLE registration fee (covers some of the program expenses)
- *required \$175.00 room and board (2 overnights and 5 meals) and insurance costs
- \$15.00 additional for the use of Craigville linens (Bring your own; no cost)

You will receive a letter confirming your registration with additional conference details in May. If you wish to attend only days or just one day/night, please contact Debra Sue Richters via text or phone at 508-320-9769 or e-mail her at secondchurchplymouth@verizon.net Ask your church to help pay your way, either in full or part, through a line item in the budget or by holding a fund raiser for you. We have some scholarship money available. Please contact Deb if you need additional time or financial assistance. Your request will be confidential.

We will try to accommodate room requests if you have a special need (such as not being able to climb stairs).

Describe need: _____ Single room? Reason: _____

Roommate preferences, if any. List first & last names: _____

**Make checks payable to "Church Secretaries Conference" and mail along with completed form to
Debra Sue Richters, 4 Whiting Street, Plymouth, MA 02360**

***Deadline is March 15, 2018 ABSOLUTELY NO REFUNDS AFTER APRIL 30!**

For Office Use Only: Total amount due:

Check #:

Date Received:



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Positive Communication

“A gentle answer turns away wrath, but a harsh word stirs up anger” Proverbs 15:1(NIV)

You are invited:

*to gather with church office managers, administrators and secretaries,
active and retired,
at Craigville Retreat Center
on June, 9th-11th.*

Dear Friends,

For over 50 years, Ecumenical Office Managers, Administrators and Secretaries (“EO:MAS”) have gathered annually for professional development, to share insights and offer help with this demanding yet rewarding calling. At this year’s gathering we will be learning how to communicate effectively within our workplace as well as how to resolve conflicts. We will also indulge in some of our favorite activities:

Introductions, putting names to the faces old and new
A Yankee Swap
Networking; sharing ideas and answering questions
Free time; go to the beach, shopping or what ever
Closing Worship with communion.

There will be sessions addressing various aspects of our topic. We will continue our outreach as we bring donated items to help the community. Items requested for donation will be included in your confirmation letter. The monetary collection from our closing worship will go to a charity chosen by the group.

We invite you to join us this year. We hope you can come for an informative and fun-filled time as we communicate positively.

The 2019 Church Secretaries Conference Committee
Lynn, Marilyn, Margaret, Judith, Mercy, Sue M.,
Annette, Debra Sue, Meg, Colleen, Robin & Ruth

P.S. If you know someone who may be interested, feel free to invite them as well.