

Where do I Begin?

Ministry assistants serve staff members or ministry leaders of a church, including pastors. They work as a support system, taking a secondary role to further the goals of the ministry leader to engage in activities expressing Christian faith. If you are new to the church office, join us in this class for some helpful information as you strive to be the best MA you can be!

Avoiding Burnout

Job burnout is a special type of job stress -- a state of physical, emotional, or mental exhaustion combined with doubts about your competence and the value of your work. If you think you might be experiencing job burnout, join us as we learn how to recognize and face the problem. Take action before job burnout affects your health.

Excel Tips and Tricks

Take advantage of some of the higher-level functionality in Excel to analyze and present data. This session will cover working with lists, analyzing data and visualizing data with charts.

Boundaries in Ministry and Life

Establishing boundaries can be uncomfortable. Other people may not like them or understand them. But if we follow the Biblical example, they are the most loving thing we can do for our friends, families and co-workers.

Boundaries define where I end and someone else begins. Join this workshop and learn steps to a new beginning.

Helping Your Church Grow Through Social Media

Social media is a powerful connection tool. Why not use it to connect people to your church too? Learn simple, helpful tips to apply to your church's social media presence that will encourage members and engage your community. This session covers everything from creating pages to planning and scheduling posts. Join Marina Shelton to explore new social media possibilities for your church!

Time Saving Design with CANVA

Do any of us have a lot of time to spare? No, and yet, we need to create designs to communicate with purpose. Whether it's an attention-grabbing social media post or you've been tasked with creating branding collateral, Canva is just the treasure box you've been searching for. It saves countless hours of learning difficult programming and you will be looking like a professional designer in no time!

Join Carrie Peterson as she shares her favorite Canva hacks. By the time we are done, you'll love it too!

Office Survival Guide

We hope it won't ever happen but sometimes unexpected interruptions occur. While your pastor and staff can probably survive a few days without you, what happens if life necessitates a longer unplanned absence? Join us as we discuss how best to equip those who may have to step into your position. You'll leave with an outline that you can customize to your specific position.

The Truth About Time Management

Ever feel like your schedule is built out of toothpicks instead of two-by-fours? You aren't alone.

Join Carrie Peterson in this break out to help manage your calendar by identifying time drains, removing ineffective tools, and confronting the 5 lies of Time Management. You'll leave with a great list of tools and resources to apply as soon as you get back to your desk!