

# UCC Office Admin Network

April 2024

Dear Ministry and Personnel Committees or Chairperson of Church Boards:

**RE: OCTOBER 2024 ADMINISTRATORS CONFERENCE**

As we wind down from the busy Lenten Season, our Office Administrators are as busy as ever, working in the background making sure that everything runs smoothly. While other ministry people may be able to take a break as things wind down for summer, our Office Administrators will be gearing up to get things ready for next September. They will be busy preparing contracts, ordering supplies, planning fall events, and making sure that everything is ready for Advent planning. Without our Office Administrators, our Church's would not function, and often the work they do is invisible.

The United Church Admin Network is busy planning the details for our Office Admin Conference. This is open to all United Church of Canada Office Administrator's across Canada. This event is an opportunity to celebrate the work that they do, network with other office administrators, as well as provide some workshop and learning opportunities.

This event will be held at Home Inn & Suites in Saskatoon, Saskatchewan from Tuesday October 1 to Friday October 4. The cost for this event has been subsidized in part by some of the Regional Councils, and we are so grateful for their support. The event will be at a cost of:

- \$300/person if no accommodations are required
- \$475/person for a shared accommodation with one other person
- \$650/person for a private accommodation

The cost for the event will include 7 meals, accommodations at Home Inn & Suites, all workshops, activities, and "swag".

Church administrator's work hard each and every day. We are often isolated and do not have the opportunity to network with each other, or to learn skills that can help us improve our efficiency and knowledge in our positions.

## UCC Office Admin Network

We know that Church's throughout the region are in various financial positions, however, we believe that the nominal fee and support for this event will go a long way.

Thank you for your consideration of this request.

If you have any questions or concerns, please feel free to reach out.

Thank you,

A handwritten signature in blue ink that reads "Winslow". The letters are cursive and connected.

Chantal Winslow  
Co-Chairperson  
cwinslow@united-church.ca

A handwritten signature in blue ink that reads "Brandy". The letters are cursive and connected.

Brandy Emmerich  
Co-Chairperson  
office@stmartinsuc.com

# 2024 United Church Ministry of Office Workers Conference

OCTOBER 1 – 4, 2024

HOME INN & SUITES  
SASKATOON, SK



**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone (work)** \_\_\_\_\_ **Phone (home/mobile):** \_\_\_\_\_

**Church Name:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Prov.:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Accommodations (single, double, or none):** \_\_\_\_\_

**Roommate Preference:** \_\_\_\_\_

**Special Dietary Needs** *(please list any allergens & food sensitivities):*

\_\_\_\_\_

**Special accommodations, medical, or other needs for the retreat:**

\_\_\_\_\_

**There will be an optional supper on October 1st that will be at your own cost.**

**Will you be attending?** \_\_\_\_\_

**Specific topic(s) you would like to see discussed:** \_\_\_\_\_

\_\_\_\_\_

**Will you have access to a vehicle for going off site or will you need transportation?** \_\_\_\_\_

## Conference Cost

- ✚ \$300/person if no accommodations are required
- ✚ \$475/person for a shared accommodation with one other person
- ✚ \$650/person for a private accommodation

The cost for the event will include 7 meals, accommodations at Home Inn & Suites, all workshops, activities, and “swag”.

## Payment

- ✚ **If paying by cheque** please email your registration to:  
[choffadmrt@gmail.com](mailto:choffadmrt@gmail.com)

Make cheque payable to and send to:  
*United Church Office Administrators*  
2617 Clarence Avenue South  
Saskatoon, SK S7J 1M5

- ✚ If paying by e-transfer, please email your registration and send payment to [choffadmrt@gmail.com](mailto:choffadmrt@gmail.com) ***Please note your name in the memo.***

### **\*Please note\***

Cost of travel is the responsibility of the attendee.

## Basic Agenda

| <b>Tuesday October 1</b>   |                                        |
|----------------------------|----------------------------------------|
| 4:00 pm                    | Check In                               |
| 5:00 pm                    | Dinner (optional and at your own cost) |
| 7:00 pm                    | Intro evening                          |
|                            |                                        |
| <b>Wednesday October 2</b> |                                        |
| 6:00 am – 9:00 am          | Breakfast                              |
| 9:00 am                    | Meet in conference room                |
| 9:30 am                    | Round table discussion                 |
| 12:00 pm                   | LUNCH BREAK                            |
| 1:00 pm                    | Workshop/Learning                      |
| 3:00 pm                    | BREAK                                  |
| 3:30 pm                    | Workshop/Learning                      |
| 5:30 pm                    | DINNER BREAK                           |
| 7:00 pm                    | Sound bath                             |
|                            |                                        |
| <b>Thursday October 3</b>  |                                        |
| 6:00 am – 8:00 pm          | Breakfast                              |
| 9:00 am                    | Breakout sessions                      |
| 11:30 am                   | Conversation with Julie Graham         |
| 12:30 pm                   | LUNCH BREAK                            |
| 1:30 pm                    | Activity                               |
| 3:30 – 5:30                | FREE TIME                              |
| 6:00 pm                    | Fun activity and Dinner                |
|                            |                                        |
| <b>Friday October 4</b>    |                                        |
| 7:00 am – 9:00 am          | Breakfast                              |
| 8:00 am                    | Yoga (optional)                        |
| 9:30 am                    | Round table Discussion                 |
| 10:30 am                   | Check out                              |
| 11:00                      | Wind up                                |
| 12:30                      | Lunch (Optional and at your own cost)  |