



WHAT: An Administry Cluster Autumn Retreat!

WHEN: Monday, October 20, 2025, 10am – 4pm (Coffee's on at 9:30am)

Please register by Wednesday, October 8, 5pm

<https://docs.google.com/forms/d/e/1FAIpQLSdhEH7gRX7lqF0cpo2V5XbRoTGVfJleUtFKPEYLx3PxywYgw/viewform?usp=header>

WHO: All Church Secretaries, Office Administrators, Administrative Assistants, Congregational Support Staff who work for The United Church of Canada in Bermuda Nova Scotia Region!

WHERE: Trinity United Church, 101 Edgewater Street, Mahone Bay

WHY: 'Administry' is the title of a newly formed cluster of UCC church administrators.

In the UCC, a cluster comes together to build community, to provide mutual support, and to learn and share information related to common interests. A new Facebook group has started: Administry United – Bermuda Nova Scotia Region.

HOW MUCH: There is no registration fee for this Retreat. Registrants who require financial assistance (for example, for travel expenses or overnight accommodation) are encouraged to 1. Ask their UCC employer for support and 2. Apply to the BNS Region's Continuing Education fund: <https://ucceast.ca/62637-ministry-personnel-lay-continuing-education-fund-application>

NURTURE: Tea, coffee, and snacks will be provided at Trinity United Church throughout the day. 12:30 – 1:30pm Lunch Break: Participants are invited to BYOBag lunch or enjoy one of several local eateries, a few of which are within easy walking distance of the church: Tim Hortons (4-minute walk), Jo-Ann's Market (5-minute walk), Nosy Crow Bites (6-minute walk), Famous Town Pie Shop (7-minute walk).

PROGRAM: Our day together will include time for:

- Prayer and spiritual centering
- Community building (sharing and caring)
- Plenary and small group discussion on work-related topics (you may choose to bring your computer/device in case the topics include tools such as managing Google Docs, programs for record-keeping, etc.)
- Yoga stretching (especially for people with desk jobs)
- A bring-buy-borrow table (bring along any useful resources others might like to try)
- Walk and talk (Mahone Bay is a beautiful spot in autumn!)

HELP PLAN THE PROGRAM: The following discussion topics have been suggested.

- Position Descriptions (please bring a copy of yours)
- Benefits Packages
- Guidance for Google Docs

- Our relationship to the governance structure
- **If you have additional or different suggestions, please let us know by including your ideas on the registration form!**

PLANNING TEAM: Colleen Naomi (Registrar, Trinity United, Mahone Bay), Barb Shea (St. James United, Antigonish), and Robyn Brown-Hewitt (Cluster Animator, BNS Regional Council).
If you have concerns or questions that are not covered in by the registration form, please contact Robyn at RBrown-Hewitt@united-church.ca.

COME EARLY or STAY LATE: The Mahone Bay/Lunenburg area is a beautiful place to visit. If you decide to extend your retreat, here a just 3 of the numerous accommodations available nearby: Miller House By the Bay (4-minute drive), Home Port Motel, Lunenburg (15-minute drive), Best Western, Bridgewater (15-minute drive).