

## Administry: A Spring Conference for Church Administrators

All United Church Office Administrators (Church Secretaries, Administrative Assistants) in the Bermuda Nova Scotia Region are invited to a one-day conference at St. Andrew's United Church in Truro, Nova Scotia as we continue to build community through mutual support, learning opportunities and sharing of information.

**WHEN:** Monday, May 4<sup>th</sup>, 2026, 10 AM to 4 PM (coffee/tea/muffins on at 9:30 AM!)  
Register with Karen Carroll, [officestandrews@eastlink.ca](mailto:officestandrews@eastlink.ca) by April 29<sup>th</sup>!

**WHERE:** St. Andrew's United Church, 55 King Street, Truro, Nova Scotia. There is ample free parking on site. For those who may wish to stay overnight, please contact the planning team for suggestions on nearby places to stay.

**COST:** There is no registration fee for this event! Refreshments will be provided. We realize the cost of transportation is elevated these days and encourage participants to apply for travel assistance to the BNS Regional Council Lay Continuing Education Fund [Ministry Personnel/Lay Continuing Education Fund Application - BNS Forms](#). Do not hesitate to ask your M&P Committee or Board/Council for financial support! When you register, please indicate if you are interested in car-pooling!

### WHO:

**Guest speaker Sarah Wallace** Archivist/Records Manager for BNS & FSLDW Regions will provide insight into the United Church Archives, as well as time for questions and discussion with her.

**Chantal Winslow**, an organizer for the upcoming National Administrators conference in October, will join us virtually to report on the conference and share what administrative groups are doing on the west side of the country.

**Robyn Brown Hewitt**, BNS Cluster Animator, will report on Toward 2035 and local UCC BNS clusters.

**Wait, there's more!** Group discussion, chair yoga and a share/borrow/take table: Do you have excess items in your office you'd like to share? A favorite idea or tool that makes things easier in the office? Bring them along for our share/borrow/take table.

**WHY:** **Why make the trip to Truro?** Help us make the day meaningful for you and useful for everyone. Do you have a topic you would like to discuss? Maybe a follow up from last year's gatherings? What question would you like to ask other Administrators? What experience would you like to share? Please contact [officestandrews@eastlink.ca](mailto:officestandrews@eastlink.ca) with your ideas.

**LUNCH:** A complimentary soup and sandwich lunch will be provided. When you register, please indicate if you have any dietary restrictions or allergies (gluten or lactose sensitivity, vegetarian, etc.)

### PROPOSED AGENDA:

9:30-10:00	Arrive, settle in, coffee & catch up
10:00-10:30	Welcome & Info, Introductions (Karen) and Centering Time (Tracy)
10:30-11:30	Sarah Wallace -Archives
11:30-12:15	Open discussion/Follow ups from last year
12:15-1:00	Lunch
1:00- 2:00	Chantel Winslow - National Administrator's Conference/ What Administrator's Groups are up to out west
2:00-2:15	Robyn Brown-Hewitt - Toward 2035/Clusters
2:15-3:00	Further open discussion, tour of St. Andrew's
3:00-3:30	Chair Yoga (Colleen)
3:30-4:00	Wrap up, plans for next meeting and Closing (Robyn)

### WHO:

#### Planning Team:

Karen Carroll, St. Andrew's United Church, Truro [officestandrews@eastlink.ca](mailto:officestandrews@eastlink.ca)

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Rev. Robyn Brown-Hewitt, Cluster Animator, BNS [RBrown-Hewitt@united-church.ca](mailto:RBrown-Hewitt@united-church.ca)

Join our Facebook group: **Administry United - Bermuda Nova Scotia Region** and share the news!!