

REGISTRANT INFORMATION (PLEASE PRINT CLEARLY)

Name: _____

Name on Badge: _____

Title: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Years of Service: _____

Email: _____

Church: _____

Pastor/Minister: _____

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Pastor/Minister: _____

Please make copies for additional registrants

BROOKLAND FOUNDATION
P.O. Box 2026
Columbia, SC 29202

1st Annual Pastors' Administrative Professionals Conference

*Rev. Jeannette F. Jordan
Guest Speaker*



"The Ministry Assistant— A Partner in Growth"

Limited Seating Register Early

April 19, 2010
Brookland Banquet and Conference Center
1054 Sunset Blvd.
West Columbia, SC

BROOKLAND
FOUNDATION

5 Reasons You Should Attend This Conference

- ▶ To receive information, tools and direction to operate in a magnificent spirit of excellence
- ▶ To gain knowledge, skills, wisdom, temperament and resources to strengthen your effectiveness and efficiency
- ▶ To experience a dynamic motivational and educational conference to re-energize your mind, body and spirit
- ▶ Learn from a thought-provoking cutting edge speaker and trainer
- ▶ To embrace networking opportunities that allow you to learn effective and efficient strategies, services, and resources to assist in your work with pastors and ministers



WHO WILL BENEFIT

Pastors' executive and administrative assistants, ministry assistants, personal assistants, church secretaries, office managers, business managers, church receptionists and clerks.



This conference is hosted by the Brookland Foundation in collaboration with: Bibleway Church of Atlas Road, Brookland Baptist Church, Calvary Baptist Church, Central Baptist Church, First Baptist Church, Gethsemane Baptist Association, Lexington Baptist Church, New Laurel Street Missionary Baptist Church, Right Direction Christian Center, Royal Baptist Church, Trinity Cathedral, and Virginia Wingard UMC.

Program Schedule

7:30 am — 8:00 am	Registration
8:00 am — 9:45 am	Opening Session
	<ul style="list-style-type: none"> ▪ Welcome ▪ Invocation ▪ Purpose ▪ Buffet Breakfast ▪ Guest Speaker ▪ Recognition
9:45 am — 10:00 am	Break
10:00 am — 12:30 pm	Closing Session
	<ul style="list-style-type: none"> ▪ Door Prizes ▪ Church Safety in the 21st Century ▪ Closing Remarks ▪ Benediction

Conference Speaker and Trainer



Rev. Jeannette F. Jordan, Pastor
The Church House of Ministries Christian Church (DOC)



Dr. Edward N. Carney, Senior Pastor
Riverland Hills Baptist Church

Registration Information

Registration includes breakfast, breaks and materials.

- YES**, Register my church ____ attendee(s) at \$35 each
- YES**, Register my pastor(s) _____ at \$15 each (morning session only)
- YES**, Register my minister(s) _____ at \$15 each (morning session only)

Total Payment: \$ _____

You may register by:

- 1) Fax: 803.794.9271 or 803.796.7279
- 2) Internet: www.brooklandbaptist.org
- 3) Mail: BROOKLAND FOUNDATION
P.O. Box 2026
Columbia, SC 29202

No On-Site Registration!

Payment MUST accompany registration form on reverse side.

Deadline is April 5, 2010.

Method of Payment

- Registration fee enclosed.
- Make check payable to Brookland Foundation.
- Check # _____ Amount \$ _____
- Money Order _____
- Charge to: MC VISA
- Acct. # _____
- Exp. Date: _____
- MO. YR.
- Card Holder's Name: _____

Signature: _____

For additional information please contact Ethel Jivers at (803) 744-7904 or Juanita Farmer at (803) 744-7903