

Shreveport Information

Hotels near the Association Office

Hotels on Westport, Raspberry Lane and Financial Plaza are 'blocks' from the office.

Comfort Suites - 318.364.8801

www.choicehotel.com/hotel/la153

Hilton Garden Inn

www.hiltongardeninn.hilton.com

Courtyard by Marriott - 318.686.0880

Holiday Inn-Financial Plaza - 318.688.3000

www.holidayinn.com/Shreveport-fin

Fairfield Inn by Marriott - 318.686.0102

Jameson Inn of Shreveport - 318.671.0197

LaQuinta - 318.671.1100

Other hotels close by - check Monkhouse Dr or Shreveport Regional Airport. The Hampton Inn / Holiday Inn Express & other hotels are in this area...less than 2-3 miles from the office.....

Restaurants & Shopping

There are numerous restaurants close by the Association Office and hotels.

Shopping is in abundance within Shreveport-Bossier. A list with maps will be available to you upon arrival.

The Louisiana Boardwalk is a fun and relaxing place to visit with shops and restaurants available.

www.louisianaboardwalk.com

The Youree Corridor is 'loaded' with strip malls and restaurants. And yes, for the Wal-mart shoppers, there is one close to the Association Office & hotels in this area.

Professional Course Certification for Ministry Assistants and Secretaries



August 5-7, 2009

Registration on 5th - 8 am

Conferences 6-7 - 8:30 am

Northwest Louisiana
Baptist Association

www.nwlba.org

www.lbc.org/

5875 W 70th St
Shreveport LA 71129
318.686.5736

Professional Course Certification for Ministry Assistants and Secretaries

LifeWay Church Resources offers a course certification program for ministry secretaries and assistants. The Professional Course Certification program enables the support staff of church, denominational, and ministry offices to

- Understand the ministry role to which God has called them
- Discover and apply professional methods and attitudes
- Appropriately use their creativity and initiative in introducing innovative procedures and technology
- Encourage professional development in ministry and office skills that will impact church and ministry growth.

To earn professional course certification, ministry secretaries and assistants must attend 18 hours of teaching time (6 modules) and pass an examination

The six 3-hour modules are:

- **God's Call**—Understanding the ministry of the church; basic Baptist beliefs; understanding personal giftedness for office ministry
- **My Character**—Displaying a ministry attitude; building relationships; pursuing professional growth; fostering spiritual formation and growth; maintaining balance between home and office
- **Leadership**—Using initiative appropriately; assuming supervisory functions; managing multiple projects; discovering and using resources

- **Communication**—Projecting a professional image; applying office etiquette; improving telephone skills; writing for business; updating ministry publications
- **Administration**—Developing a realistic job description; setting up office policies and procedures; establishing information management processes; improving filing techniques; applying organizational skills
- **Ministry**—Ministering to the staff; ministering to the church family; ministering to the unsaved and unchurched; ministering during personal crises; ministering during community crises; ministering to benevolence needs; ministering to difficult people

The examination is offered at each complete Professional Course Certification event. It is comprised of 100 multiple-choice questions and one 10-point bonus short answer question. Participants who earn a grade of 75 percent or greater receive an attractive certificate signifying completion of the course.

Glenda Suggs, Ministry Assistant, in the Northeast Association, will be the Conference Leader. Glenda has served as a church M.A. She is currently the National President of the NASBS. Glenda has served as church and association secretary for over 29 years.

We look forward to having you. This is an opportunity to learn how to be more efficient with 'all those many arms' of service we do.



Registration

Name _____

Address _____

City, State, Zip _____

Contact Phone _____ E-mail _____

Church _____ Phone # _____

Check payable to: NLBA/Certification

Check _____ \$140 Please attach a copy of registration for each person attending. Limited to 30.

Send registration to: Patti Yeatts
NLBA
5875 W 70th St.
Shreveport LA 71129

Registration Deadline: July 10, 2009