Greetings,

I am excited to write to you about an upcoming Professional Development event for your church's Administrative Assistants!

RECHARGE is in its 2nd year initiative spear-headed by a working group of Church Administrative Assistants and sponsored by the Leadership Development of the Canadian Baptist of Atlantic Canada. **RECHARGE's** goal is to encourage and enrich the lives and ministries of those who are often on the front lines of our ministries. Last year's event saw over 40 Administrative Assistants from our CBAC Churches from NS, NB and PEI come together for a great time of encouragement, affirmation and connection. **RECHARGE** is a one-day event that will take place on April 26, 2017 and at Highfield Baptist Church in Moncton, NB.

As one who has had the privilege of an Administrative Assistant, I know the value of having someone skilled and equipped to support the mission that, as pastor and congregation, God has called us to. This is a great opportunity for you, as pastor and congregation, to help your Administrative Assistant be the best support that they intend to be.

In our CBAC's **2025 Goals** we identify that we want our Pastor's to be healthy leaders, we want our churches to be healthy churches. Having healthy Administrative Assistants is key to having healthy Pastors and churches. With that in mind can I ask you, as a Pastor and leadership team, to release (*not as a holiday or time off without pay*) your Administrative Assistant for this one-day event? Can I ask one more thing? Can I ask you to cover the $40 registration fee as well? I believe these are small costs for the investment return to your churches ministry.

As you contemplate releasing and supporting your Administrative Assistant in this way I will ask you to join me in praying for this event, the working group and speaker as we wait on the Lord to do great things.

Blessings on you in the name of Jesus,

Rev. Dr. Garth Williams
Director, Centre for Leadership Development
Associate Executive Minister, CBAC