

Application for New Membership/Renewal Dues

ADMINISTRATIVE PERSONNEL ASSOCIATION  
tax exempt organization

Name \_\_\_\_\_

Position Held \_\_\_\_\_

Church/Governing Body/ Agency \_\_\_\_\_

\_\_\_\_\_

Region \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone:

Office ( ) \_\_\_\_\_

Fax ( ) \_\_\_\_\_

Home ( ) \_\_\_\_\_

Cell ( ) \_\_\_\_\_

Email \_\_\_\_\_

New membership.  
Enclose \$75 for this calendar year \_\_\_\_\_

Renewal dues.  
Enclose \$75 (after January 31, \$85 includes \$10 late fee)

Tax Deductible Donation:  General Fund  
 Scholarship Fund

Please make checks payable to APA & mail to:  
Administrative Personnel Association  
Attn: Carol Ferrantelli  
501 El Dorado Street  
Monterey, CA 93940

MISSION STATEMENT

The mission of the Administrative Personnel Association is to offer opportunities for professional development and personal growth for those called by God to serve as support staff of the Presbyterian Church (USA). We accomplish this by providing continuing education events for certification and occasions for fellowship, worship, spiritual nurture and prayer at both National and Regional Conferences as well as seminary sponsored training events.

THE PURPOSE

To improve the quality of professionalism in those offices of congregations, governing bodies, boards and agencies of our denomination.

To affirm the ministry of the lay church professional and recognize the importance of efficient office procedures and competent personnel who strive to provide a deeper commitment and understanding of the issues, polity, history and theology of our Church.

NATIONAL OFFICE MANAGER

Theresa Wright  
Presbytery of Tres Rios  
1201 W. Wall  
Midland, TX 79701-6619  
apa-office@tresrios.org  
(432) 682-5297

ADMINISTRATIVE  
PERSONNEL  
ASSOCIATION

A Professional Association  
Serving  
Administrative Staff

Partners in Ministry



Website: [www.pcusa-apa.org](http://www.pcusa-apa.org)

The Administrative Personnel Association is a professional association that was established in 1976 by Joyce Bauer, Founding Member and Chair, for administrative staff of churches, governing bodies, agencies and institutions of the Presbyterian Church (USA).

Administrative personnel eligible for membership include employees of churches and church-related institutions such as:

- All Administrative Staff
- Administrative Assistants
- Church Administrators
- Financial Administrators
- Day Care Staff
- Administrative Volunteers

APA provides opportunities for accredited continuing education programs through on-campus study in Presbyterian theological institutions, Presbytery/Synod sponsored events and annual APA conferences. APA promotes fellowship and sharing; opportunities for individual growth, spiritually and professionally.

APA certifies qualified members who have completed the APA Certification Plan.

The nine regions are:

- |                 |                |
|-----------------|----------------|
| Florida         | Rocky Mountain |
| Greater Midwest | Northeast      |
| Heartland       | Pacific        |
| Mid-Atlantic    | Southwest      |
| Mid-South       |                |

## HISTORY OF APA

APA proposed to the General Assembly that certified lay employees should be recognized by Presbytery, be invited to presbytery meetings and given the privilege of the floor (without vote). That was accepted and is presently in the Book of Order. We are affiliated with the National Ministries Division of the General Assembly Council and have a staff person of NMD who represents us there. Later we proposed to the General Assembly, through the proper channels, that our “certified” APA members be listed in the Directory and Book II of the General Assembly Minutes.

## BOOK OF ORDER G14.0802a

Other certified lay employees have been called to service within particular churches, governing bodies, and church-related entities. These individuals endeavor to reflect their faith through their work and to strengthen the church through their dedication. To that end, groups of professionals have organized for community, support, and professional development. Several of these associations have entered into formal liaison relationships with General Assembly entities. These groups include the Administrative Personnel Association, the Presbyterian Association of Musicians, and the Presbyterian Church Business Administrators Association.

Membership in APA affords you the opportunity to become Certified in Church Administration.

For more information, please contact Theresa Wright, Office Manager at [apa-office@tresrios.org](mailto:apa-office@tresrios.org).

Visit our website: [www.pcusa-apa.org](http://www.pcusa-apa.org) for membership, certification and conference information.

