

**Administrative Personnel Association
National Certification Council Meeting Minutes
July 15, 2009, Orlando, FL**

The meeting was called to order by Chair, Judy Franconi and opened with prayer by Pat Donofrio at 7:06 p.m.

ROLL CALL

Certification Council Members

Judy Franconi	National Certification Council Chair
Barbara Prieto	Regional Certification Chair, Florida Region
Deeanna Alford	Regional Certification Chair, Heartland Region
Pat Donofrio	Regional Certification Chair, Mid-Atlantic Region
Linda Burrowes	Regional Certification Chair, Mid-South Region
Paula Terrell	Regional Certification Vice-Chair, Northeast Region
Barbara Rohrs	Regional Certification Chair, Pacific Region
Bobbi Hoffman	Regional Certification Chair, Rocky Mountain Region
Theresa Wright	Regional Certification Chair, Southwest Region

Invited Guests

Carol McGinn	National President
Freda Dye	National President-Elect
Jan Tyson	National Secretary

Excused Members

Kelly Cahill	National Certification Council Vice-Chair
Cindy Cyr	Regional Certification Chair, Northeast Region
Emily Holman	Regional Certification Chair, Greater Midwest Region

A quorum was attested to.

WELCOME AND INTRODUCTIONS

All members of the Certification Council were welcomed by Chair, Judy Franconi and introductions were made. A motion was made to give the National President, President-Elect and Secretary voice at this meeting. It was approved by consensus.

AGENDA

A motion was made, seconded and carried to approve the agenda as written.

2008 MINUTES

The July 16, 2008 minutes were approved with the correction of the Pacific Region name.

NEW BUSINESS

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RECOMMENDATIONS

Recommendation #1:

The following motion was made, seconded and carried: When certification requirements are changed, any exceptions will be at the discretion of the regional certification chair.

Recommendation #2:

A motion was made, seconded and carried that regional certification chairs will review their information to determine the average number of years it takes our members to become certified in levels I, II and III. Deadline for this information to be sent to the National Chair is September 30, 2009.

Recommendation #3:

The following motion was made, seconded and carried: Safety in the Workplace is a core class for level III, but may be substituted with Personal Safety.

Recommendation #4:

A motion was made, seconded and approved to include the following new and revised classes approved as follows:

New Elective Classes

- Bible History – Old Testament (2.5 hours)
- Biblical Interpretation I (2.5 hours)
- Biblical Interpretation II (2.5 hours)
- Designing for Communication (5 hours)
- Organizing Your Space (2.5 hours)
- Giving to Presbytery, Synod and General Assembly (2.5 hours)
- Women's Experience in the Church (2.5 hours)
- Writing and Improving Your Electronic Communication (2.5 hours)

Re-Written Class

- Intra-Staff Relationships (previously Office Relationships – Multiple Staff)

(Detailed course descriptions are at the end of these minutes.)

Recommendation #5:

The following motion was made, seconded and carried: That the courses Biblical Interpretation I and II may be used to fulfill the 2.5 hour requirement of Spiritual Growth and Discipline for any level.

ONE DAY SEMINARS

For informational purposes, the following One-Day Seminars were noted:

Greater Midwest
March 5, 2009

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Rocky Mountain
May 16, 2009 (\$100 grant awarded)
June 23, 2009

Southwest
February 11, 2009
April 22, 2009
April 28, 2009
September 18, 2009

DISCUSSION ITEMS

Online Forms

What is the most helpful?
PDF? Microsoft Word? (make sure Chairs all have it in Word when they are updated [for chair record books])
Fill in online and hit submit and it gets sent by email (Fill out but not submit)

50 Hours after Level III

What are you doing for recognition? (gift and certificate)
Do we want a special certificate presented if presented at national? (yes)
What should we call it in the GA Directory – do we even need to list? (no)

Certification Records

How many years to you keep? (5 years)
Sign-in sheets, etc.?
Should old ones be put on CD's? (scan to inactive disc and keep that)

Regional Conference

Are you a member of the planning committee? (yes, some "kind of")
Guideline for number of classes offered
Minimum attending to offer a class (some yes [5] core-go through with, elective-maybe not)

OTHER BUSINESS

Barb Prieto reviewed the schedule/information for the Certification fundraising table.

Chairs will have time during the leadership training to review the class lists for their regions.

Should there be a limit on the number of one day seminars in one region? Not determined, just advised to be careful of how many are being offered.

Should outside credit be counted for those with Level III? Yes – once for every 50 additional hours.

Online Websites

The pendaflex website is no longer active for online courses. The IRS has a financial/nonprofit workshop that can be used for outside credit – share with members – www.stayexempt.org.

MEETING ADJOURNMENT

The meeting adjourned with prayer at 8:33pm.

Respectfully submitted,

Janice Tyson, National Secretary



DETAILED COURSE DESCRIPTIONS

Bible History - Old Testament (2.5 Hours)

Overview

This course will touch briefly on the Bible and The Old Testament. Instructor will determine which version of the Bible to use for the class.

Suggested Topics to Cover

Introduction to the Bible – origin, purpose, unity, content

Old Testament

The Book

Abraham's People: 18th – 13th Century BC

Moses and Exodus

The Torah: 1000-400 BC

Joshua, Judges, Samuel and Kings: 11th – 8th Century BC

Isaiah, Jeremiah and Ezekiel: 8th – 6th Century BC

Historical Books (story of children of Israel)

Prophetic Books (prophets castigate Israelites)

Poetic Works (Psalms to Song of Solomon)

Biblical Interpretation I (2.5 Hours)

Overview

"The Scriptures are the source of our faith, our worship, our church government, and our witness in the world. Teaching God's people the Bible story and how to interpret Scripture with knowledge, integrity and skill requires teachers and preachers who are thoroughly grounded in the Scripture." Pittsburgh Theological Seminary.

This course is designed to provide Presbyterians with knowledge and skills that will enable them to gain a basic understanding of the contents of the Bible and a familiarity with resources for interpreting the Bible.

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Suggested Topics to Cover

- Reformed affirmation about scriptures
- Textual criticism
- The Art of Translating English editions
- Biblical interpretation resources
- The Gospels - compare and contrast

Suggested readings:

The Book of Confessions, Louisville, KY: Office of the General Assembly, PCUSA.

Fee, Gordon D. and Douglas Stuart, *How to Read the Bible for All It's Worth*, Grand Rapids, MI: Zondervan Publishing House [any edition]

Hayes, John H. and Carl R. Holladay, *Biblical Exegesis: A Beginner's Handbook*, rev. ed. Louisville, KY: Westminster John Know Press, 2007

Biblical Interpretation II (2.5 Hours)

Overview

"The Scriptures are the source of our faith, our worship, our church government, and our witness in the world. Teaching God's people the Bible story and how to interpret Scripture with knowledge, integrity and skill requires teachers and preachers who are thoroughly grounded in the Scripture." Pittsburgh Theological Seminary.

Building on skills developed in Biblical Interpretation I, this course is intended to provide a foundational ability to interpret the Bible in accordance with our Reformed theological heritage and to continue to develop the skills necessary for Biblical interpretation grounded in the Scriptures.

Suggested Topics to Cover

Methods of Criticism

- Text criticism
- Historical criticism
- Source criticism
- Form criticism
- Literary criticism
- Traditional history criticism
- Redaction criticism

Suggested readings:

The Book of Confessions, Louisville, KY: Office of the General Assembly, PCUSA.

Davison, James E, *This Book We Call the Bible*. Louisville, KY: Geneva Press, 2001.

Fee, Gordon D. and Douglas Stuart, *How to Read the Bible for All It's Worth*, Grand Rapids, MI: Zondervan Publishing House [any edition]

Hayes, John H. and Carl R. Holladay, *Biblical Exegesis: A Beginner's Handbook*, rev. ed. Louisville, KY: Westminster John Know Press, 2007

Designing For Communication (5 Hours)

Overview

Takes a look at printed communications produced in an office & their effectiveness.

Suggested Topics to Cover

- Take a look at printed communications produced in an office
 - Discuss content and effectiveness
 - Discuss who is the target audience for material
 - Discuss demographics of communication
 - Using hands-on, interactive exercises, introduce the Principles & Elements of Design
 - Explain how each is essential in publication & show ways to use them to communicate effectively through printed material
 - Proper use of fonts in titling & content
 - Dos & Don'ts of Communication
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Giving To Presbytery, Synod And General Assembly (2.5 hours)

Overview

This course will explain the different types of giving to help the church employee understand how funds that are sent to the presbytery are used.

Suggested Topics to Cover

- Per Capita – How it is split and how it is used
- Unified (Allocated) Giving – How it is split and how it is used
- Fair Share – some presbyteries are using this and combining per capita and unified into one amount
- Explain the Special Offerings of the Church
 - Christmas Joy
 - One Great Hour of Sharing
 - Pentecost Offering
 - Peacemaking Offering
- Other PCUSA offerings – Disaster Assistance (Financial and Kits)
- What is a “Five for Five” Congregation?
- What is “Selected Giving?”
- Extra Commitment Opportunity (ECO)

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Organizing Your Space (2.5 Hours)

Overview

This course is designed to give some helpful information about de-cluttering/organize your home and office.

Suggested Topics to Cover

- The importance of a clutter-free space.
- The importance of de-cluttering your mind.
- How do you know that you need to de-clutter your space?
- Steps for getting started?
- How long should you keep things?
 - Personnel Papers
 - Personal Tax Papers
- What should you do with all those newsletters that no one has touched in ages?
- How to handle that one person who says you must keep it all forever.
- What should you do with all those boxes of photos?
- Items to use for organization.
- How to determine a good flow to keep things organized.

Women's Experience In The Church (2.5 Hours)

Overview

This course will survey the remarkable work women achieved in the church despite barriers placed on offices they were forbidden to hold and examine how and when those barriers came down.

Leadership

Presbyterian Woman or Clergy who attended any of the celebrations in 2005 and 2006 of the anniversaries for Women's ordination to deacon, elder and pastor

Suggested Topics to Cover

- Life cycle of Movements in America: First stage "Charismatic-allows women; Second Phase-consolidates and organizes, is the second generation-thy to keep things "decent and orderly-slowly move the women out; Third Phase-institutionalization-women became powerful in the local congregation-they did everything men didn't care about-foreign missions, teaching Sunday School ... etc
- The five primary forms Professional women have taken in the church: religious orders, deaconesses, missionaries, lay professionals and finally ordained clergy.
- Entering the male citadel: the first deacons, elders and women in seminary
- WOMEN OF THE CLOTH, Harper and Row-250.53 CAR-New Hope Resource Center

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- Discuss the great things women have been able to accomplish
<http://www.pcusa.org/womensadvocacy/thread-justice/spring06/spring06.pdf>
- <http://www.pcusa.org/womensadvocacy/thread-justice/spring-06/contents.htm>
- Look at a timeline for women being ordained
- Study some of the important women in this timeline
- Celebrate the gifts of Women

Writing And Improving Your Electronic Communication (2.5 Hours)

Suggested Topics to Cover

1. Before You E-Mail
 - a. Deciding When to Initiate an E-Mail vs. A Phone Call
 - b. Replying to E-Mail Messages
 - c. Is an E-Mail Disclaimer Necessary in a Religious Organization?

2. Composing Your E-Mail Message
 - a. Collecting Your Thoughts with the Five W's & One H
who, what, when, where, why and how.
 - b. Writing Subject Lines like a Newspaper Headline
 - c. Salutations - when it is necessary - when it is not
 - d. Your Signature Line - Too Much vs. Too Little Information
 - e. Proper use of Message Threads

3. Keys to Effective E-Mail
 - a. Simplicity is the key
 - b. Using Active Voice to Achieve Desired Result
 - c. Proofread, Edit and Revise
 - d. Spelling is Key to a Professional Image

4. Cyber Manners - Be Professional
 - a. Setting the Proper Tone - Avoid ALL CAPS
 - b. Abbreviations and Emoticons - Business and Personal Usage
 - c. Politeness Markers

5. Formatting Your E-Mail Message
 - a. Selecting Format Settings for Smart phones and Computer Users
 - b. Enhancing Readability
 - c. Sending Attachments with Care
 - d. Dealing with Viruses

6. How to Manage E-Mail Overload
 - a. Controlling Your In-Box
 - b. Reducing Spam

7. Does Your Organization Need an E-Mail Policy?
 - a. Pros and Cons of an E-Mail Policy

*The instructor to provide samples of Religious Organizations E-mail policies as a guide.

CURRENT CLASS TITLE AND CONTENT

Office Relationships – Multiple Staff (2.5 Hours)

- Myers-Briggs or comparable tests are usually administered prior to the classroom work.
 - Get to know your personal style of management and work
 - Team development and interaction
 - Conflict management
 - Performance reviews, supervision and direction
 - Communication and feedback, work delegation and principles of motivation
 - How to work with a Personnel Committee
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REVISED CLASS TITLE AND CONTENT

Intra-Staff Relationships (2.5 Hours)

Overview

Personality test of some kind should be administered during the class. It should be two-fold: one) determine the gifts of the attendees; two) determine the gifts of Head of Staff and closest co-worker.

Suggest Topics to Cover

- Learn about the attendees personal style of work and management
- Team work and staff interaction
- Performance reviews: 1) your own; 2) those conducted by you
- Communication and feedback
- Work delegation
- Principles of motivation