



Beginning QuickBooks— Elective

▶ **Carol Ferrantelli, APA National
Treasurer**



Carol Ferrantelli serves as the Executive Administrator at the First Presbyterian Church of Monterey where she has worked in various capacities since 1995. She holds an AA degree in business, has served the church as a Deacon and is a commissioned Stephen Minister. Carol is an active member of the church.

She has served as President-elect and President of the Administrative Personnel Association's Pacific Region and currently serves as the National Treasurer for APA.

Carol has lived in Pacific Grove, California, with her husband, Sal, for 27 years. They have been married for 34 years and have three grown children, Tiffani, Jonathan, and Vanessa. Carol enjoys spending time with family, reading, traveling, cooking and attending musical events from opera to bluegrass.

ADMINISTRATIVE PERSONNEL ASSOCIATION,
PRESBYTERIAN CHURCH (U.S.A)



Book of Confessions- Level III, Church History-Level I

▶ **Dr. Mary Lee Talbot**

Mary Lee Talbot is an ordained Presbyterian minister. She graduated from the College of Wooster, Andover Newton Theological School and received her Ph.D. from Columbia University.

Talbot has served the church in a variety of capacities. She was Assistant Editor of YOUTH Magazine before joining the Program Agency as Co-Director of Youth and Young Adult Ministry. In both positions she edited curriculum, magazines, and newsletters. She served as staff to 3 Youth Trienniums and led numerous retreats and conferences. At Pittsburgh Theological Seminary she served as Director of Continuing Education and Special Events. She has also served as pastor of a small congregation.

Her mother's family has had a long history at Chautauqua Institution where she lives with her dog Max.

For Talbot, there are three questions that congregations need to address in spiritual nurture and discipleship:

1. What are the practices and convictions that form, nurture and strengthen Christian identity and life?
2. How do we nurture the interrelation of prayer, study and service?
3. What is the significance of our life together as Christians in our congregations, presbyteries, denominations and the church universal?

As Director of Spiritual Nurture and Discipleship, Talbot oversees Presbytery efforts to answer these questions though doing the following:

- promote spiritual growth and discipleship within and among congregations
- equip youth and adult leaders for ministry,
- support, encourage, and develop youth ministry across the Presbytery through the Presbyterian Youth Council and other means,
- oversee Christian camping and retreat ministry,
- provide training to Sessions through staff or consultants,
- host on-site regional workshops and consultations to promote and develop leadership development for congregations,
- supports other ministries that may be assigned by the Presbytery.

Contact Mary Lee at MaryLeeT@pbywny.org

ADMINISTRATIVE PERSONNEL ASSOCIATION,
PRESBYTERIAN CHURCH (U.S.A)



Growing into Tomorrow Today-Elective, Getting in Shape Fiscally- Elective, Directory for Worship-Level II

**Steven R. Fleming, D. Min.
Education Specialist, Board of
Pensions**



Steven joined the Board of Pensions in 1998, first as Regional Representative for the Synod of the Trinity, then adding the Synod of the Northeast in an interim capacity. He was selected to help start the Education Department of the Board in 2002. Steven, and colleague the Rev. Rodney Sewell, cover the United States offering the Board's five primary seminars and workshops; as well as special seminars, workshops and presentations such as the one elective course he will offer at this conference.

Prior to his work at the Board, Steven served as pastor/head of staff, solo pastor, associate pastor, interim associate pastor and student pastor in various congregations in Virginia, Arkansas, Pennsylvania and Maryland. Although born in southern California, he grew up in western Maryland, and was ordained by Baltimore Presbytery in 1976.

A published author (including articles in *Interpretation; Church Management: The Clergy Journal; Abington Annual Preaching manual; Monday Morning; and others*), he has written articles and led workshops since the late 1970's across the country on preaching, church administration, personal stewardship and finances, time management, and the use of computers in ministry.

A graduate of the University of Maryland, College Park, he received his Doctor of Ministry from Union Theological Seminary, Richmond VA and is a minister member of Carlisle Presbytery. He resides with wife Brenda in south-central Pennsylvania.

**ADMINISTRATIVE PERSONNEL ASSOCIATION,
PRESBYTERIAN CHURCH (U.S.A)**



Stress Management— Elective

▶ Sean Burns, M. Div.



Sean Burns is a licensed clinical social worker and employed as a therapist with both the Pittsburgh Pastoral Institute and Gateway Rehabilitation Center. He is an elder at Murrysville Alliance Church where he leads a senior high guys bible study and is the director of an 8-step recovery program called Life Hurts, God Heals. Prior to obtaining a Master of Social Work from the University of Pittsburgh in 2007, he spent 8 years in the business world working for AT&T Wireless and Giant Eagle, Inc. He has a Master of Divinity from Columbia International University and B.S. in Business Management from Penn State University.

ADMINISTRATIVE PERSONNEL ASSOCIATION,
PRESBYTERIAN CHURCH (U.S.A)



Polity - Level II

Polity - Level III

▶ **Jay W. Lewis, Esq., Stated Clerk**



Jay W. Lewis is the Stated Clerk of the Pittsburgh Presbytery, having first been elected to that position in December, 2005. Jay is a Pennsylvania attorney and a PCUSA-ordained Minister of the Word and Sacrament. Prior to becoming Stated Clerk he served as Secretary and General Counsel of an international industrial corporation, and later as General Counsel and Compliance Officer of an investment banking and stockbrokerage firm. After being ordained in 1996 he served as Stated Supply Pastor to several congregations while continuing his corporate legal career. For the past several years he's taught the Polity course at Pittsburgh Theological Seminary as an adjunct professor, and has also been a trainer for permanent judicial commission seminars on disciplinary and remedial trials for the Synod of the Trinity. In his prior business career he has been a speaker for the Pennsylvania Bar Association; the Tennessee American Corporate Counsel Association; the American Society of Corporate Secretaries; and the National Association of Securities Dealers, and has been a guest lecturer at Grove City College on *PR and the Law*, and the Duquesne School of Law Para-Legal course.

ADMINISTRATIVE PERSONNEL ASSOCIATION,
PRESBYTERIAN CHURCH (U.S.A)



Public Speaking— Elective

▶ Lindsay Crosby



Lindsay has been a member of APA for 18 years and has earned her FPCA certification in all 3 levels. Lindsay also belongs to the Bell Noontime Toastmasters Club where she has been a member for the last 7 years. Lindsay currently serves as President of her club and has received her Competent Communication certification and her Advanced Leader Bronze certification.

A few topics Lindsay will share with you will be tips on public speaking, strategies for overcoming the fear of public speaking, how to prepare a presentation and Impromptu speaking.

ADMINISTRATIVE PERSONNEL ASSOCIATION,
PRESBYTERIAN CHURCH (U.S.A)



**Bible History Old Testament – Elective,
Biblical Interpretation I – Elective and may be used as a Spiritual Growth and Discipline Core required for all Levels**

▶ Benjamin F. Libert, M. Div.



Benjamin F. Libert is a 2005 graduate of Westminster College with a BA in Religious Studies. In 2008 he graduated from Pittsburgh Theological Seminary with a Masters in Divinity. Ben currently works at Cross Roads Presbyterian Church in Monroeville, PA as the Director of Youth and Young Adult Ministries where he gets to have lots of fun serving the Lord. He loves to play lawn games and just about any obscure sport you can imagine is right up his alley.

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