

## APA Certification Program Requirements

### Level I

Church History	5.0 hours
Office Administration - Part I	2.5 hours
Polity I	5.0 hours
Spiritual Growth/Discipline*	2.5 hours
Theology - Christian Perspectives of the Church	5.0 hours
<b>TOTAL CORE HOURS</b>	<b>20.0 hours</b>
<b>TOTAL ELECTIVE HOURS</b>	<b>20.0 hours</b>
	<b>40.0 hours</b>

### Level II

Directory for Worship	2.5 hours
Legal Matters	2.5 hours
Office Administration - Part II	2.5 hours
PC (USA) History Since Reunion	5.0 hours
Polity II	2.5 hours
Spiritual Growth/Discipline*	2.5 hours
<b>TOTAL CORE HOURS</b>	<b>17.5 hours</b>
<b>TOTAL ELECTIVE HOURS</b>	<b>27.5 hours</b>
	<b>45.0 hours</b>

### Level III

Book of Confessions	2.5 hours
GA Entities	2.5 hours
Polity III	2.5 hours
Safety in the Workplace	2.5 hours
Spiritual Growth/Discipline*	2.5 hours
<b>TOTAL CORE HOURS</b>	<b>12.5 hours</b>
<b>TOTAL ELECTIVE HOURS</b>	<b>37.5 hours</b>
	<b>50 hours</b>

The Certification Fee is \$25 for each level. The Certification Application can be downloaded from the National APA website at [www.pcusa-apa.org](http://www.pcusa-apa.org).

**Classes may be cancelled if there is less than 3 participants. You will be notified at least 2 weeks in advance.**

## Administrative Personnel Association



# 2010 Rocky Mountain Regional Conference

**August 5 - 8, 2010**



**You do NOT need to be an APA member to participate in the conference.**

## APA - Continuing Education for your Staff

The Administrative Personnel Association is a professional association for administrative staff of churches, governing bodies, agencies, and institutions of the Presbyterian Church (USA). APA was established to improve the quality of professionalism in the offices that are usually the first points of contact with congregations, governing bodies, and agencies of the church. It affirms the ministry of the lay church professional and recognizes the importance of efficient office procedures and competent personnel who strive to provide a deeper commitment and understanding of the issues and theology of our church.

The mission of APA 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.

Certification is recognized by the General Assembly through the Office of Vocation. Certified members are listed in the Minutes of the General Assembly, Book II and Book III (Directory).

The importance of certification is that continued education and personal growth increase your value as a lay professional to your staff, congregation, and to yourself. Your understanding of Presbyterian history, theology, and polity is essential to your profession.

## APA Certification

Certification is a curriculum designed to provide a foundation in church history, polity, and theology, as well as training in interpersonal skills, organization, office skills, and new technology.. You must be a member of APA and employed by the Presbyterian Church (USA) to participate in the Plan of Certification. Levels I, II, and III require 40, 45, and 50 hours of study respectively.

### Questions about Certification??

**Contact Bobbi Hoffman**  
**Regional Certification Chair**  
**970-352-6496**  
[bobbi@plainsandpeaks.org](mailto:bobbi@plainsandpeaks.org)

## APA Membership

Those eligible for membership in APA include non-ordained staff of Presbyterian churches or agencies, including secretaries, bookkeepers, administrative assistants, financial secretaries, clerks of session, and other administrative and/or daycare staff. Dues and certification fees must be paid before any classes count toward your certification and they must be paid annually.

### Questions about Membership??

**Contact Britteny Beckstrom**  
**Regional Membership Chair**  
**308-382-0930**  
[britteny@gipresby.org](mailto:britteny@gipresby.org)

## APA Conference Information

### Hotel Information

The Plains Hotel  
1600 Central Ave. - Cheyenne, WY  
307-638-3311  
[www.theplainshotel.com](http://www.theplainshotel.com)

The Historic Plains Hotel has been a proud fixture of Cheyenne for almost a century, first catering to Wyoming's earliest captains of industry in 1911. The elegant accommodations were enjoyed equally by cattle barons and oil tycoons, as well as travelers on their way to Yellowstone and the Grand Tetons. Our recent renovation allows Downtown Cheyenne's Historic Plains Hotel to once again serve travelers and dignitaries in search of the experience of Western High Style.

### Transportation

*Traveling by car* - The hotel is located at the corner of Central Avenue and Lincolnway. The hotel will provide valet parking on Thursday afternoon as there is only street parking.

*Traveling by airplane* - Denver International Airport, Ft. Collins/Loveland Airport, or the Cheyenne Airport are the three airports in the area.

Check out [www.flydenver.com](http://www.flydenver.com) for more information on DIA.

Check out [www.ci.fort-collins.co.us/airport](http://www.ci.fort-collins.co.us/airport) for more information on the Ft. Collins/Loveland airport.

Check out [www.cheyenneairport.com](http://www.cheyenneairport.com) for more information on the Cheyenne airport.

## Conference Schedule

### THURSDAY, August 5

3:30 - 5:00 p.m. Registration  
5:00 - 6:00 p.m. Hotel Welcome Reception  
6:15 - 9:00 p.m. **Biblical Interpretation I**  
(Elective or SG&D)  
9:00 - 10:00 p.m. Hospitality Room Open  
*Dinner on your own*

### FRIDAY, August 6

7:15 - 8:45 a.m. Breakfast  
8:30 - 8:45 a.m. Devotions  
9:00 - 11:45 a.m. **Church History** (Level I)  
**GA Entities** (Level III)  
12:00 - 1:15 p.m. Lunch  
1:30 - 4:15 p.m. **Church History** (cont.)  
**Effective Meeting Minutes**  
(Elective)  
7:00 - 8:30 p.m. Business Meeting  
8:30 - 10:00 p.m. Hospitality Room Open  
*Dinner on your own*

### SATURDAY, August 7

7:15 - 8:45 a.m. Breakfast  
8:30 - 8:45 a.m. Devotions  
9:00 - 11:45 a.m. **Directory for Worship**  
(Level II)  
**Office Administration I**  
(Level I)  
12:00 - 1:15 p.m. Lunch  
1:30 - 4:15 p.m. **Office Administration II**  
(Level II)  
6:30 - 8:30 p.m. Banquet  
9:00 - 10:00 p.m. Hospitality Room Open

### SUNDAY

8:00 - 9:00 a.m. Breakfast in Hospitality Suite  
10:00 a.m. Worship @ Cheyenne, First  
[www.firstprescheyenne.org](http://www.firstprescheyenne.org)  
11:00 a.m. Hotel Check-out

## Registration Form

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Employed at \_\_\_\_\_ Position \_\_\_\_\_  
Is this your first conference?  Yes  No  
Region \_\_\_\_\_  
Will room with \_\_\_\_\_ I need a roommate   
Special Needs \_\_\_\_\_

**DEADLINE - July 15, 2010** - There will be a \$25.00 cancellation fee up to the 15<sup>th</sup>. After the 15<sup>th</sup> there will be no return on the registration fee and the hotel fee. You will need to make your own hotel reservations after this date.

### For Scholarship Information contact:

Alayne Stevens - APA Rocky Mtn. Treasurer - [presbytery@wyoming.com](mailto:presbytery@wyoming.com) - 307-472-4717  
**Scholarships must be preauthorized!**

### I plan to take the following courses:

**Thursday** -  Biblical Interpretation **Friday** -  Church History ~or~  GA Entities

**Fri. Afternoon** -  Effective Meeting Minutes

**Saturday** -  Directory for Worship ~or~  Office Administration I

**Sat. Afternoon** -  Office Administration II

### Conference Fees:

Registration \$130.00 \$ \_\_\_\_\_  
Lodging # \_\_\_\_\_ nights @ \$ \_\_\_\_\_ /night \$ \_\_\_\_\_  
\$85.00/night for single occupancy, \$42.50/night per person for double occupancy  
Food # of sets of meals \_\_\_\_\_ \$110.00 \$ \_\_\_\_\_  
(snacks, Friday breakfast & lunch, Saturday breakfast, lunch, & banquet)  
 Roasted Herb &  Sliced London Broil with  Vegetarian  
Artichoke Stuffed Chicken Mushroom Sauce  
Guest Banquet Meal \$30.00 \$ \_\_\_\_\_  
Minus Authorized Scholarship \$50.00 \$ \_\_\_\_\_  
**Total Enclosed** \$ \_\_\_\_\_

Please make check payable to: **APA Rocky Mtn. Region** and mail with completed registration form to:  
Alayne Stevens,  
Presbytery of Wyoming  
118 E. 9<sup>th</sup> St.  
Casper, WY 82601