

Dear Friends in APA:
The Pacific board has been working to make our regional conference at beautiful Zephyr Point a time for learning, renewal and connecting with others in our profession. We are excited about the classes we have to offer.

Core classes and elective classes will be offered for each level. We have scheduled some new instructors this year and look forward to welcoming them to our conference. There will be an opportunity to get together and share a meal before the Thursday night class. A sandwich buffet will be provided. The Thursday night class will incorporate a worship service. We have again extended through Saturday night. This helps to secure our place in the Zephyr Point Conference Schedule and provides additional class time making the certification process more cost-effective. Each person can take 12.5 hours toward certification at this conference.

Our community snack table has been popular in the past with each person contributing a snack. This also ensures everyone has something they like and can eat. We hope you will all again bring something yummy and/or healthy to share. A variety of drinks will be provided.

We encourage those who are flying to make arrangements to fly into the Reno airport and take the shuttle to Lake Tahoe (www.southtahoeexpress.com). Upon receipt of your registration, additional details and directions will be mailed to you.

Blessings to you all,
Jan Burger, President



Administrative Personnel Association

2011 Pacific Regional Conference

September 22-25, 2011



Zephyr Point at Lake Tahoe

Zephyr Point Presbyterian Conference Center is owned by both the Synod of the Pacific and the Synod of Southern California and Hawaii. It is located on 24 pine-covered acres along one-half mile of Lake Tahoe's shoreline at an elevation of 6,225 feet. It is nestled among towering pines and mountains of carved granite. Zephyr Point provides a pristine, magnificent natural setting with flaming sunsets, star-filled nights, breath taking views of Lake Tahoe, and the majestic mountains creating an experience you will never forget!

600-670 Highway 50
P.O. Box 289
Zephyr Cove, NV 89448
775-588-6759

APA Certification Program Requirements

Level I

Core Courses

Church History	5 hours
Theology –Christian Perspectives of the Church	5 hours
Polity I	5 hours
Office Administration-Part I	2.5 hours
*Spiritual Growth & Discipline	2.5 hours
TOTAL CORE HOURS	20 hours
TOTAL ELECTIVE HOURS	<u>20 hours</u>
	40 Hours

Level II

Core Courses

PC (USA) History since the Reunion	5 hours
Polity II	2.5 hours
Office Administration –Part II	2.5 hours
Legal Matters	2.5 hours
Directory for Worship	2.5 hours
*Spiritual Growth & Discipline	2.5 hours
TOTAL CORE HOURS	17.5 hours
TOTAL ELECTIVE HOURS	<u>27.5 hours</u>
	45 Hours

Level III

Core Courses

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
TOTAL CORE HOURS	12.5 hours
TOTAL ELECTIVE HOURS	<u>37.5 hours</u>
	50 Hours

* The elective courses of Angelology, Christology I & II, Pneumatology and The Books called the Apocrypha (each 2.5 hours) may be used to fulfill the 2.5 hour requirement of Spiritual Growth and Discipline for any level.

The Certification Fee is \$25 for each level. The Certification Application can be downloaded from the National APA website:

www.pcusa-apa.org

Additional Conference Information

For additional information, please contact:

Jan Burger, Pacific Region President

Phone: 907-373-3230 (Alaska time)

jan@pbyukon.org

Conference Schedule

Thursday, September 22nd

8:30 AM Board Meeting

3:00 PM Registration Begins

5:00 PM *Welcome and Sandwich buffet*

6:30 PM Opening Worship

7:00 PM

Spiritual Growth & Discipline (2.5)

All Levels - Core

Friday, September 23rd

8:00 AM Breakfast

9:15 AM-Noon

PC(USA) History Since Reunion (5hrs.)

Level II - Core Levels I & III-Elective

Legal Matters (2.5hrs.)

Level II - Core Levels I & III-Elective

12:00 Lunch

1:15 PM-4:00 PM

PC(USA) History Since Reunion (cont)

Level II - Core Levels I & III-Elective

Directory for Worship (2.5 hrs)

Level II - Core Levels I & III-Elective

6:00 PM Dinner

7:15 Annual Business Meeting
Please plan to attend

8:30 PM Games • Snacks • Fellowship

(More information on the theme of this year's entertainment will be mailed later)

Conference Schedule

Saturday, September 24th

8:00 AM Breakfast

9:15 AM-Noon

Personnel Issues (2.5 hrs)
All Levels-Elective

12:00 Lunch

1:15-4:00 PM

Interim Ministry (2.5 hrs)
All Levels - Elective

6:00 PM Dinner

7:30 PM Special Event Night

Sunday, September 25th

8:00 AM Breakfast

11:00 AM Check-Out

Lunch on your own

Traveling mercies until we meet again.

About APA

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. Continuing education opportunities include annual and regional conferences and seminars for certification. These opportunities are presently being offered in ten regions and at Presbytery or Synod sponsored events.

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) or one of its agencies to participate in the Plan of Certification. Levels I, II and III require 40, 45 and 50 hours of study respectively. Certification is recognized by the General Assembly through the National Ministries Division. Certified members are listed in the Minutes of the General Assembly, Book II and Book III (Directory).

Questions about certification?

Contact Lisa Landis, Regional Certification Chair
206-632-2324 or fpctur@thevision.net

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 must be paid annually.

Questions about membership?

Contact Theresa Wright, National Office Manager
432/682-5297 or twright@tresrios.org

Pacific Regional Conference Registration

Name _____ Cell Phone _____

Church/Gov. Body/Agency _____ Position _____

Preferred Address _____ City _____ State ____ Zip _____

Emergency Contact Phone _____ E-mail address _____

Is this your first conference? Yes ____ No ____

New Member ____ Continuing Member ____ Lifetime Member ____ Region _____

Roommate preference _____

Registration Fees \$290 (per person) ____ Lifetime Member Fees \$250 ____ Includes Lodging, Classes, Materials, Scholarship donation (\$5) and Meals [Thursday evening-Sunday breakfast] (double occupancy)

Guest Meals @ \$65.00 per guest _____

TOTAL \$ _____

Deadline: June 1, 2011
NO Refunds after June 15

*Make checks payable to: **APA Pacific Region** and mail with your registration form to:
Sharon Liggett, First Presbyterian Church, 415 N Redington St., Hanford, CA 93230*

I Plan to Attend the Following Classes

Thursday, September 24

Spiritual Growth & Discipline
All Levels - Core

Friday, September 25

AM Classes
 PC(USA) History Since Reunion
Level II - Core other levels - Elective
 Legal Matters
Level II - Core other levels - Elective

PM Classes

PC(USA) History Since Reunion (cont)
Level II - Core other levels - Elective
 Directory for Worship
Level II - Core other levels - Elective

Saturday, September 26

AM Classes

Personnel Issues
All Levels - Elective

PM Classes

Interim Ministry
All Levels - Elective

See you next year
2012 Regional Conference
September 27-30 Zephyr Point