

## Administrative Personnel Association

# 2009 Pacific Regional Conference

*Come, let's shout praises to God, raise the roof for the Rock who saved us! Let's march into His presence singing praises, lifting the rafters with our hymns! Psalm 95:1-2 (The Message)*



## 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
<b>TOTAL CORE HOURS</b>	<b>20 hours</b>
<b>TOTAL ELECTIVE HOURS</b>	<b>20 hours</b>
	<b>40 Hours</b>

### 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
<b>TOTAL CORE HOURS</b>	<b>17.5 hours</b>
<b>TOTAL ELECTIVE HOURS</b>	<b>27.5 hours</b>
	<b>45 Hours</b>

### 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
<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 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](http://www.pcusa-apa.org)

**Additional Conference Information**  
For additional information, please contact:  
**Diana Koehler, Pacific Region President**  
**Phone: 541-773-8274**

## Conference Schedule

### Wednesday, September 23rd

7 PM Executive Board Meeting

### Thursday, September 24th

3:00 PM Registration Begins

5:00 PM Welcome and Sandwich buffet

7:00 PM Opening Worship  
**Hymnology (2.5)**  
All Levels - Elective

### Friday, September 25th

8:00 AM Breakfast

9:15 AM-Noon  
**Directory for Worship (2.5hrs.)**  
Level II - Core

**Going Green in the Church Office.... (2.5hrs.)**  
All Levels-Elective  
*15 minute break at 10:30 AM*

12:00 Lunch

1:15 PM-4:00 PM  
**GA Entities (2.5 hrs)**  
Level III- Core

**Newsletters and Bulletins (2.5 hrs)**  
All Levels - Elective

*15 minute break at 2:30 PM*

6:00 PM Dinner

**7:15 PM Annual Business Meeting**  
**Please plan to attend**

8:30 PM Bunco

*Come in costume or your PJ's*  
*This years "social" theme is The Fabulous 50's*  
*games • snacks • fellowship*

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 will be offered for each level as well as elective classes for all levels. 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 in the Eagles Wing conference room. The Thursday night class will incorporate a worship service. We have again extended through Saturday night. This also 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 up to 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](http://www.southtahoeexpress.com)). Upon receipt of your registration, additional details and directions will be mailed to you.

Blessings to you all,  
Diana Koehler, President  
Pacific Region



## Conference Schedule

### Saturday, September 26th

8:00 AM Breakfast

9:15 AM-Noon

**Spiritual Growth & Discipline** (2.5 hrs)  
All Levels-Core

*15 minute break at 10:30 AM*

12:00 Lunch

1:15-4:00 PM

**Office Relationships-Multiple Staff** (2.5 hrs)  
All Levels - Elective

*15 minute break at 2:30 PM*

6:00 PM Dinner

**7:30 PM Movie Night**  
(Some blast from the past)

### Sunday, September 27th

8:00 AM Breakfast

11:00 AM Check-Out

*Lunch on your own*

*Traveling mercies until we meet again.*

*See you next year  
2010 Regional Conference  
September 23-26 Zephyr Point*

## 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 nine 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 Barbara Rohrs, Regional Certification Chair  
916/414-2080 or  
barbara@sierramissionpartnership.org

### 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 \_\_\_\_\_ Position \_\_\_\_\_

Church/Gov. Body/Agency \_\_\_\_\_ Phone \_\_\_\_\_

Preferred Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail address \_\_\_\_\_ Is this your first conference? Yes \_\_\_\_\_ No \_\_\_\_\_

New Member \_\_\_\_\_ Continuing Member \_\_\_\_\_ Lifetime Member \_\_\_\_\_ • Region \_\_\_\_\_

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

Roommate \_\_\_\_\_

Guest Meals @ \$65.00 per guest \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

*Make checks payable to: **APA Pacific Region** and mail with your registration form to:  
St Andrews Presbyterian Church, Attn: Donna Perry, 1390 Franklin Rd, Yuba City, CA 95993*

**Deadline**  
**June 1, 2009**  
**No Refunds after June 15**

### I Plan to Attend the Following Classes

#### Thursday, September 24

**Hymnology**  
All Levels - Elective

#### Friday, September 25

**Directory for Worship**  
Level II - Core

**Going Green in the Church Office.....**  
All Levels - Elective

**GA Entities**  
Level III- Core

**Newsletters and Bulletins**  
All Levels - Elective

#### Saturday, September 26

**Spiritual Growth & Discipline**  
All Levels - Core

**Office Relationships-Multiple Staff**  
All Levels - Elective