

To Compile a Marketing Packet for the APA

Use a two pocket folder. Put a APA sticker on the front center to clearly identify the packet.

In the LEFT side, place the following items from back to front:

2011-2011 Officer List
Membership Form
Prieto Letter for Marketing Packet
APA Brochure

In the RIGHT side, place the following items from back to front:

Certification Application
Elective Courses
Certification Program
Certification Brochure
Burleigh Letter for Marketing Packet



**Administrative
Personnel
Association
of the
Presbyterian Church (USA)**



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**Administrative Personnel Association of the Presbyterian Church (USA)
Florida Region Officers 2011**

Barbara Prieto, President, '12

Riviera Presbyterian Church
5275 Sunset Dr.
Miami, FL 33143
(305) 666-8586
rivierachurch@bellsouth.net

Immediate Past President, VACANT, '12

Paula O'Connor, Secretary, '13

Memorial Presbyterian Church
32 Sevilla St.
St. Augustine, FL 32084
(904) 829-6451
Paula.oconnor14@gmail.com

Nancy Fine, Membership Chair, appointed '11

First Presbyterian Church
33 Gleason St.
Delray Beach, FL 33483
(561) 276.6338
nancyfine@covad.net

**Allyson Criminger, Communications Chair,
appointed '10**

Presbytery of St. Augustine
1937 University Blvd. W
Jacksonville, FL 32217
(800) 440-9477 x. 22
acriminger.apunte@staugpres.org

**Jackie Ritter, Conference Administrator, appointed
'10**

Retired, Mandarin Presbyterian Church
4171 Cumbrian Gardens Ln.
Jacksonville, FL 32257
(904) 226-7896
Jdr4171@comcast.net

Carol McMichael, Nominating Committee, '12

Retired, First Presbyterian of Eustis
11943 Metcalf Way
Leesburg, FL 34788
(352) 589-1260
Doug2646@comcast.net

Allyson Criminger, President-Elect, '12

Presbytery of St. Augustine
1937 University Blvd. W
Jacksonville, FL 32217
(800) 440-9477 x. 22
acriminger.apunte@staugpres.org

Yolanda Bengo, Treasurer, '13

Synod of South Atlantic
118 E. Monroe St.
Jacksonville, FL 32202
(904) 356-6070
yolandambengo@synodofsouthatlantic.org

Shari Lowe, Scholarship Chair, appointed '05

Presbytery of Tropical Florida
440 E. Sample Rd. #208
Pompano Beach, FL 33064
(954) 785-2220
shari@tfpby.org

Debbie Burleigh, Certification Chair, appointed '10

Riverside Presbyterian Church
3400 N. Atlantic Ave.
Cocoa Beach, FL 32931
(321) 783-6085
Debbie@riversidepres.org

Fundraising Chair, VACANT, appointed

Barbara Yatrousis, Parliamentarian, appointed '10

First Presbyterian Church
401 SE 15th Ave.
Ft. Lauderdale, FL 33301
(954) 462-6200
barbty@aol.com

Ginny Gowell, Nominating Committee, '12

First Presbyterian Church
520 Royal Palm Blvd.
Vero Beach, FL 32960
(772) 562-9088
ginnygowell@firstpresvero.org

Ellen Yates, Nominating Committee, '13

First Presbyterian Church

222 W. 6th Ave.

Mount Dora, FL 32757

(352) 383-4089

Elleny@fpcmtdora.org

VACANCY, Nominating Committee, '14

Lynn Anderson, Nominating Committee, '13

First Presbyterian Church

1530 Hollywood Blvd.

Hollywood, FL 33020

(954) 923-8209

landerson@fpcoh.org

VACANCY, Nominating Committee, '14



Membership/Renewal Form January 1, 2012 - December 31, 2012

2012 Dues

Membership Categories:

___ New Member:	\$75.00
___ Active Member:	\$75.00
___ Active Member (Renewal after February 1)	\$85.00
___ Affiliate Member:	\$75.00
___ Retired Member:	\$32.50

No dues are required for:

Honorary Member Effective date _____
Honorary Life Member Effective Date _____

Contribution to:

Joyce Bauer Scholarship Fund: \$ _____
Life Member Scholarship Fund: \$ _____

Total Enclosed: \$ _____

Please make checks payable to:

Administrative Personnel Association (PCUSA)

Mail form & check to:

Yvette Tuitt
New Life Presbyterian Church
6600 Old National Hwy
College Park, GA 30349

Optional Information {Statistical purposes only}

Denomination:
___ PCUSA ___ Lutheran
___ RCA ___ Roman Catholic
___ PC in Canada ___ Episcopal
___ Baptist ___ Other
Race:
___ African American ___ Asian American
___ Caucasian ___ Hispanic
___ Indigenous North American
___ Other

Name: _____

Name you prefer on your nametag: * _____

Work Address: _____

Work Phone: _____

FAX: _____

Work Email: _____

Employer: _____

Title: _____

Home Address: _____

Home Phone: _____

Home Email: _____

I prefer to use home ___ /office ___ email (circle one)

Region: _____

Date of Birth (mm/dd/yy): _____

How did you hear about us? _____

Year Joined: _____

I am currently working on
Level I, Level II, Level III, Other (Please circle one)

Dates certified: _____

* Starting in 2012 magnetic nametags will be provided. If for some medical reason you cannot wear a magnetic nametag please comment here: _____

By payment of your membership dues you have read, accept and agree to comply with the Standards of Ethical Conduct Policy of the Administrative Personnel Association (APA)



Administrative Personnel Association (APA) Standards of Ethical Conduct

As a member of the Administrative Personnel Association (APA) of the Presbyterian Church (U.S.A.) I commit myself to the following standards of ethical conduct.

- Spiritual commitment to Jesus Christ and regard my work as a Christian vocation
-
- Recognize the need for continuing professional education and training
- Be knowledgeable of the governing documents of the association and be committed to the mission of the association by:
 - Uphold the bylaws, policies and procedures of APA and when in disagreement follow defined procedures for recommending changes
 - Communicate in a timely manner
 - Participate with other colleagues in organized efforts to share new knowledge and development in professional practices
 - Show professionalism to all those with whom I make contact on behalf of the association
- Maintain a pleasant attitude in meeting and communicating with people, treating each person as a child of God by:
 - Showing respect for each other, the moderator, work of committees and the voice of the majority
 - Refrain from personal attacks or embarrassing comments
 - Listen and respect all viewpoints
 - Focus on issues rather than personalities
 - Refrain from gossip and abusive speech
 - Be trustworthy with confidential information

Failure to comply with the standards outlined herein will be subject to disciplinary action as outlined in the APA Manual of Operations, Policies and Procedures.

Signature: _____ Date: _____

CERTIFICATION PROGRAM 2012

Please note: When you are within ten hours of completion of your current level, you may begin study in the next level.

Level I

Core Courses

Church History	5 hours
Office Administration – Part I	2.5 hours
Polity I	5 hours
*Spiritual Growth and Discipline	2.5 hours
Theology – Christian Perspectives of the Church	5 hours
Total Core Hours	20 Hours
Total Elective Hours	20 Hours
Total Hours Required	40 Hours

Level II

Core Courses

Directory for Worship	2.5 hours
Legal Matters	2.5 hours
Office Administration – Part II	2.5 hours
PC(USA) History Since Reunion	5 hours
Polity II	2.5 hours
*Spiritual Growth and Discipline	2.5 hours
Total Core Hours	17.5 Hours
Total Elective Hours	27.5 Hours
Total Hours Required	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 and Discipline	2.5 hours
Total Core Hours	12.5Hours
Total Elective Hours	37.5Hours
Total Hours Required	50 Hours

**The Elective Courses of Angelology, Biblical Interpretation I and II, 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 Elective Course of Personal Safety may be used to fulfill the 2.5 hour requirement of Safety in the Workplace for Level III.*

ELECTIVE COURSES BY CATEGORY

ADMINISTRATIVE SKILLS

Assertiveness Skills	(2.5 Hours)
Basics of Project Management	(2.5 Hours)
Business Letter Writing	(2.5 Hours)
Coaching and Mentoring Skills in Successful Leadership	(2.5 Hours)
Conflict Management	(5 Hours)
Dealing with Difficult People	(2.5 Hours)
Designing for Communication	(5 Hours)
Developing Professionalism	(2.5 Hours)
Effective Meeting Minutes	(2.5 Hours)
Essentials of Budgeting	(2.5 Hours)
Financial Planning	(2.5 Hours)
Financial Reporting	(2.5 Hours)
Going Green in the Church Office/Guide to Going Carbon Neutral	(2.5 Hours)
Grammar, Punctuation and Spelling	(2.5 Hours)
How To Run A Meeting	(2.5 Hours)
How To Plan An APA Conference	(2.5 Hours)
Intra-Staff Relationships	(2.5 Hours)
Newsletters and Bulletins	(2.5 Hours)
Organizing Your Space	(2.5 Hours)
Parliamentary Procedures	(2.5 Hours)
Personnel Issues	(2.5 Hours)
Presenting Your Church/Organization to The Public: Marketing	(2.5 Hours)
Problem Solving Through Communication	(5 Hours)
Records Management in the Computer Age	(2.5 Hours)
Risk Management	(2.5 Hours)
Sexual Harassment	(2.5 Hours)
Stewardship Programs/Capital Fund Campaigns	(2.5 Hours)
Supporting the "Executive Staff"	(2.5 Hours)
The Church & Persons with Disability	(2.5 Hours)
The Church Office Guide to Copyright Law	(2.5 Hours)
Time Management	(2.5 Hours)
Writing and Improving Your Electronic Communication	(2.5 hours)

MISCELLANEOUS

Better Photography with Digital or 35mm Camera	(2.5 Hours)
Creating a Pictorial Directory	(2.5 Hours)
Hymnology	(2.5 Hours)
Public Speaking	(2.5 Hours)
The Art of Calligraphy	(2.5 Hours)

PC (USA)

Church/Presbytery/Synods In Transition	(2.5 Hours)
Giving to Presbytery, Synod and General Assembly	(2.5 hours)
Inclusive Vs. Exclusive Language	(2.5 Hours)
Presbyterian 101	(2.5 Hours)
Presbyterian 102	(2.5 Hours)
Presbyterian Foundation	(2.5 Hours)
Presbyterian Historical Society	(2.5 Hours)

PERSONAL CARE

Dilemma of Plateauing	(2.5 Hours)
Emotional Mastery	(2.5 Hours)
Healthy Lifestyles	(2.5 Hours)
How to Deal with Aging Parents and Work Full Time	(2.5 Hours)
Living With Grief	(2.5 Hours)
Pastoral Care for Self and Others	(2.5 Hours)
Personal Investing	(2.5 Hours)
Personal Safety	(2.5 Hours)
Stress Management	(2.5 Hours)
So You Want To Retire.....Now What?	(2.5 Hours)

SPIRITUAL STUDIES

Angelology (Doctrine of Angels and Demons)	(2.5 Hours)
Bible History – Old Testament	(2.5 Hours)
Biblical Interpretation I	(2.5 Hours)
Biblical Interpretation II	(2.5 Hours)
Christology I: Doctrine of the Person of Jesus Christ	(2.5 Hours)
Christology II: Doctrine of the Work of Jesus Christ	(2.5 Hours)
Interim Ministry	(2.5 Hours)
Liberation Theology	(2.5 Hours)
Ministry of Reconciliation	(2.5 Hours)
Pneumatology: The Person and Work of the Holy Spirit	(2.5 Hours)
The Books Called “The Apocrypha”	(2.5 Hours)
Women’s Experience in the Church	(2.5 hours)

TECHNOLOGY TOOLS

Advanced Html/Xhtml	(2.5 Hours)
Advanced Quickbooks	(2.5 Hours)
Beginning Html/Xhtml	(2.5 Hours)
Beginning Quickbooks	(2.5 Hours)
Computer Hardware	(2.5 Hours)
Mastering The Internet	(2.5 Hours)
Microsoft Access	(5 Hours)
Microsoft Excel	(5 Hours)
Microsoft Power Point	(5 Hours)
Microsoft Publisher I	(2.5 Hours)
Microsoft Publisher II	(2.5 Hours)
Microsoft Word	(2.5 Hours)
Social Media I	(2.5 Hours)
Social Media II	(2.5 Hours)
Web Design And Graphics	(5 Hours)



Certification Application

Check Level of Certification: Level I Level II Level III

Member Name: _____

Address: (home) _____

(office) _____

Phone: (home) _____ (office) _____

Preferred Email: _____

Employer: _____

Current position in church/governing body: _____

Regional Membership (circle region)

Florida

Mid-Atlantic

Pacific

Greater Midwest

Mid-South

Rocky Mountain

Heartland

Northeast

Southwest

If you are working on **Level I** Certification list two (2) of the most recent National/Regional Conferences attended:

Date(s)	Location of Conference	National/Regional

A Non-Refundable Application Fee of \$25.00 MUST Accompany This Application

Please make check payable to **Administrative Personnel Association**

When you begin the Certification Process, please complete and mail this application along with a check to your regional certification chairperson. If you do not know your Certification Chair, visit our website at www.pcusa-apa.org for the Certification Council Members contact information.

FOR REGIONAL OFFICE USE ONLY

Date: _____

Regional Certification Chair: _____

Synod: _____

Application Fee Check #: _____

Presbytery: _____



Florida Region

Administrative Personnel Association of the Presbyterian Church, U.S.A.

Barbara Prieto
President

Allyson Criminger
President-Elect

Yolanda Bengo
Treasurer

Paula O'Connor
Secretary

Shari Lowe
Scholarship Chair

Nancy Fine
Membership Chair

Debbie Burleigh
Certification Chair

Allyson Criminger
Communications Chair

Jackie Ritter
Conference Administrator

Barbara Yatrousis
Parliamentarian

Carol McMichael (2012)
Nominating Committee

Virginia Gowell (2012)
Nominating Committee

Ellen Yates (2013)
Nominating Committee

Lynn Anderson (2013)

Greetings,

The Administrative Personnel Association has so much to offer church employees throughout the denominations of this country. Our classes range from the spiritual to the technical and have something to offer each of you. No other organization is as well equipped to nurture your mind and soul as APA is.

Though we are in a covenant with the Presbyterian Church (USA), being a member of the Presbyterian Church is not a requirement. The Presbyterian Church (USA) may be different, but we are not so different that we cannot provide spiritual and intellectual growth opportunities to those outside our denomination. That is what the Administrative Personnel Association is, the glue that holds the church or governing bodies together by the strength we give our members, regardless of how we worship or what religious affiliation we hold.

I issue a personal invitation to you to join the Administrative Personnel Association and benefiting from our networking, our courses, and our friendship. When you're ready, we're here for you.

Barbara Prieto

President

APA-Florida Region

What People are Saying About APA:

“APA is one of the best-kept secrets in the church. It is more than the competency and skills that administrative personnel gain through APA; they become deeply conversant with Presbyterian ways and culture. APA gives the best return a congregation can get on its continuing education dollars for staff.”

--Shannon Webster, Pastor, First Presbyterian Church, Birmingham, Alabama

“Sending your administrative assistant(s) to the APA conference is one of the best ways to strengthen your congregation and your staff. Pastors find our own ministry enhanced by APA because our administrative assistants feel more confident and appreciated. The more you experience APA, the more impressed you will become!”

--Cynthia Weeks Logan, First Presbyterian Church, Dallas, Texas

“APA is the best way for non Presbyterians to learn all about the Presbyterian Way. I find APA members to be the most professional and knowledgeable administrators. It is always a pleasure to attend their conferences.”

--Joyce Butcher, Stated Clerk, Nevada Presbytery

“APA builds both administrative professionalism and competence, and trains its members in the theology and polity of the church. The result is a happier, more valuable, and more effective administrator. I enthusiastically support the work of APA for staff of both churches and governing bodies.”

--Daniel M. Saperstein, Executive Presbyter, Presbytery of Plains and Peaks



Administrative Personnel Association

For additional information about becoming a member, please contact:

Theresa Wright, National Office Manager,
Administrative Personnel Association

Presbytery of Tres Rios

1201 W. Wall

Midland, TX 79701-6619

432-682-5297

apa-office@tresrios.org

Visit our website at www.pcusa-apa.org.



ADMINISTRATIVE PERSONNEL ASSOCIATION



I know your works,

your love

and faith

and service

and patient

endurance

and that your latter

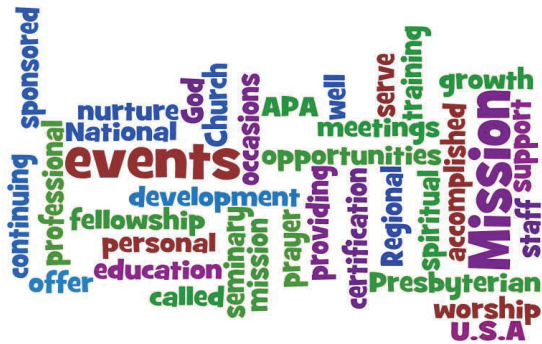
works exceed the first.

Revelation 2:19

The Administrative Personnel Association

The Administrative Personnel Association (APA), established in 1976, is a professional organization created for the purpose of providing a supportive association that promotes continuing education, individual growth, communication, and fellowship for its members. It is a group that strengthens lives both spiritually and professionally.

APA members have the opportunity to become certified in Church Administration at three levels. Courses are offered at APA regional conferences in nine regions throughout the United States and at an annual national conference. Other certification opportunities are available through on campus study in Presbyterian theological institutions and presbytery/synod sponsored events.



This image was created at <http://wordle.net/>

Why is Certification Important?

The core of APA is the Certification Program. It allows members to gain expertise in all fields associated with their position(s) within the Presbyterian Church (USA).

Continued education and personal growth increase the value of a lay professional to staff, congregation, and self. Course offerings cover a wide range of topics, including,

- administrative skills
- leadership development
- technology, and
- financial management.

People of a variety of faiths serve the PCUSA. Participation in the Administrative Personnel Association expands a person's understanding of Presbyterian history, theology, and polity and thereby enhances their contributions to the workplace.

Presbyteries affirm the skill and dedication of certified lay employees by providing recognition upon certification.

- APA certified members are listed in the Directory of the General Assembly.



Those eligible for membership include employees of churches and other Presbyterian governing bodies in positions such as:

- Administrative Assistants
- Church Administrators
- Financial Administrators
- Office/Business Managers
- Secretaries



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Nominating Committee

Ellen Yates (2013)
Nominating Committee

Lynn Anderson (2013)
Nominating Committee

As Certification Chairperson for the Florida Region of the Administrative Personnel Association, I want to personally invite you to consider joining our organization. Whether you work for the church, Presbytery, or Synod, I feel the church as a whole deeply benefits from the training and sharing that obviously abounds at our Regional and National conferences. Our classes range from the spiritual to the technical and have something to offer each of you. No other organization is as well equipped to nurture your mind and soul as APA is.

From a personal standpoint, my experience with the classes offered by the APA has been extremely helpful in my job as a Church Administrator. Learning the basics of Theology, Polity, Book of Confessions and Book of Order has helped me understand the “workings” of the Presbyterian Church (U.S.A.). Not to mention the many other core classes and electives that membership in APA offers. Classes range from Angelology to QuickBooks, with a huge variety of classes in between. What I find most meaningful, however, is the unspoken bond we all have as members of the APA by sharing our thoughts and ideas at conferences, opening our hearts to one another, praying for one another. These are the experiences that I guarantee you, too, will experience by being a member of the Administrative Personnel Association.

Debbie Burleigh
Florida Region Certification Chair