



# Florida APA Region News

## February, 2008

### An Afternoon with APA Founder Joyce Bauer



Through the efforts of Debbie Kamataris (now Debbie Burleigh - see item page two), administrator of Riverside Presbyterian in Cocoa Beach, a main attraction at the Central Florida Presbytery meeting was Joyce Bauer who founded APA 31 years ago. Besides being a delightful person and engaging facilitator, she filled almost 5 hours with the basics of church administration, inspiring stories, useful techniques, and interactive role-plays on the assertiveness necessary for all who do church work. She started out with, and made the focal point of, the necessity for a job description to avoid the trap of becoming everything to everybody. This is a common trait found among church workers, probably because it attracts people with a real desire to serve (we obviously don't do it for the money!). Several times she reminded us who we are: "You are colleagues in ministry, working together with the ordained staff to put forward the ministry of the church!"

To do this requires precise definition *in writing* of your roles and responsibilities. And because you are a church professional (in her words, "You are not 'just a' anything"), it is the church's responsibility to provide continuing education (through, for example, APA), health benefits, pension plan, defined hours of operation, discretionary time off, and compensation increases for merit and cost of living. In churches with financial limitations, some workers charitably forego these benefits, but in reality, this is not in the best interest of the church or its employees. Good stewardship includes accountability; she advised the altruists among us to donate to the church the cost of carrying these benefits and make sure that amount is included in the operating budget. Then, in more prosperous times, the expense item is already there to pay for with church revenues. All of this should be managed by a Personnel Committee and stated in a personnel policy approved by the Session. Interestingly, this class was attended by several elders, one of whom commented that he was "learning a lot."

So much for the church's responsibility; the worker also has something to account for: a *manual of operations* for his or her position. Whereas the job description defines what you do, the manual explains how you do it, for the proverbial mack truck event or a much-deserved vacation. Joyce advised us all to start Monday morning (in my case it was Sunday) writing down exactly how you get things done: where you get the information, step-by-step instructions for computer tasks, who gets what when, and what you do with what you get from others. What are the exceptions and how are they handled? Most importantly, how long do these tasks take? Writing all this down is time-consuming, but once done you can rest on that vacation and avoid a mountain of tasks neglected or done incorrectly on your return.



APA Class on Assertiveness at Central Florida Presbytery meeting attended by elders and clergy as well as administrators.

*(Joyce Bauer, continued)*

Knowing your entitlements is not enough; we must also train our leaders to listen to our needs, provide our resources, and respect our boundaries. This requires assertiveness, the topic of the afternoon class. I was lucky enough to gain 2 1/2 hours of certification credit for this class, and I sincerely hope Joyce can be persuaded to teach again at a regional or national conference. After a brief setup on behavioral types and a simple but powerful method, she had each one of us stand up and play roles in real-life scenarios at work, home, and relationships where we attempt to we get what we want through either assertive, aggressive, or passive behavior. It was lively, sometimes hilarious, and always revealing. We realized that there are some people who are simply incapable of even pretending aggressive or passive behavior, but everyone, using her simple guidelines, can be assertive.



*Student gets aggressive with Joyce in one of her many office role-plays*

## Celebrations

**Debbie Kamataris** and Ron Burleigh were married at the Little White Wedding Chapel in Las Vegas NV on Christmas Day along with their children Katie & David Kamataris and Loryn Burleigh. She's so excited about married life that she fractured her shoulder – no surgery needed – and "for better or for worse" spent the first month of her marriage in a sling!

**Rosanna Balzano** retired at the end of 2007 following almost 25 years of service as Finance/Office Manager for the Presbytery of Tampa Bay. Her retirement was recognized at the November, 2007 meeting of the Presbytery of Tampa Bay with a luncheon, testimonies from co-workers and churches she has served, and gifts. The positive impact she has had on so many personal lives, as well as in the lives of so many churches, was spoken about throughout the day.

Rosanna is an APA Life Member and has served in many official capacities, including Treasurer on both the Regional and National levels. She also helped organize and run a local chapter of APA which was active for many years. In that chapter she wore many hats, including that of president and organizer of a number of regional training events.

APA has been blessed by Rosanna's dedication, faithfulness, leadership – and in other ways too numerous to mention. We are delighted that she plans to remain active in APA and rejoice with her as she begins a new chapter of her life.

Rosanna, may God continue to bless you just as much as you have richly blessed so many others over the years. May you have many, many happy years of retirement!

submitted by Karen Porter

## In Our Prayers

**Diana McAda's** mom was admitted to hospital with viral pneumonia

**Michele Dalton's** son, Destin had a skateboard tumble that resulted in surgery on his wrists and a month-long recovery.

**Jackie Ritter** is recovering well after an unplanned visit to the ICU.

## March 2008

# Calendar

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Central Florida and Tampa Bay Presbytery Meetings

## April 2008

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Florida Presbytery Meeting

Tropical Florida Presbytery Meeting

## May 2008

St. Augustine Presbytery Meeting

Florida APA Region Conference  
St. Augustine

Peace River Presbytery Meeting

Tampa Bay Presbytery Meeting

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## Save the Dates:

2008 Florida Regional Conference, St. Augustine, FL May 15—18

2008 National Conference, Denver, CO July 17—20

2009 National Conference, Orlando, FL July 15—19, with classes starting July 12

**Stay Tuned:** General Assembly on June 21-28, 2008, in San Jose, CA.

# Job Opportunity

The course covers:

- Elements of a Web Site
- Web Design Basics
- Putting It All Together
- Jazz Up Your Web Site with Multimedia

After you take the course, earn your credits, and practice a bit, call Susie Wills 941-955-8119 and offer your services. The next year will be so exciting with the 2009 conference in our region, and you can be at the heart of the action as our web master for just a few hours a month. Don't miss this great opportunity to serve our fellowship in such a fun and creative way!

Florida APA Region is in desperate need of a web master! Barb Prieto, our certification chair has made it possible for you to earn certification credits with an online course on web site management from [www.pendaflexlearningcenter.com](http://www.pendaflexlearningcenter.com).

<http://www.pendaflexlearningcenter.com/courses/overview.jsp?courseId=2670>



The screenshot shows the Pendaflex Learning Center website. At the top, there is a navigation menu with links for Home, Your Courses, Your Profile, Log In, Contact Us, FAQ, and Tell a Friend. Below the navigation is a course titled "How to Build Your First Web Site". The course description states: "Web sites aren't magic. Planning, designing, and implementing a Web site for yourself, your small business, your family, or your model car club is well within the capabilities of any person with a reasonable amount of computer know-how. A broad range of free and low-cost tools are available to help. This course shows you how you can let those tools do the technical work while you focus on your vision. By following the steps and advice in this course, you'll be on your way to creating attractive and functional Web sites in no time." Below the description are buttons for "Materials" and "Tell a Friend". At the bottom, there is a section for "Current Course Sessions" with the instructor "Virginia O'Connor" and the dates "January 28, 2008 - March 14, 2008". An "Enroll Now" button is also present.

Additional learning opportunities are available on [www.gcflearnfree.org](http://www.gcflearnfree.org) to earn certification credits.



The 2008 Florida Regional Conference May 15-18 in St. Augustine has lodging arrangements with the gorgeous Castillo Real (lobby pictured here) only steps away from the warm white sands of the Atlantic Ocean. Make your reservations early to ensure a room at conference rates and download your registration form from [www.floridaapa.org](http://www.floridaapa.org). Classes start Thursday morning and include an elective we should all find useful, How to Plan a Conference, because we are hosting the 2009 National Conference in Orlando. If you would like to work on a 2009 conference committee, please contact the liaison listed below. Notice there's an open chair for Administrative Requirements.

## Conference Planning

**Facilities:** Diana McAda [office@oldfirstchurch.org](mailto:office@oldfirstchurch.org)  
**Hospitality:** Barbie Prieto [barbara.prieto@att.net](mailto:barbara.prieto@att.net)  
**Entertainment:** Deffie Drexler [deffie@faithpcusa.org](mailto:deffie@faithpcusa.org)  
**Courses and classroom requirements:** Jackie Davis [jackietd@aol.com](mailto:jackietd@aol.com)  
**Theme, Activities & Decorations:** Michele Dalton [michelecd1234@aol.com](mailto:michelecd1234@aol.com)  
**Publications and Marketing:** Susie Wills [pastorassist@firstpressarasota.org](mailto:pastorassist@firstpressarasota.org)  
**Worship Requirements:** Diane Ditslear [dditslear@firstpresdeland.com](mailto:dditslear@firstpresdeland.com)  
**Administrative Requirements:** Open



This year's National Conference will also be a great getaway from the Florida summer heat: July 17-20 in Denver. Psalm 48 inspires this year's theme to meet in fellowship and learning on God's holy mountain, beautiful in elevation...the joy of all the earth." Download your registration from [www.pcusa-apa.org/national08/reg.htm](http://www.pcusa-apa.org/national08/reg.htm).

Florida Region APA News is published bi-monthly. To receive by email and/or submit an item for the April May issue, contact [pastorassist@firstpressarasota.org](mailto:pastorassist@firstpressarasota.org) before March 15th, 2008.