

Certification Program

Level I

Core Classes (20 hours)

- Church History 5 hours
- Polity I 5 hours
- Office Administration 2.5 hours
- Spiritual Growth & Disc. 2.5 hours
- Theology 5 hours

Plus Elective Classes (20 hours)

Level II

Core Classes (17.5 hours)

- Directory for Worship 2.5 hours
- Legal Matters 2.5 hours
- Office Administration 2.5 hours
- PC(USA) History Since Reunion 5.0 hours
- Polity II 2.5 hours
- Spiritual Growth & Disc. 2.5 hours

Plus Elective Classes (27.5 hours)

Level III

Core Classes (12.5 hours)

- Book of Confessions 2.5 hours
- GA Entities 2.5 hours
- Office Administration 2.5 hours
- Polity III 2.5 hours
- Spiritual Growth & Disc. 2.5 hours

Plus Elective Classes (37.5 hours)

Note: When you are within 10 hours of completion of your current level, you may begin study in the next level.

Regardless of your current level hours you can take a core class only (i.e. not electives) for the next level up provided you advise your regional certification chair of your intent to take a core class for the next level.



APA Mission

The mission of the Administrative Personnel Association is to offer opportunities for professional development and personal growth for those called by God to serve as support staff of the PC(USA). We accomplish this by providing continuing education events for certification and occasions for fellowship, worship, spiritual nurture, and prayer at national and regional conferences as well as at seminary sponsored training events.

Purpose

The purpose shall be to provide a supportive organization for promoting continuing education, individual growth, communication, and fellowship for its members; to deepen and strengthen lives spiritually and professionally, and to work for the mission of the church universal.

APA Membership

Those eligible for membership in APA include non-ordained staff of Presbyterian churches or agencies, including 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.

For more information about APA visit the website at www.pcusa-apa.org.



Mid-Atlantic APA One-Day Seminar

June 29, 2018

First Presbyterian Church of
Howard County
9325 Presbyterian Circle
Columbia, MD 21045-1829

Class Opportunities

FRIDAY AM:

Office Administration (All)

FRIDAY PM:

Spiritual Growth & Discipline (All)

Legend:

Core

(I) = Level I

(II) = Level II

(III) = Level III

(All) = All Levels

(E) = Elective

Lodging

Holiday Inn East Elkridge
6064 Marshalee Drive
Elkridge, MD 21075
(410) 579-8888

| | |
|-------------------------------------|---|
| Double Queen or King | \$109.99+ 13% tax |
| Includes full American breakfast | Availability Thursday, June 28th only |

Each guest must make their own reservation
no later than May 28th
to guarantee group rate.

Identifying group: APA

View hotel information at: <http://www.guestreservations.com/holiday-inn-express-suites-columbia-east-elkridge/booking>

Conference Schedule

Friday, June 29, 2018

8:30a – Registration (*Sanctuary Narthex*)

9:00a– Welcome and Devotional (*Sanctuary*)

9:30a – Office Administration Class

10:45a – *Break*

11:00a – Office Administration resumes

12:30 – *Lunch*

1:45p – Spiritual Growth & Discipline class

3:00p – *Break*

3:15p – Spiritual Growth & Discipline resumes

4:45p – *Group Photo (Sanctuary)*

5:15p – Program Completion and dismissal

NOTE: An offering will be collected during lunch for the **Bridges Mission: Solving Homelessness with Housing**. This non-profit organization provides a path to self-sufficiency to prevent and end homelessness through affordable housing solutions and advocacy in Howard County, Maryland.

[Www.bridges2hs.org](http://www.bridges2hs.org)

(Informational flyer will be included in your welcome packet)

Registration

Name: _____

Name Tag: _____

Position: _____

Church/Governing Body and Region: _____

Street: _____

City/State/ZIP: _____

Phone: _____ (W) _____ (C)

Email: _____

I would like to confirm participation in:

☐ Both Classes

☐ Office Administration

☐ Spiritual Growth & Discipline

Registration Cost \$20.00

Lunch Preference: ☐ Regular ☐ Vegetarian

Special Dietary Needs/Restrictions: _____

Checks payable to:
Mid-Atlantic APA

Mail to:
Mid-Atlantic APA
c/o Cindy Rogers
First Presbyterian Church-Newark
292W. Main Street
Newark, DE 19711

**CONFERENCE REGISTRATION AND
PAYMENT RECEIPT DEADLINE:**
June 8th