2025 Pacific Region Conference
Administrative Personnel Association of PC(USA)
Zephyr Point Presbyterian Conference Center
September 11-14, 2025

Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—
if anything is excellent or praiseworthy—think about such things. Philippians 4:8

To register for classes:

1. Fill out registration form: Early Bird discounted registration must be postmarked by June 10, 2025
Regular registration must be received by August 1, 2025

2. Include your payment: Make your check payable to
Administrative Personnel Association
memo line: Pacific Region

3. Send registration form and payment to:
Susan Coghill, 1031 W. 10th Street, Medford, OR 97501

Question about registration
contact: Susan Coghill
Phone: 541-864-9239
Email: presbyashland@yahoo.com
or: coghillsk@yahoo.com

Scholarships available:
Pacific Regional Scholarship
Contact: Susan Weir
Phone: 831-373-3031
Email: sweir@fpcmonterey.org

Zephyr Point Presbyterian Conference Center

Since 1924 Zephyr Point Presbyterian Conference Center has provided rest, rejuvenation and recreation for thousands. From its humble beginnings when guests camped in tents on the rugged lakeside, Zephyr Point has developed into a modern Camp and Conference Center with a variety of housing options and meeting spaces that can accommodate groups of up to 300.

Zephyr Point's history began during the Roaring Twenties when the Presbyterian Synod of California was contemplating new and inspirational experiences for its young people. Dr. Robert Donaldson of the Board of National Missions in San Francisco Presbytery scheduled the first Young People's Conference at Lake Tahoe for the summer of 1924.

For almost 100 years, guests of Zephyr Point have grown in knowledge, gained inspiration for their faith, and enjoyed the wonders of God in nature through the rugged beauty of the Tahoe Basin.

Conference Schedule

Wednesday, September 10
- 5:00pm   Board Meeting

Thursday, September 11
- 3:00pm   Check in begins
- 5:30pm   Welcome and Dinner
- 7:00pm   Living with Grief

Friday, September 12
- 8:00am   Breakfast at Dining Hall
- 9:00am   Polity 1 Part A
- 12:00pm   Lunch
- 1:00pm   Church Guide to Copyright Law
- 6:00pm   Dinner
- 7:00pm   Creation Stewardship

Saturday, September 13
- 8:00am   Breakfast
- 9:00am   Financial Reporting
- 12:00pm   Lunch
- 1:00pm   ChatGPT and AI
- 6:00pm   Dinner
- 7:20pm   Evening Meditation
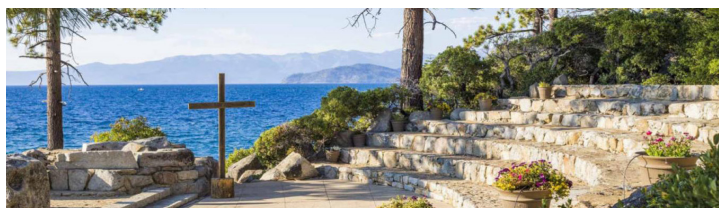- 7:30pm   Regional Business Meeting
- 8:30pm   "Circle Game" Gifts

Sunday, September 14
- 8:00am   Breakfast
- 11:00am   Check out

All times are Pacific Standard Time

Membership
Those eligible for membership include employees of churches and other Presbyterian bodies in positions such as: Administrative Assistants, Church Administrators, Financial Administrators, and Office/Business Managers.

Questions about Membership?
Contact: Lisa Landis
Phone: 209-613-4294
Email: llandis112@aol.com

Certification Program

This certification program is the core of the Administrative Personnel Association (APA). It allows members to gain expertise in all fields associated with their position within the Presbyterian Church(U.S.A.).
Questions about Certification?
Contact: Susan Springer
Phone: 503-341-1247

LEVEL I Core Courses (Hours per category)

Polity — 5 hours

PC(USA) — 5 hours

Admin., Finance & Facilities Mgmt.— 2.5 hours

Self Care & Personal Development — 2.5 hours

Communication & Technology — 2.5 hours

Ethics, Advocacy & Inclusion — 2.5 hours

Total Core Hours: 20
Total Elective Hours: 20
Total Hours Required: 40

LEVEL II Core Courses (Hours per category)

Polity — 2.5 hours

PC(USA) — 2.5 hours

Admin., Finance & Facilities Mgmt.— 5 hours

Self Care & Personal Development — 2.5 hours

Communication & Technology — 2.5 hours

Ethics, Advocacy & Inclusion — 2.5 hours

Total Core Hours: 17.5
Total Elective Hours: 27.5
Total Hours Required: 45

LEVEL III Core Courses (Hours per category)

Polity — 2.5 hours

PC(USA) — 2.5 hours

Admin., Finance & Facilities Mgmt.— 2.5 hours

Self Care & Personal Development — 2.5 hours
Communication & Technology — 2.5 hours

Total Core Hours: 12.5
Total Elective Hours: 37.5
Total Hours Required: 50