

The Administrative Personnel Association

Founded in 1976 by Joyce Bauer, The Administrative Personnel Association was formed as an organization dedicated to the education and certification of administrators that serve the governing bodies of the Presbyterian Church (USA). The Certification Program consists of three levels of education with areas of specialization in Administration and Facilities Management, Church History, Communications, Finance, Polity, and Theology.

Desiring to be acknowledged and promoted as an organization that encourages its members to see proficiency in administration, the Administrative Personnel Association sought to be, and was approved as, a certifying body of the Presbyterian Church (USA) at the 2016 General Assembly gathering.

This Association continues to grow and currently has members across the country in eight regions - Greater Midwest, Heartland, Mid-Atlantic, Northeast, Pacific, Rocky Mountain, Southeast and Southwest. Annual national and regional conferences are held.



Membership

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

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 increases 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
- Financial management

People of a variety of faiths serve the PC(USA). 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.

Certification Program

Three levels of education are offered with areas of specialization. Once these three levels of certification are completed, APA also offers general continuing education and advanced certification in concentrated studies in the areas of Administration and Facilities Management, Church History, Communications, Finance, Polity, and Theology.

Level I

Core Courses - Church History Before Reunion (A), Church History Before Reunion (B), Polity I (A), Polity I (B), Office Administration, Spiritual Growth and Discipline, Theology (A), Theology (B)

Total Core Hours - 20 hours

Total Elective Hours - 20 hours

Total Hours Required - Level I - 40 hours

Level II

Core Courses - Directory for Worship, Legal Matters, PC(USA) History Since Reunion (A), PC(USA) History Since Reunion (B), Polity II, Office Administration, Spiritual Growth and Discipline

Total Core Hours - 17.5 hours

Total Elective Hours - 27.5 hours

Total Hours Required - Level II - 45 hours

Level III

Core Courses - Book of Confessions, GA Entities, Polity III, Office Administration, Spiritual Growth and Discipline

Total Core Hours - 12.5 hours

Total Elective Hours - 37.5 hours

Total Hours Required - Level III- 50 hours

A list of elective classes and their descriptions can be found in the Council on Accreditation and Standards Handbook at www.pcusa-apa.org.

Course Instructors are:

- Seminarians/Seminary Graduates
- Certified Christian Educators
- Those having expertise in specific business-related fields
- Level III Certified APA members
- Board of Pensions Staff
- General Assembly Staff

You're Invited!

You are invited to attend any Regional or National Conference offered by APA prior to becoming a member. Course hours that are accumulated will be kept on file for one year from date taken. Within that year, if you become a member, those hours will count toward certification.

We hope to see you soon!



Founded in 1976

For more information about the Administrative Personnel Association (APA) Please contact -

Annette Houlz
Membership Chair
apamembershipchair.org
(770) 963-9498



visit us at -
www.pcusa-apa.org

Therefore I glory in Christ Jesus in my service to God.

Romans 15:17