



## **Administrative Personnel Association**

### **Who Can Benefit from this Association?**

People of a variety of faiths serve as support personnel in Presbyterian Church (USA) churches and governing bodies. By joining the Administrative Personnel Association of the Presbyterian Church (USA), they will expand their understanding of Presbyterian history, theology and polity, thereby enhancing their contributions to their workplaces.

Those eligible for membership include Administrative Assistants, Church Administrators, Financial Administrators, Office / Business Managers, Secretaries, Day Care Staff and others who work in any PCUSA organization. These are your database administrators, audio-visual technicians, publicists, financial analysts, graphic designers, computer troubleshooters and record managers. They also are your event planners, diplomats and hospitality ambassadors.

In today's information age with networked offices and multi-media worship services, your administrative staff need a trusted, well-respected resource to gain and enhance the skills to do their jobs effectively. Membership in the APA provides a place where your personnel can become certified Church Administrators, learning not only office practices, but polity, parliamentary procedures, theology, church history, time management, stewardship, worship, spiritual formation and much more. APA membership offers a planned curriculum in all these areas and levels of certification for church administrators who attend conferences presided by ordained clergy, certified Christian Educators and qualified professionals.

Make sure to include in your budget the membership fee (\$75) and continuing education funds (approximately \$500 to attend an APA conference).

To find out more about the Administrative Personnel Association, contact Barbara Prieto, Florida Region President, at 305-666-8586 or [rivierachurch@bellsouth.net](mailto:rivierachurch@bellsouth.net).

Membership Questions? - Contact Nancy Fine, Regional Membership Chair - 561-276-6338 or [nancyfine@covad.net](mailto:nancyfine@covad.net).

**Check out the website for more information!**

**[www.floridaapa.org](http://www.floridaapa.org)**

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