



# 2020 Pacific Region Conference

Administrative Personnel Association

September 17—20, 2020

Check us on the web: [www.pcusa-apa.org](http://www.pcusa-apa.org) Like us on Facebook: [Administrative Personnel Association](https://www.facebook.com/AdministrativePersonnelAssociation)

*Create in me a clean heart, O God, and put a new and right spirit within me.*

—Psalm 51:10

Laura McCallum, Pacific Region President

**Phone:** (949) 837-4765

**Email:** [lmccallum@genevapres.org](mailto:lmccallum@genevapres.org)

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## To Register for Classes:

1. Fill out the *Registration Form*

**Early Bird Registration Deadline June 15, 2020**

*(Postmarked before June 15, 2020)*

**Regular Registration Deadline August 1, 2020**

2. Include your payment. Make your check payable to:

**Administrative Personnel Association**

(please write "Pacific Region" in the memo line)

3. Send your *Registration Form* and payment to:

**Before May 31, 2020**

**Denise Cerince**

**First Presbyterian Church**

**11832 Euclid Street**

**Garden Grove, CA 92840**

**After May 31, 2020**

**Denise Cerince**

**89980 Hill Road**

**Springfield, OR 97478**

## Questions about Registration?

Denise Cerince, Pacific Region Treasurer

**Phone:** (714) 724-1730

**Email:** [denise@fpcgg.org](mailto:denise@fpcgg.org)

## Scholarships Available:

\*Pacific Regional Scholarship

\*Nevada Presbytery Scholarship

Find them on our APA Pacific Region

website [www.apapacificregion.com](http://www.apapacificregion.com)



**Zephyr Point Presbyterian Conference Center** Since 1925 this Presbyterian Conference Center has provided rest, rejuvenation and recreation for thousands. From its humble origin, when guests camped in tents on a rugged lakeside, Zephyr Point has grown into one of the leading cross-cultural and ecumenical Christian Centers in the nation.

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 over ninety years now, two words have been at the core of Zephyr Point: Christian & Conferences. Thousands have gained inspiration in faith, enjoyed the wonders of God in nature, and enhanced or established Christ-centered lives. The spectacular location has served as background for hundreds of conferences embracing faith and life and Christian influences.

—From the Zephyr Point website

A shuttle bus service from the Reno Tahoe Airport to Lake Tahoe is available.

For more details visit: [www.southtahoeexpress.com](http://www.southtahoeexpress.com)

**Zephyr Point Presbyterian Conference Center**

660 US Highway 50, Zephyr Cove, NV 89448

(775) 588-6759

[www.zephyrpoint.org](http://www.zephyrpoint.org)

## Conference Schedule

### Wednesday, September 16

5:00 pm Board Meeting

### Thursday, September 17

3:00 pm Registration Begins  
5:30 pm Welcome and Dinner  
7:00 pm Biblical Interpretation  
(Class ends at 9:45 pm)

### Friday, September 18

8:00 am Breakfast  
9:00 am Polity III  
(Class ends at 11:45 am)  
12:00 pm Lunch  
1:00 pm Book of Confession  
(Class ends at 3:45 pm)  
6:00 pm Dinner  
7:00 pm Office Administration  
\*To receive credit for this class you must attend both sessions.  
(Class ends at 8:45 pm)  
9:00 pm Game Night/Fellowship Time

### Saturday, September 19

8:00 am Breakfast  
9:00 am PC(USA) History Part A  
(Since the Reunion)  
(Class ends at 11:45 am)  
12:00 pm Lunch  
1:00 pm PC(USA) History Part B  
(Since the Reunion)  
(Class ends at 3:45 pm)  
6:00 pm Dinner  
7:00 pm \*Office Administration  
\*To receive credit for this class you must attend both sessions.  
(Class ends at 8:00 pm)  
8:10 pm Evening Meditation  
8:15 pm Regional Business Meeting  
**PLEASE PLAN TO ATTEND**  
9:15 pm Special Event Night

### Sunday, September 20

8:00 am Breakfast (optional)  
11:00 am Check-Out  
**Lunch on your own**

## 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

Questions about Membership?

Maria Winchester, Pacific Region Membership Chair

**Phone:** (775) 826-0990

**Email:** [office@stjohnschurch.org](mailto:office@stjohnschurch.org)

## Certification Program

### LEVEL I

#### Core Courses

Church History—Part A (Before the Reunion)	2.5 hours
Church History—Part B (Before the Reunion)	2.5 hours
Polity I—Part A	2.5 hours
Polity I—Part B	2.5 hours
**Office Administration	2.5 hours
*Spiritual Growth and Discipline	2.5 hours
Theology—Part A	2.5 hours
Theology—Part B	2.5 hours

**Total Core Hours 20 hours**

**Total Elective Hours 20 hours**

**Total Hours Required 40 hours**

### LEVEL II

#### Core Courses

Directory for Worship	2.5 hours
Legal Matters	2.5 hours
PC(USA) History—Part A (Since Reunion)	2.5 hours
PC(USA) History—Part B (Since Reunion)	2.5 hours
Polity II	2.5 hours
**Office Administration	2.5 hours
*Spiritual Growth and Discipline	2.5 hours

**Total Core Hours 17.5 hours**

**Total Elective Hours 27.5 hours**

**Total Hours Required 45 hours**

### LEVEL III

#### Core Courses

Book of Confessions	2.5 hours
GA Entities	2.5 hours
Polity III	2.5 hours
**Office Administration	2.5 hours
*Spiritual Growth and Discipline	2.5 hours

**Total Core Hours 12.5 hours**

**Total Elective Hours 37.5 hours**

**Total Hours Required 50 hours**

\*The elective courses of Angelology, Biblical Interpretation I and II, Christology I and II, Pneumatology, and The Books called The Apocrypha (each 2.5 hours) may be used to fulfill the 2.5 hour requirement of Spiritual Growth and Discipline for each level.

\*\*The elective courses of Supporting the Executive Staff, Personal Safety, Sexual Harassment, Time Management, Basics of Project Management, Risk Management, Core Principles of an Effective Meeting (each 2.5 hours) may be used to fulfill the 2.5 hour requirement of Office Administration for each level.

## Questions about Certification?

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.

For more information contact

Connie Poulton, Pacific Region Certification Chair

**Phone:** (775) 424-3622

**Email:** [sspresbychurch@hotmail.com](mailto:sspresbychurch@hotmail.com)

Upon receipt of your registration you will receive via email:

1. Confirmation of classes requested.
2. Class Schedule.
3. Additional Information and Directions to Zephyr Point.

# 2020 Pacific Region Conference

## Administrative Personnel Association

September 17-20, 2020

### Conference Registration Form

Name: \_\_\_\_\_

Church/Gov. Body/Agency: \_\_\_\_\_ Position: \_\_\_\_\_

Church Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Church Phone: (\_\_\_\_\_) \_\_\_\_\_ Church Email Address: \_\_\_\_\_

#### Personal Information:

First Time Attendee  New Member  Continuing Member  Lifetime Member

Pacific Region  Other Region: \_\_\_\_\_

Arrival Date/Time: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Departure Date/Time: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Emergency Contact Name: \_\_\_\_\_  
Please provide an Emergency Contact that is not attending this conference.

Relationship: \_\_\_\_\_ Emergency Contact Phone: (\_\_\_\_\_) \_\_\_\_\_

Will you be joining us for Sunday Breakfast? (optional)  No  Yes

Food Allergies?  No  Yes, Please describe \_\_\_\_\_  
Extra charges apply when requesting Vegan or Vegetarian meals.

#### Select Your Classes:

	Thursday	7:00 pm	<b>Biblical Interpretation</b>	Rev. Cheryl Raine	Elective	2.5
	Friday	9:00 am	<b>Polity III</b>	Rev. Scott Trevithick	Level III/Elective	2.5
	Friday	1:00 am	<b>Book of Confession</b>	Rev. Cheryl Raine	Level III/Elective	2.5
	Friday	7:00 pm	<b>*Office Administration</b>	Connie Poulton	All Levels	1.5
	Saturday	9:00 am	<b>PC(USA) History Part A Since the Reunion</b>	Rev. Cheryl Raine	Level I/Elective	2.5
	Saturday	1:00 pm	<b>PC(USA) History B Since the Reunion</b>	Rev. Cheryl Raine	Level I/Elective	2.5
	Saturday	7:00 pm	<b>*Office Administration</b>	Connie Poulton	All Levels	1.0

\*To receive credit for this class you must attend both sessions.

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# 2020 Pacific Region Conference

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## Roommate Preference:

No Roommate       Choose for me

I'd like to room with: \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

\*Guest Attending with you:

\*Guest Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Guest Cell Phone: (\_\_\_\_) \_\_\_\_\_ Emergency Contact: \_\_\_\_\_  
Please provide an Emergency Contact that is not attending this conference.

Relationship: \_\_\_\_\_ Emergency Contact Phone: (\_\_\_\_) \_\_\_\_\_

\*Will you be joining us for Sunday Breakfast? (optional)     No     Yes

\*Food Allergies?     No     Yes, Please describe: \_\_\_\_\_  
Extra charges apply when requesting Vegan or Vegetarian meals.  
\_\_\_\_\_  
\_\_\_\_\_

## Pacific Region Conference Fees:

(Includes lodging, classes, materials, scholarship donation (\$5) and meals—as listed in the conference schedule).

### **Early Bird Registration** (Postmarked before June 15, 2020)

Conference Fee (No Roommate or with *Guest)	\$410.00	_____
Conference Fee (with APA roommate, per person, includes meals)	\$275.00	_____
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Conference Fee (No Roommate or with *Guest)	\$435.00	_____
Conference Fee (with APA roommate, per person, includes meals)	\$300.00	_____
Conference Fee (Lifetime Member)	\$250.00	_____
*Guest Meals	\$95.00	_____
Other : _____		_____
<b>TOTAL</b>		_____

### **Cancellation Policy:**

Deadline to receive a full refund of your registration is **July 1, 2020**.

No refunds will be given after this date. *Make your check payable to: Administrative Personnel Association* (please write "Pacific Region" in the memo line) and mail with your *Registration Form* to:

**Before May 31, 2020**  
**Denise Cerince**  
**First Presbyterian Church**  
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