

# ADMINISTRATIVE PERSONNEL ASSOCIATION



## Membership Council Handbook

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## **PURPOSE**

The Membership Committee is responsible for the membership of the Administrative Personnel Association of the Presbyterian Church (U.S.A.). This committee will be open to new ways of inviting members, increasing membership, and advertising membership events in APA.

## **MEMBERSHIP INFORMATION**

### **A. Eligibility**

All persons engaged in administrative work in any local church or church-related institution, governing body or agency of the Presbyterian Church (U.S.A.), or those denominations with which we have communion. Denominations that the PC(U.S.A.) has communion with are the Evangelical Lutheran Church in America, the Reformed Church in America, and the United Church of Christ.

### **B. Classification of Membership**

**Active Member** – Persons engaged in positions, listed above, whose dues are paid annually. However, dues must be current to vote at either a regional or national business meeting. May vote and hold office.

**Affiliate Member** – Given only on approval of the National Membership Council and the regional membership chairperson and must meet at least one of the following criteria:

1. Issued to a member of APA who has been engaged in administrative work in a local church, church-related institution, governing body, or agency of the Presbyterian Church (U.S.A.) for a minimum of five (5) years, or has begun the certification process and is no longer employed due to a life-changing event (as defined below) but wishes to continue to maintain dues and attend certification classes.

Definition of life changing event:

- a. Injury or illness
  - b. Job elimination due to downsizing, involuntary retirement, restructuring, or whole church dismissal from PC(USA). Changes due to voluntary retirement would fall into “Retired Member”.
2. This membership can also be applied to those employed by other Presbyterian organizations/denominations.

Must pay dues (same rate as Active Member). May vote and hold office (elected or appointed).

**Honorary Member** – May be conferred on a person deemed by the Council to have contributed significantly to the organization. Members are not eligible. The recipient may not vote or hold office.

The rolls for Honorary Members would be maintained by the regional Membership Chairperson where Honorary Member status was awarded. Regional Membership Chairpersons would report Honorary Member information to the national Membership Chairperson and will be maintained on a separate national membership roll.

**Inquirer** – An inquirer may attend any conference or continuing education event in a given year without paying dues and without receiving credit toward certification. Course hours accumulated will be kept on file for one (1) year from the date taken. Within that year, if the inquirer becomes a member, those hours will count toward certification, as long as membership dues and certification fees have been paid.

**Life Member** – May be issued at the request of the region to any member upon retirement from administrative work, who has been a member in good standing of the Administrative Personnel Association for at least ten (10) years and who has served as either a regional or national officer, for at least eight (8) of the ten (10) years (President, Secretary, Treasurer, Membership Chairperson, or Accreditations and Standards Chairperson). May vote and hold an appointed office. If in an elected office, may complete the current term. Payment of dues is not required.

**Retired Member** – A retired member is a member who automatically qualifies upon retirement. This includes acceptance of a retirement package. May vote and hold an appointed office. If in an elected office, may complete the current term. Payment of dues will be at fifty (50) percent of the stipulated dues.

\*NOTE – Should a Life Member, Retired Member, or Affiliate Member return to the workforce with the Presbyterian Church (U.S.A.) for twenty (20) hours per week or more, and wish to participate in APA as a voting, dues paying active member, and wish the privilege of holding an elected office, a letter stating such should be sent to their regional membership chairperson and their regional president. They will be restored to active membership. When the member retires permanently, a letter stating such should be sent to their regional membership chairperson and their regional president.

**Organizational Member** – Churches, presbyteries, synods, and related institutions or agencies may hold membership. These organizations may send representatives to conferences. The representatives may not vote or hold elected/appointed office. Certification is not applicable. Staff members of these organizations must hold individual membership in their own name to apply for certification.

## **MEMBERSHIP COUNCIL**

### **A. DUTIES**

The Membership Committee shall:

- Review and maintain the membership rolls to make sure all members are in compliance.
- Will provide up-to-date membership lists for each region.
- Work with the National Treasurer to maintain accurate records of members with dues in arrears.
- Review and maintain the Membership Handbook, which is included in the Manual of Operations.
- Will provide guidance and feedback in determining the future of APA and its membership.
- The chair shall submit quarterly reports to the President-Elect to be distributed to the Council.
- Meet prior to each Council meeting at the National Conference with all its recommendations reported to Council for action.

### **B. MEMBERS**

The National Membership Council consists of the National Membership Council Chair, the National Membership Council Vice-Chair, the Regional Membership Council Chairs, and one Life Member Liaison.

### **C. TERMS OF OFFICE**

#### ***National Membership Council Chair (NMCC)***

- Will be appointed by the National President during the even years for a two-year term.
- The term is eligible for renewal if requested by the National President.

- May serve a maximum of four years consecutively.

### ***National Membership Vice-Chair (NMCVC)***

- Will be appointed by the National President in consultation with the National Membership Council Chair during the odd years for a two year term.
- Term is eligible for renewal, if requested by the National President.
- May serve a maximum of four years consecutively.

### ***Regional Membership Council Chair***

- Will be appointed by the Regional President during the odd years for a two year term.
- Term is eligible for renewal, if requested by the Regional President.
- May serve a maximum of four years consecutively.

### ***Membership Council Life Member Liaison***

- Shall be appointed by the President in consultation with the Membership Council during the odd years for a two year term.
- Term is eligible for renewal, if requested by the National President.
- May serve a maximum of four years consecutively.

## **POSITION RESPONSIBILITIES**

### **A. NATIONAL MEMBERSHIP COUNCIL CHAIR (NMCC)**

#### **Duties and Responsibilities**

##### ***General***

- Will have voice but vote in only tie situations during membership meetings.
- Will be a member of the National Executive Committee.
- Will be a member of the National Executive Board.
- Will hold electronic meetings throughout the year with the Membership Council Vice-Chair preparing minutes of the meetings.
- Will provide guidance and feedback in determining the future of APA and its membership.
- Will immediately provide all records to the new Chair at the end of the term as National Membership Council Chair.
- Will furnish the webmaster with updates to the membership section of the web page.

##### ***National Conference***

- Prior to the National Conference, obtain a list from the Regional Membership Council Chairs of members in good standing. Only those who are current with dues may vote at the National Business Meeting.
- Will request recommendations from the Regional Membership Council Chairs prior to the National Conference.
- Will request, prior to the National Conference, names of Regional Membership Chairs who will be in attendance.
- Will request up-to-date membership lists from all Regional Membership Council Chairs by December 31 of each year.
- Will coordinate the annual membership meeting and leadership training class held at the National Conference.

- Will report to the National Executive Committee at their National meeting.
- Will write the membership report for the National conference registration packets.
- Will work with the National Treasurer to maintain accurate records of members with dues in arrears.

**B. NATIONAL MEMBERSHIP VICE-CHAIR (NMCVC)**

**Duties and Responsibilities**

- Will have voice and vote at meetings of the National Membership Council.
- Will serve as a member of the National Executive Board in the absence of the National Membership Council Chair.
- Will be responsible for annual updates to the Membership Handbook.
- Will serve as recording secretary for the National Membership Council, which includes electronic meetings.

**C. REGIONAL MEMBERSHIP COUNCIL CHAIR**

**Duties and Responsibilities**

*Regional Level*

- Will serve as a member of the Regional Executive Board.
- Will report on goals and accomplishments at the annual Regional Executive Board Meeting as well as at the annual Regional Business Meeting.
- Will submit names of new members to the Regional President to be recognized at the Regional Conference.
- Prior to the Regional Conference, obtain a list from the National Membership Council Chair of members in good standing. Only those who are current with dues may vote at the Regional Business Meeting.
- Will submit articles for Regional newsletter and keep the web master informed of changes to the membership section of the Regional website up-to-date. Are encouraged to submit articles to the newsletters of their region's Presbyteries and Synods about membership in APA, all conferences and continuing education programs that have been planned for the region.
- Will work with the Regional Treasurer to maintain accurate records of members with dues in arrears and submit changes to the National Membership Council Chair.
- Will work with the Regional President and Regional Accreditations and Standards Chair to complete the Annual Regional Report which is to be submitted within two weeks of the completion of the Regional Conference.
- Will attend at least one National Conference prior to taking office as Regional Membership Council Chair.

*National Level*

- Will communicate quarterly with the National Membership Council Chair.
- Will maintain the regional membership database and submit changes to the National Membership Council Chair in a timely manner.
- Will submit reports quarterly to the National Membership Council Chair.
- Will have voice and vote at Annual Business Meeting.

## **D. LIFE MEMBER LIAISON**

### **Duties and Responsibilities**

- Correspond with all life members several times a year updating them on new changes.
- Provide dates of conferences.
- Send birthday/get well/sympathy cards as needed.
- Provide feedback to the Membership Council from life members.
- Solicit scholarship funds



## Annual Regional Report

Region \_\_\_\_\_

Date \_\_\_\_\_

Within two weeks of the end of your regional conference, the **Regional President, Accreditations and Standards Chair, and Membership Chair** should each complete this form and send to the National President, APA Webmaster, National Accreditations and Standards Chair, and National Membership Chair.

### New Regional Officers

#### President

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

#### President Elect

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

#### Secretary

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

#### Treasurer

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

#### Accreditations and Standards Chair

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

#### Membership Chair

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_



Members name and address certificated at regional conference

**Level I** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Level II** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Level III** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Continuing Education** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Membership Chair**

Member name, address, and/or email changes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

New Life Members \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Remove from List \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Administrative Personnel Association (APA) Grant Application Form

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**Requests must be submitted 60 Days Prior to the Event)**

*A region may be awarded one Certification Grant and one Membership Grant per calendar year.*

\_\_\_\_\_ **Certification Grant** {Maximum of \$100 may be used for offering classes at a one day seminar sponsored by an APA region}

\_\_\_\_\_ **Membership Grant** {Maximum of \$100 may be used for any type of new member promotion (e.g., luncheon for local secretaries)}

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Date of Event \_\_\_\_\_ Region \_\_\_\_\_ Amount \_\_\_\_\_

**Check made payable to:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Reason for Grant Request and Plan of Action (Tell us how you plan to use the grant money)

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**FOR CERTIFICATION GRANT**

\_\_\_\_\_  
Regional Accreditations and Standards Chair Signature      Date

\_\_\_\_\_  
National Accreditations and Standards Chair Signature      Approval Date      Amount

**FOR MEMBERSHIP GRANT**

\_\_\_\_\_  
Regional Membership Council Chair Signature      Date

\_\_\_\_\_  
National Membership Council Chair Signature      Approval Date      Amount

## **INSTRUCTIONS FOR FORM COMPLETION**

### **CERTIFICATION GRANT**

- Be detailed in the description for the purpose of this grant money
- May be used for offering classes at a one day seminar sponsored by an APA member
- Course(s) being offered must be APA approved courses
- Member requesting the grant must submit the form to the Regional Accreditations and Standards Chair for approval
- Regional Accreditations and Standards Chair approves the application, signs and dates
- Regional Accreditations and Standards Chair submits to the National Accreditations and Standards Chair for approval
- The National Accreditations and Standards Chair sends to the Treasurer for payment
- National Accreditations and Standards Chair sends a copy to the member requesting the grant, to the Regional Accreditations and Standards Chair and Regional President
- All checks will be made payable to the member requesting the grant
- A region may be awarded one Certification Grant per calendar year

### **MEMBERSHIP GRANT**

- Be detailed in the description for the purpose of this grant money
- May be used for any type of new member promotion (e.g., luncheon for local secretaries)
- Member requesting the grant must submit the form to the Regional Membership Council Chair for approval
- Regional Membership Council Chair approves the application, signs and dates
- Regional Membership Council Chair submits the application to the National Membership Council Chair for approval
- National Membership Council Chair submits original to the Treasurer for payment
- National Membership Council Chair sends a copy to the member requesting the grant, to the Regional Membership Council Chair and Regional President

### **NOTE**

- All checks will be made payable to the member requesting the grant
- A region may be awarded one Membership Grant per calendar year



# Administrative Personnel Association Life Membership Application

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_ Region \_\_\_\_\_

Date joined APA \_\_\_\_\_ Date Retired or left employment \_\_\_\_\_

Name of Previous Employer \_\_\_\_\_

List Offices held (position/years held):

National Offices \_\_\_\_\_

Regional Offices \_\_\_\_\_

Please state in your own words why you think this person should be awarded an APA Life Membership:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Regional President's recommendation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Regional President \_\_\_\_\_ Date \_\_\_\_\_

Date approved by Regional Executive Committee: \_\_\_\_\_

Date sent to National to obtain Certificate: \_\_\_\_\_

Date Region/National Awarded Life Membership: \_\_\_\_\_

## **ELIGIBILITY REQUIREMENTS**

**Life Membership is an honor and privilege. The following criteria must be met for a member to be eligible for Honorary Life Membership:**

1. Is the person a member in good standing?
2. Have they been a member for 10 years or more?
3. Has this person held a regional or national office (elected or appointed) for at least 8 of the 10 years of membership?
4. Does this person want to become an Honorary Life Member? (sometimes these are presented as surprises and the person might prefer to move on).
5. Are they committed to continue to help with functions? (Regional or National)  
(If the person is no longer interested in APA but just wants to maintain friendships and receive communication, they may do that by request of the region).

**Note:** When considering Life Members, please remember that if any of these people would like to remain active, they may vote but are restricted to only holding an appointed office.

### **Process after Life Membership eligibility has been determined:**

1. Complete the application for Life Membership.
2. If being requested by another member or themselves, please have that person fill out the section stating why they think this person should be awarded Life Membership.
3. Once that is complete, the application should be given to the Regional President who would fill out the recommendation or decline it based on criteria submitted.
4. The Regional President will then present the decision to the Regional Executive Board for a vote.
5. Once the vote has been taken and passed, the form will be sent to the National Membership Council Chair for completion of a Life Membership Certificate signed by the National President.
6. The National President will send the certificate back to the Regional President for signature.
7. The Regional President will notify the recipient of the award and send a copy of the approved application to the Regional and National Membership Chair.
8. The Regional President will discuss with the recipient to schedule a time either at the next Regional or National conference for presentation of the Life Membership Certificate.
9. If the presentation is to be made at the National Conference, the Regional President will notify the National Membership Council Chair.

## **Administrative Personnel Association Dormant Policy**

### **Certification Credits**

- Current Situation
  - As annual membership dues are paid, member continues to retain any certification credits they have received over the years.
  - Only requirement of a member is to complete a polity class no less than once every three years.
  - If a member decides to not renew their membership, for one or more years, their certification is not valid unless they rejoin the membership.
  - If a member does decide to rejoin and they wish to retain their certification credits, they are required to pay the current year membership dues, plus dues for the number of years they were not members. Example – If someone dropped their membership in 2018, and wanted to rejoin in 2020; they would pay the \$115 membership fee for 2020, and the \$75 membership fee for 2018 and for 2019 – a total of \$265.
- Concerns
  - A member may not be able to afford the cost of multiple years of membership dues and the current year membership dues.
  - Their employing entity may not be willing to support the membership with this additional cost of membership dues.
  - At a time when employing organizations are cutting costs including continuing education, this policy is outdated.
  - We need to find ways to make it easier for people to join APA rather than deterring them from it.
  - When a member has reached Level III Certification and they drop their membership for three years, and then ask them to start all over again, may be overwhelming.

### **Solution**

Membership in the Administrative Personnel Association is open to any person that is employed by an entity of the Presbyterian Church (U.S.A.). Membership dues are required to be paid annually to maintain certification status, as well as to obtain additional certification credits.

Recognizing that financial hardship or employment status may not allow membership in APA to continue we would like to propose the following:

- If a member of APA has been a member for at least five years, and obtained Level I certification, they may wish to place their membership and certification dormant. To place their membership in dormant status, they must complete an application to do so, and update this information annually.
- A member may remain dormant for up to three years. A member may elect to move their membership to dormant, once in a ten year period.
- To become an active member the member would need to pay an activation fee of \$75, plus the current year's membership dues. In addition the member would need to attend a conference within the upcoming year.
- When a member opts to take their membership to dormant status, the national and regional certification chair will be notified.

**Administrative Personnel Association of the Presbyterian Church (U.S.A.)**

Request for Membership to go Dormant  
(Maximum of 3 Years)

Please complete the following:

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

Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_

Street City State Zip

Work Phone: \_\_\_\_\_ Work Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

Street City State Zip

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Email: \_\_\_\_\_ I prefer to use my \_\_\_\_\_ home \_\_\_\_\_ work email

Position Title: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ mth/day only Year Joined APA: \_\_\_\_\_

APA Region: \_\_\_\_\_ PC (USA) Presbytery \_\_\_\_\_

I am submitting my request to have my membership/certification with the Administrative Personnel Association to be placed in a dormant state. Certification records will remain in their current state until reinstatement. No additional certification can be obtained while membership is dormant.

The reason for this request is:

\_\_\_\_\_ Change of Employment \_\_\_\_\_ Family Obligations  
\_\_\_\_\_ Insufficient Funding Available \_\_\_\_\_ Other \_\_\_\_\_

I understand that my membership may remain dormant up to 3 years. To reinstate to active membership a fee of \$75.00 will need to be paid, along with the current year membership dues, and attend a conference in that same year, including taking a class in PC(USA) Polity.

If membership is not reinstated to active status within the 3 years, all certification records will be purged. This request must be made on an annual basis.

I agree to all of the above: \_\_\_\_\_

Signature

*For Statistical Purposes Only:*

Age Range \_\_\_\_\_ 25 & Under \_\_\_\_\_ 26-45 \_\_\_\_\_ 46-55 \_\_\_\_\_ 56-65 \_\_\_\_\_ Over 66

Race: \_\_\_\_\_ Gender: \_\_\_\_\_

Are you Disabled? Please list type of disability \_\_\_\_\_

Are you a member of a PC(USA) Congregation \_\_\_\_\_ If yes, are you an Ordained Elder? \_\_\_\_\_

If no, please list your denomination \_\_\_\_\_

*By completing this application, you acknowledge that you have read, accept and agree to comply with the Standards of Ethical Conduct Policy of the Administrative Personnel Association (APA) per by-laws - September 2015.*

# **Administrative Personnel Association (APA)**

## **Standards of Ethical Conduct**

As a member of the Administrative Personnel Association (APA) of the Presbyterian Church (U.S.A.), I commit myself to the following standards of ethical conduct.

- Spiritual commitment to Jesus Christ and regard my work as a Christian vocation
- Recognize the need for continuing professional education and training
- Be knowledgeable of the governing documents of the association and be committed to the mission of the association by:
  - Uphold the bylaws, policies and procedures of APA and when in disagreement, follow defined procedures for recommending changes
  - Communicate in a timely manner
  - Participate with other colleagues in organized efforts to share new knowledge and development in professional practices.
  - Show professionalism to all those with whom I make contact on behalf of the association.
- Maintain a pleasant attitude in meeting and communication with people, treating each person as a child of God by:
  - Show respect for each other, the moderator, work of committees and the voice of the majority
  - Refrain from personal attacks or embarrassing comments
  - Listen and respect all viewpoints
  - Focus on issues rather than personalities
  - Refrain from gossip and abusive speech
  - Be trustworthy with confidential information

**Failure to comply with the standards outlined herein will be subject to disciplinary action as outlined in the APA Manual of Operations, Policies and Procedures.**



**Administrative Personnel Association of the Presbyterian Church (U.S.A.)**

Request for Membership to go from Dormant to Active

Please complete the following:

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

Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_

Street City State Zip

Work Phone: \_\_\_\_\_ Work Email: \_\_\_\_\_

Position Title: \_\_\_\_\_

APA Region: \_\_\_\_\_ PC (USA) Presbytery \_\_\_\_\_

I am submitting my request to have my membership/certification with the Administrative Personnel Association to be moved from dormant to active.

I agree to the following:

\_\_\_\_\_ I will pay a \$75.00 reinstatement fee

\_\_\_\_\_ I will attend a conference at least once in this calendar year

\_\_\_\_\_ I will take a PC(USA) Polity class within this calendar year

\_\_\_\_\_ I will pay the current year's membership dues (please complete the active membership renewal for the current year and submit with this application)

I agree to all of the above: \_\_\_\_\_  
Signature

This form is to be mailed to:

Susan Carpenter, APA Treasurer  
Presbytery of Tropical Florida  
1919 Southeast 5th St, Deerfield Beach, FL 33441

Make check payable to: Administrative Personnel Association (PCUSA)

Internal Use - Copy of this form should be sent to:

National Certification Chair  
National Membership Chair



**Administrative Personnel Association (APA)**  
**Request for Loan of Membership Council Tablecloth**  
**Please submit your request 30 days prior to the event.**

Date of the event: \_\_\_\_\_ Region: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please ship the tablecloth to this address:

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

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**TERMS OF AGREEMENT:**

Tablecloth will be returned to the APA Membership Council Vice-Chair at the address below (alternate address: 239 W. Candler St., Winder, GA 30680) no later than seven (7) days after the event for which it is borrowed. Return shipping fees will be paid by the borrower. *Tablecloth will be returned in the condition in which it was received.* Any cleaning fees will be paid by the borrower. Should the tablecloth be damaged beyond repair, borrower agrees to a replacement fee of \$125 to be paid within fourteen (14) days after the event for which it is borrowed.

I have read and agree to the above terms:

\_\_\_\_\_  
Borrower Name (Please print)

\_\_\_\_\_  
Borrower signature

Mail the completed form to:

Anita Green, Membership Council Vice-Chair  
Northeast Georgia Presbytery  
P.O. Box 365, Bogart, GA 30622

Or email to:

anita@negapby.org

**Administrative Personnel Association of the Presbyterian Church (U.S.A.)**  
Organizational Member Application



Please complete the following:

PC(USA) Entity: \_\_\_\_\_

Address: \_\_\_\_\_

Street Address

City

State

Zip

Telephone: \_\_\_\_\_

Contact for Correspondence: \_\_\_\_\_

Email: \_\_\_\_\_

With this membership you will be listed on the Administrative Personnel Association website as an Organizational Member. You will be known as an organization who values their employees by encouraging continuing education opportunities.

We are interested in having employees of our Presbyterian Church USA staff become members of the Administrative Personnel Association.

- \_\_\_ Our employees will be submitting a membership application to become an Active member of APA.
- \_\_\_ We would like you to contact us to provide additional information.
- \_\_\_ We will encourage the employees of our organization as well as any of our member churches to support the involvement of their administrative support staff.

**Please return this form to:** Administrative Personnel Association (PCUSA)  
Nancy Fine, National Membership Chair  
First Presbyterian Church  
33 Gleason Street  
Delray Beach, Florida 33483

**Or scan and email to:** [apamembershipchair@gmail.com](mailto:apamembershipchair@gmail.com)