

APPROVED JULY 2009

SECTION I

**POLICIES
AND
PROCEDURES**

ADMINISTRATIVE PERSONNEL ASSOCIATION OF THE PRESBYTERIAN CHURCH (U.S.A.)

MISSION STATEMENT

The mission of the Administrative Personnel Association is to offer opportunities for professional development and personal growth for those called by God to serve as support staff of the Presbyterian Church (U.S.A.). We accomplish this by providing continuing education events for certification and occasions for fellowship, worship, spiritual nurture and prayer at National and Regional Conferences as well as at seminary sponsored training events.

THE PURPOSE

To improve the quality of professionalism in those offices that are usually the first point of contact with congregations, governing bodies, boards and agencies of our denomination.

To affirm the Ministry of the Lay Church Professional and recognize the importance of efficient office procedures and competent personnel who strive to provide a deeper commitment and understanding of the issues, polity, history and theology of our Church.

TAX EXEMPT STATUS

APA, PC (U.S.A), Inc. is a nonprofit federal tax exempt organization (EIN 56-2041183). All contributions to APA are tax deductible.

EDUCATIONAL OPPORTUNITIES

Certification Programs are offered annually at Regional and National conferences and seminaries. These courses provide training in at least thirty (30) areas of expertise. They are taught by either seminary graduates, persons certified as a Fellow in Church Business Administration or Church Administration, or Business Professional.

RELATIONSHIP TO THE PC (USA)

APA is an association made up of those who are serving, or who have served, in an administrative capacity in the Presbyterian Church (USA), the Reformed Church in America, or the Presbyterian Church in Canada. It is related to the Office of Vocation (a joint office of the General Assembly Council and the Office of the General Assembly). A staff person related to this office will be invited by the National President to the National APA Executive Committee Meeting and the National Conference of APA held annually. In addition, this staff person will be invited to attend the National Certification Council meeting as a resource person.

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 communicating with people, treating each person as a child of God by:
 - Showing 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.

Discipline

Failure to comply with the standards outlined herein may result in revocation of membership.

The Standards of Ethical Conduct policy is reflected on the back of the membership application.

VOTING PROCEDURES

The National Executive Committee will vote on items prior to being brought to the membership at the National Business Meeting. The report of the Certification Council is presented for approval by the Executive Committee. In order to provide continued growth and administrative leadership, changes may be approved throughout the year.

These changes will be effective upon approval by the Executive Committee with notification to the membership.

The National Executive Committee has the authority to make recommendations as to dues increases or any other business which needs to be voted upon by the general membership or take such action as necessary in the interim between stated meetings; such actions to be ratified at the next stated meeting.

The membership votes on changes in dues structure, Bylaws and the election of National Officer

LIMITATION OF LIABILITY IDEMNIFICATION AND INSURANCE

An officer of the Corporation shall not be personally liable for monetary damages for any action taken, or any failure to take action, unless such officer has breached or failed to perform the duties of his or her office and the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness.

The Corporation shall purchase and maintain insurance on behalf of each officer against any liability asserted against or incurred by such officer.

AMENDMENTS

Proposed amendments to these Bylaws should be submitted in writing to the National President-Elect (Chair of the Bylaws Committee) no later than 120 days prior to the National Business meeting. Proposed amendments will be mailed to the membership a minimum of 60 days prior to the National Business meeting and highlighted in such a manner as to be easily located within the document. The proposed amendments will be voted upon by the Executive Committee, prior to going to the Membership for vote at the National Business meeting. If there are changes to the proposed amendments as a result of the Executive Committee meeting, a revised copy of the proposed amended Bylaws will be distributed to the membership attending the National Business meeting. Any proposed amendments to the National Bylaws of APA must come before the membership present at the National Conference for vote.

BOOK OF ORDER MANDATE

G-14.0740

Other Certified Persons

Other certified persons have been called to service within particular churches, governing bodies, and church-related entities. These individuals endeavor to reflect their faith through their work and to strengthen the church through their dedication

G-14.0741

Organized Associations

To that end, groups of professionals have organized for community, support, and professional development. Several of these associations have entered into formal liaison relationships with the General Assembly entities. These groups include the Administrative Personnel Association, the Presbyterian Association of Musicians, and the Presbyterian Church Business Administrators Association and others.

G-14.0742

Certification

Certification is overseen and granted by the individual associations; the requirements for certification are reported to the appropriate body of the General Assembly Council.

- a) Members of the Administrative Personnel Association (APA) include secretaries, administrative assistants, bookkeepers, and support staff in church-related settings. Certification is granted by APA; the requirements for certification are approved by the Division of National Ministries. Requirements include attendance at association conferences as well as a total of forty hours of instruction in polity, in Reformed theology, in church history, and in one's area of expertise.
- b) Members of the Presbyterian Association of Musicians (PAM) include choir directors, organists, ministers, and other persons interested in the quality and integrity of music in the worship experience.
- c) Members of the Presbyterian Church Business Administrators Association include pastors and lay persons serving primarily as administrator in particular churches and church-related entities.

G-14.0743

Notification of Status

Names of those who have earned certification through these shall be transmitted to the Office of Certification in the Division of National Ministries, who will forward them to the Office of the General Assembly and to the stated clerk of the presbyteries in which those persons labor.

G-14.0744

Recognition by Presbytery

- a. The presbytery shall affirm the skill and dedication of these certified persons by providing recognition for recognition at presbytery at the time of their certification, asking them the constitutional questions in W-4.4003, and by inviting these employees to presbytery meetings, granting them the privilege of the floor.
- b. When the presbytery is satisfied with the qualifications of an applicant for a certified position in ministry in the church, a service of recognition shall be provided that shall include the constitutional questions (W-4.4003), using these words for Question i: Will you be a faithful Certified _____, teaching faith and caring for people, and will you in your ministry try to show the love and justice of Jesus Christ?

Regions of APA

APA is divided geographically into nine (9) regions to minimize travel and expenses as much as possible. In order to minimize days away from their workplace Conferences are held on weekends. All regions of APA are governed by Policies and Procedures, approved by the National Association.

<p><u>Florida</u> - State of Florida Approximately 64 Members</p>	<p><u>Northeast</u>- Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont Approximately 60 Members</p>
<p><u>Greater Midwest</u> - Illinois, Iowa, Kansas, Minnesota, Missouri, Wisconsin Approximately 18 Members</p>	<p><u>Pacific</u> - Alaska, Nevada, California, Oregon, Washington, Hawaii Approximately 91 Members</p>
<p><u>Heartland</u> - Indiana, Kentucky, Michigan, Ohio, Approximately 65 Members</p>	<p><u>Rocky Mountain</u> - Colorado, Idaho, Montana Nebraska, North Dakota, South Dakota, Utah, Wyoming, Approximately 25 Members</p>
<p><u>Mid-Atlantic</u> - Delaware, District of Columbia, Maryland, North Carolina, South Carolina, Virginia, West Virginia Approximately 72 Members</p>	<p><u>Southwest</u> - Arizona, Arkansas, Louisiana, New Mexico, Oklahoma, Texas Approximately 117 Members</p>
<p><u>Mid-South</u> - Alabama, Georgia, Mississippi, Tennessee Approximately 33 Members</p>	

The following list represents the colors related to each Region. These colors will be used to identify the regions on their name badges, etc.

- Northeast - Red
- Heartland - Purple
- Pacific - Dark Green
- Florida - Orange
- Southwest - Blue
- Mid-South - Light Green
- Mid-Atlantic - Turquoise
- Rocky Mountain - Gold
- Greater Midwest - Burgundy

SO YOU WANT TO START A LOCAL APA CHAPTER?

Getting started depends on you.

Invite the Administrative Assistants, Secretaries, Receptionists, and other Support Staff members of churches to your Presbytery (not just members of APA), to a luncheon meeting. Advise that you have a speaker on a subject of interest to the group (such as a Presbytery Executive, a local police officer on safety, or a Business Professional).

If you have "active" APA members ask one of them to briefly "present" APA to the group.

Have Membership Brochures, Certification Brochures, copy of Bylaws, etc. available for prospective members.

Remember, DO NOT get discouraged if you do not have a large attendance at first. You may have to just have introductory luncheon meetings several times.

Once you have a "regular group" of attendees, it is time to begin talking about program. Do you want to:

- Meet monthly, quarterly, or every six months?

- Be just a "Support Group," and leave the Continuing Education to Region/National.

- Write a Mission Statement?

- Offer Continuing Education Workshops?

- Offer workshops that qualify for Certification?

- Regularly invite all PC(USA) support staff personnel, or have meetings that are for APA members, and just invite others to workshops and an annual "membership" meeting?

Review the Bylaws, and decide which officers you will need to function. You may want to begin with a President, President-Elect, and a Secretary/Treasurer. As you grow in number, you may want to divide the Secretary and Treasurer's duties. Choose a regular meeting date, i.e., third Thursday, and stick to it. If you keep changing around it is hard for folks to plan ahead.

Check with your Presbytery Professional Support committee and request in person that they put you in their budget (even a small amount to help you get started, for postage and mailing supplies). You might get them to sponsor a "Support Staff" Recognition Luncheon. Report back to this group on a regular basis.

Create a mailing list. Update it every time you meet. Make sure that anyone who calls and asks about APA is added and they get invited to the meeting.

FORMING NEW REGIONS

A group of APA members shall meet and unanimously decide they wish to establish a new Region. The group shall elect Officers as outlined in Article VI (Officers and Their Elections of Bylaws and decide on a name for the new Region.

The elected President of the new Region shall write a letter to the National President of APA requesting that their group becomes a new Region. The National President will communicate with the National Executive Committee via email or conference call to grant permission for the formation for the new Region.

In the event a new region is formed, all officers must be elected at the same time. When a new region is formed or an inactive region is reactivated, all officers must be elected with the President and President-Elect elected in even years and the Treasurer and Secretary elected in odd years. [See also Section IV Guidelines]

Upon the formation of the new Region, the National Office Manager will send the Policies and Procedures and Bylaws to the new Regional Officers, and the Certification Guidelines and Manual will be sent to the new Certification Chairperson. The new Region shall proceed with coordinating continuing education events with the National Certification Chairperson.

The Treasurer of the new Region will open a bank account under the name of APA, PC(USA) with APA's non-profit status to maintain the finances of the region.

The new Region shall plan a Regional Conference for the following year consisting of a period of at least two days, and offering certification classes.

SEED MONEY – If funding is available from the established Regions, the officers of those Regions may send "Seed Money" to the new Region to help defray some of the new Region's initial expenses.

When a new region is formed, annual membership dues (if paid by member) for the previous calendar year [if not paid by another region] shall be paid to the new region.

In order for a region to maintain active membership, it must send all dues to the National Financial Secretary, comply with the Guidelines created by the National Executive Board, and comply with the mandates as set by the Certification Council. Should a region fail to comply with the aforementioned, a written notification will be sent to the regional president and National Executive Committee outlining the area(s) of non-compliance and the region will have thirty(30) days to come into compliance. Should the region not come into compliance, the National Executive Committee may remove the region from the national organization. Should this occur, the individual members of the disbanded region may continue their membership and will be assigned to a region in close proximity of their home.

Merging Existing Regions

In the event that a region can no longer comply with the Bylaws of this organization, the highest ranking regional officer should immediately contact the National President seeking guidance or to request a merge. The National Executive Board will discuss and determine the most appropriate region and effective date for the merge with approval from the National Executive Committee. When two active regions merge, the existing funds will be merged and a suitable name for the new region will be selected by the two merging regions. At no time does a Region have the authority to decline/accept the merger/incoming members. Executive Board decisions are made in the interest of the organization and its members as a whole. (More specific guidelines and timeframes can be found in Section I of the Manual.

In the event it becomes necessary for two Regions to merge this process should be followed:

- 1) The Regional Executive Committee of the Region requesting a merge should schedule a meeting either electronically, conference call or face-to-face to discuss and vote on the future of the region/merge.
- 2) If the decision of the vote is to merge with another region then this action should be communicated by the President to its regional members immediately. Within 5 days of that meeting date.
- 3) The President or highest ranking officer sends a letter to the National President within ten days of the meeting date requesting that the region merge with another. Letter is to include copies of Regional Meeting Minutes and Financials.
- 4) The National Executive Board will meet either electronically, conference call or face to face and determine the most appropriate region for the merge.
- 5) The Executive Board decision will be made with the interest of APA and its members as a whole. At no time does a Region have the authority to accept/decline the merger. If either Region has concerns about the process they are to express those concerns to the National President.
- 6) The recommendation will be brought forth by the National Executive Board to the National Executive Committee for electronic vote.
- 7) The National President will send a letter to both Regional Presidents within 5 days of the completion of voting to inform them of the merge. Once the merge is finalized the Executive Committee of the Region requesting the merge is null and void upon the merger. However, all members are eligible to hold office at the next regularly scheduled Regional Conference of the newly formed region.
- 8) Each Regional President is responsible for communicating the decision to their membership.
- 9) Funds from the dissolved region will be forwarded to the new region.
- 10) The National President will announce the merge in the National Newsletter including the New Regions name.

INACTIVE REGION

In the event that a region should become "Inactive," the dues of members of that region will be restricted for the "Inactive" region for a period of three years. After that time, the funds will revert back to the General Fund of APA. The region must request that they be placed on "Inactive" status.

National Information

STANDING COMMITTEES AND COUNCILS

The following committees will constitute the Standing Committees of the organization:

Bylaws	Finance	Nominating
Certification Council	Life Membership	Personnel
Communications	Membership Council	Scholarship

[Above will be explained in the Manual, Bylaws, Section II and duties in Guidelines, Section IV]

The chairperson, who will moderate the committee meetings, will be appointed by the President, except for the Bylaws and Nominating which is chaired by the President-Elect, Finance, which is chaired by the National Treasurer, and Personnel which is chaired by the Immediate Past President. Other Committees are specified under the Bylaws such as the Executive Board and the Executive Committee. National Committee membership will include, but not be limited to, all regional chairs of each particular committee. Committees will meet at the National Conference at the time scheduled prior to the Executive Committee Meeting. Conference calls or email meetings throughout the year are encouraged.

BYLAWS COMMITTEE

The Bylaws committee shall have the responsibility of soliciting changes prior to the National Conference and keeping the Bylaws up-to-date.

Committee Chair

Shall be the President-Elect

Committee Members

Shall have at least two at-large members appointed by the chair with the approval of the President.

Shall serve a two year term

Shall be eligible for renewal

Shall not exceed serving four years consecutively

[COMMITTEE DUTIES AND RESPONSIBILITIES ARE OUTLINED IN THE GUIDELINES, SECTION IV, MANUAL]

Certification Council

The Certification Council is responsible for offering educational courses that allow members to gain expertise in all fields associated with their position within the Presbyterian Church (USA). The Certification Council regulates all courses offered by APA and is required to approve all courses offered in all APA regions. The Certification Council will hold electronic meetings throughout the year and minutes are included in their report to the National Executive Committee for approval.

Certification Council Chair

Shall be appointed by the National President in even years

Shall serve a two year term

Shall be eligible for renewal

Shall not exceed serving four years consecutively

Certification Council Vice-Chair

Shall be appointed by the Certification Chair with the approval of the President during odd years.
Shall serve a two year term
Shall be eligible for renewal
Shall not exceed serving four years consecutively

Certification Council Members

Shall be the Certification Chairs of the regions of APA
Shall serve a four year term
Shall be eligible for renewal
Shall not exceed serving eight years consecutively

[MORE DETAIL ABOUT THE CERTIFICATION COUNCIL CAN BE FOUND IN MANUAL, SECTION III, CERTIFICATION]

Communications

The Communications Committee works as a team to provide APA with a professional image and keeping the lines of communication open to our members and potential members.

Committee Chair

Shall be appointed by the National President
Shall serve a two year term
Shall be eligible for renewal
Shall not exceed serving four years consecutively

Committee Members

Shall be at least two at-large members appointed by the chair with the approval of the President
Shall serve a two year term
Shall be eligible for renewal
Shall not exceed serving four years consecutively

[COMMITTEE DUTIES AND RESPONSIBILITIES ARE OUTLINED IN THE GUIDELINES, SECTION IV, MANUAL]

FINANCE COMMITTEE

The Finance Committee is responsible for overseeing the finances of the organization.

Committee Chair

Shall be the National Treasurer

Committee Members

Shall be two at-large members appointed by the chair with the approval of the President
Shall serve a two year term
Shall be eligible for renewal
Shall not exceed serving four years consecutively

[COMMITTEE DUTIES AND RESPONSIBILITIES ARE OUTLINED IN THE GUIDELINES, SECTION IV, MANUAL]

MEMBERSHIP COUNCIL

The Membership Council is responsible for the membership of the Administrative Personnel Association of the Presbyterian Church (U.S.A.)

The National Membership Council meets as a group to make recommendations and vote on membership matters. The council will hold electronic meetings throughout the year and the

minutes of these meetings are to be included in their report submitted to the National Executive Committee for approval.

Membership Council Chair

Shall be appointed by the National President in even years
Shall serve a two year term
Shall be eligible for renewal
Shall not exceed serving four years consecutively

Membership Council Vice-Chair

Shall be appointed by the Certification Chair with the approval of the President during odd years.
Shall serve a two year term
Shall be eligible for renewal
Shall not exceed serving four years consecutively

Membership Council Members

Shall be the Membership Chairs of the regions of APA
Shall serve a four year term
Shall be eligible for renewal
Shall not exceed serving eight years consecutively

[COMMITTEE DUTIES AND RESPONSIBILITIES ARE OUTLINED IN THE GUIDELINES, SECTION IV, MANUAL]

NOMINATING COMMITTEE

The Nominating Committee is responsible for officer elections of the organization.

Committee Chair

Shall be the President-Elect

Committee Members

Shall be the President of each region of APA

In the case of Regional, members of the committee (other than president-elect will be elected by the membership during the Regional Business meetings. They will serve in three classes, for a three-year term [i.e., Class of 2000, 2001, 2002]. There will be two members in each class, not counting the president-elect.

[COMMITTEE DUTIES AND RESPONSIBILITIES ARE OUTLINED IN THE GUIDELINES, SECTION IV, MANUAL]

PERSONNEL COMMITTEE

The Personnel Committee is responsible for all issues pertaining to employees of the organization.

Committee Chair

Shall be the Immediate Past-President

Committee Members

Shall be the National President and President-Elect
Shall be at least two at-large members appointed by the President

[COMMITTEE DUTIES AND RESPONSIBILITIES ARE OUTLINED IN THE GUIDELINES, SECTION IV, MANUAL]

SCHOLARSHIP COMMITTEE

Scholarship Committee is responsible for monitoring and approving scholarship requests and for soliciting funds to support these efforts.

Committee Chair

Shall be appointed by the National President
Shall serve a two year term
Shall be eligible for renewal
Shall not exceed serving four years consecutively

Committee Members

Shall have at least two at-large members appointed by the chair with the approval of the President.
Shall serve a two year term
Shall be eligible for renewal
Shall not exceed serving four years consecutively

[COMMITTEE DUTIES AND RESPONSIBILITIES ARE OUTLINED IN THE GUIDELINES, SECTION IV, MANUAL]

LIFE MEMBER COMMITTEE

The committee is responsible for communication with all life members of the organization. They are responsible for monitoring and approving scholarship requests and for soliciting funds to support these efforts.

Committee Chair

Shall be appointed by the National President
Shall serve a two year term
Shall be eligible for renewal
Shall not exceed serving four years consecutively

Committee Members

Shall have at least two at-large members appointed by the chair with the approval of the President.
Shall serve a two year term
Shall be eligible for renewal
Shall not exceed serving four years consecutively

[COMMITTEE DUTIES AND RESPONSIBILITIES ARE OUTLINED IN THE GUIDELINES, SECTION IV, MANUAL]

PARLIAMENTARIAN

PARLIMENTARY AUTHORITY -- The parliamentarian shall be appointed by the President. The President will appoint a certified or licensed Parliamentarian for a two-year term in even years.

[COMMITTEE DUTIES AND RESPONSIBILITIES ARE OUTLINED IN THE GUIDELINES, SECTION IV, MANUAL]

National Conference Meeting Planner

Shall be appointed by the President in odd years for an unlimited term.

[COMMITTEE DUTIES AND RESPONSIBILITIES ARE OUTLINED IN THE GUIDELINES, SECTION IV, MANUAL]

Annual Conferences

Each region may host only one conference per year. All other events are seminars. Seminars may be up to two days long and sponsored by regions, seminaries, synods, presbyteries, General Assembly or the Board of Pensions. All seminars must be coordinated with the National Certification Chairperson.

Regions hosting National are encouraged to invite the Moderator of the General Assembly, General Assembly staff, or Board of Pensions staff as keynote speakers or workshop leaders.

Regions and states must apply to receive their own individual "State Tax Exemption" or make arrangements to use the tax exemption of the church or presbytery that is hosting the conference, seminar or workshop.

Regions rotate hosting the National Annual Conference and the hosting region is determined at least five years in advance and published annually. (A list of past, present and future sites are listed on page 14).

{Detailed information on conference planning is found in Section VI, Conference Guidelines, Manual}

National Information

The National Conference will usually be held the third weekend in July. If the Conference cannot be held on this weekend, the alternative date must be brought to the Executive Board 2 years in advance and be approved by the Executive Board of APA before contracts can be signed.

{Detailed information on conference planning is found in Section VI, Conference Guidelines, Manual}

SCHEDULE OF NATIONAL APA CONFERENCES

1976	PSCE, Richmond VA	2001	Lancaster, PA
1977	Montreat, NC	2002	Las Vegas, NV
1978	Montreat, NC	2003	Sarasota, FL
1979	Atlanta, GA	2004	Houston, TX
1980	Louisville, KY	2005	Clarksville, IN
1981	Montreat, NC	2006	Nashville, TN
1982	PSCE, Richmond, VA	2007	Sacramento, CA
1983	Nashville, TN (named changed to APA)	2008	Denver, CO
1984	Myrtle Beach, SC	2009	Orlando, FL (Week Long Event)
1985	Tulsa, OK	2010	Northeast
1986	Atlanta, GA	2011	Greater Midwest*
1987	Orlando, FL	2012	Southwest*
1988	Washington, DC	2013	Heartland*
1989	San Antonio, TX	2014	Mid-Atlantic*
1990	Louisville, KY	2015	Mid-South*
1991	St. Petersburg, FL	2016	Pacific*
1992	Knoxville, TN	2017	Florida*
1993	San Diego, CA	2018	Rocky Mountain*
1994	Charleston, SC	2019	Northeast*
1995	Houston, TX	2020	Greater Midwest*
1996	Philadelphia, PA	2021	Southwest*
1997	Cincinnati, OH	2022	Heartland*
1998	Ft. Myers, FL	2023	Mid-Atlantic*
1999	Bellevue, WA	2024	Mid-South*
2000	Williamsburg, VA	2025	Pacific*

* Have to be confirmed or changed as necessary. A formal letter of invitation will be sent to the current regional president three years in advance. If you are unable to serve in the rotation that is printed, please inform the current national president immediately.

GENERAL ASSEMBLY BOOTH

- The Immediate Past President (IPP) will be the person responsible for everything pertaining to APA's exposure at each meeting of the General Assembly unless otherwise specified by the President.
- The IPP will provide the host region with 200 Certification Brochures, 200 National newsletters 200 APA Brochures.
- The Region will provide 200 regional APA newsletters and 200 regional conference schedules.
- Each region shall send \$50 per year to the Financial Secretary to defray cost of the APA booth at General Assembly. A reminder will be sent to each Regional President, by the National Treasurer.
- Candy and snacks and give-a ways will be purchased from the General Assembly Fund.
- The IPP will follow the prescribed General Assembly booth guidelines.

STAFF OF APA

THE OFFICE MANAGER

The Office Manager is employed by the Executive Committee upon recommendation of the Personnel Committee and is not a voting member of the Executive Committee. (See job description)

To ensure a smooth flow of accurate information/data to regions, officers, General Assembly, and any other body of the Presbyterian Church (U.S.A.) deemed necessary by the APA National Personnel Committee. This person should have a strong Christian faith, including the power of prayer, and be an active member of a Christian church.

Regional Information

STANDING COMMITTEES

Communications Membership Nominating

COMMUNICATIONS

CHAIR

- Submit articles on all Regional Conferences and Events of Continuing Education to National APA Communications Committee Chair. The chair will disseminate all information to APA office manager and to APA consultant, web site master and Yahoo group moderator:
- Articles for newsletters including information about forthcoming programs on continuing education both in the geographical area of that presbytery and any events that will be held near that presbytery. This information must be obtained by communicating with Regional Presidents and other offices of APA.
- Articles on APA and its purpose to generate interest in the Association and gain new membership.
- Send all copies of brochures to the National President, Office Manager and the Staff Consultant.

MEMBERSHIP

CHAIR

- Will notify members who have not paid their dues within a calendar year advising them of APA's concern. The National Office Manager will provide a list on a quarterly basis.
- Will try to organize chapters in individual presbyteries within regions or in areas where regions are not established, and report back to the National Executive Committee at its annual meeting.
- Will arrange to have a brief (10 minute) talk at presbytery meetings annually to promote APA, have a table with brochures of APA, Certification, and any brochures related to Conferences or events of Continuing Education and report back to the National Executive Committee at its annual meeting. Will be reimbursed for expenses related to this task.
- Will communicate with Office Manager as well as National and Regional President.

NOMINATING COMMITTEE

The Regional Nominating Committee is made up of the President-Elect and members of the committee will be elected by the membership during the Regional Business meetings. They will serve in three classes, for a three-year term (i.e., Class of 2004, 2005, 2006). There will be two members in each class, not counting the President-Elect.

INSTALLATION OF OFFICERS

SERVICE OF INSTALLATION FOR NEWLY ELECTED OFFICERS

PAST PRESIDENT: Hear what the apostle Paul has written:

“Our gifts differ according to the grace given us. If your gift is prophecy, use it as your faith suggests; if administration, then use it for administration; if teaching, then use it for teaching. Let the preachers deliver sermons, the alms givers give freely, the officials be diligent, and those who do works of mercy do them cheerfully. Do not let your love be pretense, but sincerely prefer good to evil. Work for the Lord with untiring effort and with great earnestness of spirit.”

“There are different gifts. But it is the same Spirit who gives them. Each one is given a gift by the Spirit, to use it for the common good.”

Speaking for the membership of the Administrative Personnel Association, I bring (name of person/s) to be installed as (name of office/s).

(name of person/s), you believe yourself to be called by Jesus Christ to a special work, and you have studied to prepare yourself for your vocation in the church. The membership of the Administrative Personnel Association has chosen you to serve as an officer/s of this Association. Are you willing to be installed as (name of office/s)?

RESPONSE: I am.

PAST-PRESIDENT: Do you welcome this responsibility to lead the Administrative Personnel Association into another year of growth and opportunity to serve the Presbyterian Church (U.S.A.)?

RESPONSE: I do.

PAST-PRESIDENT: Will you serve this organization with energy, intelligence, imagination, and love, relying on God's mercy and rejoicing in his promises through Jesus Christ our Lord?

RESPONSE: I will.

PAST-PRESIDENT: (To APA members) Do we accept this/these newly elected officer/s, chosen of God and this membership, to guide us in the upcoming year? Do we promise to encourage, respect, support and pray for them as they carry out their duties?

RESPONSE: We do.

PAST-PRESIDENT: Let us pray. God of grace, who called us to a common ministry as ambassadors of Christ, trusting us with the message of reconciliation, give us courage and discipline to follow where your servants rightly lead us; that together we may declare your wonderful deeds and show your love to the world, through Jesus Christ, Lord of all. Amen.

(name of person/s), you are now installed as (name of office/s) of the Administrative Personnel Association. Whatever you do, in word or deed, do everything in the name of our Lord Jesus, giving thanks to God the Father through him. Amen.

Welcome to this ministry!