

## Presbytery Support Staff become



## Certified Church Administrators

The Administrative Personnel Association National Conference was a wonderful experience and opportunity for Kaylene Hoskins, Administrative Assistant/Bookkeeper/Disaster Assistance Coordinator and for Vicki Thordsen, Secretary, in continuing education and networking with other professionals working for Presbyterian Church (U.S.A.) churches, presbyteries, synods, and other governing bodies.

Kaylene & Vicki took over 48 hours each of continuing education classes and became Certified Church Administrators at level one and Vicki also was certified at level two. Kaylene will be at level two soon with only 7.5 hours to go. There are three levels of certification. Each level contains a set of core requirement courses and elective courses to make up the 40—50 hours per level. Photo to the left is of four of the five members of APA (Kaylene, Vicki, Trish and Tiffany) from the Greater Midwest region. Trish and Tiffany were from Illinois. There were over one hundred members in attendance.



Kaylene and Vicki attended classes in Polity I & II, Church History I & Church History Since the Reunion, Presbyterian 101 & 102, Directory for Worship, Interim Ministry, Living with Grief, Coaching and Mentoring Skills for Successful Leadership, Sexual Harassment, Spiritual Growth and Discipline, Personal Safety, Personnel Issues, Pastoral Care for Self and Others, Photography, Office Administration I & II, Legal Matters, and Theology. There was opportunity one day for intermediate level technology classes where we were able to brush up on Microsoft Publisher skills.



Although it was a very intense week, both of us are glad for the opportunity for continuing education and to become certified. There were also many opportunities for worship and fellowship with other support staff and with the instructors. Photo at left was a reflection of our final day of classes and celebration of our few friendships with several of the members.

Other guests staying at the resort would ask us if we were enjoying the Disney offerings. We would smile and share that we have classes all day. A two hour break on a couple days allowed us to visit Downtown Disney which was only a block from our hotel. We did visit a couple restaurants evenings, rode the free water taxi and enjoyed walking around the venues.

We would encourage those of you who are serving as support staff for your local church to consider becoming a member of the Administrative Personnel Association in the PCUSA.