

**Administrative Personnel Association**  
**Council on Accreditation and Standards**  
**Handbook**

*Revised November 9, 2016*

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## COUNCIL ON ACCREDITATION AND STANDARDS

### Description

This certification program is the core of the Administrative Personnel Association (APA). It allows for members to gain expertise in all fields associated with their position within the Presbyterian Church (U.S.A.). The National Council on Accreditation and Standards regulates all courses offered by APA. The National Council on Accreditation and Standards is required to approve all courses offered in all APA regions. The National Council on Accreditation and Standards meets as a group to make recommendations and vote on certification matters. The National Council on Accreditation and Standards submits a report of their proceedings to the National Executive Committee for approval.

The Administrative Personnel Association will offer certification to members of the National Association of Church Business Administration (NACBA), Christian Educators, APCE, or any other Presbyterian Continuing Education Program. The Council on Accreditation and Standards will review transcripts to determine appropriate level of certification on an individual basis. The National Certification Chair, the National Certification Vice-Chair, and the Regional Certification Chair will review transcripts for each individual. APA membership fee and appropriate certification fees will be required.

### Members

The National Council on Accreditation and Standards consists of the National Chair, the National Vice-Chair, the Regional Certification Chairs, and the Regional Vice-Chairs.

### Terms of Office

#### National Certification Chair

- < Will be appointed by the National President during the even years for a two year term.
- < Term is eligible for renewal if requested by current National President.
- < May serve a maximum of four years consecutively.

#### National Certification Vice-Chair

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

#### Regional Certification Chair

- < Will be appointed by the Regional President during the even years for a four year term.
- < Term is eligible for renewal if requested by current Regional President.
- < May serve a maximum of eight years consecutively.

#### Regional Certification Vice-Chair

- < Will be appointed by the Regional President in consultation with the regional certification chair during the odd years.
- < ‡

## POSITION RESPONSIBILITIES

### National Certification Chair

#### General

- < Will have voice but vote only in tie situations.
- < Will be a member of the National Executive Committee and the National Executive Board.
- < Will approve courses offered at all regional conferences and one-day seminars before brochures are finalized and distributed; to be submitted by the Regional Certification Chair.
- < Will report annually to the Office of the General Assembly by June 1st the names of members certified in the past year. Office of General Assembly, 100 Witherspoon St., Louisville, KY 40202
- < Will write the annual report for the national conference registration packets.
- < Will maintain certification application records submitted from the Regional Chairs.
- < Will hold electronic meetings throughout the year and Vice-Chair will prepare minutes of said meetings.
- < Will contact appropriate representative of PC(USA) if notified that presbytery recognition for a certified member has not been accomplished after a reminder letter has been provided.
- < Will provide guidance and feedback in determining the future of APA.
- < Will request up-to-date certification lists from all regional certification chairs by December 31<sup>st</sup>.
- < Will immediately provide all records to the new chair at the end of the term as National Certification Chair.

#### National Conference

- < Will request any certification recommendations prior to the national annual meeting from the Regional Certification Chairs and the APA Executive Board.
- < Will request, prior to the national annual meeting, names of regional certification chairs or their representative who will be in attendance.
- < Will present certificates and appropriate level pin to individuals completing certification at the national awards ceremony in conjunction with the regional certification chair.
- < Will coordinate the certification meeting held at the national annual conference and prepare all necessary documents.
- < Will report to the National Executive Committee at the national annual meeting.
- < Will approve and track all courses offered at each National Conference to avoid duplication.
- < Will assist National Planning Committee with sign-in sheets and attendance during the national conference.
- < Will prepare class signs for doors.

### National Certification Vice-Chair

#### General

- < Will have voice and vote.
- < Will be a member of the National Executive Committee.
- < Will be responsible for annual updates to the Accreditation and Standards handbook.
- < Will be responsible for annual updates to the Accreditation and Standards brochure.
- < Will serve as National Certification Chair in the absence of the appointed chair.
- < Will serve as recording secretary for the National Council on Accreditation and Standards, which includes electronic meetings.
- < Will submit articles to the APA website with certification updates

## Regional Certification Chair

### General

- < Will have voice and vote.
- < Certification Chairs should prepare a binder and include the following:
  - ⊗ Brochures from national and regional conferences
  - ⊗ Council on Accreditation and Standards list
  - ⊗ Policy and procedures
  - ⊗ Regional minutes
  - ⊗ National minutes
  - ⊗ Council on Accreditation and Standards minutes
  - ⊗ Certification Handbook with course descriptions
- < Records for an individual member should include
  - ⊗ Certification application
  - ⊗ Certification fee paid
  - ⊗ APA dues current (should be provided by your Regional President/Treasurer/Membership Chair)
  - ⊗ L
- < Will constantly look for ways to improve the certification program of APA.
- < Will create one course description or improve an existing one yearly.
- < Will maintain records on all regional members enrolled in the certification program
- < Will send a copy of the certification application to the National Certification Chair and the required certification fee to the National Treasurer with a copy of the application form within ten (10) days after receipt.
- < Will notify the presbytery in writing within thirty (30) days of certification of anyone receiving any level of certification requesting that the member be recognized by the presbytery by sending a letter of recognition.
- < Will annually communicate with members to ensure recognition at the presbytery level was completed. If a member has not been acknowledged during the certification year, a second, reminder letter should be sent.
- < If there is no response or recognition within two (2) months after the reminder letter has been sent, the Regional Chair should contact the National Certification Chair for the next appropriate step.
- < Will annually provide a copy of the certification record to all members to ensure the information is accurate and settle any discrepancies.
- < Will annually send electronic certification records of their regional members to the National Certification Chair and to the National President.
- < Will coordinate the approval of courses offered outside APA with the National Certification Chair. Be certain they are applicable and qualify under our course titles, leadership requirements, and course hours for credit. A copy of the course outline will be required along with a copy of the certificate of completion.
- < Will submit pertinent information for course approval to the National Certification Chair for any one-day workshops offered by your regional chapter and/or presbyteries.
- < Will provide a list of all regional members who were certified to the National Certification Chair at the end of the year (December 31st)
- < At the end of your term as Regional Certification Chair, immediately provide all your records to the new chair. Notify the National Certification Chair of the name, address, phone number, and email address of the new Regional Chair.



## Regional Conference

- < Will serve as a member of the regional conference planning committee to assist in course recommendations and selection of course leaders.
- < Will post conference information to the APA website.
- < Will be responsible for providing and collecting sign-in sheets for all courses offered at the regional conference or when hosting the national conference.
- < Will submit copies of conference attendance sheets to the National Conference Chair immediately following all regional conferences/seminars and will keep originals indefinitely.
- < Will provide a certification report at the annual regional business meeting.
- < Will provide all certification materials for members at the annual regional business meeting.
- < Will present at the banquet certificates and appropriate level certification pins to members completing certification.
- < †  
courses taken and number of credits earned; letter will be signed by the Regional President and Regional Certification Chair.

## National Conference

- < Will attend the annual Council on Accreditation and Standards meeting held at the national conference.
- < Will submit names of members to be certified at the national conference to the National Certification Chair by June 15th.
- < Will be notified by the National Membership Chair of national conference attendees no later than two weeks after the conference registration deadline.
- < Will complete a proxy form and fax to the National Certification Chair by June 1st if circumstances arise that you cannot attend the national meeting.

## Regional Certification Vice-Chair

### General

- < Will have voice only and no vote.
- < Will assist in the transition when chair rotates off and serve as a back-up to the chair.
- < Will gain an understanding of the Council on Accreditation and Standards Handbook and all applicable forms immediately.
- < Will attend at least one national conference prior to taking office as Certification Chair.
- < Will constantly look for ways to improve the certification program of APA.
- < Will submit recommendations to the National Certification Chair by June 1st for vote at the national conference.
- < Will assist Regional Certification Chair in the creation or revision of one course description yearly.
- < Will assist the Regional Conference Chair to coordinate the approval of courses offered other than at APA conferences with the National Conference Chair. Be certain they are applicable and qualify under our course titles, leadership requirements, and course hours for credit. A copy of the course outline will be required along with a copy of the certificate of completion.
- < Will assist the Regional Certification Chair in the maintenance of member certification records for all regional members enrolled in the certification program.
- < Will assist the Regional Certification Chair with the annual update of certification records of all members to ensure the information is accurate and settle any discrepancies.
- < Will assist in the communication of regional information for either national or regional informational outlets.

## Member Responsibilities

- < Submit a certification application when beginning each level or area of concentrated study, along with the required fee of \$30 per certification, to your regional certification chair.
- < Maintain your own record of courses you take to ensure accuracy with your regional chairs records. A form is provided to assist you with your record keeping.
- < APA dues must be current during the entire certification process to receive course credit.
- < You must be present the entire time during a course to receive credit and sign-in on the official sheets provided at a conference. Please remember to initial the attendance form after breaks!
- < If you choose to attend a seminar outside of APA and want APA credits, you **must** get approval from your Regional Conference Chair prior to registering for the seminar and provide a copy of the seminar outline and, if approved, a copy of the certificate of completion.
- < You will only receive credit for the level of certification you are currently working on. You will only receive credit once for courses in your current level of certification.

## OTHER INFORMATION

### Board of Pensions

The Board of Pensions supports the Administrative Personnel Association by providing educational programs. Contact the Director of Education one year in advance at 800-773-7752 ext. 7225 for scheduling for regional/national conferences. All courses taught by the Board of Pensions are APA approved for elective credit.

### Course Instructors

The following persons will serve as instructors for certification courses:

- < Seminarians/Seminary graduates
- < Certified Christian Educators
- < Those with expertise in specific business related fields
- < Level III certified APA member (Those not certified at Level III, may be approved on a case by case basis if determined by both Regional Certification Chair and National Certification Chair that the person has expertise in this specific field)

### Course Study Locations

With prior approval from the Regional Certification Chair, courses for certification may be taken at any of the following:

- < On campus study
  - ⌘ Seminaries of Austin, Columbia, Louisville, Pittsburgh, Princeton, San Francisco, and the Presbyterian Seminary of the West
- < Presbytery, synod, or agency sponsored seminary (see guidelines)

### Criteria for Transferring Credits from Other Presbyterian Organizations

- < U
- < The applicant must submit a list of courses and course descriptions for which they are seeking transfer  
U  
Certification Chair.
- < No more than 7.5 hours of credit will be given for core courses if transferred courses are completely comparable.
- < No more than 12.5 hours of credit will be given for elective courses taken if transferred courses are comparable and job-related.

## **Members in Arrears**

- ◁ Members in arrears are required to pay current year dues to continue their certification process and their dues in arrears must be paid prior to certification being awarded.
- ◁ Members whose dues are three (3) years in arrears will be dropped from the listing in the GA Directory.

## **Member Instructor Credit**

- ◁ An APA member who teaches an APA course will receive the equivalent hours for teaching plus an equal number for the preparation of the class. The preparation credit is received one-time only and the teaching credit is once for each level.

## **Online Course Websites**

The websites listed below are recommended for taking online courses for certification credit:

- ← [www.lynda.com](http://www.lynda.com) (to learn technology, creative, and business skills)
- ◁ [www.stewardsofchildren.com](http://www.stewardsofchildren.com) (prevention training)
- ◁ Job related training including church membership software, accounting software, website enhancement, etc.

## **Outside APA Seminar Credit**

APA will allow a limit of ten (10) hours of outside course study to be applied toward each level of certification. The course must be applicable to your current or future job responsibilities and must be approved by the Regional and National Certification Chair prior to the registration of the course/seminar. Provide the Regional Certification Chair with a copy of the course/seminar brochure and a copy of the certificate of completion. The maximum hours allowed per outside course is 2.5 hours.

## **APA Relationship with PC(USA)**

APA is related to the PC(USA) through the Office of Vocation (a joint office of the General Assembly Council and the Office of the General Assembly) and the *Book of Order*. Certified members of APA are listed annually in the minutes of the General Assembly, Book II and the Directory.

## CERTIFICATION PROGRAM

Updated 01/2016

*Please note:*

- < When you are within ten (10) hours of completion of a level you can begin study of any class in the next level.
- < In addition, regardless of completed hours in your current level you can take a core class only (i.e. not electives) for the next level up provided you advise your regional certification chair of your intent to take a core class for the next level.

### LEVEL I

#### Core Courses

Church History (Before the Reunion) Part A 2.5 hours

Church History (Before the Reunion) Part B 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 Since Reunion Part A 2.5 hours

PC(USA) History Since Reunion Part B 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.

## CORE COURSE DESCRIPTIONS FOR LEVEL I

The following descriptions are to be used as a guideline for teaching the required courses for accreditation for certification in Church Administration by the Administrative Personnel Association.

### **Church History (Before the Reunion) Part A (2.5 hours)**

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**Overview** This course will trace the church back to its beginnings in 4<sup>th</sup> century Europe through immigration to America. It will cover the domination of specific religions and Presbyterian foundation into the 18<sup>th</sup> century.

#### **Suggested topics to cover**

- < Church beginnings in the 4<sup>th</sup> century
- < Division of Greek speaking and Latin speaking branches
- < Presbyterians in Europe, Scotland, Ireland, England, Wales
- < Martin Luther
- < John Calvin
- < John Knox
- < The presbytery
- < First American presbytery - 1706
- < The general synod 1716
- < Reverend John Witherspoon
- < General Assembly organized - 1788

#### **Resources**

*A Brief History of the Presbyterians* Westminster Press 1996 James H. Smiley

*Approved by Council on Accreditations and Standards  
September 9, 2015*

### **Church History (Before the Reunion) Part B (2.5 hours)**

---

**Overview** This course will further explore the evolution of PC(USA) with the disagreement and division in the 19<sup>th</sup> century up to the eventual reunion in 1983.

#### **Suggested topics to cover**

- < Presbyterian Church in America
- < One church becomes four
- < Southern Presbyterian Church
- < United Presbyterian Church of North America
- < College of New Jersey (Princeton)
- < Cumberland Presbyterian Church
- < Associate Reformed Presbyterian Church
- < The plan of union
- < PC(USA) formation

#### **Resources**

- < *An Introduction to the Reformed Tradition* John Knox 1977 John H. Leith
- < *A Brief History of the Presbyterians* Westminster Press 1996 James Smiley

*Approved by Council on Accreditations and Standards  
September 9, 2015*

## Office Administration (2.5 hours)

---

**Overview** This course will cover many of the basics of an office.

### Suggested topics to cover

- < Professional attitudes creating a positive attitude about your work and those around you
- < Tips for maintaining a professional attitude in all situations
- < Listening barriers and their impact on effective workplace relationships
- < Improving listening by asking good questions
- < Strengthen your communication effectiveness verbal and written
- < Accountability understand your areas of responsibility to whom, for what, who has priority
- < Techniques for effective editing and proofreading
- < Personnel issues update position descriptions, position evaluation forms and review process
- < Using positive and negative feedback to improve performance
- < Creating an office procedures manual explain duties, procedures, deadlines, and examples
- < Creating personnel policies working with staff relations/personnel committees and PC(USA) guidelines
- < Public relations creating an environment in which people who visit are comfortable while effectively managing your time
- < Juggling responsibilities advantages of using a planning or checklist program for tracking deadlines and schedules, coordinating the office workload, managing volunteers
- < Maintaining a master calendar vacation times, special office meetings, and financial deadlines
- < Effectively organize staff meetings purpose, who should attend, future plans/events for church/presbytery/synod

## Polity I Part A (2.5 hours)

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**Overview** This course will provide a basic overview of polity as it relates to PC(USA) structure defined within the *Book of Order*.

### Suggested topics to cover

- < Constitution Defined
  - ⌘ Book of Confessions
    - § *Confessional documents*
  - ⌘ Book of Order
- < Amendments
  - ⌘ Advisory Committee on Constitution
  - ⌘ Provisions not to be amended
  - ⌘ Special provision
- < Summary of structure
  - ⌘ The Presbytery
  - ⌘ The Synod
  - ⌘ Committees and Commissions

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September 9, 2015*

## Polity I Part B (2.5 hours)

---

**Overview** This course will review the foundation of Presbyterian polity as it relates to mission and principles specifically mandated by the *Book of Order*.

### Suggested topics to cover

- < The Church and its Mission
  - ⌘ § U K # =
  - ⌘ The Calling of the Church
  - ⌘ Guidance of the Holy Spirit
- < Preliminary Principles
  - ⌘ Historic Principles
  - ⌘ Principles of Presbyterian Government
  - ⌘ Foundational Statements
- < Diversity and Inclusiveness
- < The Great Ends of the Church
- < Unity of the Church
- < Joint Congregational Witness
  - ⌘ Relations with other denominations

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September 9, 2015*



## Spiritual Growth and Discipline (2.5 hours)

---

**Overview** This course will provide ideas on personal spiritual growth in a structured manner.

### Suggested topics to cover

- < General
  - ✘ Devotionals at the office or home
  - ✘ Private time in the home for a disciplined program
  - ✘ Centering prayer
  - ✘ Prayer phrases/mantras
  - ✘ Meditation
  - ✘ When to meditate
  - ✘ Praying the scriptures
  - ✘ Scripture reading (lectio divina)
  - ✘ Labyrinth
  - ✘ Creating a spiritual environment
  - ✘ Circle of sensibility
- < Self-assessment categories
  - ✘ Spiritual discipline
  - ✘ Life enhancement
  - ✘ Personal involvement
  - ✘ Financial involvement
  - ✘ Outreach ministries
  - ✘ Christian knowledge
- < Ways to build fellowship and spiritual growth
  - ✘ Connect with local agencies
  - ✘ Focus on spiritual maturity
  - ✘ Provide special gift opportunities
  - ✘ Conduct a prayer fellowship
- < Forms of meditation
  - ✘ Art and soul
  - ✘ Passages
  - ✘ Poetry
  - ✘ Spirit songs
  - ✘ Spiritual reading
  - ✘ Spirituality of place
  - ✘ Yoga

### Resources

- < *The Breath of Life* Nashville: the Upper Room 1992 Ron DelBene
- < *Living in the Presence* Tilden Edwards
- < *A History of Christian Spirituality* 1980 Urban Holmes III

## Theology Part A (2.5 hours)

---

**Overview** This course will provide insight into reformed theology as it relates to Christian doctrine.

### Suggested topics to cover

- < The Bible
  - ⊗ The authority of scripture
  - ⊗ Testaments, translations and Presbyterian practice
- < Reformed Theology
  - ⊗ The Doctrine of Scripture
  - ⊗ The Sovereignty of God
  - ⊗ The Doctrines of Grace
- < Faith
  - ⊗ Faith and grace
  - ⊗ What we believe as Christians
  - ⊗ What we believe as a Church
  - ⊗ The disillusion and blessings of working in a Christian setting

### Resources

- < *An introduction to the Reformed Tradition* John Knox Press 1977 John H. Leith
- < *Christian Doctrine* John Knox Press 1968 Shirley C. Guthrie, Jr.

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September 9, 2015*

## Theology Part B (2.5 hours)

---

**Overview** This course will provide insight into reformed theology as it relates to dogmas of faith.

### Suggested topics to cover

- < Jesus
  - ⊗ Fully human and fully divine
  - ⊗ The center of our faith
  - ⊗ Christ interpreted by culture, the Bible and by man
  - ⊗ What about people of other faiths?
- < Holy Spirit
  - ⊗ Biblical references
  - ⊗ Leading and experience of the Holy Spirit
  - ⊗ Empowered by the Holy Spirit
- < Sin and Salvation
  - ⊗ Life as a Christian
  - ⊗ Doctrine of Sin
  - ⊗ Statement of Faith

### Resources

- < *An introduction to the Reformed Tradition* John Knox Press 1977 John H. Leith
- < *Christian Doctrine* John Knox Press 1968 Shirley C. Guthrie, Jr.

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## CORE COURSE DESCRIPTIONS FOR LEVEL II

The following descriptions are to be used as a guideline for teaching the required courses for accreditation for certification in Church Administration by the Administrative Personnel Association.

### **Directory for Worship** (2.5 hours)

---

**Overview** This course will provide a description of the parts of worship, corporate and personal, as described in the *Directory for Worship*.

#### **Suggested topics to cover**

- < Dynamics, elements and ordering of Christian worship
- < Language of worship
- < Prayer
- < Sacraments
- < Ordering worship for special purposes
- < Worship and personal discipleship
- < Discipline of daily personal worship
- < Scripture in personal worship
- < Worship in families
- < Worship within the community of faith
- < Worship in the church of the world
- < Proclamation and evangelism
- < Worship as praise
- < *Book of Common Worship*

### **Legal Matters** (2.5 hours)

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**Overview** This course will provide legal information that is common in all church organizations.

#### **Suggested Topics to cover**

- < Taxes pastor and lay payroll, non-profit status, property/sales/etc., use of property
- < Use of personal information (photos/addresses/etc. in newsletter/website/etc.
- < HIPPA policies and the church prayer lists, visitation teams
- < Wills
- < Trusts
- < Estates
- < Power of attorney financial and medical
- < Independent contracts
- < Federal tax exemption
- < Litigation basics
- < Confidentiality
- < Donors
- < Clergy-penitent privilege
- < Background check on staff and volunteers

## Office Administration (2.5 hours)

---

**Overview** This course will cover many of the basics of an office.

### Suggested topics to cover

- < Professional attitudes creating a positive attitude about your work and those around you
- < Tips for maintaining a professional attitude in all situations
- < Listening barriers and their impact on effective workplace relationships
- < Improving listening by asking good questions
- < Strengthen your communication effectiveness verbal and written
- < Accountability understand your areas of responsibility to whom, for what, who has priority
- < Techniques for effective editing and proofreading
- < Personnel issues update position descriptions, position evaluation forms and review process
- < Using positive and negative feedback to improve performance
- < Creating an office procedures manual explain duties, procedures, deadlines, and examples
- < Creating personnel policies working with staff relations/personnel committees and PC(USA) guidelines
- < Public relations creating an environment in which people who visit are comfortable while effectively managing your time
- < Juggling responsibilities advantages of using a planning or checklist program for tracking deadlines and schedules, coordinating the office workload, managing volunteers
- < Maintaining a master calendar vacation times, special office meetings, and financial deadlines
- < Effectively organize staff meetings purpose, who should attend, future plans/events for church/presbytery/synod

## PC(USA) History Since Reunion (1983) Part A (2.5 hours)

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**Overview** In 1983 the UPCUSA and PCUS churches voted separately to reunite. This course will explore the basis for the reunion, the preparation for the event and the new structure of PCUSA.

*Leader of this seminar should be a teaching elder.*

### Suggested topics to cover

- < General Assemblies of 1981 and 1982
- < Theological roots and preliminary principles
  - ⌘ Creeds and confessions of the reunited denomination
- < Rationale for reunion
  - ⌘ Outcomes of reunion (pros and cons)
  - ⌘ Full communion agreement
  - ⌘ Rights of women and minorities
- < Historical denominational issues
- < Decentralization and new structure of General Assembly, presbyteries and synods
- < New denomination headquarters in Louisville, KY

### Resources

*A Brief History of the Presbyterians* Westminster Press 1996 James H. Smiley

*Approved by Council on Accreditations and Standards  
September 9, 2015*

## PC(USA) History Since Reunion (1983) Part B (2.5 hours)

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**Overview** With the reunion in 1983 came the formation of consolidated resources and governance. This course will provide an overview of the evolving governance and mission after the 1983 reunion.

*Leader of this seminar should be a teaching elder.*

### Suggested topics to cover

- < Worship, Education and Mission for the reunion
  - ⊗ Worship resources based on the reformed tradition, other Christian traditions and contemporary experience
  - ⊗ Directory for Worship and the Book of Common Worship
  - ⊗ Declaration of Faith and Reformed Spirituality
  - ⊗ Congregational nurture and education for children, adults and older adults
  - ⊗ Contextual nature of evangelism
  - ⊗ Strengthening and supporting global mission
- < Societal and Global Responsibilities
  - ⊗ # \_\_\_\_\_ in the country and around the world
  - ⊗ Responding to social, political and economic crisis
  - ⊗ Peacemaking
- < Ecumenical Relations and Interfaith Dialogue
  - ⊗ Defined ecumenical community
  - ⊗ World Alliance of Reformed Churches
  - ⊗ Interfaith dialogue for the welfare of American society
  - ⊗ Self-examination and self-understanding

### Resources

*A Brief History of the Presbyterians* Westminster Press 1996 James H. Smiley

*Approved by Council on Accreditations and Standards  
September 9, 2015*

## Polity II (2.5 hours)

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**Overview** This course will provide a study of specific sections of the *Book of Order* that affect positions in the local church, boards, agencies, or governing bodies of the PC(USA). *Note: Directory for Worship* is a separate course.

### Suggested topics to cover

- < Church and its members
- < Categories, preparation, and review of membership
- < Church and its officers
- < Ruling elders, deacons, teaching elders
- < Organizing a church
- < Church and its property
- < The session
- < Session meetings, minutes, and records
- < Church finances
- < Ordination, certification, and commissioning
- < Seeing administration as ministry and mission
- < The church as a business
- < Theological and ethical implications of church administration

## Spiritual Growth and Discipline (2.5 hours)

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**Overview** This course will provide ideas on personal spiritual growth in a structured manner.

### Suggested topics to cover

- < General
  - ✘ Devotionals at the office or home
  - ✘ Private time in the home for a disciplined program
  - ✘ Centering prayer
  - ✘ Prayer phrases/mantras
  - ✘ Meditation
  - ✘ When to meditate
  - ✘ Praying the scriptures
  - ✘ Scripture reading (lectio divina)
  - ✘ Labyrinth
  - ✘ Creating a spiritual environment
  - ✘ Circle of sensibility
- < Self-assessment categories
  - ✘ Spiritual discipline
  - ✘ Life enhancement
  - ✘ Personal involvement
  - ✘ Financial involvement
  - ✘ Outreach ministries
  - ✘ Christian knowledge
- < Ways to build fellowship and spiritual growth
  - ✘ Connect with local agencies
  - ✘ Focus on spiritual maturity
  - ✘ Provide special gift opportunities
  - ✘ Conduct a prayer fellowship
- < Forms of meditation
  - ✘ Art and soul
  - ✘ Passages
  - ✘ Poetry
  - ✘ Spirit songs
  - ✘ Spiritual reading
  - ✘ Spirituality of place
  - ✘ Yoga

### Resources

- < *The Breath of Life* Nashville: the Upper Room 1992 Ron DelBene
- < *Living in the Presence* Tilden Edwards
- < *A History of Christian Spirituality* 1980 Urban Holmes III

## CORE COURSE DESCRIPTIONS FOR LEVEL III

The following descriptions are to be used as a guideline for teaching the required courses for accreditation for certification in Church Administration by the Administrative Personnel Association.

### **Book of Confessions** (2.5 hours)

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**Overview** This course will study *The Book of Confessions* of the PC(USA) and explain why it is a part of the constitution.

#### **Suggested topics to cover**

- < History of each confession
- < Heresies that inspired the confessions
- < Meaning of confessional
- < Similarities among confessions
- < Trinity
- < Authority of scriptures
- < =
- < Differences among confessions
- < Anti-Roman Catholic rhetoric
- < Double predestination
- < Historical interpretation of scripture
- < Role of women
- < Explanation of banners

#### **References**

- < *Presbyterian Creeds, a Guide to the Book of Confessions* Westminster Press Philadelphia, PA 1985  
Jack Rogers



## General Assembly Entities (2.5 hours)

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**Overview** This course will explain the purpose and function of the General Assembly entities of the Presbyterian Church (U.S.A.).

### Suggested topics to cover

- < Board of Pensions
- < Office of the General Assembly
  - ⌘ Church Wide Ministries
    - § Assembly Operations
    - § Records and History
    - § Innovation and Engagement
  - ⌘ Ecclesial and Ecumenical Ministries
    - § Ecumenical Relations
    - § Ecclesial Ministries
    - § Communications
  - ⌘ Legal Services/Risk Management
  - ⌘ Mid Council Ministries
    - § Constitutional Interpretation
    - § Vocation Ministries
    - § Mid Council Relations
  - ⌘ Presbyterian Historical Society
    - § Research Services
- < Presbyterian Foundation
- < Presbyterian Mission Agency
  - ⌘ 1001 New Worshipping Communities
  - ⌘ Compassion, Peace, and Justice
  - ⌘ Evangelism and Church Growth
  - ⌘ k - U h †
  - ⌘ Special Offerings
  - ⌘ Theology, Worship, and Education
  - ⌘ Vocation
  - ⌘ World Mission
- < Presbyterian Publishing House
  - ⌘ Congregational Ministries Publishing
  - ⌘ Presbyterian Distribution Service
  - ⌘ Presbyterian Publishing Corporation
- < Presbyterian Investment and Loan Program

## Office Administration (2.5 hours)

---

**Overview** This course will cover many of the basics of an office.

### Suggested topics to cover

- < Professional attitudes creating a positive attitude about your work and those around you
- < Tips for maintaining a professional attitude in all situations
- < Listening barriers and their impact on effective workplace relationships
- < Improving listening by asking good questions
- < Strengthen your communication effectiveness verbal and written
- < Accountability understand your areas of responsibility to whom, for what, who has priority
- < Techniques for effective editing and proofreading
- < Personnel issues update position descriptions, position evaluation forms and review process
- < Using positive and negative feedback to improve performance
- < Creating an office procedures manual explain duties, procedures, deadlines, and examples
- < Creating personnel policies working with staff relations/personnel committees and PC(USA) guidelines
- < Public relations creating an environment in which people who visit are comfortable while effectively managing your time
- < Juggling responsibilities advantages of using a planning or checklist program for tracking deadlines and schedules, coordinating the office workload, managing volunteers
- < Maintaining a master calendar vacation times, special office meetings, and financial deadlines
- < Effectively organize staff meetings purpose, who should attend, future plans/events for church/presbytery/synod

## Polity III (2.5 hours)

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**Overview** This course will provide a study of the sections of the *Book of Order* that concern the General Assembly, Rules of Discipline, the Judicial Process, and a review of any changes since the most recent General Assembly.

### Suggested Topics to Cover

- < General Assembly
- < General Assembly Council
- < Rules of Discipline
- < Principles of church discipline
- < Judicial process defined
- < Jurisdiction in judicial process
- < Permanent Judicial Commissions
- < Remedial cases
- < Filing complaints, trials, and appeals
- < Request for vindication
- < Censure and restoration
- < Articles of agreement
- < A Formula of Agreement
- < About the Presbyterian Church (U.S.A.) seal and its use

## Spiritual Growth and Discipline (2.5 hours)

---

**Overview** This course will provide ideas on personal spiritual growth in a structured manner.

### Suggested topics to cover

- < General
  - ✘ Devotionals at the office or home
  - ✘ Private time in the home for a disciplined program
  - ✘ Centering prayer
  - ✘ Prayer phrases/mantras
  - ✘ Meditation
  - ✘ When to meditate
  - ✘ Praying the scriptures
  - ✘ Scripture reading (lectio divina)
  - ✘ Labyrinth
  - ✘ Creating a spiritual environment
  - ✘ Circle of sensibility
- < Self-assessment categories
  - ✘ Spiritual discipline
  - ✘ Life enhancement
  - ✘ Personal involvement
  - ✘ Financial involvement
  - ✘ Outreach ministries
  - ✘ Christian knowledge
- < Ways to build fellowship and spiritual growth
  - ✘ Connect with local agencies
  - ✘ Focus on spiritual maturity
  - ✘ Provide special gift opportunities
  - ✘ Conduct a prayer fellowship
- < Forms of meditation
  - ✘ Art and soul
  - ✘ Passages
  - ✘ Poetry
  - ✘ Spirit songs
  - ✘ Spiritual reading
  - ✘ Spirituality of place
  - ✘ Yoga

### Resources

- < *The Breath of Life* Nashville: the Upper Room 1992 Ron DelBene
- < *Living in the Presence* Tilden Edwards
- < *A History of Christian Spirituality* 1980 Urban Holmes III

## CONTINUING EDUCATION AND CONCENTRATED STUDIES

### Continuing Education

The Continuing Education pathway provides an opportunity to extend studies without the requirement of specific core classes. A Certificate of Accomplishment will be awarded upon completion of 50 hours of study. These hours may constitute core or elective classes, in addition to no more than 10 hours of outside credit (with prior approval coordinated through your Regional Certification Chair with the National Certification Chair). A certification fee is not required for this certification.

### Concentrated Studies

Concentrated Studies is an alternate pathway for receiving certification within Continuing Education. Prior to the commencement of participation in classes toward this field of study, complete the Certification Application, circle the intended pathway for certification and return to your regional Certification Chair with the required \$25.00 application fee.

Several pathways require the same course and although you may work toward multiple concentrations (or continuing education) simultaneously, course credit for participation may only be applied toward one concentration.

Concentrated Studies pathways and their associated course requirements include:

<b>ADMINISTRATION and FACILITIES MANAGEMENT</b>	<b>CREDIT HOURS</b>
Legal Matters	2.5
Office Administration	2.5
Basics of Project Management	2.5
Beginning Quickbooks	2.5
BOP Benefits Plan	2.5
Essentials of Budgeting	2.5
Intro to Facilities Management	2.5
Records Management in the Computer Age	2.5
Supporting the Executive Staff	2.5
Risk Management	2.5
<b>Total Required Courses (10)</b>	<b>25</b>
<b>**Elective and/or Outside Credits (up to 10) are permitted in lieu of designated classes above</b>	

<b>CHURCH HISTORY</b>	<b>CREDIT HOURS</b>
Church History (Before the Reunion, Part A)	2.5
Church History (Before the Reunion, Part B)	2.5
PCUSA History Since Reunion, Part A	2.5
PCUSA History Since Reunion, Part B	2.5
Bible History Old Testament	2.5
Biblical Interpretation I	2.5
Biblical Interpretation II	2.5
Book of Confessions	2.5
Presbyterian 101	2.5
Presbyterian Historical Society	2.5
<b>Total Required Courses (10)</b>	<b>25</b>
<b>**Elective and/or Outside Credits (up to 10) are permitted in lieu of required classes above )</b>	

<b>COMMUNICATIONS</b>	<b>CREDIT HOURS</b>
Church Office Guide to Copyright Law	2.5
Designing for Communication	2.5
Microsoft PowerPoint	2.5
Microsoft Publisher, Part A or Part B	2.5
Newsletters and Bulletins	2.5
Presenting Your Church or Organization to the Public-Marketing	2.5
Public Speaking	2.5
Social Media at Church, Part A or Part B	2.5
Web Design and Graphics	2.5
Writing for the Web <i>or</i> Writing to Improve your Electronic Communication	2.5
<b>Total Required Courses (10)</b>	<b>25</b>
<b>**Elective and/or Outside Credits (up to 10) can be used in lieu of required classes above</b>	

<b>FINANCE</b>	<b>CREDIT HOURS</b>
Beginning Quickbooks	2.5
Advanced Quickbooks	2.5
Board of Pensions Benefits Plan	2.5
Essentials of Budgeting	2.5
Financial Reporting	2.5
Giving to Presbytery, Synod and General Assembly	2.5
Microsoft Excel	2.5
Personal Investing	2.5
Presbyterian Foundation	2.5
Stewardship Programs/Capital Fund Campaigns	2.5
<b>Total Required Courses (10)</b>	<b>25</b>
<b>**Elective and/or Outside Credits (up to 10) can be used in lieu of required classes above</b>	

<b>POLITY</b>	<b>CREDIT HOURS</b>
Polity I, Part A	2.5
Polity I, Part B	2.5
Polity II	2.5
Polity III	2.5
Theology, Part A	2.5
Theology, Part B	2.5
Directory for Worship	2.5
Book of Confessions	2.5
Presbyterian 101	2.5
GA Entities	2.5
<b>Total Required Courses (10)</b>	<b>25</b>
<b>**Elective and/or Outside Credits (up to 10) can be used in lieu of required classes above</b>	

<b>THEOLOGY</b>	<b>CREDIT HOURS</b>
Theology, Part A	2.5
Theology, Part B	2.5
The Books called the Apocrypha	2.5
Christology I	2.5
Christology II	2.5
Liberation Theology	2.5
Pneumatology	2.5
Angelology	2.5
Book of Confessions	2.5
Presbyterian 102	2.5
<b>Total Required Courses (10)</b>	<b>25</b>
<b>**Elective and/or Outside Credits (up to 10) can be used in lieu of required classes above</b>	

The course descriptions associated with the requirements above are located within the Council on Accreditation and Standards Handbook.

## ELECTIVE COURSE DESCRIPTIONS

### Advanced HTML/XHTML (2.5 hours)

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**Overview** This course will cover a variety of topics including tables, forms, clickable maps, frames, and a discussion about Dynamic HTML. Participants should already be comfortable with basic HTML/XHTML concepts or have previously taken the Beginning HTML/XHTML course.

#### Suggested topics to cover

- < Table tags
  - ✘ Basic table tags
  - ✘ Table cell padding and space
  - ✘ Table header tag
  - ✘ Table cell color
  - ✘ Table cell alignment
  - ✘ Table and column width
  - ✘ Empty table cells
  - ✘ Table column span attribute
  - ✘ Nested tables
- < Form tags
  - ✘ About forms
  - ✘ Basic form tags
  - ✘ Form password input
  - ✘ Form reset button
  - ✘ Form check boxes
  - ✘ Form radio buttons
  - ✘ Form pull-down menus
  - ✘ Form scrollable menu
  - ✘ Form text areas
  - ✘ Form cancel button
  - ✘ Form using mailto
- < Graphics tags
  - ✘ Transparent graphics
  - ✘ Animated graphics
  - ✘ Graphic submit button
  - ✘ Image mapping
- < Frame tags
  - ✘ Basic frames tags
  - ✘ Frame target attributes
  - ✘ Frame design considerations
  - ✘ Good frame example
  - ✘ Bad frame example
  - ✘ Dynamic HTML
  - ✘ About Dynamic web pages
  - ✘ About Dynamic HTML
  - ✘ Dynamic web page tools



## Advanced QuickBooks (2.5 hours)

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**Overview** This course will cover a variety of topics that was not covered in the Beginning QuickBooks course.

### Suggested topics to cover

- < Advanced features
  - ✘ Using multi-user
  - ✘ Importing and exporting QuickBooks data
  - ✘ Closing the books
  - ✘ Loan manager
- < Payroll
  - ✘ Setting up employees, payroll YTD information
  - ✘ Processing paychecks
  - ✘ Preparing tax forms
  - ✘ Summarizing payroll data in Excel
- < Tips and tricks
  - ✘ Special window tricks
  - ✘ Cleaning up lists
  - ✘ Using classes
  - ✘ Sorting lists
  - ✘ Collapsing reports
  - ✘ How to correct errors made in the original set up

## Angelology (Doctrine of Angels and Demons) (2.5 hours)

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**Overview** A description of the history of the doctrine of both good and evil angels is to be expounded from a biblical perspective. This will include identification and understanding of good and evil angels through their unique characteristics and deeds. We will also separate fact from fiction as to angels and to create a trust in, but

fa well as to understand the limitations and the ultimate destiny of Satan and his servants.

### Suggested topics to cover

- < History of the doctrine
- < Good angels
  - ✘ Terminology
  - ✘ Their origin, nature, and status
  - ✘ Their appearance
  - ✘ Their capacities and powers
  - ✘ Organization
  - ✘ Difficult terms
  - ✘ Their activities
- < Evil angels
  - ✘ The status of demonology today
  - ✘ The origin of demons
  - ✘ The chief of demons
  - ✘ Activities of demons
  - ✘ Demon possession
  - ✘ The destiny of Satan and the demons
- < The role of the doctrine of angels

## **Assertiveness Skills (2.5 hours)**

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**Overview** This course will provide assertiveness skills for administrative staff personnel.

### **Suggested topics to cover**

- < Assertiveness listening
- < Nonverbal assertiveness
- < Elements of nonverbal behavior
- < Negotiation and communication in meetings
- < Controlling the agenda
- < Time to think
- < Developing assertive body language
- < Understanding and asserting your rights
- < Challenging and changing negative and destructive internal dialogue
- < Assessing external resources and self-help strategies
- < Simple assertive techniques and exercises
- < Benefits of assertiveness training
- < Reduced interruptions at work
- < Able to manage colleagues and friends effectively
- < Enjoy a more balanced lifestyle
- < Increased work effectiveness and productivity

## **Basics of Project Management (2.5 hours)**

---

**Overview** Gain the confidence you need to take a project from conception to completion with efficient skills in scheduling, budgeting, and planning.

### **Suggested topics to cover**

- < Defining project management
- < Planning and controlling projects
- < Meeting project objectives
- < Solving project problems
- < Managing time and priorities
- < Learning from each project
- < Coordinating work done by others
- < Improving communication skills

## Beginning HTML/XHTML (2.5 hours)

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**Overview** The course is intended for those interested in creating a basic homepage. Participants will learn how to create their own page using the HTML/XHTML and a variety of tools and will explore some of the elements that distinguish a good page from a bad one.

### Suggested topics to cover

- < General
  - ⌘ Minimal HTML tags
  - ⌘ HTML comment tags
  - ⌘ About tag attributes
  - ⌘ Background and text color
  - ⌘ Line breaks
  - ⌘ Preformatted text
  - ⌘ Horizontal rules
  - ⌘ Text alignment
  - ⌘ Tag etiquette
- < Font tags
  - ⌘ Bold, italic, sizing, coloring typeface
  - ⌘ Special characters
- < List tags
  - ⌘ Ordered lists
  - ⌘ Unordered lists
  - ⌘ Definition lists
  - ⌘ Nested lists
- < Linking tags
  - ⌘ About links
  - ⌘ Link colors
  - ⌘ Linking to a website
  - ⌘ Linking within a file
  - ⌘ Linking to email
- < HTML graphics
  - ⌘ Color schemes
  - ⌘ Background graphics
  - ⌘ Background textures
  - ⌘ Displaying a graphic
  - ⌘ Image spacing attributes
  - ⌘ Using a graphic as a link

## Beginning QuickBooks (2.5 hours)

---

**Overview** This course is designed to help the office staff in learning the QuickBooks software for bookkeeping purposes.

### Suggested topics to cover

- < Getting started
  - ⊗ Setting up the system/company
  - ⊗ Moving around in QuickBooks
- < Every day transactions
  - ⊗ Purchasing
  - ⊗ Payments
  - ⊗ Taxes
  - ⊗ Banking and bank reconciliation
- < Understanding accounting
  - ⊗ Setting up chart of accounts
  - ⊗ Changing and fixing accounts
  - ⊗ Cash vs. accrual accounting
  - ⊗ Using general journal entries
  - ⊗ Setting up budgets/forecasting
- < Working with reports
  - ⊗ Adding, deleting, resizing columns
  - ⊗ Filtering and formatting reports

## Bible History Old Testament (2.5 hours)

---

**Overview** This course will touch briefly on the Bible and the Old Testament. Instructor will determine which version of the Bible to use for the class.

### Suggested topics to cover

- < Introduction to the Bible
  - ⊗ Origin
  - ⊗ Purpose
  - ⊗ Unity
  - ⊗ Content
- < Old Testament
  - ⊗ The book
    - ⊗ 18th 13th century BC
  - ⊗ Moses and Exodus
  - ⊗ The Torah 1000-400 BC
  - ⊗ Joshua, Judges, Samuel, and Kings 11th 8th century BC
  - ⊗ Isaiah, Jeremiah, and Ezekiel 8th 6th century BC
  - ⊗ Historical books (story of children of Israel)
  - ⊗ Prophetic books (prophets castigate Israelites)
  - ⊗ Poetic works (Psalms to Song of Solomon)

## Biblical Interpretation I (2.5 hours)

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### Overview

skill requires teachers and preachers who  
Seminary

Pittsburgh Theological

This course is designed to provide Presbyterians with knowledge and skills that will enable them to gain a basic understanding of the contents of the Bible and a familiarity with resources for interpreting the Bible.

### Suggested topics to cover

- < Reformed affirmation about scriptures
- < Textual criticism
- < The art of translating English editions
- < Biblical interpretation resources
- < The Gospels compare and contrast

### Resources

- < *The Book of Confessions* Louisville, Kentucky Office of the General Assembly PCUSA
- < = k " Grand Rapids, Michigan Zondervan Publishing House (any edition) Gordon D. Fee and Douglas Stuart
- < *Biblical Exegesis: " book, revised edition* Louisville, Kentucky Westminster John Knox Press 2007 John H. Hayes and Carl R. Holladay

## Biblical Interpretation II (2.5 hours)

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### Overview

Seminary

ur witness in

Pittsburgh Theological

Building on skills developed in Biblical Interpretation I, this course is intended to provide a foundational ability to interpret the Bible in accordance with our Reformed theological heritage and to continue to develop the skills necessary for Biblical interpretation grounded in the scriptures.

### Suggested topics to cover

- < Methods of criticism
  - ⌘ Text criticism
  - ⌘ Historical criticism
  - ⌘ Source criticism
  - ⌘ Form criticism
  - ⌘ Literary criticism
  - ⌘ Traditional history criticism
  - ⌘ Redaction criticism

### Resources

- < *The Book of Confessions* Louisville, Kentucky Office of the General Assembly PCUSA
- < *This Book we Call the Bible* Louisville, Kentucky Geneva Press 2001 James E. Davison
- < = k " Grand Rapids, Michigan Zondervan Publishing House (any edition) Gordon D. Fee and Douglas Stuart
- < *Biblical Exegesis: " , revised edition* Louisville, Kentucky Westminster John Knox Press 2007 John H. Hayes and Carl R. Holladay

## Board of Pensions Benefits Plan of the PC(USA) (2.5 hours)

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*This class must be taught by a Board of Pensions representative*

**Overview** An intensive immersion into the medical, disability, retirement (pensions), and death benefits for both teaching elders and lay employees, provided by the Board of Pensions of the Presbyterian Church (U.S.A.) as well as detailed information and instructions on changes to the medical dues structure with updated details regarding the impact of Healthcare Reform.

### Suggested topics to cover

- < Plan principles
- < Enrollment practices
- < Benefits
  - ⊗ Medical
  - ⊗ Prescription drug
  - ⊗ Mental health
  - ⊗ Disability
  - ⊗ Pension
  - ⊗ Death
- < EAP Employee Assistance Program
- < Online resources and essential reporting forms
- < The assistance programs
- < Impact of PPACA on benefit practices of employing organizations

### Resources

- < The Benefits Plan of the Presbyterian Church (USA)
- < Federal Reporting Requirements for Churches (2013)
- < The Assistance Plans of the Board of Pensions

U " # (2.5 hours)

**Overview** This course is an overview of the books called *The Apocrypha* which are included in Roman Catholic and Eastern Orthodox bibles but are excluded from most protestant bibles. These fourteen books are some of

Old Testament and the beginning of the New Testament.

### Suggested topics to cover

- < Content
- < Literary styles
- < Authorship
- < Canonicity
- < Present day importance

## **Boundaries Reducing the Risk of Sexual Misconduct (2.5 hours)**

*(approved January 2015)*

**Overview** The risk of violating professional boundaries, ethical impropriety, and sexual misconduct is a reality in all of our churches, presbyteries and entities. All human relationships, as well as the expectations most members have of their pastors and employees, creates risk. Knowing that, what can administrative staff do to reduce the risk for themselves and the systems within their work environment? This course will provide particular emphasis on the definition of boundaries for awareness, proactive planning, and continual practices for reducing risk.

### **Objectives**

- < to introduce/review the concept of boundaries and professional ethics
- < to introduce/review the meaning of boundary violation and sexual misconduct and abuse
- < to review the range of potential offenders and victims
- < to present a framework for assessing the degree of risk for violations and abuse
- < to outline practical steps to creation of a safe environment that minimizes the risk
- < to give participants an opportunity to assess the risk in presented scenarios and identify steps that could be taken to reduce it
- < to share resources and references that churches can use to develop policies and procedures to reduce the risk and respond when violations occur

## **Care and Nurture of Volunteers (2.5 hours)**

*(approved January 2015)*

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**Overview** Strong, dedicated volunteers are the heartbeat of nonprofit organizations. It is common for churches and other agencies to experience a high turnover rate of volunteers, and it is vitally important to learn †  
screeching halt. Establishing a healthy volunteer base to sustain and grow the mission of the church is a high priority. A few simple steps invested in training and nurturing volunteers can reap major rewards to strengthen your organization.

### **Suggested topics to cover**

- < How to recognize the right volunteer for the job
- < =
- < =
- < How to write a specific job description for the volunteer, including anticipated requirements for background screening
- < How to prepare covenant agreements with volunteers that include an ending date
- < Listen to your volunteers. They are on the frontlines
- < Develop creative ways to recognize and thank volunteers give examples
- < How to oversee your volunteers without micro-managing them

## Christology I Doctrine of the Person of Jesus Christ (2.5 hours)

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**Overview** An overview of the biblical understanding of the person and work of Jesus Christ as an essential doctrine of our Christian faith. We will study it from a biblical as well as from a historical perspective. Time will be given to some critical aspects having to do with the doctrine. A perspective utilizing faith to interpret the history of Jesus, found through reasoning will help provide us with the most adequate Christological methodology.

### Suggested topics to cover

- < The deity of Christ
  - ✘ The biblical teaching
  - ✘ Historical departures from belief in the full deity of Christ
  - ✘ Functional Christology
  - ✘ Implications of the deity of Christ
- < The humanity of Christ
  - ✘ The importance of the humanity of Christ
  - ✘ The biblical evidence
  - ✘ Early heresies regarding the humanity of Christ
  - ✘ The sinlessness of Jesus Christ
- < Implications of the humanity of Jesus Christ
  - ✘ The unity of the person of Jesus Christ
  - ✘ The importance and difficulty of the issue
  - ✘ The biblical material
  - ✘ Basic tenets of the doctrine of two natures in one person

## Christology II Doctrine of the Work of Jesus Christ (2.5 hours)

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**Overview** To identify and describe the prophetic (revelatory), royal (ruling), and priestly (reconciling) functions of Jesus Christ to earth, the universe, and all believers. We will also try to recognize and explain the humiliation

#

(parousia/escathon/consummation).

### Suggested topics to cover

- < The Functions of Jesus Christ
  - ✘ The revelatory role of Jesus Christ
  - ✘ The rule of Jesus Christ
  - ✘ The reconciling work of Jesus Christ
- < U #
- < The humiliation
  - ✘ Incarnation
  - ✘ Death descent into hell
- < The exaltation
  - ✘ Resurrection
  - ✘ Ascension and session at the F
  - ✘ Second coming



## **The Church and Persons with Disabilities (2.5 hours)**

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**Overview** This course will not only address the physical accessibility of building but will also look at legalities, programs, and employment issues.

### **Suggested topics to cover**

- < Legalities, ADA requirements and moral compass to the community
- < PCUSA'S official action relevant to ADA and GA's pronouncement
- < Presbyterian Health Education & Welfare Association (PHEWA)
- < Other church-wide activities
- < Implications of the ADA for people in church employment and building accommodations
- < Attitudes and physical barriers
- < Program planning
- < Resources available
- < Discussion on specific concerns and possible solutions

## **The Church Office Guide to Copyright Law (2.5 hours)**

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**Overview** This course will provide information that all church staff need to know on the issue of copyright law.

### **Suggested topics to cover**

- < Scope of the law
- < *The Basis of Copyright Law*
- < What does copyright law cover
- < Who controls a copyrighted work
- < Making copies
- < What is
- < License Agreements
- < Public domain
- < Copyright duration
- < What about information on the internet
- < Copyright penalties
- < Case studies examples of do's and don'ts

### **Resources**

- < [www.copyright.gov](http://www.copyright.gov)

## Church, Presbytery, and Synods in Transition (2.5 hours)

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**Overview** This course will describe the steps a church, presbytery, and/or synod must go through when new/interim ministers come on the scene.

### Suggested topics to cover

- < The grieving process
- < How to deal with feelings of loss of friendship
- < Working relationship
- < Feelings of betrayal
- < The loss of members because of the pastor leaving
- < 8
- < Anxiety of job position and what is going to be expected
- < The process and why it takes so long
- < Steps to follow
- < Mission study
- < PNC (Pastor Nominating Committee)
- < CIF (Church Information Form) and PIF (Pastor Information Form) what they are and what they mean
- < Calling a pastor
- < What to do in the meantime (interims, pulpit supply)
- <
- < Working with the interim
- < What jobs do you need to fill during the interim
- < How do you relinquish jobs or rolls that were filled during the interim
- < Adjusting to change
- < Develop a new working relationship
- < Learn what is now expected of you
- < Who do you contact if there is a problem with personalities or understanding of what your job is
- < Lessen stress and learning to let go

## Coaching and Mentoring Skills for Successful Leadership (2.5 hours)

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**Overview** A successful leader needs expert coaching and mentoring skills to facilitate team performance. Learn strategies to solve tough problems like how to get staff to take initiative; how to motivate team members affective work.

### Suggested topics to cover

- < Essential skills for effective leaders
  - ⊗ Your unique leadership style: recognizing your strengths and limitations
  - ⊗ Understanding the difference between managing and leading
  - ⊗ Making your employees feel valued by you and the organization
- < Coaching underachievers to success
  - ⊗ How-
  - ⊗ Different coaching approaches for different staff
  - ⊗ Discussing performance issues effectively in a face-to-face meeting
  - ⊗ Holding employees accountable
  - ⊗ Recognizing the reasons for employee mistakes and frustrations
- < Mentoring team members to take their skills to the next level
  - ⊗ Essential how-
  - ⊗ Common mentoring mistakes and how to avoid them
  - ⊗ A how to plan for continuous development
- < Communication techniques for every leader
  - ⊗ How to give clear, precise instructions
  - ⊗ Providing feedback that results in positive change
  - ⊗ What-to-say-when tips for lessening or preventing verbal attacks
  - ⊗ Strategies for keeping the lines of communication open
- < Using coaching and mentoring to create a stronger, more effective team
  - ⊗ Techniques for building trust and mutual respect
  - ⊗ Tips for boosting cooperation and teamwork
  - ⊗ Keeping your team up and energized under pressure, crisis, and change

## Computer Software (2.5 hours)

(approved January 2015)

**Overview** The personal computer is inherently the most valuable resource for a productive office. Computer software, an organized collection of computer data and instructions, is typically broken into two major categories: system software that provides the basic non-task-specific functions of the computer, and application software which is used by users to accomplish specific tasks. Software also enhances daily functions through applications.

### Suggested topics to cover

- < Understanding Operating Systems (OS)
  - ✕ Basic functionality of an OS
    - § Memory
    - § Processes
    - § Graphical User Interface (GUI)
  - ✕ Types of operating systems
  
- < Reviewing Applications
  - ✕ Word processors
  - ✕ Finance
  - ✕ Web browsers
  - ✕ Media Players
  - ✕ Gadgets (calendars, calculators, etc.)
  
- < - u #
  - ✕ Services
  - ✕ Data storage and backup
  - ✕ Email
  - ✕ Apps, photos, music & media
  
- < Internet Security
  - ✕ Password protection
  - ✕ Privacy violation
  
- < Tech Savvy Tips
  - ✕ File backup
  - ✕ Downloads
  - ✕ Password creation
  - ✕ Zip drives
  - ✕ Privately browsing
  - ✕ Picture sharing

## Core Principles of an Effective Meeting (2.5 hours)

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*(approved January 2015)*

### Suggested topics to cover

- < Familiarize participants with the parliamentary procedures that are used during meetings within the
- < Presbyterian Church (USA).
  - ⊗ Roberts rules of order
  - ⊗ Officers and members and their respective duties
  - ⊗ Bylaws
  - ⊗ Voting rights
  - ⊗ U
  - ⊗ Preparation of reports and motions
  - ⊗ Roll call
  
- < Aspects of planning for and conducting a meeting.
  - ⊗ Meeting objective
  - ⊗ Room setup and design
  - ⊗ AV equipment
  - ⊗ Food and/or beverages
  - ⊗ Preparing an agenda (time suggested for each agenda item)
  - ⊗ U
  
- < Provide specific pointers for taking meeting minutes including why minutes must be clear, concise and accurate.
  - ⊗ What to include in meeting minutes
  - ⊗ Minutes as a historical documents of groups work
  - ⊗ Record of decisions and details
  - ⊗ Remind people of assignments
  - ⊗ Inform those not present of what happened
  - ⊗ Where minutes need to be stored and how to protect them

## Conference Planning (2.5 hours)

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**Overview** This course deals with all aspects of planning an APA conference either regional (smaller scale) or national (larger scale). Master all the skills you need to provide professional meeting planning services for your organization while saving time and money through better knowledge and increased efficiencies. Learn how the industry works and how all the processes add up to a successful meeting. This course may be done with team teaching several people who are experts in their fields, i.e. conference planner, hotel manager, etc.

### Suggested topics to cover

- < Conference planning committee
  - ✧ Develop the planning committee
    - § Select a conference chair and vice-chair
    - § Determine duties for each member
    - § If it isn't your duty, let it go
  - ✧ Select a date and select a site
    - § Region one year in advance may be enough time
    - § National two years in advance is best
      - < If you are in a "tourist" area, you may want to also schedule your special activities well in advance
      - < Discuss costs rooms, meals, meeting rooms, extras
      - < Negotiate the extras
  - ✧ Classes to be offered
    - § Certification chair will address this
    - § Securing instructors letters, etc. (see appendix)
  - ✧ Financing the conference and collection of fees financial secretary
    - § Vendors cost and responsibility
  - ✧ Brochures
    - § Regional whatever format works for you
    - § National standardized 11x17 with all basic information included available on website
    - § Time line for brochures
- < Specifics
  - ✧ Facilities
    - § What do you need
    - § Contract what is needed and who signs it
    - § Are you having meals there? elsewhere? transportation?
    - § Are you responsible for table set up? decorations?
    - § Are you responsible for equipment microphones, AV, flip charts
  - ✧ Publications
    - § Brochure
    - § Worship bulletin
    - § Banquet program
    - § Conference packets
      - < Regional see list of items needed
      - < National see list of specific items requested [see appendix]
- < Hospitality
  - ✧ Hospitality suite
  - ✧ National h k
- < Planning Committee
  - ✧ Visit to site of national conference
  - ✧ What needs to be presented to committee at that time
  - ✧ Signage

## **Conflict Management (2.5 hours)**

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**Overview** Conflict within a multiple staff is a sign of healthy organization up to a point. Look at authority and responsibility understanding the limits of each.

### **Suggested topics to cover**

- < The
  
- < How to work to achieve a common goal for the church/office
- < How to recognize conflict
- < How to deal with conflict constructively prior to a disruption in work
- < Note problem cases/scenarios might be submitted for small group(s) working through them and reporting back to larger class
- < Understanding frustration, conceptualization, behavior, and outcome
- < 8 n declared
  - Whose work comes first

## **Creating a Culture of Generosity (2.5 hours)**

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**Overview** This funds development course will provide a basic understanding of ways for churches to develop a stronger foundation that supports the development of a *spiritual culture of generosity* in the church.

### **Suggested topics to cover**

- < Develop a yearlong generosity plan for each church/work group
- < Determine leadership structure
- < Work group solicitation and recognition
- < Establish a generosity calendar
- < Understand the circle of funds development
- < Prospect identification
- < Solicitation and annual campaigns
- < Develop new ideas on generosity
- < Understand the scriptural basis for generosity
- < Share new ideas

## Dealing with Difficult People (2.5 hours)

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*It is helpful if taken with Myers-Briggs or some other personality style class.*

**Overview** This course is designed to identify personality style and how to work with others with different personality types.

### Suggested topics to cover

- < Work on identifying personality style if passive or aggressive and what the difficult person is
- < Body language
- < Talk about healthy relationships and non healthy relationships
- < Talk about self esteem
- < Successful conflict management technique
  - ⌘ Start on level playing field
    - § seated at eye level
    - § quantity of time allowed
    - § free from distraction
  - ⌘ Always start on positive note
  - ⌘ Outline the problem what it is and when it happened, and how it effects the organization (relationship)
  - ⌘ Must allow other person respond to what you said
  - ⌘ Set a plan of Action
  - ⌘ Monitor your plan
- < Ta
- < Difference between aggressive behavior and assertive behavior
- < Identify hot buttons and how to avoid letting someone else push those
- < Using diplomacy and tact in situations

## Designing for Communication (2.5 hours)

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**Overview** Takes a look at printed communications produced in an office and their effectiveness.

### Suggested topics to cover

- < Takes a look at printed communications produced in an office
- < Discuss content and effectiveness
- < Discuss who is the target audience for material
- < Discuss demographics of communication
- < Using hands-on, interactive exercises, introduce the principles and elements of design
- < Explain how each is essential in publication and show ways to use them to communicate effectively through printed material
- < Proper use of fonts in titling and content
- < )



## Developing Professionalism (2.5 hours)

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**Overview** All persons who work in a local church or church governing body, board, or agency are part of a vital ministry team. All persons on the team must be professional in their line of responsibility.

### Suggested topics to cover

- < Definition of professionalism
- < Our ongoing search for knowledge related to our job
- < Continuing Education becoming certified by our denomination through APA
- < Learn to see your job as a vocation
- < Using our knowledge and experience for efficiency in the office
- < Learn about all jobs in the office and take responsibility over and above your own duties when necessary
  - can you supervise a job if you have no idea what it entails
- < Take advantage of opportunities at your office to learn new skills and/or areas of expertise
- < O
  - does it still have a place in church office administration
    - § If so, how is it relevant in the church office, etc.
- < Operate by you
  - Use the Personnel Policies to your advantage and to the advantage of your staff
  - If Personnel Policies are not available, it may be up to you to advocate for their development and implementation
- < Offer your valued input into staff meetings
- < Make time to care for your own personal health and spiritual development

## Dilemma of Plateauing (2.5 hours)

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### Overview

people. The class will cover how to conduct a honest self-appraisal and look at the importance of maintaining balance in our lives while engaged in our work. (Based on the work of foremost authority on plateauing Judith Bardwick)

### Suggest topics to cover

- < What is it
- < Types of plateauing
- < How does it affect our lives
- < =
- < Who gets it
- < How to fix it
- < Self-appraisal and assessment
- < Tools to keep balance in our lives
- < Maintaining integrity and values

## **Emotional Mastery (2.5 hours)**

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**Overview** This course is about emotions and how to be empowered by them instead of the emotions controlling you.

### **Suggested topics to cover**

- < The purpose of emotions
  - ⊗ Where they come from, how they are created, and how to understand the purpose behind the emotion and how to use that information
- < Explore six steps to emotional mastery
  - ⊗ There are six ways you can learn to master your emotions
  - ⊗ Once you learn the purpose of the emotion, then you can use that information to master your emotions so you are in charge of them and not feeling overwhelmed
- < Explore the ten action signals that come from the ten primary emotions that we strive to avoid
  - ⊗ Explore the action signals from each of these primary emotions, such as fear, hurt, anger, frustration, etc. and ways to understand the deeper issues and overcome them
- < Discover the ten emotions of power
  - ⊗ Learn about these emotions and experience them more and more each day, live with more joy and peace and be open to all God has for us

## **Essentials of Budgeting (2.5 hours)**

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**Overview** This course gives you the basic skills of creating a budget and the process used to effectively monitor the budget.

### **Suggested topics to cover**

- < Key elements of the budgeting process
- < Integrating goals
- < Working with operating budget
- < Costs and expenses
- < Controlling cash
- < Creating a capital budget
- < Measure performance
- < Analyze budget variances and justification
- < Overhead costs

## **Financial Reporting (2.5 hours)**

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**Overview** This course will allow participants to have an overall understanding of the financial program of the committee chairs and members. Since many of our members seeking certification are not Presbyterians it helps one to understand who we are and what are mission is.

### **Suggested topics to cover**

- < What the *Book of Order* has to say about finances
- < Finance committee functions/responsibilities
- < Financial statements and how to read them
- < Budgeting for the not-for-profit organization
- < PCUSA special offerings
- < PCUSA mission giving
- < Clergy compensation - how does it differ from other employees
- < Payroll tax reporting requirements
  - ⌘ what goes where on the W-2
  - ⌘ quarterly reports
- < Per capita
- < GA processing of incoming funds

## **Giving to Presbytery, Synod, and General Assembly (2.5 hours)**

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**Overview** This course will explain the different types of giving to help the church employee understand how funds that are sent to the presbytery are used.

### **Suggested topics to cover**

- < Per capita how it is split and how it is used
- < Unified (mission) giving how it is split and how it is used
- < Fair share some presbyteries are using this and combining per capita and unified into one amount
- < Explain the special offerings of the church
  - ⌘ Christmas Joy
  - ⌘ One Great Hour of Sharing
  - ⌘ Pentecost Offering
  - ⌘ Peacemaking Offering
- < Other PCUSA offerings disaster assistance (financial and kits)
- < †
- < †
- < Extra Commitment Opportunity (ECO)

## Going Green in the Church Office/Guide to Going Carbon Neutral (2.5 hours)

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**Overview** The objective of this course is to provide environmentally conscious actions to take and include to fit every budget and church size.

### Suggested topics to cover

- < Reduce, reuse, and recycle office paper
  - ⌘ setup recycle bins
  - ⌘ email vs print
  - ⌘ reuse paper
  - ⌘ ask for donations of old stationary
  - ⌘ create your own message pads
  - ⌘ decrease the printing margins
  - ⌘ install software i.e. [www.printgreener.com](http://www.printgreener.com)
- < Purchase greener office supplies
  - ⌘ It used to be more expensive that is no longer the fact
  - ⌘ Look at chain office supply stores but also look at eco-office suppliers for comparison pricing
    - § Some reputable companies
      - < Frogfile [www.frogfile.com](http://www.frogfile.com)
      - < Green Office [www.thegreenoffice.com](http://www.thegreenoffice.com)
      - < Green Earth Office Supply <http://greenearthofficesupply.stores.yahoo.net/>
- < The Break Room
  - ⌘ Eliminate paper and plastic plates, cups, utensils
    - § Purchase either a set of dinner plates, coffee cups, and utensils for the staff or ask each staff member to provide their own helps with the church budget
  - ⌘ Buy organic and fair-trade teas, coffees, sugar, and snacks
- < Refurbished or recycled furniture
  - ⌘ Save your bottom line and save the landfills
  - ⌘ Suggestions of where to look
- < Types of efficient lighting
  - ⌘ CFLS - compact fluorescent light bulbs vs. O - ) -emitting diodes
- < Cleaning with green products
- < New computer vs. upgrading your computer
  - ⌘ cost efficient
  - ⌘ recycling products
- < Responsible printing
  - ⌘ research amount of waste from toner cartridges
  - ⌘ remanufactured cartridges vs. new cartridges
  - ⌘ more competition among manufacturers now
  - ⌘ recycle cartridges for money or products

### Resources

- < <http://victoria-e.com>
- < [www.coopamerica.org](http://www.coopamerica.org)
- < *Office Solutions* April 2008 issue

**Overview** This course will provide information about types of grants and other financial assistance available to churches and church-related organizations, pastors and presbyteries through PC(USA) agencies such as the Presbyterian Mission Agency, Presbyterian Disaster Assistance, the Board of Pensions, synods (for regional conferences) and other organizations; applicant criteria; the application and approval process; and post-award reporting requirements. Ideally, instructors should serve in an awarding agency.

**Suggested topics to cover**

- < What grants and financial assistance programs are available
- < Who qualifies
- < How to apply, and how to increase the likelihood of receiving an award
- < Timelines and processes for approval of applications
- < Requirements for reporting outcomes after receiving a grant

Examples of agencies and types of grants:

- < Presbyterian Committee on the Self Development of People (Presbyterian Mission Agency) for the empowerment of economically poor, oppressed, and disadvantaged people
- < PMA Office of Mission Program Grants
  - DREAM (Developmental, Risky, Experimental, Adaptive Mission) Grant
  - New Worshipping Communities seed, investment, growth and health insurance grants
  - Presbytery grants for congregational transformation
  - Sam and Helen R. Walton Awards
  - Presbyterian Study Grants and supplemental grants for seminary students
- < Board of Pensions Assistance Program
  - Retired church workers with financial and housing needs
  - Church workers with urgent financial needs
  - Pastors with vocational leadership needs
  - CREDO, to help PC(USA) ministers cultivate their spiritual, vocational, health, and financial well-being and leadership potential
  - Sabbath Sabbatical Support
  - Seminary debt assistance
  - Transition to College grant non-recurring, one-time help to eligible families of entering college freshmen with transitional expenses, such as a computer purchase or dorm furnishings
- < Presbyterian Disaster Assistance grants to assist churches and their communities in recovery after a disaster
- < Presbyterian Historical Society
  - Heritage Preservation Grants for churches
- < Lilly Endowment National Clergy Renewal Program

## Healthy Lifestyles (2.5 hours)

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**Overview** This course will focus on developing a healthy lifestyle and should offer valuable resources to the participants.

### Suggested topics to cover

- < Importance of exercise
- < Proper nutrition
- < Eating disorders
- < Smoking cessation
- < Mental health
- < Diabetes
- < Resources (books, website, support groups)
- < Heart disease
- < Breast cancer awareness
- < Mobile mammogram or blood mobile
- < Options covered under the benefits plan of the PC (USA) and ABP program
- < Yoga class
- < Meditation class
- < Certification in CPR/first aid available through the Red Cross
- < Nutrients, vitamins, supplements
- < Holistic health
- < Massage therapy
- < Aerobics class
- < Tai Chi
- < Weight Watchers class
- < Tai Chi
- < Feng Shui
- < Board of Pensions presentation on Preventive Health

## Hymnology (2.5 hours)

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**Overview** This course will give you an understanding of the history, use, and importance of hymns in the # understanding.

### Suggested topics to cover

- < History of sacred lyrics (hymns) in the Christian faith
- < Use of hymns within the worship experience
- < Use of the hymnal indexes
- < Examples of different types of hymnals and their significance
- < How hymns enhance the worship experience
- < Hymns as a spiritual force in our daily lives

## **Inclusive vs. Exclusive Language (2.5 hours)**

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**Overview** This course will explore the pros and cons of using inclusive language in many areas of the church. Language about God should reflect our understanding that all names for God are metaphors and the exclusive use of just a few names is a rejection of the richness of scripture.

### **Suggested topics to cover**

- < Background
- < Biblical/theological dimensions
- < PC (USA) position
- < Confession of 1967
- < GA Office of Theology and Worship
- < 197<sup>th</sup> 8
- < What Presbyterian women can do
- < Prayer and the feminine nature of God
- < Gender-neutral language
- < Names and titles
- < Salutations in letters
- < Pronouns

## **Interim Ministry (2.5 hours)**

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*This course should be presented by a certified Interim Minister.*

**Overview** This course will provide the goals and responsibilities of interim ministry and resources available for training.

### **Suggested topics to cover**

- < Purpose of interim ministry
- < Five developmental tasks of an interim
  - ⌘ Coming to terms with history
  - ⌘ Discovering a new congregational identity
  - ⌘ Facilitating shifts in lay leadership and changes in congregational power structures
  - ⌘ Rethinking and renewing denominational linkages
  - ⌘ Preparing for new pastoral leadership and a new future
- < Interim pastor responsibilities
  - ⌘ Provide spiritual and administrative leadership for the congregation
  - ⌘ Lead worship and administer the sacraments
  - ⌘ Officiate at weddings and funerals
  - ⌘ Provide pastoral care of the congregation and for all who seek comfort and guidance through the church
  - ⌘ Serve as moderator of the session and head of staff
  - ⌘ Participate in presbytery
- < Association of Presbyterian Interim Ministry Specialists PC(USA)
- < Interim ministry training opportunities
- < Certification for Interim Ministry Specialists
- < Interim Ministry Network

### **Resources**

- < *The @* h Geneva Press W. G. Gripe
- < *Saying Goodbye* Alban Institute E. A. White

## Introduction to Facility Management (2.5 hours)

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*(approved January 2015)*

**Overview** The course will present at least three scenarios that will facilitate discussion and allow attendees to examine and solve problems faced in the workplace.

### Suggested topics to cover

- < Introduction of the role of a Facility Manager
- < Developing a Facility Maintenance Schedule and Budget
- < Understanding HVAC, Plumbing, and Electric
- < Security Systems
- < Fire Suppression System Maintenance
- < Vendor Selection and Relationships
- < RFP Process for Finding and Selecting a Vendor
- < Property Maintenance Exterior and Interior
- < Space Utilization and Building Needs Weddings, Funerals or Community Meetings
- < Building Use Guidelines and Reservations -Funerals, Weddings and Community Meetings
- < Managing an Onsite Day Care
- < Restaurant-size kitchen and all the maintenance entailed grill maintenance, steam tables, steam cupboards keeping breads, buns, etc. warm, grease trap maintenance, etc.
- < Insurance standard requirements

## Intra-Staff Relationships (2.5 hours)

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*Personality test of some kind should be administered during the class. It should be two-fold: 1 determine the gifts of the attendees and 2 determine the gifts of head of staff and closest co-worker.*

**Overview** This course is designed to help you learn about intra-staff relationships and how to work with the head of staff and other staff persons.

### Suggested topics to cover

- < Learn about the attendees personal style of work and management
- < Team work and staff interaction
- < Performance reviews
  - ⊠ your own
  - ⊠ those conducted by you
- < Communication and feedback
- < Work delegation
- < Principles of motivation



## Liberation Theology (2.5 hours)

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**Overview** This course will provide the historical roots of liberation theology from the earliest colonial days. A background will be given to show how it began with churchmen questioning the type of presence adopted by the church as to the way indigenous people were treated.

### Suggested topics to cover

- < Formulation of Liberation Theology
  - ⌘ The foundational stage
  - ⌘ The building stage
  - ⌘ The setting-in stage
  - ⌘ The formalization stage
- < Chronology
  - ⌘ 1512: Las Casas
  - ⌘ 1930s: Catholic action
  - ⌘ 1960s: social and guerilla movements
  - ⌘ 1970: from society to theology
  - ⌘ 1980: Santa Fe
- < Gustavo Gutierrez - first to use the term Liberation Theology (1973)
- < O
- < Ecclesial development
- < Theological development
- < Support and opposition
- < The Magisterium of the church
- < Latin America and Haiti
- < European roots
- < Marxist influences
- < The Bible and poverty
- < The problem with praxis
- < A challenge to evangelicals

### Resources

- < *Liberation Theology* 1987 Phillip Berryman
- < *Liberation Theology at the Crossroads* 1990 P. E. Sigmund

## Living with Grief (2.5 hours)

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**Overview** This course will focus on coping with loss and grief. Recognizing that grief is a universal emotion and noting that one grieves many losses in life. Discussion will include the importance of dealing with loss in a healthy way and moving forward in life with a positive outlook.

### Suggested topics to cover

- < The grief process
- < Complicated grief
- < The stress of grief
- < #
- < The value of reminiscing
- < Acceptance and growth emphasis is placed on those things a person must do to reach acceptance of his/her life in order to move on

## Mastering the Internet (2.5 hours)

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**Overview** This course is for aspiring webmasters who want to know more about the Internet than just how to use a browser. The course covers what the internet is, how to get access to it, and how to use it to your advantage. A comprehensive overview of research techniques will enable you to access all necessary sources of information.

### Suggested topics to cover

- < Basic Internet
  - ✘ What is the internet
  - ✘ What is intranet
  - ✘ Network hosts and webhosts
  - ✘ Internet languages
- < Internet communication
  - ✘ Internet language
  - ✘ About email
  - ✘ About chat
- < Internet browsers
  - ✘ Web browsers
  - ✘ Using Netscape & Internet Explorer
  - ✘ Browser dependent features
  - ✘ Internet chat
  - ✘ Only in Netscape
  - ✘ Only in Internet Explorer
  - ✘ Browser plug-ins
- < Internet Searching
  - ✘ Search engines and web indexes
  - ✘ Search engine rankings
  - ✘ Optimize your search
  - ✘ Internet search tools
- < Free Internet Stuff
  - ✘ Free internet services, resources, and hosting

## Managing Life Changes (2.5 hours)

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**Overview** This course will help a person deal with aging parents who are experiencing the loss of a spouse, health problems, memory loss, loneliness, depression, etc.

### Suggested topics to cover

- < What are my resources
  - ✘ Area Agency on Aging
  - ✘ Senior Citizen Center
  - ✘ Social Security Office
  - ✘ Minister/church
  - ✘ Veterans Administration
- < What are my options
  - ✘ Move the parent in with a family member
  - ✘ Shared care of the parent with a sibling
  - ✘ Home health
  - ✘ Move the parent into an assisted living facility
  - ✘ Move the parent into a nursing home

- < How will I pay for this
  - ✘ What will Medicare pay for
  - ✘ What is Medicaid and who qualifies
  - ✘ What is nursing home insurance
- < What types of documents do I need
  - ✘ Power of attorney
  - ✘ Durable power of attorney for healthcare
  - ✘ Living will
  - ✘ DNR directive

## Microsoft Access (2.5 hours)

---

**Overview** This course will provide you with the basics of the Microsoft Access application. You will learn how to put an application together, including how to create menus and how to launch your application from a startup form.

### Suggested topics to cover

- < The fundamentals
  - ✘ Introduction to databases
  - ✘ Using toolbars
- < Creating and working with a database
  - ✘ Planning a database
  - ✘ Using the database wizard
- < Finding, filtering, and formatting data
  - ✘ Finding and replacing information
  - ✘ Sorting records
  - ✘ Creating a calculated control
- < Working with tables and fields
  - ✘ Creating tables
  - ✘ Understanding field properties
  - ✘ Formatting numbers, currency, and date/time fields
- < Creating relational databases
  - ✘ Understanding table relationships
  - ✘ Creating relationships
  - ✘ Working with queries
  - ✘ Creating a multiple table query
  - ✘ Using expressions
  - ✘ Using criteria
  - ✘ Make table queries
- < Working with forms
  - ✘ Creating a form
  - ✘ Working with control properties
  - ✘ Working with multiple controls
- < Working with reports
  - ✘ Creating and modifying reports
  - ✘ Understanding report sections
  - ✘ Creating calculated controls
- < Formatting forms and reports
  - ✘ Using auto format
  - ✘ Applying special effects
  - ✘ #

- < Working with macros
  - ✎ Working with macro groups
  - ✎ Creating conditional expressions
- < Using Access with other programs
  - ✎ Importing/exporting information
  - ✎ Linking information from an external source
  - ✎ Using hyperlink fields

## Microsoft Excel (2.5 hours)

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**Overview** This course will allow you to work with all types of spreadsheets, forecasts, graphs, and other financial reporting using little-known shortcuts and time-saving techniques. You will learn how to troubleshoot and fix common problems. It is designed to teach troubleshooting skills to users who already know the basics of computers and software.

### Suggested topics to cover

- < Excel essentials
  - ✎ Installation tips and tricks
  - ✎ Using worksheets and workbooks
  - ✎ How to get more out of the help system
  - ✎ Excel printing made easy
- < How to easily create
  - ✎ Spreadsheets
  - ✎ Financial reports
  - ✎ Presentation-ready graphs, charts, and maps
  - ✎ Adding graphics and colors
  - ✎ Templates
- < Working with cells
  - ✎ Formatting
  - ✎ Naming
  - ✎ Validating
  - ✎ Moving, deleting, and editing
- < Data
  - ✎ Sorting
  - ✎ Filtering
  - ✎ Splitting
  - ✎ Multiple columns
- < Excel for the internet and intranet
  - ✎ Insert hyperlinks
  - ✎ Prepare spreadsheets
  - ✎ Format data and files for e-mail
- < Excel tips and shortcuts
  - ✎ Macros
  - ✎ Auto functions
  - ✎ Hidden tools
  - ✎ Templates
  - ✎ Editing commands

## Microsoft PowerPoint (2.5 hours)

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**Overview** This course is designed for beginning and intermediate PowerPoint users. It teaches about creating and editing presentations and individual slides, outlining presentations, and printing presentations. The course will also detail topics such as formatting presentations and slides and using masters, color schemes, and templates. Learners will find out how to incorporate pictures, clip art, sound, video, and animation into a presentation.

### Suggested topics to cover

- < Introduction
  - ✘ Creating presentations based on templates
  - ✘ Working with slides
  - ✘ Printing and delivering a presentation
- < Modifying a presentation
  - ✘ Changing tab formatting
  - ✘ Creating a custom background
  - ✘ Customizing a color scheme
- < Creating your own template
  - ✘ Understanding master slides
  - ✘ Designing a template
  - ✘ Removing background objects
  - ✘ Applying a template from another presentation
- < Graphics
  - ✘ Using graphics in PowerPoint
  - ✘ Using PowerPoint drawing tools
  - ✘ Working with charts and graphs
  - ✘ Art and pictures from clip gallery
  - ✘ Working with imported pictures
  - ✘ Changing a graphics format
- < Working with tables and organization charts
  - ✘ Creating a table in PowerPoint
  - ✘ Changing table attributes
  - ✘ Creating and modifying an organization chart
- < Time saving tips
  - ✘ Customizing screens
  - ✘ Installing missing programs from MS Office
  - ✘ Automating tasks
  - ✘ Creating templates
- < Importing and exporting data
  - ✘ Understanding object linking and embedding
  - ✘ Importing spreadsheets from Excel
  - ✘ Exporting an outline to Word
  - ✘ Inserting slides from another presentation
- < Working with Microsoft Graph
  - ✘ Entering and editing data in the datasheet window
  - ✘ Choosing a chart type
  - ✘ Setting graph defaults
  - ✘ Inserting a chart from Excel into a PowerPoint presentation

- < Delivering an on-screen presentation
  - ⌘ Hiding slides
  - ⌘ Adding an action button
  - ⌘ Adding a presentation within a presentation
  - ⌘ Adding links to slides within a presentation
  - ⌘ Creating summary slides
- < PowerPoint and the web
  - ⌘ Publishing a presentation on the web
  - ⌘ Saving HTML to a specific target browser
  - ⌘ Viewing a presentation on the web

## Microsoft Publisher I (2.5 hours)

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**Overview** Learn the basics of simple desktop publishing. Discuss and cover the basic tool bars and what they do. Create a document from scratch, save, and be able to make minor changes to it.

### Suggested topics to cover

- < Introduction
  - ⌘ Basics of desktop publishing
- < Planning and designing
  - ⌘ Short documents
  - ⌘ Multipage documents
- < The publishing world
  - ⌘ Nature and scope of publishing
  - ⌘ Market Research
- < Desktop publishing
  - ⌘ Word processing
  - ⌘ Printing on a computer printer
  - ⌘ Essential publishing skills
- < Illustration graphics
  - ⌘ Basic graphic use
- < Publishing ethics and the law
  - ⌘ Public attitudes

## Microsoft Publisher II (2.5 hours)

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**Overview** Learn advanced desktop publishing. Create letterheads, newsletters, greeting cards, business cards, forms, certificates, and more.

### Suggested topics to cover

- < Introduction
  - ⌘ Advanced principals of desktop publishing
- < Planning and designing
  - ⌘ Multipage documents
- < Publishing procedures and techniques
  - ⌘ Color
  - ⌘ Film or digital imaging
  - ⌘ Layout design

- < Desktop publishing
  - ✘ Word processing
  - ✘ Printing on a computer printer
- < Illustration graphics
  - ✘ Line illustrations
  - ✘ Cartoons, photos, etc.
  - ✘ Freehand work
  - ✘ Computer graphics
- < Illustration photograph
  - ✘ Equipment and materials
  - ✘ Composition
  - ✘ Development of photographic style portraiture
- < Media forms
  - ✘ Letterhead
  - ✘ Greeting cards
  - ✘ Business cards
  - ✘ Certificates
  - ✘ Forms

## Microsoft Word (2.5 hours)

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**Overview** This course will provide an in depth introduction to all the facets of basic Microsoft Word.

### Suggested topics to cover

- < Word basics
  - ✘ Creating a new document
  - ✘ Entering text
  - ✘ Navigation techniques in a document
  - ✘ Selecting text in a document
  - ✘ Saving and closing documents
  - ✘ Getting help in Word
- < Basic formatting
  - ✘ Advanced techniques for selecting text
  - ✘ Moving and copying text
  - ✘ Formatting text in a document
  - ✘ Formatting paragraphs
  - ✘ Working with indentation, numbered lists, bulleted lists
- < Page setup techniques
  - ✘ Creating headers and footers
  - ✘ Working with document margins
  - ✘ Working with sections
  - ✘ Controlling page breaks
  - ✘ Creating columns
- < Tools and printing
  - ✘ Using proofing tools (spell checker, thesaurus)
  - ✘ Using auto text and autocorrect
  - ✘ Finding and replacing text
  - ✘ Printing documents
  - ✘ Creating envelopes and labels
  - ✘ Printing your documents
  - ✘ Working with templates

- < Tables
  - ✘ Setting tabs in a document
  - ✘ Creating tables in a document
  - ✘ Formatting tables
  - ✘ Working with table data
  - ✘ Drawing tables in Word
- < Styles
  - ✘ Applying and displaying styles
  - ✘ Create a custom style
  - ✘ Modify and delete a style
  - ✘ Using styles to create document outlines
- < Macros
  - ✘ Recording and running macros
  - ✘ Editing macros
  - ✘ Customizing your toolbars to run macros
- < Mail merge
  - ✘ Preparing a document for mail merge
  - ✘ Creating data sources for mail merge
  - ✘ Merging data with a document
  - ✘ Sorting and filtering during a mail merge
  - ✘ Creating envelopes and labels with mail merge
- < Graphic effects
  - ✘ Working with clipart
  - ✘ Working with word art
  - ✘ Inserting pictures
  - ✘ Using the drawing tools
  - ✘ Managing text and graphics
- < Managing long documents
  - ✘ Creating a table of contents
  - ✘ Creating an index
  - ✘ Using footnotes and endnotes
  - ✘ Creating and using bookmarks
  - ✘ Creating cross-references
- < Forms and tracking changes
  - ✘ Working with form fields
  - ✘ Using different versions of a document
  - ✘ Using highlights and comments in a document
  - ✘ Tracking changes in a document
- < Word and the web
  - ✘ Using Word to create a web page
  - ✘ Using web page themes
  - ✘ Creating and following hyperlinks
  - ✘ Viewing a presentation on the web



## Ministry of Reconciliation (2.5 hours)

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**Overview** The Presbyterian Church (U.S.A.) has historically carried out a ministry of reconciliations, both between individuals and God, and within groups in society.

### Suggested topics to cover

- <
- < Distinctions between reconciliation within the individual and in society
- < A consideration of several Biblical passages at the heart of this ministry
- < Passages in the constitution of the Presbyterian Church, which supports the ministry of reconciliation
- < 0
- < Examples of how local churches you serve are involved in this ministry
- < Ways in which church administrative personnel are involved
  - ⌘ as individuals
  - ⌘

## Navigating Religious Diversity

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Religious diversity is a reality in 21<sup>st</sup> Century America. This course will examine diverse faith traditions exploring how they are similar to and different from Reformed Christianity within the PC(USA). Understanding diverse bridges of understanding and peace, as well as initiate opportunities to work together for the common good of a community.

### Suggested topics to cover

- < Explore the origin, understanding of God, religious texts, historical context, and major tenants of diverse faiths
- < Explore how these diverse faiths are similar or dissimilar to Reformed Christianity
- < Explore what one can learn from these diverse faiths as it applies to living more faithfully as a Christian
- < Potential list of diverse faiths based on claimed fait (20%), Hinduism (14%), Buddhism (5%), and Jewish (0.2%)
- < Other options based on interest of participants in their specific community: Unitarian, Latter Day Saints (Mormon), Christian Science, Jehovah Witness, Scientology, Sikh, etc.
- < How to begin an interfaith dialogue to address a common issue within a community

## Newsletters and Bulletins (2.5 hours)

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**Overview** Good communication plays a vital role in the life of a church. Informed members are more likely to be active members. The church bulletin and newsletter can be very important tools in helping with this communication.

### Suggested topics to cover

- ◁ Newsletters
  - ⌘ What types of formats are available
  - ⌘ How do we get members to want to read the newsletter
  - ⌘ When is a newsletter too long
  - ⌘ How often should a newsletter be published
- ◁ Bulletins
  - ⌘ When is a bulletin too informative
  - ⌘ What size and type of paper should be used
  - ⌘ What size type should be used for ease of reading a bulletin
  - ⌘ What is the best style of font to use
  - ⌘ Should several types of fonts be used or only one
- ◁ Newsletters/Bulletins
  - ⌘ How do you get contributors to abide by your deadline
  - ⌘ What type of printing is best
    - § Digital copiers, scanners, printers (inkjet/laser)
    - § Leasing versus purchasing
  - ⌘ Is user-friendly software available

## Organizing Your Space (2.5 hours)

---

**Overview** This course is designed to give some helpful information about de-cluttering/organizing your home and office.

### Suggested topics to cover

- < The importance of a clutter-free space
- < The importance of de-cluttering your mind
- < How do you know that you need to de-clutter your space
- < Steps for getting started
- < How long should you keep things
  - Personnel Papers
  - Personal Tax Papers
- < What should you do with all those newsletters that no one has touched in ages
- < How to handle that one person who says you must keep it all forever
- < What should you do with all those boxes of photos
- < Items to use for organization
- < How to determine a good flow to keep things organized

## Pastoral Care for Self and Others (2.5 hours)

---

**Overview** Called to minister to one another in word and deed in practice and thought this course will explore pastoral care practices that may assist us to become safe havens for one another.

### Suggested topics to cover

- < Active listening
- < Cultural and age specific humility
- < Motivations for service
- < Confidentiality and compassion
- < Servant leadership
- < Sustaining ministry to self and others

## Personal Investing (2.5 hours)

---

**Overview** This course will help member to understand the importance of diversification and the risk strategy for different stages of life.

### Suggested topics to cover

- < Asset allocation
- < Percentages of stocks, bonds, and short term investments
- < Investing in different types of stocks, bonds, and short term investments
- < Define asset classes
- < The return potential
- < Federal reserve impact on bonds and stocks
- < Market cycles
- < Risk tolerance
- < Retirement considerations how long will the money last and how much will be needed at retirement
- < IRAs and Roth IRAs
- < Model portfolios

## Personal Safety (2.5 hours)

---

**Overview** This course will provide helpful information for all types of personal safety.

### Suggested topics to cover

- < Walking alone, at home alone
- < Driving
- < Parking lot safety
- < Office safety
- < Identity theft
- < Safety tips to avoid burglaries
- < Laptop theft
- < Criminal assaults on women
- < Bomb threats
- < Suspicious packages
- < Travel tips while riding public transportation
- < Street sense
- < Avoiding credit card fraud
- < ATM safety

## Personnel Issues (2.5 hours)

---

*Leader should have experience in a Human Resources environment, preferably in a church, or a history of service on a church personnel committee.*

**Overview** This course is an outline of how to deal with personnel issues and work with the

### Suggested topics to cover

- < Dismissal/counseling of employees with due cause
- < Interpreting Personnel Policies of the church/denomination
  - ⌘ Secure a copy of a church Personnel Policy to use as example/sample document for local churches
- < Discussing a presbytery Personnel Policy
  - ⌘ Secure a copy of a presbytery Personnel Policy to use as example/sample document for presbyteries
- < Employment laws for federal and local state requirements
  - ⌘ Minimum wage, employee status (exempt or non-exempt)
- < Forms for new hires
- < Required contents of personnel files
- < Interview questions for job search
- < Paid employees versus volunteer
- < †
- < Position descriptions
- < How to prepare personnel policies; procedures for updating
- < The Personnel Committee and church staff reviews
- < Background checks on volunteers and staff

## **Pneumatology The Person and Work of the Holy Spirit (2.5 hours)**

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**Overview** An explanation as to why the doctrine of the Holy Spirit is important to Christian doctrine and practice. This will include reasons as to why understanding the doctrine of the Holy Spirit has been and continues to be difficult. We will try to understand the nature (deity and personality) of the Holy Spirit as well as his work in the life of individual believers as well as the church as the Body of Christ.

### **Suggested topics to cover**

- < Importance of the doctrine of the person and work of the Holy Spirit
- < Difficulties in understanding the doctrine of the Holy Spirit
- < The nature of the Holy Spirit
  - ⊗ The divinity of the Holy Spirit
  - ⊗ The personality of the Holy Spirit
  - ⊗ Implications
- < The work of the Holy Spirit
  - ⊗ In the Old Testament
  - ⊗ In the life of Jesus Christ
  - ⊗ In the life of the Christian and Christian community
    - § In the beginning of the Christian life
    - § In the continuation of the Christian life
    - § In the Christian community: the church as the Body of Christ
- < The baptism and fullness of the Holy Spirit
- < Implications

## **Presbyterian 101 (2.5 hours)**

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**Overview** History, polity, structure and terminology of the Presbyterian Church (U.S.A.)

### **Suggested topics to cover**

- < Introductions
  - ⊗ Name, position, church background, burning question
- < Presbyterian Ethos
- < A little Presbyterian history
- < Introduction to polity
  - ⊗ Part I *Book of Confessions*
- < There are
  - ⊗ Part II *Book of Order*
    - § Covered in more detail in Presbyterian 102
  - ⊗ Introduction to governing bodies
- < Entities/agencies of the Presbyterian Church
- < Terms and acronyms we know and love

## Presbyterian 102 (2.5 hours)

---

**Overview** Theology, polity, and beliefs of the Presbyterian Church (U.S.A.)

### Suggested topics to cover

- < Introductions
  - ⌘ Name, burning question
- < What do Presbyterians believe about God?
- < Presbyterian Church (U.S.A.) *Constitution*
  - ⌘ Part I Book of Confessions
  - ⌘ Part II Book of Order
    - § Consists of three sections
    - § Form of Government
      - < Foundational Principles
      - < What about those governing bodies
    - § Directory for Worship
      - < Two sacraments
      - < What happens in worship
    - § Rules of Discipline
- < What else do Presbyterians believe?

## Presbyterian Foundation (2.5 hours)

---

**Overview** This course will describe what the Presbyterian Foundation is and its work with churches.

### Suggested topics to cover

- < Description of the Presbyterian Foundation and its work with churches
- < Its work with individuals
- < Ten gifts you can consider
- < Money issues in your personal life and in the church
- < Talking about money
- < A theology of giving
- < Some retirement issues
- < Personal/family budgeting
- < Dealing with debts
- < Church budgets
- < Church endowments
- < Money policies
- < The whole church
- < Money issues and demographics
- < Church maintenance

## Presbyterian Historical Society (2.5 hours)

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**Overview** This course will explain the history and mission of the Presbyterian Historical Society.

### Suggested topics to cover

- < Description of their current collections
- < Records preservation
- < Records management for the national offices/synods/presbyteries/churches
- < Reference services
- < Workshops local church history seminar
- < Special projects
- < Endowment support
- < Membership

## Presenting Your Church or Organization to the Public Marketing (2.5 hours)

---

### Overview

Mark 16:15 Look at the varying needs of people in churches and communities by studying different target groups, where they come from, how they view the church, their church background, and what types of media they respond to.

### Suggested topics to cover

- < Target groups
  - ⌘ Age
    - § Seniors (65 +)
    - § Boomers (1946-1964)
    - § Generation X (1965-1979)
    - § Generation Y (1980 - 1994)
    - § Digital Generation (born 1995 +)
  - ⌘ Different denominations and percentage of members
  - ⌘ The way they search for information
  - ⌘ Examine ways to meet those needs (i.e. internet and other media)
  - ⌘ Study the potential market of non-churched and what they want and respond to
    - § To market effectively you need to understand that they may be totally unfamiliar with the significance of church symbols and their significance; look at these and their meaning
- < Surveying your property
  - ⌘ Exterior signs/lighting
  - ⌘ Look at the following: visibility, lighting, age, legibility, size, and location
  - ⌘ What types of signs to use and when and where to place these signs
  - ⌘ What information to include on the sign
  - ⌘ Map of your campus
  - ⌘ How and where to check for local restrictions for signs
  - ⌘ Discuss some of these restrictions
  - ⌘ Surveying your grounds and what to check for (i.e .neat lawns; low hedges; commercial width sidewalks; clearly marked curbs and driveways; entrance, exit, visitor, and disabled signs)
  - ⌘ The importance of flood lights and well lit parking lots
  - ⌘ Interior signs/lighting examine your building through the eyes of a visitor
  - ⌘ U (signs)
  - ⌘ †
  - ⌘ Directional signs (worship space, church space, rest rooms, elevators)

- ✘ Bulletin Boards (attractive, neat)
- ✘ How to offer your space to community groups (advantages and disadvantages)
- < Media
  - ✘ Examine the types of media available to you and what type would appeal to various target groups
  - ✘ Use of your church van (advertise on van)
  - ✘ What to publicize and how
    - § (Press releases on upcoming events; pictures for newsletter, radio and TV stations, website, public service announcements, and the importance of using all or more than one)
  - ✘ How to promote your community connections and ideas of where to place them in your community and how to cater to each
    - § Bulk mail invitations, postcards, flyers, business cards, organizational advertising items to give away, logo, brochures, etc.
    - § Welcome wagon, real estate offices, chamber of commerce, offices of every member who is a doctor, lawyer, dentist, hairdresser, accountant, etc.
  - ✘ Written materials such as newsletters, bulletins, brochures, etc. and how to make them more appealing to each target group

### **Problem Solving Through Communication (2.5 hours)**

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**Overview** This course deals with many and varied problem solving situations encountered in the workplace and methods for solving them successfully through communication.

#### **Suggested topics to cover**

- < Make communication part of the solution
- < Work on one problem at a time
- < Understand the problem
- < Find solutions together
- < Evaluate the ideas carefully
- < )
- < Effective listening
- < Give instructions briefly and precisely use follow through and rewards
- < Recognize problems and deal with them immediately in a positive manner
- < Consensus and focus
- < Communication and collaboration
- < Demand fulfillment and creation
- < Use questions to invite solutions to the problem
- < Use cool-off time if pressure occurs
- < Treat people with respect and kindness at all times



## **Public Speaking (2.5 hours)**

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**Overview** This course will provide tips to deliver a formal or impromptu presentation with confidence and poise.

### **Suggested topics to cover**

- < Ten tips for successful public speaking
- < Yoga of public speaking
- < Rising above failure
- < Strategies for overcoming fear of public speaking
- < Speaking techniques
- < The three biggest speechwriting mistakes and how to avoid them
- < Simple steps to writing a fantastic speech
- < Seven habits of persuasive speakers
- < Impromptu speaking

## **Records Management in the Computer Age (2.5 hours)**

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**Overview** This course is designed to gain an understanding of the records management system within the administrative structure of church and/or governing body and to learn all aspects of handling records.

### **Suggested topics to cover**

- < Where to begin
- < Conversion of existing information into electronic archives
- < Maintaining the system
- < Records as a form of archives
- < Artifacts, photographs, artwork, all part of church history
- < Life cycle of records
- < Create an inventory of all artifacts
- < Congregation records
- < Parish register
- < Electronic databases and documents
- < Legal and property documents
- < Financial records
- < Information on persons
- < Pastoral care files
- < Correspondence including e-mail
- < Sermons
- < Visuals
- < Resource material

## Retirement Strategies (2.5 hours)

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**Overview** This course will help a person thinking about retirement find out how far ahead they need to start planning and the steps that they should take so that they are well prepared and can enjoy their retirement.

### Suggested topics to cover

- < Can I afford to retire
  - ⊗ How do I determine if I can afford to retire
  - ⊗ What are my sources of income: annuity, pension, social security, savings, and investments
  - ⊗ When should I contact the Social Security office
  - ⊗ At what age should I retire and how will it affect what I receive each month
  - ⊗ When should I contact the Board of Pensions
  - ⊗ Do I need a financial planner
- < Health Insurance
  - ⊗ Will my insurance continue
  - ⊗ Will I have to pay a portion of it
  - ⊗ Will I need to purchase different insurance
  - ⊗ How does this affect insurance for my spouse
  - ⊗ How many years until I can get Medicare
  - ⊗ Do I need supplemental insurance with my Medicare
- < What can I do to transition into retirement
  - ⊗ What do I like to do in my spare time: hobbies, charity work, time with family, time alone, travel, health issues, reading
  - ⊗ Should I retire at the same time as my spouse or at a later/earlier time
- < Where can I get help if I have questions
  - ⊗ Social Security Office
  - ⊗ Board of Pensions

## Risk Management (2.5 hours)

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*Contact your insurance agency to see if they have someone available to teach this course.*

**Overview** This course will provide insurance information especially in the areas of loss control for the churches.

### Suggested topics to cover

- < Disaster preparedness, emergency plans, PCUSA resources, American Red Cross resources, and local fire and police department resources
- < Automobile safety church owned vehicles vs. non-owned vehicles, fifteen passenger vans, drivers safety
  - U † k
- < Safety guidelines employee dishonesty, fire, playgrounds, adverse weather
- < Outside groups using church facilities, documents the church should require
- < Child abuse prevention dangers to the church, reducing the risk, sexual abuse prevention program and policies
  - ⊗ Reporting procedures
- < Sexual Harassment prevention policies
  - ⊗ Protection/detection systems
  - ⊗ Response guide for the congregation, response guide for the presbytery, response guide for the clergy
  - ⊗ reporting procedures
- < Background investigations
- < Liability insurance

## Safety in the Workplace (2.5 hours)

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*The local police/fire department are good resources to find a leader for this course.*

**Overview** This course will provide information on general safety procedures encountered in the workplace.

### Suggested topics to cover

- < Workers compensation
- < Work environment
- < Handling of hazardous material
- < Injuries on the job
- < OSHA requirements
- < Discrimination issues
- < Building security and grounds
- < Transportation policies
- < Proper use of equipment

## Sexual Harassment (2.5 hours)

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**Overview** This course is designed to help you understand the definition of sexual harassment and identify the proper reporting procedures as they relate to policies and procedures established within your organization, your local community and/or in accordance with the U.S. Equal Employment Opportunity Commission.

### Suggested topics to cover

- < Overview of the legal definition of sexual harassment
- < Practical examples of inappropriate behaviors of a sexual, suggestive, or gender-biased nature
- < Other types of unlawful harassment under both federal and state laws – race, ethnicity, age, disability, religion, sexual orientation, etc.
- < Practical examples of inappropriate behaviors with regard to factors other than sex
- < Special risks of supervisory-subordinate dating
- < Intent vs. impact – role of power in assessing appropriateness
- < Responding to inappropriate behaviors, even in the absence of a complaint
- < Responding to and reporting of complaints
- < Dealing with harassment by clients, customers, vendors, or other third parties
- < Confidentiality
- < Non-retaliation against complainants and witnesses
- < Appropriate disciplinary and other corrective action
- < Internal complaint procedure for concerns regarding harassment, discrimination, and retaliation
- < Damages for unlawful harassment, discrimination, or retaliation under federal and state law

## **Social Media at Church I (2.5 hours)**

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**Overview** This course will demonstrate and discuss the many media options available on a daily basis. A variety of social media will be outlined as ways they can be used by a church.

### **Suggested topics to cover**

- < Facebook and Google: your church identity online
- < Twitter: who uses it and when it can be effective
- < Texting: current standard in reaching staff and members fast
- < Email: why it is necessary and how to control it
- < Skype: video and audio meetings and events
- < Incorporating smart phones with all these tools

## **Social Media at Church II (2.5 hours)**

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**Overview** This course will demonstrate and discuss the more advance social media options available on a daily basis. A variety of social media will be outlined as ways they can be used by a church.

### **Suggested topics to cover**

- < Podcasting: fast way to deliver audio and video programming
- < YouTube: quick video and production video delivery
- < Video streaming: live video streaming, pros and cons
- < Video production: producing a basic video production
- < Video in the service: basic tools to aide video use as a support in the worship service
- < Incorporating smart phones with all these tools

## **Statistics for the Office of the General Assembly (2.5 hours)**

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**Overview** This course is designed to help the church administrator gather and enter the data needed for entering the yearly statistical information required by the Office of the General Assembly (OGA).

- < Website address for entering statistics is <http://oga.pcusa.org/stats>.
- < Please go to this site and print out the workbook and bring it with you to class.
- < Check with your presbytery for their deadline for submission of information.
- < If you do not have your username and password contact your presbytery office.

Below are the different pages you will need to submit:

- < Basic Church Information
- < Membership Statistics
- < Miscellaneous Information
- < Racial Ethnic and Disabilities
- < Financial Data
- < Age/Race/Gender Distribution

## Stress Management (2.5 hours)

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**Overview** The objective for this class is to teach the skills necessary to help the participants deal with the stress that is quite often involved in office administration (whether in a church, presbytery, synod, or other church entity).

### Suggested topics to cover

- < Examine the roles we play both in our work and at home
- < Strive for perfection on the job
- < Organize to prevent crisis
- < How to meet impossible deadlines when work is received late or not at all
- < Managing office staff and helping solve their problems
- < Keeping confidences
- < Dealing with the problems that arise daily
- < Learn how to manage multiple duties at one time (knowing they will happen is our goal)
- < O

## Stewardship Programs/Capital Fund Campaigns (2.5 hours)

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### Overview

stewardship program and/or capital fund campaign but it is important for them to have a thorough understanding of the process. They are usually expected to implement the necessary administrative duties involved.

### Suggested topics to cover

- < What is a stewardship campaign? What is a capital fund campaign?
- < How to use and work with the General Assembly annual stewardship packets
- < Stewardship training events held by presbyteries for church lay leaders and administrators
- < Brief overview of a stewardship campaign/capital fund campaign
- < How the office support staff might be involved in the campaign(s)
- < How to involve the membership in the church
- < Time lines for campaigns
- < Evaluation of campaigns (after the fact)
- < Pledges: how to get them, what to do with them in the office (confidentiality)
- < Reporting on the financial aspects of a campaign
- < Special recognition for campaign workers
- < Money for additional staff, campaign budget, files, etc.

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(2.5 hours)

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### Overview †

maintaining, coordinating, checking,

@

### Suggested topics to cover

- < Review position descriptions to see
  - ⌘ How much they actually reflect what AP does in his/her job
  - ⌘ The relative balance between attention to particular tasks and how the position description is framed in support of "executive" staff
  - ⌘ Participants could/should bring position descriptions with them

- < What "executives" most need from their assistants at this point in time, given the changing nature of the church and the culture in which we live
  - ⊗ Time/calendar management
  - ⊗ Information management
  - ⊗ Technology management, etc.
- < Assess the level of functioning of the "executives" in areas such as these mentioned above, with an eye toward the support they need from AP staff
- < Assess your level of functioning in these same areas, with an eye toward the additional training needed through continuing education, networking, etc.
- < Revisit your position descriptions, in light of the last three points how might these position descriptions need to be reviewed/revise in order to reflect the current and emerging needs of the environment

## **Time Management (2.5 hours)**

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**Overview** The goal for this course is to learn the skills necessary to accomplish the suggested topics.

### **Suggested topics to cover**

- < Looking at time
  - ⊗ What does it mean to you
  - ⊗ things you want to accomplish in your lifetime
  - ⊗ How/when will you fit them in
  - ⊗ Who/what requires your time
  - ⊗ What things always/never get done? Why?
  - ⊗ What situations present time conflicts
- < Strategies for assessing time management
  - ⊗ Recognize your job objective
  - ⊗ Do a one-week time analysis reviewing where you spend your time and what things are important and unimportant
  - ⊗ Set daily time frames and goals how to eliminate them
  - ⊗ k learn to plan your work accordingly
  - ⊗ Learn how to get the most from staff meetings
    - š Stress importance of calendaring and planning for daily/weekly/monthly/yearly events that demand your time
  - ⊗ Learn to deal with mail and telephone calls in a positive manner
  - ⊗ Learn to set priorities
    - š Use of a day-timer long range planning, etc.
- < Strategies for using time effectively
  - ⊗ Negotiation
  - ⊗ Delegation
  - ⊗ Having a list

## Web Design and Graphics (2.5 hours)

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**Overview** This course is for those interested in advance web page design techniques. Participants should already be comfortable with advanced HTML concepts. Topics include the secrets to good web design, recognizing bad web design ideas, making graphics load three times faster, and slicing web graphic interfaces using Paint Shop Pro.

### Suggested topics to cover

- < Web site navigation
  - ✘ Overview
  - ✘ Web site identity
  - ✘ Web page identity
  - ✘ Web site date stamps
  - ✘ Navigation etiquette
  - ✘ Navigation appearance
  - ✘ Navigation depth
  - ✘ Navigation models
  - ✘ Content quality assurance
  - ✘ Content organization
  - ✘ Web design mistakes
- < Web site framework
  - ✘ Overview
  - ✘ Web site design models
  - ✘ Design model spacing
  - ✘ Background considerations
  - ✘ The creative edge
  - ✘ The organizational edge
  - ✘ About HTML editors
  - ✘ The secret to high-end web design
- < Accessibility
  - ✘ Accessibility standards overview
  - ✘ Accessibility examples
  - ✘ Accessibility priority levels
  - ✘ Accessibility guidelines
  - ✘ Accessibility guidelines overview
  - ✘ Provide auditory and visual alternatives
  - ✘ Building consistent, clear, and simple documents
  - ✘ Provide clear navigation mechanisms
  - ✘ )
  - ✘ Define the spoken language for each document
  - ✘ Create tables properly
- < Optimization
  - ✘ About content optimization
  - ✘ Bandwidth concerns
  - ✘ Recycling graphics
  - ✘ Content reduction
  - ✘ Content division
  - ✘ Graphic optimization
  - ✘ About graphic optimization
  - ✘ Sizing graphics correctly
  - ✘ Using width and height attributes
  - ✘ Compressing graphics

- ✘ Web graphic formats
- ✘ GIF graphic optimization
- ✘ GIF file format
- ✘ How to compress a GIF file
- ✘ JPG graphic optimization
- ✘ JPG file format
- ✘ How to compress a JPG file
- ✘ JPG compression warning
- < Java Glow Buttons
  - ✘ Overview
  - ✘ Glow button JavaScript
  - ✘ Preserving stock graphics
  - ✘ Preserving buttons recipes
  - ✘ Basic glow buttons example
  - ✘ Pushdown buttons example
  - ✘ Transparent buttons example
- < Interface Slicing
  - ✘ Slicing overview
  - ✘ Colorizing the glow button
  - ✘ Review slicer tools
  - ✘ Slice the yellow buttons
  - ✘ Slice the blue buttons
  - ✘ Set the button URL and ALT tags
  - ✘ Set on mouse over and on mouse out
  - ✘ Optimize the interface graphics
  - ✘ Making the glow buttons light up

## Webinars and Virtual Meetings (2.5 hours)

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**Overview** This course will provide an outline of various internet opportunities available for the purpose of: 1) teaching/discussing/promoting information (webinars); and 2) utilizing software to engage multiple individuals in an online meeting experience (virtual meetings).

*Webinars:* A virtual lecture or training session live on the Internet. Each session may include a PowerPoint presentation, handouts, video, and interactive questions and answers. After attending an online webinar, participants also have access to the recorded Webinar for further review and reference.

*Virtual Meetings*(also referred to as Video Conferencing): A service which allows discussion conducted via Internet broadcast and shared with geographically dispersed locations. The service is made possible by internet technologies and allows real-time communications. Text-based messaging, voice and video chat are shared simultaneously.

### Suggested topics to cover

- < Webinars
  - ✘ Opportunities for webinars (participant/host)
  - ✘ Software Providers
    - § Cisco Go To Meeting/Webinar
    - § MegaMeeting
    - § Adobe Connect
    - § Click Webinar
    - § Lync



- ✘ Advantages for utilizing webinars
      - § Educational
      - § Promotional
      - § Interactive (relationship building)
- ✘ Important requirements for successful meetings
      - ✘ Participation via video and audio or audio only
      - ✘ Software Providers
        - § Cisco Web-Ex
        - § Citrix Go To Meeting
        - § Microsoft Live Meeting
        - § Skype
      - ✘ Benefits associated with virtual meetings (budget, logistics, productivity, etc.)
      - ✘ Applications for virtual meetings (training events, lectures, committee meetings, event planning, short presentations, etc.)
      - ✘ Document sharing tools in real-time ([www.showdocument.com](http://www.showdocument.com))
      - ✘ How to initiate a virtual meeting
- ✘ Software/hardware minimum requirements for participation
        - ✘ Software downloads
          - § Java
          - § Adobe Acrobat Reader
          - § Macromedia Shockwave
        - ✘ Hardware
          - § Operating system
          - § Browsers
          - § Pop-up blockers
          - § Flash Player Plug-ins

## **Writing and Improving Your Electronic Communication (2.5 hours)**

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**Overview** This course is designed to help you improve your electronic communication skills.

### **Suggested topics to cover**

- ✘ Before you email
        - ✘ Deciding when to initiate an email vs. a phone call
        - ✘ Replying to email messages
        - ✘ Is an email disclaimer necessary in a religious organization
  - ✘ Composing your email message
          - ✘ Collecting your thoughts with the five w and one h
            - § who, what, when, where, why and how
          - ✘ Writing subject lines like a newspaper headline
          - ✘ Salutations when it is necessary when it is not
          - ✘ Your signature line too much vs. too little information
          - ✘ Proper use of message threads
  - ✘ Keys to effective email
          - ✘ Simplicity is the key
          - ✘ Using active voice to achieve desired result
          - ✘ Proofread, edit, and revise
          - ✘ Spelling is key to a professional image
    - ✘ Cyber manners be professional
            - ✘ Setting the proper tone avoid ALL CAPS
            - ✘ Abbreviations and emoticons business and personal usage

- ✘ Politeness markers
- ✘ Formatting your email message
    - ✘ Selecting format settings for smart phones and computer users
    - ✘ Enhancing readability
    - ✘ Sending attachments with care
    - ✘ Dealing with viruses
- ✘ How to manage email overload
    - ✘ Controlling your inbox
    - ✘ Reducing spam
- ✘ Does your organization need an email policy? (The instructor should provide samples of religious organizations email policies as a guide)
    - ✘ Pros and cons of an email policy

## **Writing for the Web** (2.5 hours)

*(approved January 2015)*

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**Overview** This course is will teach how to create online content that connects with the readers.

As churches expand their web marketing and promotion, and as more professionals take on these added responsibilities that include writing online content, the need for web-specific writing skills is crucial. Many e-venues such as intranets, blogs, eNewsletters, and websites are being written incorrectly or are minimally effective.

### **Suggested topics to cover**

- ✘ Web content fundamentals: writing and organizing for maximum effectiveness
- ✘ Rules of web writing and how it differs from other forms of promotional writing
- ✘ Structuring your content for usability, impact and inclusiveness
- ✘ Search engine optimization for writers
- ✘ Best practices and tested approaches to online business writing
- ✘ Connecting with your audience and writing copy that not only resonates, but balances singular voice for maximum effectiveness

## One Day Seminar Guidelines

*Sponsored by presbyteries, seminaries, or local APA chapters at churches*

In order to expand the opportunities for continuing education and APA certification, presbyteries, seminaries, APA local chapters, and agencies of the PCUSA are encouraged to offer one or more courses approved for APA certification as part of their regular -half or day events, co-sponsored by APA & PC(USA) entities can also be held at churches.

### Determine Class(es) Needed

- < Contact the national certification chair for approval and APA approved course guidelines
- < Contact your regional certification chair to determine which classes are most needed in your area. Determination of classes will then ascertain time needed to schedule (1/2 day or full day).

Courses must be offered for the full required time and meet the requirements as outlined in the APA certification program. Breaks are encouraged but must not include the class time. (See Certification Brochure)

### Determine Place to Hold Workshop

This can be at a church or agency as well as seminary, presbytery, or other related places. Course leaders may determine the place (i.e., presbytery office) as well as room needed for class(es). Depending on the length of class(es), lunch may be needed.

### Determine Workshop Leaders

Request teaching elders, certified church professionals, including certified APA members, and those with expertise in specific business related fields to serve as instructors. Negotiate reasonable and customary honoraria for your region prior to finalizing commitments with instructors. Some will waive honoraria, but will expect to be reimbursed for travel and supplies. Confirm arrangements with each instructor in writing (including any items needed for their class). Ask instructors to submit brief biographies and suggested reading lists no later than sixty (60) days prior to the seminar.

‡ @

Anyone may attend; staff of churches, agencies or governing bodies of PCUSA. APA does not differentiate in fees between members and guests. We encourage staff from all churches to attend but we are decidedly PC(USA) in our polity, etc. classes. For those classes held in churches, APA encourages attendance by the session and church staff when offering classes pertaining to session committees.

### Determine Fees

Cost (registration fee) will depend on the amount of honorariums to leaders, the costs for copies, mailing, and lunch. Amounts will vary based on customary charges in each region. To keep the fee to a minimum, give attendees the option of a lunch, if classes are less than a half day. Another alternative is a continental breakfast.

Determine who is responsible for collection, management, and disbursement of the fees. In the past our financial secretaries of the local presbytery ran it through their accounting system. The goal is to collect enough to break even after expenses thereby keeping the fees as reasonable as possible. Since it is an APA sponsored event, any additional monies should be disbursed by recommendation of the National APA Treasurer.

### Getting the Word Out

Ask your presbytery for possible lists of local churches/agencies in the area. Check with the president of the region. The latter may be able to email you a label list of members in your area. This list is NOT to be used for sale, loan, rent, or for use in any other way.

The brochure or mailing, which should be mailed six to eight weeks prior to the scheduled event, should be mailed to the address listed on the brochure. The mailing should be sent to the address listed on the brochure in the area.

### **Determine Additional Content**

Have an enthusiastic APA member do a brief presentation about APA, offering brochures and information for non-members in attendance. A list of non-members (including their address) should be sent to the national office for any mailings.

At the beginning of a workshop, make sure that attendees are advised, that in order for the class to count toward APA Certification:

- < Their membership dues must be paid within the same physical year the class was taken
- < Application for certification must be on file with the fee paid
- < One must be present during the entire duration of the class time

@ If membership is not invoked.

Make sure that sign-in sheets are provided at the beginning of the class and initialed by each at the end of the class. Send sign-in sheets to the regional certification chairperson asking that copies be forwarded to other regions if needed.

It is recommended that events of this nature are limited to one day or a half-a-day. A fellowship time including light refreshments during registration is a good idea. You might want to include lunch if you are offering one of the five hour courses.

In addition to local workshops, classes are also offered at each of the nine regional conferences. Please check the website ([www.pcusa-apa.org](http://www.pcusa-apa.org)) for current dates and locations.

### **Grant Money Available**

Up to \$100 is available to assist a member in promoting APA (to host a one-day workshop or a lunch gathering, etc.). If you would like to apply for a grant, fill out the grant application form and submit it to your regional certification chair.



# Certification Application

Circle Level of Certification: Level I      Level II      Level III

**OR**

*Concentrated Studies:*

Admin & Facilities Mgmt.      Church History      Communications  
Finance      Polity      Theology

Name of Candidate \_\_\_\_\_

Address home \_\_\_\_\_

Address office \_\_\_\_\_

Circle preferred address for APA mailings:      Home      Office

Phone home \_\_\_\_\_      Phone office \_\_\_\_\_

Email \_\_\_\_\_

Employer \_\_\_\_\_

Current position in church/governing body \_\_\_\_\_

How long in current position \_\_\_\_\_

Regional Membership (check region)

Florida       Greater Midwest       Heartland       Mid-Atlantic       Mid-South  
 Northeast       Pacific       Rocky Mountain       Southwest

Synod \_\_\_\_\_      Presbytery \_\_\_\_\_

How many years have you been a member of APA \_\_\_\_\_      APA dues paid (date) \_\_\_\_\_

Two most recent national/regional conferences attended

Date(s)	Location of Conference	National/Regional

**A non-refundable application fee of \$30.00 must accompany this application**

Please make check payable to **Administrative Personnel Association**

When you begin the certification process, please complete and mail this application along with a check to your regional certification chairperson. If you do not know your certification chair, visit our website at [www.pcusa-apa.org](http://www.pcusa-apa.org) for the Council on Accreditation and Standards members contact information.

<b>For regional office use only</b>	
Date _____	Application fee check # _____



# APA Certification Record for Level I

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Course Description	# Hours	Date/Event/Location	Leader
<b>Core Courses</b>			
<i>Church History (Before the Reunion) Part A</i>	2.5		
<i>Church History (Before the Reunion) Part B</i>	2.5		
<i>Office Administration**</i>	2.5		
<b>Polity I Part A</b>	2.5		
<b>Polity I Part B</b>	2.5		
<i>Spiritual Growth and Discipline*</i>	2.5		
<i>Theology Part A</i>	2.5		
<i>Theology Part B</i>	2.5		
<b>Elective Courses</b>			
Core Courses - 20 hours	<b>40.0</b>		
Electives - 20 hours	<b>hours</b>		

Certificate presented at \_\_\_\_\_ Date \_\_\_\_\_



## APA Certification Record for Level II

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Course Description	# Hours	Date/Event/Location	Leader
<b>Core Courses</b>			
<i>Directory for Worship</i>	2.5		
<i>Legal Matters</i>	2.5		
<i>Office Administration**</i>	2.5		
<i>PC(USA) History Since Reunion Part A</i>	2.5		
<i>PC(USA) History Since Reunion Part B</i>	2.5		
<i>Polity II</i>	2.5		
<i>Spiritual Growth and Discipline*</i>	2.5		
<b>Elective Courses</b>			
Core Courses - 17.5 hours	<b>45.0</b>		
Electives - 27.5 hours	<b>hours</b>		

Certificate presented at \_\_\_\_\_ Date \_\_\_\_\_



# APA Certification Record for Level III

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Course Description	# Hours	Date/Event/Location	Leader
<b>Core Courses</b>			
<i>Book of Confessions</i>	2.5		
<i>GA Entities</i>	2.5		
<i>Office Administration**</i>	2.5		
<i>Polity III</i>	2.5		
<i>Spiritual Growth and Discipline*</i>	2.5		
<b>Elective Courses</b>			
Core Courses - 12.5 hours	<b>50.0</b>		
Electives - 37.5 hours	<b>hours</b>		

Certificate presented at \_\_\_\_\_

Date \_\_\_\_\_







# APA Certification Record for Concentrated Studies (Administration & Facilities Management)

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Course Description	# Hours	Date/Event/Location	Leader
Legal Matters	2.5		
Office Administration	2.5		
Basics of Project Management	2.5		
Beginning Quickbooks	2.5		
BOP Benefits Plan	2.5		
Essentials of Budgeting	2.5		
Intro to Facilities Management	2.5		
Records Management in the Computer Age	2.5		
Supporting the Executive Staff	2.5		
Risk Management	2.5		
<b>**Elective and/or Outside Credits (up to 10) are permitted in lieu of designated classes above</b>			
	<b>25.0 hours</b>		

Certificate presented at \_\_\_\_\_ Date \_\_\_\_\_



# APA Certification Record for Concentrated Studies (Church History)

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Course Description	# Hours	Date/Event/Location	Leader
Church History (Before the Reunion, Part A)	2.5		
Church History (Before the Reunion, Part B)	2.5		
PCUSA History Since Reunion, Part A	2.5		
PCUSA History Since Reunion, Part B	2.5		
Bible History Old Testament	2.5		
Biblical Interpretation I	2.5		
Biblical Interpretation II	2.5		
Book of Confessions	2.5		
Presbyterian 101	2.5		
Presbyterian Historical Society	2.5		
<b>**Elective and/or Outside Credits (up to 10) are permitted in lieu of designated classes above</b>			
	<b>25.0 hours</b>		

Certificate presented at \_\_\_\_\_ Date \_\_\_\_\_



# APA Certification Record for Concentrated Studies (Communications)

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Course Description	# Hours	Date/Event/Location	Leader
Church Office Guide to Copyright Law	2.5		
Designing for Communication	2.5		
Microsoft PowerPoint	2.5		
Microsoft Publisher, Part A or Part B	2.5		
Newsletters and Bulletins	2.5		
Presenting Your Church or Organization to the Public-Marketing	2.5		
Public Speaking	2.5		
Social Media at Church, Part A or Part B	2.5		
Web Design and Graphics	2.5		
Writing for the Web <i>or</i> Writing to Improve your Electronic Communication	2.5		
<b>**Elective and/or Outside Credits (up to 10) are permitted in lieu of designated classes above )</b>			
	<b>25.0 hours</b>		

Certificate presented at \_\_\_\_\_ Date \_\_\_\_\_



# APA Certification Record for Concentrated Studies (*Finance*)

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Course Description	# Hours	Date/Event/Location	Leader
Church Office Guide to Copyright Law	2.5		
Beginning Quickbooks	2.5		
Advanced Quickbooks	2.5		
Board of Pensions Benefits Plan	2.5		
Essentials of Budgeting	2.5		
Financial Reporting	2.5		
Giving to Presbytery, Synod and General Assembly	2.5		
Microsoft Excel	2.5		
Personal Investing	2.5		
Presbyterian Foundation	2.5		
Stewardship Programs/Capital Fund Campaigns	2.5		
<b>**Elective and/or Outside Credits (up to 10) are permitted in lieu of designated classes above )</b>			
	<b>25.0 hours</b>		

Certificate presented at \_\_\_\_\_ Date \_\_\_\_\_



# APA Certification Record for Concentrated Studies (Polity)

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Course Description	# Hours	Date/Event/Location	Leader
Polity I, Part A	2.5		
Polity I, Part B	2.5		
Polity II	2.5		
Polity III	2.5		
Theology, Part A	2.5		
Theology, Part B	2.5		
Directory for Worship	2.5		
Book of Confessions	2.5		
Presbyterian 101	2.5		
GA Entities	2.5		
Polity I, Part A	2.5		
<b>**Elective and/or Outside Credits (up to 10) are permitted in lieu of designated classes above )</b>			
	<b>25.0 hours</b>		

Certificate presented at \_\_\_\_\_ Date \_\_\_\_\_



# APA Certification Record for Concentrated Studies (Theology)

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Course Description	# Hours	Date/Event/Location	Leader
Theology, Part A	2.5		
Theology, Part B	2.5		
The Books called the Apocrypha	2.5		
Christology I	2.5		
Christology II	2.5		
Liberation Theology	2.5		
Pneumatology	2.5		
Angelogy	2.5		
Book of Confessions	2.5		
Presbyterian 102	2.5		
Theology, Part A	2.5		
<b>**Elective and/or Outside Credits (up to 10) are permitted in lieu of designated classes above )</b>			
	<b>25.0 hours</b>		

Certificate presented at \_\_\_\_\_ Date \_\_\_\_\_



# Administrative Personnel Association Certification Grant Application For Hosting One Day Seminars

## Instructions

1. Fill out this form completely.
2. Send the form with the seminar information to your regional certification chair a minimum of thirty (30) days before the event.
3. The regional certification chair (within ten (10) days of receipt) will approve, sign, and date the application and forward to the national certification chair for approval.
4. The national certification chair, if approved, will forward to the treasurer to issue a check within thirty (30) days of receipt of the application. The national certification chair will also send a copy of the approved application to the applicant, regional certification chair, and regional president.

*Please note limit only one grant approved annually per applicant*

## Host or Sponsor of Event

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Region \_\_\_\_\_ Amount Requested (\$100 limit) \_\_\_\_\_

Make checks payable to \_\_\_\_\_

## Reason for Grant Request

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Official Signatures		
Host/Sponsor _____	Date _____	
Regional Certification Chair _____	Date _____	
National Certification Chair _____	Date _____	
Accounting Use only		
Date approved _____	Amount Approved _____	Date Sent _____





# Course Attendance

Event \_\_\_\_\_

Date \_\_\_\_\_

Course Title \_\_\_\_\_

Instructor \_\_\_\_\_

Location \_\_\_\_\_

**In order to receive credit for this course, you must sign in.**  
**Also, please, initial your name after the break to confirm complete attendance.**

Name	Your APA Region	Level I	Level II	Level III	Cont. Ed	Conc. Studies	Initials after Break





# National Council on Accreditation and Standards Meeting Proxy

The undersigned appoints \_\_\_\_\_ as my proxy, to vote on my behalf at the Council on Accreditation and Standards meeting of the Administrative Personnel Association, on \_\_\_\_\_.

Signature \_\_\_\_\_

Date \_\_\_\_\_



# Written Motion Form for National Certification Council Meeting

Name \_\_\_\_\_

Date \_\_\_\_\_

Meeting \_\_\_\_\_

Written Motion \_\_\_\_\_

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

Rationale \_\_\_\_\_

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

### For Secretary Use Only

Seconded  Carried  Not Carried

Is a task for being formed?  Yes  No

Members \_\_\_\_\_

To be followed up by \_\_\_\_\_

Proposal to be presented by what date \_\_\_\_\_

### Amendment

Seconded  Carried  Not Carried



# Annual Regional Report

Region \_\_\_\_\_

Date \_\_\_\_\_

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

## New Regional Officers

### President

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### President Elect

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### Past-President

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### Secretary

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### Treasurer

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Certification Chair**

Members name and address certificated at regional conference

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

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

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

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

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

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

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

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

**Concentrated Studies** (*designate specifically next to member name*)

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

**Membership Chair**

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

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

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

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

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

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



# Council on Accreditation and Standards Scholarship Request Form for Council on Accreditation and Standards Members

This scholarship request is for financial assistance for one council member to help defray the cost of attending the national conference. It is awarded annually. *If your region pays your total expenses to attend the national conference you may not apply*

## Personal Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

APA Region \_\_\_\_\_

## Employment Information

Employer \_\_\_\_\_

Amount of continuing education money from your employer \$ \_\_\_\_\_

Amount region contributes \$ \_\_\_\_\_

\_\_\_\_\_ 0 \_\_\_\_\_

Date \_\_\_\_\_

**Deadline for submitting applications is May 1<sup>st</sup>**

Submit scholarship application to the national certification chair. It will be reviewed by the national chairperson, the vice-chair, and one member at large (appointed by the chair) from the council.

**Award Amount \$100.00**