



Hotel Information

Candlewood Suites
1340 Dry Creek Drive
Longmont, CO 80503
303-485-1950

You will be asked to provide a credit card to the hotel for incidentals.

Visit Longmont, Colorado!!

The perfect blend of small-town charm, cultural experience, and the beauty of the Rocky Mountains. Over 150 restaurants, breweries, art galleries, a cultural museum, outdoor activities, and the Downtown Certified Creative District.

For more information visit:
<http://www.colorado.com/travel-information-services/visit-longmont>

What does this conference offer to all APA members? And interested persons? You will find classes for those of you new to APA or needing to get in some of the last core classes you are waiting to take. The 2017 conference fee includes classes, class materials, cost of meals provided, snacks, and the banquet dinner. Your hotel cost includes your room featuring 2 queen beds/1 king bed (depending on availability).

Administrative Personnel Association Continuing Education

APA Mission

The mission of the Administrative Personnel Association is to offer opportunities for professional development and personal growth for those called by God to serve as support staff of the PC(USA). We accomplish this by providing continuing education events for certification and occasions for fellowship, worship, spiritual nurture, and prayer at national and regional conferences as well as at seminary sponsored training events.

Purpose

The purpose shall be to provide a supportive organization for promoting continuing education, individual growth, communication, and fellowship for its members; to deepen and strengthen lives spiritually and professionally, and to work for the mission of the church universal.

Membership

All persons engaged in administrative work in any local church or church-related institution, governing body or agency of the PC(USA), such as:

- * Administrative Assistants
- * Church Administrators
- * Financial Administrators
- * Office/Business Managers
- * Secretaries

Certification

Certification is a curriculum designed to provide a foundation in church history, polity and theology, as well as training in interpersonal skills, organization, office skills, and new technology. A one time certification/application fee is required for each level. Dues and certification fees must be paid before any classes count toward your certification and dues must be paid annually.

For more information visit: www.pcusa-apa.org

Rocky Mountain APA Regional Conference August 24-26, 2017 Westview Presbyterian Church Longmont, CO



*I lift up my eyes to the
mountains - where does
my help come from?
Psalm 121:1*

Conference Schedule

Thursday, August 24

- 4:00-5:00pm Hotel check-in & registration
Dinner on your own
6:00-8:45pm *Directory for Worship*

Friday, August 25

- 8:00-8:45am Breakfast at church
8:45-8:55am Devotions
9:00-11:45am *Church History (Before Reunion)*
- Part A
Stewardship Programs/Capital Fund Campaigns
12:00-12:45pm Lunch at church
1:00-3:45pm *Church History (Before Reunion)*
- Part B
Personal Investing
4:00-6:45pm *Office Administration*
Dinner on your own

Saturday, August 26

- 8:00-8:45am Breakfast at church
8:45-8:55am Devotions
9:00-11:45am *Church History (After Reunion)*
- Part A
Essentials of Budgeting
12:00-12:45pm Lunch at church
1:00-3:45pm *Church History (After Reunion)*
- Part B
Giving to Presbytery, Synod, and General Assembly
5:00-6:00pm Regional Business Meeting at church
6:00pm Banquet at church

2017 Rocky Mountain Regional Conference Registration

Name _____ Position _____
Address _____
Church/Governing Body/ Agency _____
Phone Number _____ Region _____

_____ Conference fee - \$175.00
_____ Hotel per night - \$119.00 (single occupancy with spouse or guest) Nights _____
_____ Hotel per night - 59.50 (rooming with another APA member) Nights _____
_____ Roommate's name _____
_____ Guest meal package (includes banquet) - \$60.00
_____ Guest banquet only - \$30.00
_____ Total conference fees Is this your first conference? _____ Yes _____ No

Please make checks payable to APA Rocky Mountain Region and mail with completed registration form to: Bobbi Hoffman; Presbytery of Plains and Peaks; 7257 W. 4th St. Unit 4; Greeley, CO 80634. If you have any questions about the conference or registration form, you may reach Bobbi at 970-352-6496 or bobbi@plainsandpeaks.org.

Registration deadline is July 1, 2017

Please mark the classes you will be attending

Thursday evening

_____ Directory for Worship

Friday

_____ Church History (Before Reunion) A & B

_____ Stewardship Programs/Capital Fund Campaigns

_____ Personal Investing

_____ Office Administration

Saturday

_____ Church History (After Reunion) A&B

_____ Essentials of Budgeting

_____ Giving to Pby, Synod, and GA

Special dietary needs _____

Registration MUST be received by July 1, 2017. There will be a \$25 cancellation fee up to July 15th. After July 15th there will be no refund on the conference and hotel fee. If you register for the conference after this date, you will need to make your own hotel reservations.