

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

Membership Application – January 1, 2017 – December 31, 2017

Please complete the following:

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

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

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

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

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

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

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

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

Date of Birth: \_\_\_ / \_\_\_ mth/day only

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

Year Joined APA: \_\_\_\_\_

Currently Working on: (Please circle) Level I Level II Level III Concentrated Studies Continuing Education

### For Statistical Purposes Only:

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

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

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

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

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

\_\_\_ Active Member \$ 75.00

\_\_\_ Affiliate Member \$ 75.00

\_\_\_ Retired Member \$ 37.50

\_\_\_ **Past Due after February 1, 2017**

**Add \$ 10.00**

I would like to order a permanent APA Name Tag for \$10.00

Size of Name Tag wanted:

\_\_\_ Small (no holes) \_\_\_ Large (3 holes)

(holes provide place for you to add your Certification Pins)

Name I prefer on my Name Tag: \_\_\_\_\_

I would like to contribute to:

\_\_\_ Joyce Bauer Scholarship Fund

**Total Enclosed:** \$ \_\_\_\_\_

**Make check payable to:**

**Please mail this form and check to:**

Administrative Personnel Association (PCUSA)

Rose Miller, APA Treasurer

First Presbyterian Church, 4511 6th Avenue, Kearney, NE 68845

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



# **Administrative Personnel Association (APA)**

## **Standards of Ethical Conduct**

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

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

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