

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

Membership Application – January 1, 2019 – December 31, 2019

Please complete the following:

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

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

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

Street City State Zip

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

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

Street City State Zip

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	\$ 115.00	I would like to order a permanent APA Name Tag for \$15.00
_____ Affiliate Member	\$ 115.00	<b>Name Tags are produced twice a year (mid-Feb. &amp; early July)</b>
_____ Retired Member	\$ 57.50	Size of Name Tag wanted:
		_____ Small (no holes) _____ Large (3 holes)
		(holes provide place for you to add your Certification Pins)
_____ <b>Past Due after February 1, 2019</b>		Name I prefer on my Name Tag: _____
_____ <b>Add</b>	<b>\$ 10.00</b>	
I would like to contribute to:		<b>Total Enclosed</b> \$ _____
_____ Joyce Bauer Scholarship Fund		
<b>Make check payable to:</b>		Administrative Personnel Association (PCUSA)
<b>Please mail this form to:</b>		Rose Miller, APA Treasurer
		PO Box 374 Corydon, IN 47112

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:
  - Upholding the bylaws, policies and procedures of APA and when in disagreement, follow defined procedures for recommending changes
  - Communicating in a timely manner
  - Participating with other colleagues in organized efforts to share new knowledge and development in professional practices.
  - Showing 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:
  - Showing respect for each other, the moderator, work of committees and the voice of the majority
  - Refraining from personal attacks or embarrassing comments
  - Listening and respecting all viewpoints
  - Focusing on issues rather than personalities
  - Refraining from gossip and abusive speech
  - Being 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.