

## Registration Information

(Please print legibly.)

Name \_\_\_\_\_  
Church/Gov. Body/Agency \_\_\_\_\_  
\_\_\_\_\_  
Position \_\_\_\_\_  
Visitor \_\_\_\_ Member of APA \_\_\_\_ Dues current? Y / N  
\_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Work Phone \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
E-mail \_\_\_\_\_  
\_\_\_\_\_  
Special dietary needs \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[ ] I will be flying in to STL by 10:00 a.m. Thursday and flying out 3:30 p.m. or later on Saturday and would like a ride down to the conference.

Nearest lodging in Washington, MO:

**Sleep Inn** ([www.sleepinn.com](http://www.sleepinn.com))

2621 East 5<sup>th</sup> St. – 636-390-8877  
Approximately \$85+taxes per night  
0.4 miles from conference site

**Super 8** ([www.super8.com](http://www.super8.com))

2081 Eckelkamp Ct. – 636-390-0088  
Approximately \$67+taxes per night  
4-5 miles from conference site

[ ] If you'd like a roommate to share expenses, mark this box, and we'll let you know who else is looking for a roommate.

## Our Class Leaders

**Chris Keating** – Pastor at Woodlawn Chapel (PCUSA) in Wildwood, MO; current Vice-Moderator of Presbytery of Giddings-Lovejoy.

**Saundy Templeton** – Ordained Elder; member of Ladue Chapel Presbyterian Church; professional Church Educator in five congregations and for General Assembly.

**Judy Pickett** – Ordained Elder; member at John Calvin Presbyterian Church; Administrative Assistant for Presbytery of Giddings-Lovejoy; former GM President; professional photographer.

**Police/Fire** – Officers from Washington's Police and Fire Departments.

**Vicki Thordsen** – Administrative Assistant for Presbytery of North Central Iowa.

**Emily Holman** – Ordained Elder and Deacon; Administrative Assistant and member at Ladue Chapel Presbyterian Church; GM Regional Certification Chair & former President.

**Linda Maconochie** – Pastor at First PC, Union, MO.

**Ed Wicklein** – Member of GLPBY History Team.

**Bob Stobie** – Taught Technology at North Kirkwood Middle School for over ten years.

**Luke James Stobie** – St. Louis University Law School; “an attorney providing vigorous representation to clients in many different fields of law including business law, general civil litigation, wills and estate planning, traffic tickets, and criminal defense.”

## Greater Midwest Region APA Conference



## April 22-24, 2010

at

The Presbyterian Church of Washington  
4834 South Point Road  
Washington, MO 63090  
636-239-3178

## About APA

**Administrative Personnel Association** is a professional association for administrative and support staff of churches, governing bodies, agencies and institutions of the PC(USA). APA's goal is to improve the quality of professionalism in the offices that are usually the first points of contact with congregations, governing bodies, and agencies of the Church.

The **Greater Midwest APA Region** includes the states of Kansas, Missouri, Illinois, Iowa, Minnesota, and Wisconsin. Visitors or inquirers are welcome to participate in any conference.

Annual dues and certification fees must be paid before any classes count toward your certification.

When you are within ten (10) hours of completion of your current level, you may begin study in the next level. The \$25 national certification application fee, payable to APA, should be sent with the application form as you begin each level of certification (pcusa-apa.org).

## Certification Program

### Level I

- 5.0 Church History
- 5.0 Theology of the Church
- 5.0 Polity I
- 2.5 Office Administration I
- 2.5 Spiritual Growth and Discipline
- 20.0 Core Hours (20 additional elective hours required for Level I certification)

### Level II

- 5.0 PC(USA) History since Reunion
- 2.5 Polity II
- 2.5 Office Administration II
- 2.5 Spiritual Growth and Discipline
- 2.5 Legal Matters
- 2.5 Directory for Worship
- 17.5 Core Hours (27.5 additional elective hours required for Level II certification)

### Level III

- 2.5 Book of Confessions
- 2.5 General Assembly Entities
- 2.5 Polity III
- 2.5 Spiritual Growth and Discipline
- 2.5 Safety in the Workplace
- 12.5 Core Hours (37.5 additional elective hours required for Level III certification)

## Conference Schedule

### Thursday, April 22, 2010

- 11:30-12:15 Registration & Lunch
- 12:15-2:45 *Session 1*  
Theology – C. Keating  
General Assembly Entities – S. Templeton  
Better Photography\* – J. Pickett
- 2:45-3:00 Break
- 3:00-5:30 *Session 2*  
Theology *cont.*  
Safety in the Workplace – Police & Fire
- 5:30 Free time / Fellowship & Sharing

### Friday, April 23, 2010

- 8:30-11:00 *Session 3*  
Office Administration II – V. Thordsen  
How to Plan an APA Conference – E. Holman
- 11:00-12N Regional Meeting
- 12N-12:30 Lunch
- 12:30-3:00 *Session 4*  
Polity I – L. Maconochie  
PC(USA) History since Reunion – E. Wicklein  
Microsoft PowerPoint\* – B. Stobie
- 3:00-3:15 Break
- 3:15-5:45 *Session 5*  
Polity I *cont.*  
PC(USA) History since Reunion *cont.*  
Microsoft PowerPoint *cont.*
- 5:45 Free time / Outing (tentative)

### Saturday, April 24, 2010

- 9:00-11:30 *Session 6*  
Office Administration I – V. Thordsen  
Legal Matters – L. Stobie
- 11:30-1:30 Lunch  
Regional Meeting *cont.*  
Certifications  
Installation of Officers

\* Please note: Better Photography and Microsoft PowerPoint are hands-on classes. If possible, bring your digital or 35mm camera / your computer with PowerPoint (or Keynote for Mac users) loaded. Also bring your questions!

Regional President - Linda Bridges  
[fpcadministrator@sunflower.com](mailto:fpcadministrator@sunflower.com)

Certification Chair - Emily Holman  
[eholman@laduechapel.org](mailto:eholman@laduechapel.org)

Conference Host - Becky Vogt  
[presby@yhti.net](mailto:presby@yhti.net)

## Registration Form

### Register me for the following classes:

- ☐ Theology – *Sessions 1 & 2*
- ☐ General Assembly Entities – *Session 1*
- ☐ Better Photography with a Digital or 35mm Camera – *Session 1*
- ☐ Safety in the Workplace – *Session 2*
- ☐ Office Administration II – *Session 3*
- ☐ How to Plan an APA Conference – *Session 3*
- ☐ Polity I – *Sessions 4 & 5*
- ☐ PC(USA) History Since Reunion – *Sessions 4 & 5*
- ☐ Microsoft PowerPoint – *Sessions 4 & 5*
- ☐ Office Administration I – *Session 6*
- ☐ Legal Matters – *Session 6*



### Registration Deadline ~ April 9, 2010

- ☐ \$ 125.00 Registration Fee & Meals (3)
- ☐ \$ \_\_\_\_\_ Donation to Scholarship Fund
- \$ \_\_\_\_\_ Guest meals (\$30)
- \$ \_\_\_\_\_ **Total enclosed**

### Make your check payable to:

Greater Midwest Region APA  
**Mail with Registration Information & Registration Form to:**  
 Emily Holman (APA)  
 Ladue Chapel Presbyterian Church  
 9450 Clayton Rd.  
 St. Louis, MO 63124-1568

**Keep a copy of this form for your records!**