



*"Trust in the Lord with all your heart, and lean not unto your own understanding.  
In all your ways, acknowledge Him, and He will direct your path."  
(Proverbs 3:5-6)*

## **Heartland Regional Conference**

**May 20-21, 2011**

***"Grateful Hearts"***

**Holiday Inn  
505 Marriott Drive  
Clarksville, IN 47129**



### **Mission Statement**

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 Presbyterian Church (U.S.A.) We accomplish this by providing continuing education events for certification and occasions for fellowship, worship, spiritual nurture and prayer at both National and Regional meetings as well as seminary-sponsored training events.

### **Membership**

All persons engaged in administrative support work in any local church-related institution, governing body or agency of the Presbyterian Church (U.S.A.), the Reformed Church in America, the Presbyterian Church in Canada, or any church organization on a full or part-time basis. This would include positions such as administrative assistants, church administrators, financial administrators, office/business managers. For more information about membership contact Theresa Wright, APA Office Manager, at 432.682.5297 or [apa-office@tresrios.org](mailto:apa-office@tresrios.org)

### **Certification**

Certification is designed to provide a foundation in church history, polity, and theology as well as training in interpersonal skills, organization, office skills, and new technology. You must be a member of APA to participate in the Plan of Certification. Levels I, II, and III require 40, 45, and 50 hours of study respectively. Certification is recognized by the General Assembly through the Office of Vocations. Certified members are listed in the Minutes of the General Assembly. Go to [http://pcusa-apa.org/pdf/certification\\_handbook.pdf](http://pcusa-apa.org/pdf/certification_handbook.pdf) for a complete description of certification requirements. Contact Heartland's Certification Chair, Deeanna Alford at [deeford3@insightbb.com](mailto:deeford3@insightbb.com) with any questions you may have regarding certification.

## **GENERAL INFORMATION**

### **Lodging**

- Holiday Inn  
505 Marriott Drive  
Clarksville, IN 47129
- Individual reservations may be made by calling the hotel directly at 812-283-4411 or Toll Free at 1-800-315-2621 (ask for the PC(USA) APA Heartland rate)
- Rooms will be held for Group reservations until May 1, 2011 using the rates below
- Mention APA when making reservations
- \$72.95 per night + tax

### **Meals**

- Friday and Saturday ( breakfast, lunches, and 2 snacks each day) Saturday banquet included in registration fee.
- Friday Dinner Cruise on the Belle of Louisville (optional) \$39.00

### **Conference Registration**

- Due Date: April 21, 2011
- \$25 fee for cancellations made by May 5th
- No refunds given after May 5th

### **Scholarships**

Members needing scholarship assistance should contact our Scholarship Chair, Sandi Cappoccio, at 614.294.3796 or [sandi@indianolapres.org](mailto:sandi@indianolapres.org) by April 1, 2011.

### **Course Descriptions**

Descriptions for all the courses offered are at [http://pcusa-apa.org/pdf/certification\\_handbook.pdf](http://pcusa-apa.org/pdf/certification_handbook.pdf) Each member can have up to five hours of non-APA classes for which this course qualifies.

Any class with less than five registrants will be cancelled.

Web Site  
<http://pcusa-apa.org/>

## CONFERENCE SCHEDULE

### Thursday, May 19

5:30—7:00 p.m. Registration—Hotel lobby

### Friday, May 20

7:00 Breakfast buffet  
 8:15 Welcome, devotions, announcements & introductions  
 9:00 Concurrent Sessions  
     Level I Polity I  
     Level II Directory of Worship  
     Elective Better Photography  
 12:00 Lunch buffet  
 1:00 Concurrent sessions  
     Level I Polity I continues  
     Level III GA Entities  
     Elective Writing and Improving Electronic Communications  
 4:00 Executive Committee meeting

### Saturday, May 21

7:00 Breakfast buffet  
 8:30 Announcements and devotions  
 9:00 Concurrent Sessions  
     Level I/II/III Spiritual Growth & Discipline  
     Level III Safety in the Workplace  
     Elective Dealing with Difficult People  
 12:00 Lunch  
 1:00 Concurrent Sessions  
     Level I Office Administration  
     Level II Legal Matters  
     Elective Assertiveness Skills  
 4:00 Business Meeting  
 6:00 Worship  
 6:30 Banquet, Chinese Auction, Certification Awards and Installation of Officers

### Enroll Me for the following courses:

Level I	<input type="checkbox"/> Polity	5 hours
	<input type="checkbox"/> Spiritual Growth and Discipline	2.5 hours
	<input type="checkbox"/> Office Administration	2.5 hours
Level II	<input type="checkbox"/> Directory for Worship	2.5 hours
	<input type="checkbox"/> Legal Matters	2.5 hours
	<input type="checkbox"/> Spiritual Growth and Discipline	2.5 hours
Level III	<input type="checkbox"/> GA Entities	2.5 hours
	<input type="checkbox"/> Spiritual Growth and Discipline	2.5 hours
	<input type="checkbox"/> Safety in the Workplace	2.5 hours
Electives	<input type="checkbox"/> Better Photography	2.5 hours
	<input type="checkbox"/> Dealing with Difficult People	2.5 hours
	<input type="checkbox"/> Writing & Improving Electronic Communications	2.5 hours
	<input type="checkbox"/> Assertiveness Skills	2.5 hours

Level you are working on \_\_\_\_\_

## REGISTRATION

### APA Heartland Conference—May 20th—21st, 2011

Name \_\_\_\_\_

Nametag should read \_\_\_\_\_

Church/Governing Body/Agency \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Email \_\_\_\_\_

Do you have dietary or health needs?

☐ Yes ☐ No Please explain

\_\_\_\_\_

Guest Name \_\_\_\_\_

### Registration Fees

_____	\$150	Registration (includes 5 meals, 4 snacks)
_____	\$93	Life Time Members—includes 2 breakfast, 2 lunches, banquet and 4 snacks
_____	\$93	Guest meals—includes 2 breakfast, 2 lunches, banquet and 4 snacks)
_____	\$24	Banquet only
_____	\$39	Dinner Cruise on the Belle of Louisville, a treasured National Historic Landmark, the oldest operating steamboat in the nation. (optional)
_____		Scholarship donation Heartland Region

\_\_\_\_\_ **Total Enclosed**

### Make checks payable to:

Administrative Personnel Association  
 (Please use the envelope provided)

### Mail registration form and check to:

Carol J. Wetzel  
 Presbyterian Church U.S.A.  
 APA Regional Conference  
 100 Witherspoon Street, Room 3215  
 Louisville, KY 40202

### Questions?

Contact Carol Wetzel, 502.569.5253 or email  
[carol.wetzel@pcusa.org](mailto:carol.wetzel@pcusa.org)

## CHINESE AUCTION FUNDRAISER

The Heartland Region has a tradition of holding a Chinese auction during our conference to raise money for our scholarship fund. The Chinese Auction supports the APA Regional Scholarship Fund which you may apply to each year to help offset your cost to either the national or regional conference.

The more items we have to choose from, the more chances you have of winning! This year we ask that you bring a item you would like to donate to the auction. The theme is "Grateful Hearts" but unrelated items are welcome also. These items should be something you would want to take home with yourself. (No used items please!) A drawing is held on Saturday to choose a winner for each item.

Thank you in advance for making this year's auction a HUGE success and helping offset the cost of future APA events for our members.

Check out Fourth Street LIVE

Tour Churchill Downs

Visit the Louisville Slugger Museum

Enjoy a show at the Kentucky Center

Visit the Glass Factory

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