

The Presbytery of Central Nebraska overtures the 222nd General Assembly to add to G.211 Certified Church Service the following:

G. 2.1104 Administrative Personnel Association (APA)

a. Skills and Training

Certified Administrative Personnel Assistants are persons certified and called to service in the ministry of church administration in congregations and councils. They shall have skills and training in church polity, church history, reformed theology, spiritual growth and discipline, office administration, Directory for Worship, Book of Confessions, and General Assembly Entities.

b. Councils Responsibility

The presbytery shall affirm the skill and dedication of these certified persons by providing for recognition at presbytery at the time of their certification and by inviting these employees to presbytery meetings, granting them the privilege of the floor with voice only at all presbytery meetings, and in the case of Certified APA members who are ruling elders, the privilege of voice and vote at all its meetings.

Names of those who have earned certification through APA shall be transmitted to the Presbyterian Mission Agency, which will forward them to the Office of the General Assembly and to the Stated Clerk of the presbyteries in which those persons labor.

RATIONALE

A request from twelve women attending a business administration course at the Presbyterian School of Christian Education in Richmond, VA laid the groundwork for a professional organization to be created. In 1976 the Administrative Personnel Association was founded by Joyce Bauer and in almost 40 years APA has expanded to 9 regions which includes all 50 states with a membership of 367 representing churches of all sizes, including those denominations we are with communion, presbyteries, synods, and the different agencies of the Presbyterian Church (U.S.A.).

APA defines its active members as all persons engaged in administrative work in any local church or church-related institution, governing body or agency of the Presbyterian Church (U.S.A.), or those denominations with which we have communion.

APA is ruled by the body but lead by the Executive Board and Council. Our Executive Board is made up of elected officials to include the president, president-elect, immediate past-president, certification chair, membership chair, secretary and treasurer. The Council is composed of the following: The National Executive Board, all Regional Presidents, Bylaws Chair, Nominating Chair, Finance Chair, Council on Accreditation Chair, Membership Chair, and National Conference Planning Chair.

The mission of APA is to offer the opportunity for professional development and personal growth for those called by God to serve as support staff of the Presbyterian Church (U.S.A.) and those denominations we are with communion. The mission is accomplished by providing continuing education events for certification and occasions for fellowship, worship and spiritual nurture and prayer at both National and Regional meetings as well as APA sponsored training events.

We offer three levels of certification with the opportunity to receive recognition for every 50 hours of continuing education beyond level 3. Our members may also receive an additional certificate in Concentrated Studies in Polity, Communications, Administration and Facilities Management, Theology, Church History and Finance after completing another 25 hours in each of these areas of studies. Approved instructors are required to teach the requested amount of time for the class. Approval is given by our Certification Chair. The Certification Committee reviews the classes to ensure the classes being taught are current with what is happening in the church and office administration. Elective hours include conflict management, designing for communication, technology classes, financial matters, and other classes that provide professional growth and understanding of the Presbyterian Church (U.S.A.). Below explains the breakdown for each level.

LEVEL I

Core Courses	
Church History (Part 1)	2.5 hours
Church History (Part 2)	2.5 hours
Polity 1 (Part 1)	2.5 hours
Polity 1 (Part 2)	2.5 hours
**Office Administration	2.5 hours
*Spiritual Growth and Discipline	2.5 hours
Theology – Christian Perspectives of the Church (Part 1)	2.5 hours
Theology (Part 2)	2.5 hours
Total Core Hours	20 hours
Total Elective Hours	20 hours
Total Hours Required	40 hours

LEVEL II

Core Courses	
Directory for Worship	2.5 hours
Legal Matters	2.5 hours
PC(USA) History Since Reunion (Part 1)	2.5 hours
PC(USA) History Since Reunion (Part 2)	2.5 hours
Polity II	2.5 hours
**Office Administration	2.5 hours
*Spiritual Growth and Discipline	2.5 hours
Total Core Hours	17.5 hours
Total Elective Hours	27.5 hours
Total Hours Required	45 hours

LEVEL III

Core Courses	
Book of Confessions	2.5 hours
GA Entities	2.5 hours
Polity III	2.5 hours
**Office Administration	2.5 hours
*Spiritual Growth and Discipline	2.5 hours
Total Core Hours	12.5 hours
Total Elective Hours	37.5 hours
Total Hours Required	50 hours

Prior to the changes made to the form of government, APA had been recognized previously by General Assembly, and under the former section G- 14.0740 we had been affiliated with the Office of Vocation and had a PCUSA staff liaison. We had also been listed in the directory and Book II. However, after NFOG was approved we were lost in translation and have struggled since to be specifically identified by the Presbyterian Church (U.S.A.) for our service and dedication to the larger church. Therefore, it is time after almost 40 years of service and dedication, that the Presbyterian Church (U.S.A.) specifically recognizes the Administrative Personnel Association (APA) and its certified members in the Book of Order.