REGISTRATION OPEN TO CHURCH ADMIN STAFF!

PC(USA) Administrative Personnel Association Atlantic Region Conference

Sept 7–10, 2025

Summerville, SC

Classes toward Certified Church Administrator (CCA) certification will be held at Summerville Presbyterian Church at 407 South Laurel Street, Summerville, SC

Conference Registration fee $195

Hotel accommodations by Hilton Hotel

Not attending in person? Zoom classes are $25/ea.

Reserve your hotel room by calling
Jennifer Moody, 843-412-1974
Ask for APA Group rate
Rooms $135/night + taxes & fees
Reserve your room by 8/7/25

Classes begin Sunday afternoon!
Join the Atlantic Region Board for a
Meet-n-Greet
at 7pm at the church!

Scholarships available
Contact Ruth Mikalonis, Treasurer
rmikalonis@verizon.net
Questions about registration
Contact Julie McCormick
summervillepres@gmail.com

Conference Schedule

The certification program is the core of the Administrative Personnel Association (APA). It allows for members to gain expertise in all fields associated with their position within the PC(USA).

Each member, regardless of current certification or continuing education status, must take a Polity class at least once every three years to maintain any awarded certification(s). If you are not sure when you took your last Polity class, or if you have any questions regarding the certification process, please contact Romelda Guglielmo, office@fpcusa.org.

LEVEL 1 Core Courses
Polity – 5 hrs.
PC(USA) – 5 hrs.
Admin., Finance & Facilities Mgmt. – 2.5 hrs.
Self–Care & Personal Development – 2.5 hrs.
Communication/Technology – 2.5 hrs.
Ethics, Advocacy & Inclusion – 2.5 hrs.
Total Core Hours: 20
+ Total Elective Hours: 20
Total Hours required: 40

LEVEL II Core Courses
Polity – 2.5 hrs.
PC(USA) – 2.5 hrs.
Admin., Finance & Facilities Mgmt. – 5 hrs.
Self–Care & Personal Development – 2.5 hrs.
Communication/Technology – 2.5 hrs.
Ethics, Advocacy & Inclusion – 2.5 hrs.
Total Core Hours: 17.5
+ Total Elective Hours: 27.5
Total Hours required: 40

Date/Time/Class **(All classes available via Zoom)**
Sunday, Sept 7
4pm Personal Safety (*Self-Care/Personal Development*)   7pm Meet-n-Greet/Registration
Monday, Sept 8
8am Breakfast & Morning Devotions   9am Supporting the Executive Staff (*Admin/Fin/Fac.*)   9am Theology A (*PC(USA)*)   11:45am Morning classes end; proceed to Lunch   1:30pm Managing Life Changes (*Self-Care/Personal Dev.*)   1:30pm Theology B (*PC(USA)*)   4:15pm Classes end for the day   4:30pm Atlantic Regional Meeting
Tuesday, Sept 9
8am Breakfast & Morning Devotions   9am Directory for Worship (*Polity*)   9am Social Media including Canva (*Communications*)   11:45am Morning classes end; proceed to Lunch   1:30pm Presbyterian Historical Society (*PC(USA)*)   1:30pm Creation Stewardship (*Ethics, Advocacy & Inclusion*)   4:15pm Classes end for the day   6pm Celebration Dinner
Wednesday, Sept 10
8am Breakfast & Morning Devotions   9am Board of Pensions (*PC(USA)*)   11:45am Class & conference ends

LEVEL III Core Courses
Polity – 2.5 hrs.
PC(USA) – 2.5 hrs.
Admin., Finance & Facilities Mgmt. – 2.5 hrs.
*Self–Care & Personal Development – 2.5 hrs.
*Communication/Technology – 2.5 hrs.
Total Core Hours: 12.5
+ Total Elective Hours: 37.5
Total Hours required: 50
*Ethics, Advocacy & Inclusion may be taken as an alternative