



PCUSA Administrative Personnel Association

Empowering
Excellence
in Church
Administration



About Us

Founded in 1976 by Joyce Bauer, the Administrative Personnel Association (APA) is dedicated to educating and certifying administrators serving the Presbyterian Church (USA). Recognized as a certifying body at the 2016 General Assembly, the APA encourages proficiency in administration. With members across five regions—Heartland, Atlantic, Pacific, Southeast, and Southwest—the APA continues to grow and host annual conferences.

Contact

Atlantic Region
Membership Chair:
Julie Anne McCormick
summervillepres@gmail.com

Membership

Those eligible for membership include employees of churches and other Presbyterian governing bodies in positions such as:

- Administrative Assistants
- Church Administrators
- Financial Administrators
- Office/Business Managers

Why is Certification Important?

At the heart of APA, the Certification Program equips members with expertise in their roles within the Presbyterian Church (USA). Through continued education, members enhance their value to staff, congregations, and themselves. Open to people of various faiths that serve PCUSA entities, the program deepens our understanding of the Presbyterian workplace through polity, training in church procedures, the digital world, management of time, work relationships, and spiritual health.

Certification Program

Level 1

Total Hours Required – 40 Hours

Level 2

Total Hours Required – 45 Hours

Level 3

Total Hours Required – 50 hours

Three levels of education are offered with areas of specialization.

APA also offers general continuing education and advanced certification in concentrated studies in the areas of Administration and Facilities Management, Church History, Communications, Finance, Polity, and Theology.

