



2025 Pacific Region Conference Administrative Personnel Association of PC(USA) Zephyr Point Presbyterian Conference Center September 11-14, 2025

*Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—
if anything is excellent or praiseworthy—think about such things. Philippians 4:8*

To register for classes:

1. Fill out registration form: Early Bird discounted registration must be postmarked by June 10, 2025
Regular registration must be received by August 1, 2025
2. Include your payment: Make your check payable to
Administrative Personnel Association
memo line: Pacific Region
3. Send registration form and payment to:
Susan Coghill, 1031 W. 10th Street, Medford, OR 97501

Question about registration

contact: Susan Coghill
Phone: 541-864-9239
Email: presbyashland@yahoo.com
or: coghillsk@yahoo.com

Scholarships available:

Pacific Regional Scholarship
Contact: Susan Weir
Phone: 831-373-3031
Email: sweir@fpcmonterey.org

Zephyr Point Presbyterian Conference Center



Since 1924 Zephyr Point Presbyterian Conference Center has provided rest, rejuvenation and recreation for thousands. From its humble beginnings when guests camped in tents on the rugged lakeside, Zephyr Point has developed into a modern Camp and Conference Center with a variety of housing options and meeting spaces that can accommodate groups of up to 300.

Zephyr Point's history began during the Roaring Twenties when the Presbyterian Synod of California was contemplating new and inspirational experiences for its young people. Dr. Robert Donaldson of the Board of National Missions in San Francisco Presbytery scheduled the first Young People's Conference at Lake Tahoe for the summer of 1924.

For almost 100 years, guests of Zephyr Point have grown in knowledge, gained inspiration for their faith, and enjoyed the wonders of God in nature through the rugged beauty of the Tahoe Basin.

Conference Schedule

Wednesday, September 10

5:00pm Board Meeting

Thursday, September 11

3:00pm Check in begins

5:30pm Welcome and Dinner

7:00pm Living with Grief

Friday, September 12

8:00am Breakfast at Dining Hall

9:00am Polity 1 Part A

12:00pm Lunch

1:00pm Church Guide to Copyright Law

6:00pm Dinner

7:00pm Creation Stewardship

Saturday, September 13

8:00am Breakfast

9:00am Financial Reporting

12:00pm Lunch

1:00pm ChatGPT and AI

6:00pm Dinner

7:20pm Evening Meditation

7:30pm Regional Business Meeting

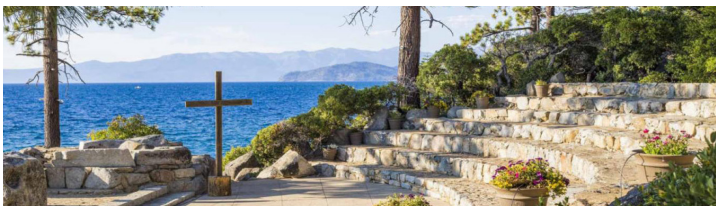
8:30pm "Circle Game" Gifts

Sunday, September 15

8:00am Breakfast

11:00am Check out

All times are Pacific Standard Time



Membership

Those eligible for membership include employees of churches and other Presbyterian bodies in positions such as: Administrative Assistants, Church Administrators, Financial Administrators, and Office/Business Managers.

Questions about Membership?

Contact: Lisa Landis

Phone: 209-613-4294

Email: llandis112@aol.com

Certification Program

This certification program is the core of the Administrative Personnel Association (APA). It allows members to gain expertise in all fields associated with their position within the Presbyterian Church(U.S.A.).

Questions about Certification?

Contact: Susan Springer

Phone: 503-341-1247

LEVEL I Core Courses (Hours per category)

Polity — 5 hours

PC(USA) — 5 hours

Admin., Finance & Facilities Mgmt.— 2.5 hours

Self Care & Personal Development — 2.5 hours

Communication & Technology — 2.5 hours

Ethics, Advocacy & Inclusion — 2.5 hours

Total Core Hours: 20

Total Elective Hours: 20

Total Hours Required: 40

LEVEL II Core Courses (Hours per category)

Polity — 2.5 hours

PC(USA) — 2.5 hours

Admin., Finance & Facilities Mgmt.— 5 hours

Self Care & Personal Development — 2.5 hours

Communication & Technology — 2.5 hours

Ethics, Advocacy & Inclusion — 2.5 hours

Total Core Hours: 17.5

Total Elective Hours: 27.5

Total Hours Required: 45

LEVEL III Core Courses (Hours per category)

Polity — 2.5 hours

PC(USA) — 2.5 hours

Admin., Finance & Facilities Mgmt.— 2.5 hours

Self Care & Personal Development — 2.5 hours

Communication & Technology — 2.5 hours

Total Core Hours: 12.5

Total Elective Hours: 37.5

Total Hours Required: 50