



# 2024 Pacific Region Conference Administrative Personnel Association of PC(USA) Zephyr Point Presbyterian Conference Center September 12-15

*And let us consider how we may spur one another on toward love and good deeds.  
- Hebrews 10:24*

## To register for classes:

1. Fill out registration form: Early Bird discounted registration must be postmarked by June 10, 2024  
Regular registration must be received by August 10, 2024
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](mailto:presbyashland@yahoo.com)  
or: [coghillsk@yahoo.com](mailto:coghillsk@yahoo.com)

## Scholarships available:

Pacific Regional Scholarship  
Contact: Susan Weir  
Phone: 831-373-3031  
Email: [sweir@fpcmonterey.org](mailto: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 11

5:00pm Board Meeting

Thursday, September 12

3:00pm Check in begins

5:30pm Welcome and Dinner

7:00pm Pastoral Care for Self and Others

Friday, September 13

8:00am Breakfast at Dining Hall

9:00am Polity - Book of Confessions

12:00pm Lunch

1:00pm Inclusive vs. Exclusive Language

6:00pm Dinner

7:00pm Boundaries/Reducing the Risk of Sexual Misconduct

Saturday, September 14

8:00am Breakfast

9:00am Technology/Google Docs

12:00pm Lunch

1:00pm Church, Presbytery and Synod in Transition

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

## Membership

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