

## ***Our Mission***

**For the beauty of the earth,**  
For the beauty of the skies,  
For the love which from our birth  
Over and around us lies,  
Lord of all, to thee we raise  
This our grateful hymn of praise.

For the beauty of each hour  
Of the day and of the night,  
Hill and vale, and tree and flower,  
Sun and moon and stars of light,  
Lord of all, to thee we raise  
This our grateful hymn of praise.

For the joy of human love,  
Brother, sister, parent, child,  
Friends on earth, and friends above,  
Pleasures pure and undefiled,  
Lord of all, to thee we raise  
This our grateful hymn of praise.

For each perfect gift of thine,  
To our race so freely given,  
Graces human and divine,  
Flowers of earth and buds of heaven,  
Lord of all, to thee we raise  
This our grateful hymn of praise.

For thy Church which evermore  
Lifteth holy hands above,  
Offering up on every shore  
Her pure sacrifice of love,  
Lord of all, to thee we raise  
This our grateful hymn of praise.

The Mission of APA is to offer opportunities for professional development and personal growth for those called by God to serve as support staff of the Presbyterian Church (U.S.A.). This 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 seminary sponsored training events.

(adopted July 1999)



## ***Membership***

Those eligible for membership in APA include non-ordained staff of Presbyterian churches or agencies, including secretaries, bookkeepers, administrative assistants, financial secretaries, clerks of session and other administrative and/or daycare staff. Dues and certification fees must be paid before any classes count toward your certification and they must be paid annually.

**2011 CONFERENCE**

**FLORIDA REGION  
ADMINISTRATIVE PERSONNEL  
ASSOCIATION  
PRESBYTERIAN CHURCH (U.S.A.)**

**May 11-15, 2011**



**HILTON GARDEN INN  
PALM BEACH GARDENS**

**3505 Kyoto Gardens Drive  
Palm Beach Gardens, Florida 33410**

**(Telephone) 561-694-5833  
(Toll Free) 877-782-9444**

**2011 Florida Regional Conference  
Registration Form**

Name \_\_\_\_\_

Name for Nametag \_\_\_\_\_

Position \_\_\_\_\_

Church/Governing Body/Agency  
\_\_\_\_\_

Preferred Address  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

E-mail \_\_\_\_\_

Occupancy (check one)  Single  Double

Roommate(s) \_\_\_\_\_

Provide me a roommate/s. (We will do our best to find you a roommate, but if we are unable to, you will be responsible for the single occupancy room price.)

Additional Comments/Fees Enclosed:  
\_\_\_\_\_  
\_\_\_\_\_

I am a (check one)  Continuing Member OR

New Member OR  Life Member

★ Inquirers: *If you are unable to attend the entire conference, you may attend only Friday's session at a cost of \$75. This will include your breakfast and lunch on Friday. This option is not available to APA members.*

Mail entire form with payment to  
**Administrative Personnel Association**  
c/o Jackie Ritter  
4171 Cumbrian Gardens Lane  
Jacksonville, Florida 32257-7561

**Wednesday, May 11, 2011**

3 pm Hotel Check-in

3 – 4 pm Conference Registration – Lobby

4 – 6:45 pm ***Spiritual Growth & Discipline (2.5 hrs)***

7 pm Executive Board Meeting – Hospitality Suite

Dinner on your own

8 – 9 pm Registration – Hospitality Suite

Welcome to South Florida Gathering

**Thursday, May 12, 2011**

7:30 am Continental Breakfast – Hospitality Suite

8 – 10:45 am ***Personal Safety (2.5 hrs)***

11:00 am Travel to church

11:30 am Florida Business Meeting

12 pm Worship

12:30 pm Lunch at church

1 pm Travel back to hotel

**FREE TIME/Dinner on your own**

2 pm ***Diva Duck Tour*** – meet in Lobby

**FREE TIME/Dinner on your own**

**Friday, May 13, 2011**

7:30 am Continental Breakfast – Hospitality Suite

9 - 11:45 Classes

***Theology*** – Part 1 (5 hrs)

***PCUSA History since Reunion*** – Part 1 (5 hrs)

***Managing Church Finances in Trying Times***  
(2.5 hrs)

12 – 1 pm Lunch

1:15 – 4:00 pm Classes

***Theology*** – Part 2

***PCUSA History since Reunion*** – Part 2

***Essentials for Budgeting*** (2.5 hrs)

**FREE TIME/Dinner on your own**

**Saturday, May 14, 2011**

7:30 am Continental Breakfast – Hospitality Suite

9 – 11:45 ***Risk Management (2.5 hrs)***

***Women's Experience in the Church (2.5)***

12 – 1 pm Lunch

1:15 – 4:00 pm ***Developing Professionalism (2.5 hrs)***

***Going Green in the Church Office/Guide to Going Carbon Neutral (2.5 hrs)***

6:00 pm Banquet

**REMEMBER: CIRCLE THE CLASSES YOU WISH TO ATTEND and COMPLETE REGISTRATION FORM**

\$ \_\_\_\_\_ Registration Cost for classes, materials @ \$110.00

\$ \_\_\_\_\_ Meals @ \$85.00, including banquet

Banquet entrees:

\_\_\_ Chicken Marsala

\_\_\_ Pan Seared Mahi Mahi

\_\_\_ Penne Pasta Primavera

\$ \_\_\_\_\_ Lodging (✓ applicable nights)

Single or Double Room - \$99.00/night

Wednesday Night Lodging

Thursday Night Lodging

Friday Night Lodging

Saturday Night Lodging

\$ \_\_\_\_\_ Scholarship (Florida members, \$5 mandatory donation)

\$ \_\_\_\_\_ Certification Fee \$25.00 (certification application required - contact Debbie Burleigh at (321) 783-6085 or [debbie@riversidepres.org](mailto:debbie@riversidepres.org))

\$ \_\_\_\_\_ Optional – Diva Duck Tour — May 12 (\$25.00)

**\$ \_\_\_\_\_ Total Cost APA Member (Part A)**

\$ \_\_\_\_\_ Guest Banquet only @ \$30.00

\_\_\_ Chicken Marsala

\_\_\_ Pan Seared Mahi Mahi

\_\_\_ Penne Pasta Primavera

\$ \_\_\_\_\_ Guest Meals @ \$55.00

**\$ \_\_\_\_\_ Total Guest Cost (Part B)**

**\$ \_\_\_\_\_ TOTAL enclosed (Part A + Part B)**

\$ \_\_\_\_\_ **Friday Only Session - \$75.00**

(not available to APA members)

Make Check Payable to:

Florida Region of the Administrative Personnel Association

**\*No refunds after April 1, 2011\***

**Registration Deadline: April 9, 2011**

Continental breakfasts, lunches, and banquet are part of the meal fee for conference attendees.

Continental Breakfast will be in the Hospitality Suite.

Lunch on Thursday is at the church;

on Friday and Saturday at the hotel.

The banquet on Saturday is at the hotel.