

***If you work as a Church Administrator seeking to serve***

- ***the world outside who contact you for help***
- ***your church members who make demands upon you***
- ***your Minister and staff who need your time***

***... but you also have a range of tasks to complete on schedule...***

...join others in similar posts to yours for this UCAN Area Training Day on

# Caring for our customers

**A valuable opportunity to help Church Administrators examine 'customer care' thinking in a church office setting**

**Tuesday 28<sup>th</sup> April 2015**

10.00 am. until 3.30 pm.

**LifeCentre, Sale, Manchester**

Cost: £37 (includes training, lunch, materials)

Host UCAN member: David Rolles and team  
Organiser and leader: John Truscott



The day is designed for members in the North-West of England and North Wales but is open to all. Non-members are welcome for a £47 fee. Reductions for multiple bookings.

## **The aims of our Area Training Days are**

- 1 To offer quality training input for Church Administrators to improve our effectiveness as church workers and develop our own skills and enthusiasm for our areas of responsibility.
- 2 To provide opportunities for networking with others in similar specialised church roles within a limited geographical area for encouragement and future contact.

## Programme for the day

from 9.30 am. Arrival and coffee

10.00 Introduction to this event and to UCAN – opening Bible passage and prayer

10.15 **The customer comes first**

John Truscott

*Our first training session investigates your church's reception facility and how this under-rated aspect of your role might work out. Are you a worker or a welcomer? Is it possible to be both? We then move on to consider what the ideas behind customer care thinking might look like in a church setting.*

11.30 Refreshment break and an opportunity to meet each other

12.00 noon **Us and them**

John Truscott

*This second session challenges you to consider the way you come across, your reliability, how you view so-called interruptions and what happens when you make mistakes. We then look at customers who are not so easy to work with: whether they are awkward, time-wasters, needy or simply come at the wrong moment. But who defines what is the right moment anyway and might we be the awkward ones?*

1.00 pm. **Lunch** (provided)

A chance to network with those in similar positions to yours

2.00 **Putting it all into practice**

*Some Church Administrators will describe their jobs and we then work in groups with options to design a church customer care policy, to study Bible passages relevant to our work, or to help each other over issues raised from the morning's programme.*

3.00 **Question and answer session**

*Issues in our work and UCAN's purpose and activities. We finish at 3.30 pm. with quick refreshments as you leave for home.*

This second series of Area Training Days runs from autumn 2014 to autumn 2015 and is planned for 13 venues:

Ware, Coventry, Woking, Nottingham, Belfast (all held already), Stirling, Central London, Manchester, Bristol (March-May 2015), Tonbridge, Leeds area, North-East, Southampton (autumn 2015).

Details of these are given regularly in the UCAN Update mailings sent to all members and at [www.bit.ly/UCANevents](http://www.bit.ly/UCANevents).

UCAN seeks to promote and encourage other groups that organise Church Administrator days including national church groupings. We seek to arrange our own programme (for training and networking) not to clash with these.

The fee for area events is designed to cover UCAN's time/costs in organising the days, venue and catering costs, and a fee for training input. UCAN accounts are shared with members once a year. We do not want cost to be a reason why you cannot come but we hope your church will pay for your training and travel.



LifeCentre, Manchester

## Venue

LifeCentre, 235 Washway Road, Sale M33 4BP

The LifeCentre is on Washway Road which is the main A56 just south of the centre of Sale on the way to Altrincham, 6 miles south-west of the centre of Manchester.

### Directions if coming by public transport

If coming from the centre of Manchester, take the Metro (Altrincham direction) from Piccadilly Station or Piccadilly Gardens and get off at Brooklands (the stop after Sale). Journey time approx 25 minutes, running every 12 minutes.

Up the steps and left onto Marsland Road. All the way to the traffic lights and left onto Washway Road. The LifeCentre is 300m on the left, on the corner with Raglan Road. This is a 10 minute walk.

### Directions if coming by car

*From the south:* leave the M6 at J19 and join the A556 towards Altrincham. Continue over the M56 straight on to the A56. Stay on the A56 through Altrincham and this then becomes Washway Road as you approach Sale. The LifeCentre is on the right immediately after a Peugeot Dealer. Turn right into Raglan Road and immediately right into the car park. Distance from the M56 junction: just over 4 miles.

*From M56 west:* leave the M56 at J7/8 and follow A56 towards Altrincham/Sale as above.

*From the north:* leave the M60 at J7 and head south on the A56. The LifeCentre is on the left, just over 1.5 miles from the motorway and just south of the centre of Sale, past Sainsburys and M&S. Turn left into Raglan Road and immediately right into the car park.

## Details of UCAN

If you are not yet a member of UCAN do join now. Visit <http://www.church-administrator.net> where you will find full details. To join online you go to the 'UCAN application to join' page and follow the instructions there. There is no annual subscription but we ask for a voluntary contribution to help cover costs. UCAN members have access to extra website pages of UCAN resources and the full UCAN database plus regular e-mailings. UCAN has teamed up with St John's College, Nottingham to run a distance learning module for Church Administrators. You can join UCAN now and then book for this Area Training Day at the members' rate.

## Discounts

Two or more bookings from one church, or five or more block bookings from a UCAN local group qualify for a £5 discount each.

## Booking

Please book on the application form on these sheets.

I look forward to meeting you.

John

John Truscott, UCAN Co-ordinator



# UCAN AREA TRAINING DAY Booking Form

## Manchester (Sale) – 28<sup>th</sup> April 2015

Please return this form to John Truscott, 69 Sandridge Road, St Albans AL1 4AG, or scan/send a standard email containing the information requested here to [john@john-truscott.co.uk](mailto:john@john-truscott.co.uk).

### Yes – please book me in!

Christian name + Surname (as you would like it to appear on your name badge) BLOCK CAPS

Church name + Town

Your post title

NON-MEMBERS ONLY Your postal address for work inc postcode

NON-MEMBERS ONLY Your email address (for acknowledging this booking) + telephone

Any special access or dietary requirements

Any questions you would like to see included at 3.00 pm

I am a UCAN member / I am not a member (*delete one*)

I enclose a cheque for £37 (£47 if not a member) made payable to John Truscott / I will bring payment with me on the day / I am paying now by BACS/PayPal/card (*delete as necessary*).

For two or more booking from one church, or five or more bookings from one UCAN Local Group, there is a £5 per person discount. BACS details are John Truscott account 00244953 at Lloyds 30-97-25. For PayPal or card payments see the PayPal link on the 'UCAN application to join' page of <http://www.church-administrator.net>. Mark such payments 'Manchester (Sale) ATD'. Any cancellation less than 14 days before 28<sup>th</sup> April means the fee is payable. Full refunds will be made prior to this.

Signature

	Date
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**Administrative use:**

No ..... Ack..... Paid ..... Notes .....