

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 24th November 2015

10.00 am. until 3.30 pm.

South Parade Baptist Church, Leeds

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

Host UCAN member: Hannah Preston

Organiser and leader: John Truscott



The day is designed for members in Yorkshire and surrounding areas 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.



South Parade Baptist Church ...



... almost across the road from the Headingley Carnegie Stadium (if you get lost!)

This second series of Area Training Days runs from autumn 2014 to winter 2015/16 and is planned for 13 venues: Ware, Coventry, Woking, Nottingham, Belfast, Stirling, Central London, Manchester, Bristol (all held already), Tonbridge, Leeds, Southampton and the North-East.

Details of these are given regularly in the UCAN Update mailings sent to all members and at 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.

Venue

South Parade Baptist Church, Kirkstall Lane (by junction with Cardigan Road), Headingley, Leeds LS6 3LF Tel 0113 275 4989

Location

South Parade Baptist Church is at the junction of Kirkstall Lane and Cardigan Road in Headingley, just across Kirkstall Lane from the Headingley Carnegie Stadium. Enter through the double wrought iron gates into a small courtyard area. The entrance to the conference room, called the Green House, is down a short slope to your right as you come through these gates.

If coming by public transport

By train: Headingley Station is on the Leeds to Harrogate line. Trains leave Leeds at 29 and 59 past the hour and take 8 minutes. Come out of the station and walk to the main road. Turn left into Kirkstall Lane, then across the cross roads and the church is on your left after a 15 minute walk from the station.

By bus: Services 19 and 19a stop at the Headingley Carnegie Stadium, just across the road from the church. They leave every 15 minutes from stop S10 at Leeds **train** station. The 56 service also stops at Headingley Carnegie Stadium and goes from stop J1 on Albion Street, in Leeds City Centre.

Alternatively, take a 1, 6, 28, 28B, 92, 95 or 97 from J3 on Albion Street and get off at the Headingley Arndale Centre, stop D3. From there it is 5 minutes walk to South Parade Baptist Church along North Lane. (See <http://www.wymetro.com/BusTravel/mapsandguides/> and click on Leeds Area Map.)

If coming by car

Sat nav: LS6 3LF. See the directions at <http://www.spbc.org.uk/Pages/aboutus.aspx>. We advise you approach Headingley from Kirkstall Road rather than Headingley Lane and the city centre.

Parking: See Googlemaps LS6 3LF. Parking is free on Derwentwater Grove which is the road running at the back of the church buildings. From Kirkstall Lane turn up South Parade right beside the church and then left into Derwentwater Grove from where you can also access Headingley View and then Headingley Mount where parking is also free. Although there are always a number of cars parked in these streets you should be able to find a place, but allow 5 minutes to find a space. Please note that South Parade is a one way street and although you can park there, it is not recommended.

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.

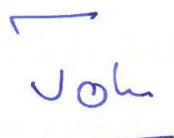
Discounts

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 Truscott, UCAN Co-ordinator



UCAN AREA TRAINING DAY Booking Form

Leeds – 24th November 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.

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 'Leeds ATD'. Any cancellation less than 14 days before 24th November 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