

JUST £49

LUNCH INCLUDED

EASY TRAVEL TIMES  
IN/OUT OF LONDON

UCAN's 2016 *Cutting Edge* national conference



# RISK TOOLKIT

Do you struggle to keep in touch with an overview of your operational responsibilities?

Would you value an update on the changes in legislation that impact your church?

As a Christian do you feel responsible for keeping your church safe?



with **DARYL MARTIN**

Charity specialist, Head of  
*Advice for the Voluntary Sector*

**WEDNESDAY 16TH MARCH**

**11.30AM TO 5.30PM**

**BLOOMSBURY CENTRAL BAPTIST CHURCH, LONDON WC2**

Join other church operational and administrative staff holding similar responsibilities to yours, facing the same challenges

# RISK TOOLKIT

A day for senior-manager Church Administrators and others packed with advice on best practice across a wide sweep of operational responsibilities

Join us to build an invaluable toolkit to enrich and give you greater confidence in your work in church organisation and administration.

This is a day designed to cover a wide area of church operations where exposure to risk is inherent, with a speaker who is a specialist on keeping charities and churches as safe as can be.

There will be principles to follow, checklists to refer to, warnings of where others have gone wrong, help on how to apply our Christian faith within these topics, and time for interaction with the speaker and networking with each other.

We aim to provide delegates with a useful and extensive briefing in print which they can take away at the end of a memorable and instructive day.

## **DARYL MARTIN,** OUR KEYNOTE SPEAKER



Daryl Martin is an established voice in the charitable world. He runs Advice for the Voluntary Sector (AFVS) and heads a team looking after numerous charities throughout the UK. He sends out a monthly bulletin to nearly 10,000 readers.

After a long and successful career in a major building society, he dug his escape tunnel and has spent the last 20 years enjoying the challenge of helping charities understand their legal and other accountabilities and helping them when they get into difficulties. He prefers, though, to talk to them before they get into trouble.

His clients are mainly but not exclusively churches and organisations in the Christian sector.



# PROGRAMME

**11.00AM ARRIVAL AND COFFEE**

**11.30AM INTRODUCTION AND OPENING PRAYERS**

**11.45AM RISK AND LEGISLATION - DARYL MARTIN**

Daryl advises on best practice, and gives us some cautionary tales, on the wise handling of risk in employment (eg. grievances, recruitment, redundancy), working with volunteers and interns, health and safety and insurance, security, data protection, safeguarding for both children and vulnerable adults, and other areas where there are laws (some of them changing) which we need to understand and follow in appropriate ways. Followed by short case studies and time to interact with our speaker.

**1.10PM LUNCH (PROVIDED)**

With time allowed to network with those from your area of the country.

**2.20PM UCAN NEWS SESSION**

**2.30PM RISK AND CURRENT ISSUES - DARYL MARTIN**

We move on to what could be hot topics for 2016 including Charity Commission investigations, handling complaints, HMRC issues of the moment, changes in pension legislation, other areas of finance and trading, project management, church trustee responsibilities, grey areas and other matters where we need to be sharp in our thinking and wise in our application.

**3.35PM REFRESHMENT BREAK**

**4.00PM RISK IN PRACTICE**

We meet in groups to apply Daryl's input to issues that affect our own churches.

**4.45PM RISK QUESTIONS**

Our chance to engage with Daryl with issues arising from our groups. A vital learning session to apply back home.

**5.15PM RISK HIGHLIGHT**

We draw key lessons from the day and present all delegates with a resource pack.

**5.30PM CLOSE**

## VENUE AND TIMING

**BLOOMSBURY CENTRAL BAPTIST CHURCH,  
SHAFTESBURY AVENUE,  
LONDON WC2**

We move this year to the heart of the West End of London. Bloomsbury Central Baptist Church is close to Tottenham Court Road and Holborn underground stations, easily reached from all mainline stations.

We have chosen a central London venue and are deliberately running the day an hour or more later than would be normal to help those travelling some distance to obtain cheaper train fares.

We would be grateful if delegates could plan their evening so they do not need to leave before 5.30pm.

## NON-MEMBERS/GUESTS

This event is designed for senior-manager Administrators but open to any UCAN member with an interest in the subject. If you work as a Church Administrator but are not yet a member you should first join at [www.church-administrator.net](http://www.church-administrator.net). Members may bring one guest from their church with them if they wish, but non-members may only attend as a guest of a UCAN member.

## BOOKING

Please book on the application form on these sheets or you may send the same information in a standard email. It would be helpful if you would book as soon as possible if you are intending to come.

*Note: this brochure may be viewed and downloaded on the 'UCAN events' page of [www.church-administrator.net](http://www.church-administrator.net)*

## THE AIMS OF OUR CUTTING EDGE CONFERENCES ARE

**1.** To offer high-quality training input for 'senior manager' Church Administrators to enhance our professionalism in terms of understanding and skills in areas in which we hold responsibility.

**2.** To provide opportunities for networking with others in similar specialised high-level roles for encouragement and mutual learning.

# CUTTING EDGE - 2016 national conference

16th March 2016 for 'senior manager' Church Administrators and other UCAN members

Please return this form to John Truscott, 69 Sandridge Road, St Albans AL1 4AG, or send the exact information requested here in a standard email 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)

Church name + Town

Your job title

**Guests of UCAN members:** please show who you are coming with plus your email/telephone.

**UCAN members:** leave blank as your booking will be acknowledged on your normal email.

First and second preferences for afternoon groups

*mark a 1 and a 2 against two topics although groups may not be restricted to one theme alone*

A: Risk in staff employment

C: Risk in finance and trading

B: Risk in trustee responsibilities

D: Risk in buildings and equipment

Any special access or dietary requirements

I enclose a cheque for £49 made payable to John Truscott / I am paying now by BACS or PayPal / I will bring payment with me on the day (delete two).

BACS details: account John Truscott 00244953 at Lloyds St Albans branch 30-97-25. For PayPal/cards use <http://www.john-truscott.co.uk/Contact/Payment-to-UCAN>. Mark all such payments 'Cutting Edge'. Any cancellation after 29th February means the fee is payable. Full refunds will be made prior to this. All bookings will be acknowledged by email. Please book early to help us plan the event.

**Signature**

**Date**

Office use:

No. \_\_\_\_\_ Ack \_\_\_\_\_ Paid \_\_\_\_\_ Group \_\_\_\_\_ Notes \_\_\_\_\_

UCAN's Cutting Edge events are organised by

**BRIAN HOWELLS**

Operations Manager at Holy Trinity, Claygate

**JULIAN MANDER**

Operations Manager at Riverside Church, Birmingham

**IRENE NASH**

Administration Manager at South Street Baptist Church, Greenwich

**MARK PARSONS**

Operations Manager at Christ Church Clifton, Bristol

**JOHN TRUSCOTT**

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**UCAN - PROMOTING EXCELLENCE IN CHURCH ADMINISTRATION**