

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...

... you are warmly invited to join us for this UCAN Area Training Day on

Developing our role

A valuable opportunity for Church Administrators to think through their roles, increase their effectiveness and network with others in similar positions

Thursday 28th April 2016 from 10.00 am. until 3.30 pm.

at Abbey Hall, St Andrew's Church, Royal Parade, Plymouth

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

Leader: John Truscott

The day is designed for members in Devon and Cornwall but open to any UCAN member. Non-members may attend 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 **Why am I here?!**

John Truscott

Our first training session investigates the purpose of an Administrator appointment, the key responsibilities we may have, the expectations people have of us, the kind of people we should be, and the development we should seek. This will cover what a proper job description should look like and challenge us all as Christian disciples and as representatives of our churches.

11.30 Refreshment break and an opportunity to meet each other

12.00 noon **The role of a church office**

John Truscott

This second session considers similar issues for a church office: its role in the spiritual life of the church, the idea of a 'purpose statement' for the office, our vision for what the office might become, aims to help us work towards that, and the idea of a Planning Retreat to help us find space for this kind of big picture thinking.

1.00 pm. **Lunch** (provided)

A chance to network with those in similar positions to yours

2.00 **Learning from each other**

A chance for delegates to share experiences and describe their churches and/or sessions in groups to consider our roles.

3.00 **Q & A session**

Issues in our work and UCAN's purpose and activities. We finish at 3.30 pm. prompt.

UCAN has already run two series of Area Training Days around the UK but the closest events to the South-West have been in Bath in 2013 and Bristol in 2015.

This day is being put on to encourage Church Administrators in Devon and Cornwall to meet each other as well as receiving training input. We hope you will attend if you possibly can and make this event known to others in similar positions in your area. UCAN has 23 members who are being invited and we would love to see this event attracting other Church Administrators too.

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.

St Andrew's Church, Plymouth

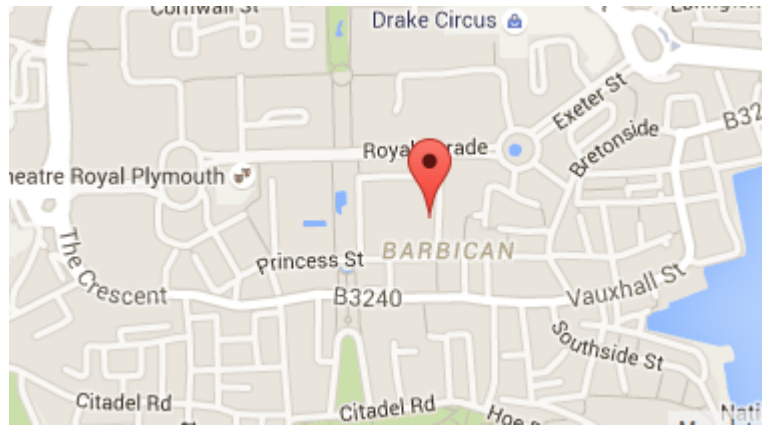


Venue

The Abbey Hall, St Andrew's Church, Royal Parade, Plymouth PL1 2AD
Office Tel: 01752 661414

Location

St Andrew's Church is just off Royal Parade in the city centre. To reach Abbey Hall walk round the tower end of the church and turn in at the metal gate on your left. The hall is up a few steps on the right.



Directions if coming by public transport

Most buses stop at Royal Parade and the bus station is only 5 minutes away. St Andrew's Church is about 1 km from Plymouth rail station.

Directions if coming by car

Here is a link to take you from the A38 at Marsh Mills to St Andrew's. <https://goo.gl/maps/y3RTZFZuviS2>. The nearest long-stay car park is in the Theatre Royal multi-storey off the roundabout at the west end of Royal Parade. This costs £1.20 per hour and is a five minute walk away. See <http://www.theatreroyal.com/your-visit/getting-here/parking/>

Ask Debbie Marsh in the Parish Office if you want further details.

The cost

The fee for area events is designed to cover UCAN's time/costs in organising the days, venue, insurance 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. If there are problems, speak to John Truscott who will seek to help.

There is a discount of £5 per person for two or more people booking from the same church.

Details of UCAN

If you are not yet a member of UCAN but would like to join, 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 news, UCAN resources and the full UCAN database plus regular e-mailings.

Booking

Please book on the application form on these sheets. Invitations are going to UCAN members in Devon and Cornwall but the day is open to everyone.

Do join us if you possibly can to increase your effectiveness and be encouraged by getting to know others. I look forward to meeting you.

John Truscott UCAN National Co-ordinator



UCAN AREA TRAINING DAY Booking Form

Plymouth – 28th April 2016

Please return this form to John Truscott, 69 Sandridge Road, St Albans AL1 4AG, or 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)

Church name + Town

Your post title

Your postal address inc postcode

Your email address (for acknowledging this booking) + telephone number (inc code)

Any special access or dietary requirements

Any questions/issues you would like to see included during the afternoon

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 by BACS or card/PayPal (*delete as necessary*). There is a £5 per person discount off these prices for two or more from one church.

BACS details are John Truscott account 00244953 at Lloyds St Albans 30-97-25. For card/PayPal see the link at <http://www.john-truscott.co.uk/Contact/Payment-to-UCAN>. Mark such payments 'Plymouth ATD'. Any cancellation less than 14 days before 28th April means the fee is payable. Full refunds will be made prior to this.

Signature

	Date
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Administrative use:

No Acknowledgment Payment Notes