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Your personal invitation to the St Albans UK Church Administrator Network training day

**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***

**Tuesday 13<sup>th</sup> September 2011 from 10.00 am. until 3.30 pm.**

**at St Paul's Church, St Albans**

Cost: £35 (includes training, lunch, materials)

Leader: John Truscott plus an explanation and tour of the St Paul's £4.1m redevelopment project with Marion Brown

The day is designed for members in Home Counties North but open to any UCAN member. Non-members may attend for a £45 fee. There are 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.

### **The cost**

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. If there are problems, speak to John Truscott who will try to help.

## Programme for the day

from 9.30 am. Arrival and coffee

10.00 Introduction to this event and to UCAN – opening 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, the place of administration in church life and problems which may arise to work against the office's effectiveness*

1.00 pm. **Lunch** (provided)

A chance to network with those in similar positions to yours within the area

2.00 **The St Paul's building project**

Marion Brown

*A tour and explanation of this major project just completed, which turned an Edwardian church round 180 degrees, extended and improved the halls and linked them to the church. Marion Brown was the Building Project Co-ordinator and will explain what was done, why and the impact it has had. Helen Chilton, Administrator, will show us her office.*



3.00 **Question and answer session**

*Issues in our work and UCAN's purpose and activities.*

3.30 Close – with refreshments available for all who can stay

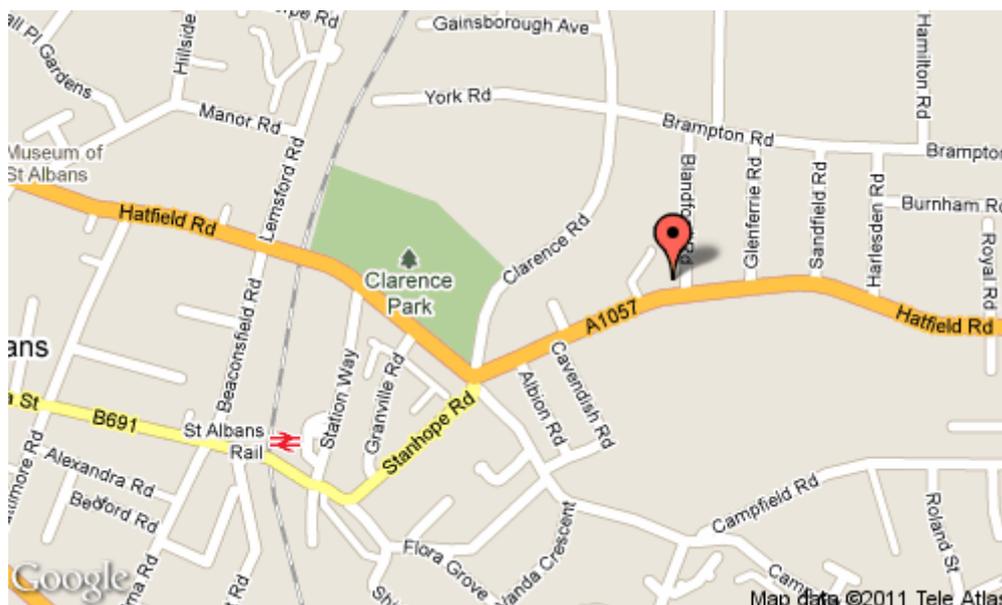
Other local events are being planned for Belfast on 9<sup>th</sup> November (date to be confirmed) and Birmingham on 29<sup>th</sup> November with other venues to follow in 2012. Details of these are given regularly in the UCAN Update mailings sent to all members.

If you are interested in forming a UCAN local group for a city or a county for mutual encouragement and networking, please let us know as we can offer support and help.

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

## Venue

St Paul's Church, Blandford Road, St Albans AL1 4JP



### If coming by train

St Paul's Church is only half a mile from St Albans City station – a 10 minute walk. First Capital Connect trains to Bedford from London Bridge, Blackfriars, Farringdon and St Pancras (suburban) run every 15 minutes and take 20 minutes non-stop from St Pancras. Come out of the main station exit on platform 1, turn right up to the traffic lights and go left. Follow Stanhope Road round to the left and see the map above.

### If coming by car

St Paul's is in Blandford Road, just off the A1057 east of the city centre on the way to Hatfield. Post code AL1 4JP. If coming out of St Albans follow the map above. If from Hatfield the church is beyond Morrisons, then a parade of shops and opposite the cemetery. There are only a few parking spaces available at the church but there is unrestricted parking in Brampton Road (see map) and some of the roads off it. If you want to park closer to the church, contact Helen Chilton on 01727 846281 who can arrange a space or a permit for you for Blandford Road which is restricted from 1.30 to 3.30 pm.

## Details of UCAN

If you are not yet a member of UCAN but would like to join, visit [www.church-administrator.net](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 forums and the full UCAN database plus regular e-mailings.

## Booking

Please book on the application form on these sheets. It would be helpful if you would book as soon as possible if you are intending to come. Places for this event are limited.

This is the first-ever area event but we plan a series from now year by year in different locations around the UK. 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



# UCAN AREA TRAINING DAY Booking Form

**St Albans – 13<sup>th</sup> September 2011**

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](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 post title

Your postal address inc postcode

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

Any special 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 £35 (£45 if not a member) made payable to John Truscott / I will bring payment with me on the day / I am paying by BACS or PayPal (*delete as necessary*).

For two or more booking from one church, there is a £5 per person discount. BACS details are John Truscott account 00244953 at Lloyds/TSB St Albans 30-97-25. For PayPal see the link on the UCAN application page of [www.church-administrator.net](http://www.church-administrator.net). Mark such payments 'St Albans event'. Any cancellation less than one week before 13<sup>th</sup> September means the fee is payable. Full refunds will be made prior to this.

Signature

	Date
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**Administrative use:**

Acknowledgment ..... Payment ..... Notes .....