

ABOUT THE TEAM

We are delighted that John Truscott will be our guest speaker for the day.



John is an independent church consultant and trainer who champions the ministry of 'creative organisation'. He is based near London but has worked with a range of different churches throughout Northern Ireland over many years. He is the Co-ordinator of UCAN, the UK Church Administrator Network. For full details of his work, of UCAN and to see his wide range of resources freely available to all, visit www.john-truscott.co.uk.

UCAN – the UK Church Administrator Network

John has established UCAN to encourage and resource all those employed by their church as an Administrator in any form. Employed Church Administrators should join online (from the web address above or from www.church-administrator.net). There is no charge but a voluntary contribution is suggested. We then offer a reduced rate at the day event.

These events are facilitated by Chris Hollies – Leadership First

Chris Hollies is based in Belfast and is an independent Church Development Consultant and Trainer who is committed to the local church, with a desire to see her become all that God would have her be.



He offers over 10 years of experience in church consulting and training having worked with churches and their leaders from across the denominational spectrum, particularly in Northern Ireland where he and his wife and 3 daughters live. He has worked with the Presbyterian, Church of Ireland, Church of Scotland, Baptist, Methodist, and Elim denominations together with many independent churches. See www.leadershipfirst.co.uk for more details.

SPECIAL EVENING WORKSHOP

“Come and Join Us!”

Wednesday, 9th November
7.30pm

A highly practical evening workshop on welcome - stage two which deals with the answer to 'What happens after we have said hello?'

This event forms a sequel to John's superb 'Welcome' event that many in Northern Ireland have attended, but also stands alone. It uses the same mix of training input, exercises, discussion, biblical thought and humour that characterised the welcome event, but considers the next stage on. How can we help newcomers become actively involved at the centre of church life following their first visits?

Many churches would appreciate suggestions as to how to help such people, or for that matter 'fringe' members who attend infrequently. This evening event will identify the issues and provide you with many practical ideas for how to encourage people to join you.

Please bring a team of those concerned for the whole stewarding, welcome process and membership, plus your leadership and staff.

Areas covered include:

- What does it seem like?
- What should we try to do for newcomers or fringe?
- I believe in God the church builder...
- Planning a route into membership
- Principles to follow



A day on principles of church communication designed specifically for those who work as Church Administrators but with a wider application for Ministers, other church staff and leaders.

Wednesday, 9th November, 2011

Putting our
message Across

Effective Communication
for Church Administrators
and the Church

with
John Truscott

PUTTING OUR MESSAGE ACROSS

'Clarity in everything' is a phrase often used by one highly experienced senior church leader. This day therefore provides a useful model to enhance clarity within the life of a local church and explains the communication process which can be applied to print, speech, emails and websites. We look at how churches should code up their messages first to their own membership and then to an increasingly secular world. We consider how messages need, first, to be structured well and then 'coloured' so that they attract listeners or readers.

There will be clear applications to everything from a weekly news-sheet to an interactive website, from the office voicemail to communicating with staff and volunteers. The day explains how to turn messages into 'news' using print, speech, the local media and the web and offers creative ideas for appropriate internal and external channels of communication.

There will be a chance to look at and assess a selection of church websites.

The day will enable you, whether Administrator, Secretary or other church member involved in communications, to enhance your church/office communication strategy and get your messages across with greater clarity.

Areas covered include:

- The idea of messages sent and received
- Coding in different media applied to the church office
- Structure and colour
- Jesus, the master communicator
- The central importance of 'news'
- Using the web to reach the outside world
- Facebook and Twitter for churches
- Principles to follow

TIMETABLE

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| 9:30 | Registration & coffee |
| 10:00 | Welcome & worship |
| 10:20 | Session 1 |
| 11:40 | Coffee break |
| 12:00 | Session 2 |
| 1:00 | Lunch (provided) |
| 1:45 | Session 3 |
| 2:45 | Tea break |
| 3:00 | Session 4 |
| 4:00 | Close |

For more information please contact
Chris Hollies, Leadership First
on 07788 991 267

BOOKING FORM

To attend either or both events, please post a completed booking form to the address beneath or call **Pauline** on 028 9042 3622 (10am-1pm, Mon-Fri). Please note that places are limited and we are unable to accept credit card bookings.

Send to: Pauline Clarke
St Philip and St James Parish Office
71 Church Road, Holywood
BT18 9BX

Title

Name

Address

Contact Telephone Number

e-mail address

Church/Organisation

Number of places to book:
"Putting Our Message Across" *
£45pp [or £35pp for UCAN members]
(includes tea, coffee and lunch)

"Come and Join Us!"
£20pp with one free place per every 4 booked

Total amount enclosed:
(cheques payable to "Leadership First")

£

*For the day event please enclose a slip giving names of any coming with you so we can provide name badges.