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Do you

- **struggle to increase your capacity with more people alongside you?**
- **wish someone could help you achieve the results you pray for?**
- **know you'd value training in a specifically Christian context?**

Join other Church Administrators holding similar responsibilities to yours, facing the same challenges, all seeking to find the right answers, at the UK Church Administrator Network's (UCAN)

2014 Cutting Edge national conference

for senior-manager Church Administrators

Tuesday 1st July 2014

11.30 am. to 5.30 pm.

City Temple, central London (EC1)

Sharpening our team-building skills



with Bryn Hughes

Experienced team trainer and teacher on management skills for Christian leaders





From the roof of City Temple Conference Centre

Programme for the day

- 11.00 am. Arrival and coffee
- 11.30 Introduction and opening prayer
- 11.45 **Team leadership**
Bryn Hughes
If managing individuals is tricky, then the leadership of teams is infinitely more complex. We will look in detail at one very practical biblical insight. The objective of these two sessions is to equip you with some tools for team assessment and improvement. We'll come up with a working definition of a team too.
- 12.40 pm. **Team case studies**
Joyce Gledhill, Operations Manager of Gold Hill Baptist Church
Simon Jones, Church Manager of St Andrew's, Chorleywood
- 1.10 **Lunch** (provided)
With time allowed to network with those from your area of the country.
- 2.20 **UCAN news session**
- 2.30 **Team performance**
Bryn Hughes
We will take an overview of three other tools that help us to analyse the performance of teams. Teams are not static and constantly require developmental input. Over the two sessions, we hope to give you a full understanding of the anatomy of teams, a diagnostic mentality, and common steps for healthier outcomes.
- 3.35 Refreshment break
- 4.00 **Team practice**
We meet in groups to apply Bryn's input to building a volunteer church office team, leading an ad hoc project team, advising the staff team, developing a team culture.
- 4.45 **Team questions**
Our chance to engage with Bryn Hughes, our case study speakers and each other on the day-to-day practicalities of teamwork. A vital learning session to apply back home.
- 5.15 **Team highlight**
Bryn Hughes
Bryn gives us key lessons to remember and learn from all we have covered today.
- 5.30 Close

We are currently planning a third residential conference at King's Park, Northampton. We are again including two themes to suit as wide a range of 'senior manager' Church Administrators as possible: changing our churches and how to use databases for effective ministry.

Book the King's Park dates now: 16th to 18th March 2015.

Bryn Hughes, our keynote speaker



Bryn was the Director of Management Training for Marc Europe in the 1990s, conducting over 200 seminars on their courses enhancing the management skills of Christian leaders.

Since then he has worked as a freelance trainer equipping leaders for their work of ministry. He has run courses in various parts of Africa, in Denmark, Holland, Poland, Romania, Russia, Armenia and the USA.

He is also used as a consultant at senior management level by leading organisations in the Christian charity sector. He is involved in vision and strategic planning issues, as well as in senior staff development.

He has had three books published: *Leadership toolkit*, *Small group know how* and *Discipling, coaching and mentoring*. He is ordained in the Elim church but spends the greatest proportion of his time within Newfrontiers.

Venue and timing

City Temple, Holborn Viaduct, London EC1A 2DE
Tel 0207 583 5532

City Temple Conference Centre is right in the heart of London between the West End and the City. It is a five minute walk from each of City Thameslink mainline and Farringdon and Chancery Lane underground stations. Those who book will receive directions.

We have chosen a central London venue and are deliberately running the day an hour or more later than in the past 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 5.30 pm.

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.

Non-members / Guests

This event is designed for senior-manager members of UCAN but open to any 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. Members may bring a guest from their church with them but as numbers are restricted we ask that this is first cleared with John Truscott.

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 set of sheets may be viewed and downloaded on the 'UCAN events' page on the website.

UCAN Cutting Edge events are organised by

Sally Dowell	Church Co-ordinator at St Mary's, Upton, Wirral
Julian Mander	Operations Manager at Riverside Church, Birmingham
David Moss	Church and Centre Manager at Chessington Evangelical Church
Mark Parsons	Operations Manager at Christ Church Clifton, Bristol
Margaret Proud	Operations Manager at Emmanuel, Northwood
John Truscott	UCAN Co-ordinator

CUTTING EDGE – 2014 national conference

1st July 2014 for 'senior manager' Church Administrators and others who are 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.

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

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 will not be restricted to one theme alone

..... A: Building a volunteer church office team C: Advising the staff team

..... B: Leading an ad hoc project team D: Developing a church team culture

Any special access or dietary requirements

Any questions on teams you would like to see included at 4.45 pm.

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 use the link on the 'UCAN application to join' page of www.church-administrator.net. Mark all such payments 'Cutting Edge'. Any cancellation after 2nd June means the fee is payable unless we are full and can offer your place to someone on the waiting list. Full refunds will be made prior to this. All bookings will be acknowledged by email but there may be short delays during the period 4th to 21st June. Places are limited so we recommend early booking to be sure of a place.

Signature

Date

Office use:

No. Ack Paid Group Notes