

***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**

## **Administration: biblical and creative**

***A valuable opportunity for Church Administrators to gain a new vision for their ministry and network with others in similar positions***

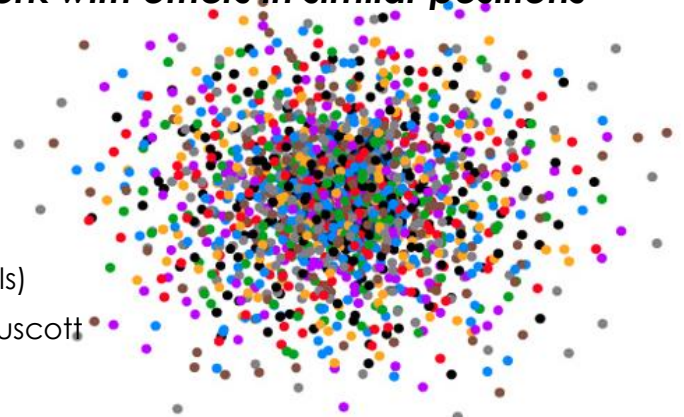
**Thursday 4<sup>th</sup> May 2017**

from 10.00 am. until 3.30 pm.

at Riverside House, Birmingham

Cost: £39 (includes training, lunch, materials)

UCAN Host: Julian Mander; Trainer: John Truscott



The day is designed for members throughout the West Midlands but is open to any UCAN member. Non-members are welcome for a £49 fee. Reductions for multiple bookings. The same event runs at Nottingham on Thursday 6<sup>th</sup> July.

### **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 prayer

10.15 **Administration's biblical root**

*Our first training session takes two Bible passages which provide fundamental principles for the place that administration should play in church life. We first look at 'the principle of release' from Acts chapter 6 and then go on to consider a range of administrative gifts from 1 Corinthians chapter 12.*

11.30 Refreshment break and an opportunity to meet each other

12.00 noon **Administration's creative nature**

*This second session offers seven principles of biblical, creative administration to take the subject far away from the dull image that many people have of it. We look at, among other things, asking the question 'Why?', putting ourselves in others' shoes, watching the second line and aiming for simplicity.*

1.00 pm. **Lunch** (provided)

A chance to network with those in similar positions to yours

2.00 **What could possibly go wrong?**

*A chance, in groups, to share some of the common frustrations of our roles and how to overcome them. Anything from Sunday worship to poor line management, from our image as doormat or dragon to lack of profile on the church website.*

3.00 **UCAN's future vision**

*Julian Mander shares news of exciting developments in UCAN later this year. We finish at 3.30 pm. prompt.*

UCAN has already run two series of Area Training Days around the UK and now we start a third series with a new theme.

This day is being put on to encourage Church Administrators in this region 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.

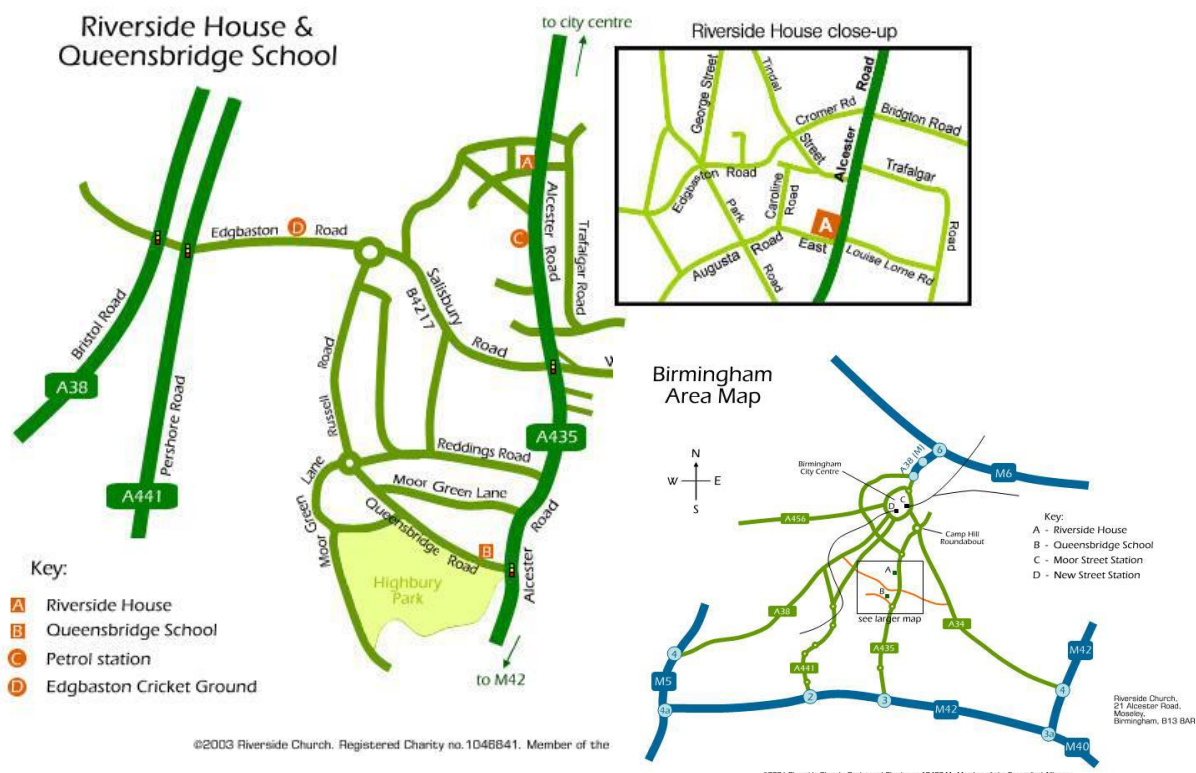
UCAN seeks to promote and encourage other groups that organise Church Administrator days including national church groupings. We seek to arrange our own programme (for training and networking) not to clash with these.



Riverside House

## Venue

Riverside House, 21 Alcester Road, Birmingham B13 8AR



### If coming by public transport

Arriving at Birmingham New Street or Birmingham Moor Street stations, catch the 50 bus from opposite Moor Street Station (follow pedestrian signs from New Street). Buses run every 10 minutes, cost £2.40. Destination is "Creation Skate Park and Climbing Wall", travel time approximately 10 minutes. Riverside House is on the opposite side of the road, 100 yards up the hill.

### If coming by car

Sat nav: B13 8AR. Riverside House is in Moseley on the A435 south of Birmingham City Centre or 7 miles north of junction 3 on the M42. There is parking available in Augusta Road East and in Trafalgar Road (see street map above).

## 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 either £5 per person for two or more people booking from the same church or five or more from the same Local Group.

## Details of UCAN

If you are not yet a member of UCAN but would like to join, visit <https://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 the region but the day is open to everyone.

Do join us if you possibly can to increase your effectiveness and be encouraged by meeting others.

# UCAN AREA TRAINING DAY Booking Form

## Birmingham – 4<sup>th</sup> May 2017

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 access or dietary requirements

I am a UCAN member / I am not a member (delete one)

I enclose a cheque for £39 (£49 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 either two or more from one church or five or more from one UCAN Local Group.

BACS details are John Truscott account 00244953 at Lloyds St Albans 30-97-25. For card/PayPal see the link at <https://www.john-truscott.co.uk/Contact/Payment-to-UCAN>. Mark such payments if you have the option 'Birmingham ATD'. Any cancellation less than 14 days before 4<sup>th</sup> May 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 .....