

A20 SP Annual meetings *can* be different *Ideas to experiment with*  
A21 C The use of print in outreach *Rethinking church practice*  
A22 LC Job applications in Christian ministry *A: Preparation*  
A23 LC Job applications in Christian ministry *B: Presentation*  
A24 SP Mission-shaped Church Councils *Three ways forward*  
A25 LA Working from home *Boundaries, discipline and space*  
A26 SM The office of Lay Minister *Three proposals for change*  
A27 AL Reliability in ministry *For administrators and leaders*  
A28 A Rooms to let *Hiring out your church premises*  
A29 C A basic guide to paper/print *Helping you communicate*  
A30 P Take your church away *Organising a special weekend*  
A31 MC Helping people back to church *Basics we often overlook*  
A32 M Be creative as a line manager *How to develop paid staff*  
A33 A Roles for a church office *1: Three perspectives*  
A34 A Roles for a church office *2: Three more perspectives*  
A35 P Mapping your church *Practical planning tools*  
A36 LA Sorting out your study *1: The space in the room*  
A37 LA Sorting out your study *2: The stuff in the room*  
A38 SA Appointing an Operations Manager *Or reviewing a post*  
A39 C A plan for your communications *A template for churches*  
A40 SP Going deeper into meetings *1: Planning issues*  
A41 SM Going deeper into meetings *2: People issues*  
A42 A What do Church Administrators do? *Roles defined*  
A43 MP Every member on active service *How to mobilise yr church*

**NEW**

TN19 A Key words for a financial appeal  
TN20 SM Line management in a church staff team  
TN21 A Ideas for a sermon on administration  
TN22 C Appoint a church photographer!  
TN23 LA How to do 'To Do' lists  
TN24 M Church members can burn out too  
TN25 P The radical values that Jesus taught  
TN26 AP A checklist for an office move  
TN27 M Saying good-bye to church members  
TN28 L No two leaders are the same  
TN29 A What's your *real* church income?  
TN30 LM How to give and receive criticism  
TN31 M Affirming volunteers  
TN32 PL What do you mean by 'vision'?  
TN33 A Danger at church!  
TN34 PM Closing down a church activity  
TN35 S Causes of friction in mission agencies  
TN36 M Square pegs in round holes  
TN37 SM To pay or not to pay?  
TN38 C We've got news for us!  
TN39 C We've got news for you!  
TN40 AS Appointing an Administrator  
TN41 M What makes a group a team  
TN42 P A review of global mission strategy  
TN43 L Did Jesus use an iPhone?  
TN44 AC The message of your buildings  
TN45 SC Are you sure it's minutes you need?  
TN46 A A beginner's guide to IT security  
TN47 C Breathing life into the intercessions  
TN48 P Let's get purpose statements right  
TN49 MC What's going on under the water  
TN50 SL Should the staff lead the church?  
TN51 SP A fresh approach to rural ministry  
TN52 C The perils of PowerPoint  
TN53 A A simple email filing system  
TN54 PL Creating space for a Planning Retreat  
TN55 M So, who should be in the dock?  
TN56 LC Questions for preachers  
TN57 AL Clear your clutter!  
TN58 S Beware committees  
TN59 PM Don't you dare change anything!  
TN60 AM Administrator types  
TN61 SC Mapping out a meeting  
TN62 L Know what distracts you  
TN63 C How not to write a newsletter  
TN64 P Help! I'm a consultant  
TN65 MS Sharp interview questions  
TN66 MS A daily office for church staff  
TN67 L Stress and the Christian worker  
TN68 A Administrators who miss the point  
TN69 C Creative prayer diaries

## Training Notes

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*Shorter, practical items of no more than 2,000 words.*

TN1 C Preparing to read the lesson  
TN2 C Ten steps to help you communicate  
TN3 P The bewildering world of change  
TN4 A Advice for all church administrators  
TN5 S Responsibilities of mission agency boards  
TN6 LS The Minister's role in larger churches  
TN7 L Ideas for how to make time for life  
TN8 PS Major decisions: a new approach  
TN9 C Which newspapers do people read?  
TN10 M What do Christians do between Sundays?  
TN11 L Keeping a time log  
TN12 P Twenty ideas to help people change  
TN13 S A purpose statement for those who chair  
TN14 M Setting up a Newcomers Team  
TN15 ML How not to delegate!  
TN16 C Interviews in church services  
TN17 MP Suggested questions for an annual review  
TN18 S A leadership team checklist

TN70	LP	Do's and don'ts for a new leader
TN71	S	Seatings for meetings
TN72	A	Church administration explained <i>part 1</i>
TN73	A	Church administration explained <i>part 2</i>
TN74	P	Understanding values
TN75	C	Writing for the media
TN76	MS	How to prepare a job reference
TN77	A	Administrator wisdom
TN78	L	The role of a church leader
TN79	M	'One another' teams
TN80	SM	Staff salary schemes
TN81	P	Changing the scenery
TN82	C	Print or screen?
TN83	PM	The service isn't over yet
TN84	L	How to say 'No' when you should
TN85	AM	Preparing a Lone Worker Policy
TN86	PA	Customer care for churches?
TN87	L	What to look for in your leaders
TN88	S	Advice to a new committee member
TN89	C	Hold the front page!
TN90	ML	Put someone in charge
TN91	P	An MOT for disciples of Jesus
TN92	SM	How genuine are your GORs?
TN93	C	And now for the notices
TN94	L	Becoming self-aware
TN95	M	Exit interviews for everyone
TN96	P	Courtesy in church
TN97	SC	How to minute a meeting
TN98	A	An outline Church Financial Policy
TN99	C	Social media+ guidelines
TN100	M	Why some offer, why some don't
TN101	LM	Working with a No. 2
TN102	A	People who visit the church office
TN103	P	How to encourage creative thinking
TN104	S	A grid structure for churches
TN105	C	Recording a voicemail message
TN106	L	Talk about taking time 'off'

**NEW  
NEW**

## Health-checks

*Two detailed tools to assess the health of a church and the effectiveness of a Christian mission. (There is no HC3.)*

HC1	all	Contrasting CHR and CEM
HC2	all	Church Health Review <i>A summary</i>
HC4	all	Church Health Review <i>Introduction</i>
HC5	all	Church Health Review <i>Questions/tests</i>
HC6	all	Christian Effectiveness Model <i>Introduction</i>
HC7	all	Christian Effectiveness Model <i>Questions/tests</i>

## Website resources on creative organisation for churches and mission agencies

If you need practical help for Christian ministry or fresh ideas to make you sit up and think, check out the Resources section at

**<https://www.john-truscott.co.uk>**

155 items available for printing or downloading free of charge\*  
Codes: L Leadership; M Management; S Structures; P Planning;  
C Communication; A Administration (primary code first if two)

*Lists complete to April 2018 \* minimal conditions apply*  
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## Articles

*Items that take an in-depth look at their topic. Some are highly practical, others are designed to change your outlook.*

A1	AL	Pass or file? <i>How to get excited about filing!</i>
A2	C	Watch your image! <i>Visual design for churches</i>
A3	SM	Salary differentials for Christian staff <i>Worldly thinking?</i>
A4	P	Twelve questions to help you plan <i>A jargon-free toolkit</i>
A5	SP	How to chair meetings <i>An orchestral approach</i>
A6	MS	Job descriptions <i>Advice &amp; examples for staff and volunteers</i>
A7	A	Understanding stewardship <i>A basis for Christian teaching</i>
A8	MS	Worker agreements <i>Appropriate paperwork for churches</i>
A9	C	A church members' newsletter <i>Idea for a new publication</i>
A10	MC	An introduction to the art of training <i>Help people learn</i>
A11	CA	Become a better emailer <i>...and make everyone happy</i>
A12	L	The leader as a shepherd <i>1: Biblical research</i>
A13	L	The leader as a shepherd <i>2: Practical application</i>
A14	CA	Create a quality website <i>...by asking the right questions</i>
A15	A	Christian administration? <i>A theological introduction</i>
A16	PA	Funding a capital project <i>...by direct giving</i>
A17	MS	Staff selection step-by-step <i>Advertisement to interview</i>
A18	A	Administering church funds <i>A call for a fresh approach</i>
A19	LC	Speaking so that people listen <i>For leaders and preachers</i>