

'The work of a Church Administrator' course

UCAN / St John's College

Tips for completing Assignments 1, 2 & 3 (v2.2)

Assignment 1

Congratulations for having reached the point where it is time to undertake Assignment 1. We realise that, for many students, this may be the first time you have had to submit something for marking for many years! So here are some tips to help you, which you need to read alongside the instructions for this assignment which come in the Introduction paper 0B for the module. We may edit these and add to the points made from time to time.

1: Read the question

Forgive this first point but you do need to 'read the question'! Or, in this case, read through everything in the instructions for this assignment. You will be marked down if you don't follow what we are asking you to do.

2: Work to the five numbered points

You will do well if what you submit clearly follows this guidance. Note, for example, that you are not asked to tell us all about your job.

3: Show us that you can 'reflect'

We want evidence that you have done some careful thinking around the statement in italics we give you. Has it changed your view in any way?

4: Don't ignore the bullet points

When we mark what you send in we shall be looking at these bullet points to check that you have taken several of them on board. Again, we are looking for simple evidence that you have read around this theme and checked out some source material.

5: Set it out well

It helps if what you submit looks good on the page - but it does not need to be designed in any fancy way. Something neat and simple will go down well. We'll be checking the word count.

We hope you enjoy this assignment!

Assignment 2

Well done indeed for getting to Assignment 2 - the end of the module is now coming into sight! This is perhaps the toughest of the three assignments - because it's an essay and it may be years since you were asked to write one of those. But if you follow the instructions in the Introduction paper you will be fine. We really have tried to guide you along a way that will lead to a good outcome.

So, as with Assignment 1, here are some tips to help you.

1: Think carefully as to what we are asking you to do

Before you start, and then at various points while you are making notes and then writing, check the instructions carefully. We are asking for a particular type of essay ('compare and contrast') and telling you what this will look like. Provided you keep checking back to what we ask for, you cannot go far wrong.

2: Give us evidence

As with Assignment 1 we need to have evidence that you have done what we have asked for. In this case, that you have studied and understood the course textbook. You work out what you need to do to show us this - we are not going to spoon-feed you.

3: Keep to the kind of structure we suggest

The instructions are pretty clear and we would rather you followed these and included some innovative thinking within them, rather than going off on something completely different.

4: Don't just copy the examples we give

By all means use one or two of these, but you will increase your grade if you additionally pick some others not listed which have clearly impacted your thinking.

5: Check it all through at the end

You may find it better to complete the essay and then come back to it a day or two later to check layout, spelling, clarity of thinking, logical statements, etc.

Once you send it off you are not far from the end of the course. Time to celebrate another milestone passed!

Assignment 3

So you are just about there! This is a great moment to have reached. Your final task is to send in Assignment 3, much of which you have probably prepared already in earlier parts of the course.

Again, some brief tips to help you.

1: Follow instructions in points 1 to 5

That should all be pretty straightforward. We hope you will learn lots by seeing other offices and meeting other Administrators.

2: We want evidence that you have done some thinking

In points 6 and 7 you will see we have used the word 'reflect' again, as in Assignment 1. So your tutor will be looking to see how your thinking has been challenged or changed in some way.

3: Imagine you are writing a report for your church's PCC...

... or whatever decision-making body you have if not Anglican. Layout is crucial here with clear recommendations and reasons behind them. Try to give a number of clear areas where you are recommending change. You are seeking to convince a range of people that there is a better way of doing things, even if some of them may cost.

We say: "The reasons you give for each recommendation should clearly relate to at least a couple of key principles covered by the course including biblical as well as practical perspectives." And also that your tutor "will also want to see evidence that you have had both practical and theological issues in mind throughout the exercise."

Once you have submitted this assignment and the contents of your course folder you are there. Your tutor will get back to you with your grade as quickly as possible and then check out final steps with you so that he or she can tell St John's and they can send you your certificate.