

# Articles (A) & Workshops (W)

Items that take an in-depth look at their topic.

A1 AL Pass or file? *How to get excited about filing!*  
 A2 C Watch your image! *Visual design for churches*  
 A3 SM Salary differentials for Christian staff *Worldly thinking?*  
 A4 P Twelve questions to help you plan *A jargon-free toolkit*  
 A5 SP How to chair meetings *An orchestral approach*  
 A6 MS Job descriptions *Advice & examples for staff and volunteers*  
 A7 A Understanding stewardship *A basis for Christian teaching*  
 A8 MS Worker agreements *Appropriate paperwork for churches*  
 A9 C A church members' newsletter *Idea for a new publication*  
 A10 MC An introduction to the art of training *Help people learn*  
 A11 CA Become a better emailer ...and make everyone happy  
 A12 L The leader as a shepherd 1: *Biblical research*  
 A13 L The leader as a shepherd 2: *Practical application*  
 A14 CA Create a quality website ...by asking the right questions  
 A15 A Christian administration? *A theological introduction*  
 A16 PA Funding a capital project ...by direct giving  
 A17 MS Staff selection step-by-step *Advertisement to interview*  
 A18 A Administering church funds *A call for a fresh approach*  
 A19 LC Speaking so that people listen *For leaders and preachers*  
 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 MA 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*  
 A44 P Making things happen *Project management for churches*  
 A45 LM How to lead a team at church *Practical help for beginners*  
 A46 MA Redefining 'management' *Three Bible images to consider*

A47 M 15 principles of volunteering *By examining five ministries*  
 A48 SP Organising your small groups *Choices to be made*  
 A49 S The patronage process as drama *A guide*  
 A50 LA The 'To Do Diary' guide *How to use this simple tool*  
 A51 A The UCAN story *Networking Church Administrators*  
 A52 A The management of church records *A broad overview*  
 A53 SP Organising pastoral care ... in an all-member culture  
 W1 C How to read the Bible out loud *A DIY training aid*  
 W2 P How to run a church vision day *A DIY training aid*  
 W3 C How to get a message across *A DIY training aid*  
 W4 M How to work with volunteers *A DIY training aid*  
 W5 L How to manage yourself *A DIY training aid*  
 W6 M How to become a welcoming church *DIY training aid*  
 W7 P How to handle change *A DIY training aid* **NEW**

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 AC 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  
 TN70 LP Do's and don'ts for a new leader  
 TN71 S Seatings for meetings  
 TN72 A Church administration explained part 1  
 TN73 A Church administration explained part 2  
 TN74 P Understanding values  
 TN75 C Writing for the media  
 TN76 MS How to prepare a job reference  
 TN77 A Administrator wisdom  
 TN78 LS 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?

## Training Notes

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 SL A leadership team checklist  
 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'?

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	MA	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	LM	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'
TN107	M	A church policy on hospitality
TN108	AP	What do budgets actually tell us?
TN109	PM	A test for your church's welcome
TN110	CS	It's confidential: but it still leaks out
TN111	SA	A church policies checklist
TN112	LA	Set my leaders free!
TN113	C	What to avoid on your website
TN114	PC	How to prepare a church profile
TN115	A	Identifying gifts of administration
TN116	PA	Global mission giving
TN117	A	Building project preparations
TN118	S	Why, exactly, are we meeting?
TN119	M	Group behaviours to beware of
TN120	LM	Lessons for leaders
TN121	CP	Making a case for change
TN122	A	Your eco-church check-up
TN123	C	Speaking-to-camera tips
TN124	P	What's the point of church?
TN125	SP	How to take major decisions
TN126	A	The small-church administrator
TN127	LM	Identify your church's groups
TN128	MS	Effective staff meetings
TN129	A	Collecting data for mission
TN130	SM	Appoint a 'Staff Action Group'
TN131	CA	Helpful handover documents
TN132	L	What you look for in your Minister

TN133	P	Planning the next step
TN134	MP	Integrate your newcomers
TN135	AP	How to conduct a disability audit
TN136	S	Restructure your committees
TN137	C	The message of your people
TN138	PA	Categories for church operations
TN139	M	Church workers in teams
TN140	P	A checklist for a business plan
TN141	SL	A church council 'Code of Conduct'
TN142	LP	Values create a culture
TN143	A	Protect your church from scams
TN144	ML	360-degree reviews for churches?
TN145	C	Illustrating what you say
TN146	M	Be hospitable!
TN147	S	The role of the PCC
TN148	M	Serving in a post-Covid church
TN149	AC	Keep all your seniors in touch
TN150	S	Prayer at church business meetings
TN151	L	Loss of leadership passion
TN152	P	Should a church set 'targets'?
TN153	M	How not to manage volunteers!
TN154	C	Prayer sessions that engage
TN155	M	The value of the 'Blob pictures' tool
TN156	CA	Preparing a house-style guide
TN157	P	The value of reviewing the past
TN158	MC	Body language: take care
TN159	LM	Safeguarding – a vital responsibility

**NEW**

## Health-checks

*Three detailed tools to assess health*

HC1	all	Contrasting CHR and CEM
HC2	all	Church Health Review <i>A summary</i>
HC3	all	Christian Effectiveness Model <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>
HC8	A	Gift Assessment for Administrators <i>Introduction</i>
HC9	A	Gift Assessment for Administrators <i>Questions/tests</i>

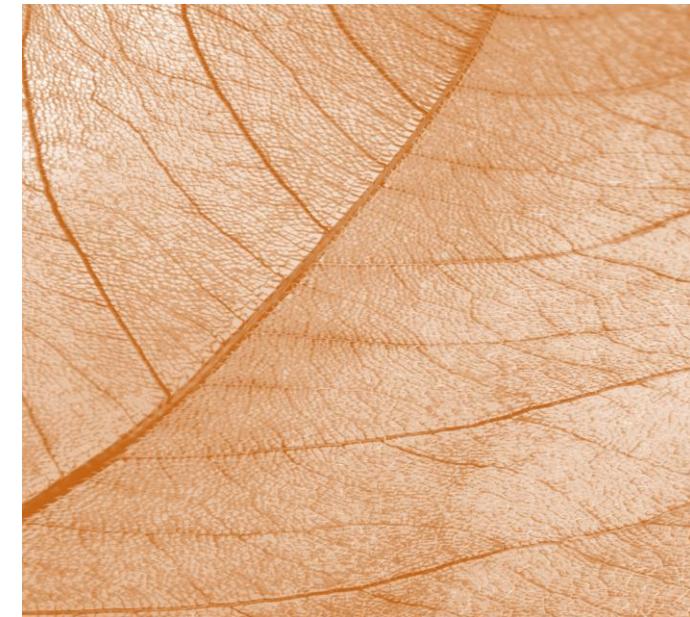
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Complete the form at <https://www.john-truscott.co.uk/Contact/Contact-John> (where you can also view my privacy policy).

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>**



There are now 228 items available for printing or downloading free of charge (minimal conditions apply) with more added every other month. This listing is complete up to February 2026..

Codes *primary code first if two are shown:*

L:	Leadership	M:	Management	S:	Structures
P:	Planning	C:	Communication	A:	Administration