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Your invitation to the UK Church Administrator Network (UCAN) Birmingham Area Training Day

**You are warmly invited to join us for this UCAN Area Training Day on**

## **Developing our role**

***A valuable opportunity for Church Administrators to think through their roles, increase their effectiveness and network with others in similar positions***

**Tuesday 29<sup>th</sup> November 2011 from 10.00 am. until 3.30 pm.**

**at Riverside Church, Birmingham**

Cost: £35 (includes training, lunch, materials)

Leader: John Truscott plus an explanation of the Trinity Churches, Shrewsbury redevelopment project with Kevin Lawrence

The day is designed for members in Central England but open to any UCAN member. Non-members may attend for a £45 fee. There are reductions for multiple bookings.

### **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.

### **The cost**

The fee for area events is designed to cover UCAN's time/costs in organising the days, venue 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 try to help.

## Programme for the day

from 9.30 am. Arrival and coffee

10.00 Introduction to this event and to UCAN – opening prayer

10.15 **Why am I here?!**

John Truscott

*Our first training session investigates the purpose of an Administrator appointment, the key responsibilities we may have, the expectations people have of us, the kind of people we should be, and the development we should seek. This will cover what a proper job description should look like and challenge us all as Christian disciples and as representatives of our churches.*

11.30 Refreshment break and an opportunity to meet each other

12.00 noon **The role of a church office**

John Truscott

*This second session considers similar issues for a church office: its role in the spiritual life of the church, the idea of a 'purpose statement' for the office, the place of administration in church life and problems which may arise to work against the office's effectiveness*

1.00 pm. **Lunch** (provided)

A chance to network with those in similar positions to yours within the area

2.00 **Drains and disciples:** building and running a successful church centre

*Kevin Lawrence, Operations Manager for the Trinity Churches (CofE) in Shrewsbury analyses a major project completed in 2008, and looks at its impact on the church's administrative staffing.*

*ALSO: Julian Mander of Riverside Church will show us their office base and explain a refurbishment project currently being planned.*



3.00 **Question and answer session**

*Issues in our work and UCAN's purpose and activities.*

3.30 Close – with refreshments available for all who can stay

Other local events are being planned for St Albans on 13<sup>th</sup> September and Belfast on 9<sup>th</sup> November with other venues to follow in 2012. Details of these are given regularly in the UCAN Update mailings sent to all members.

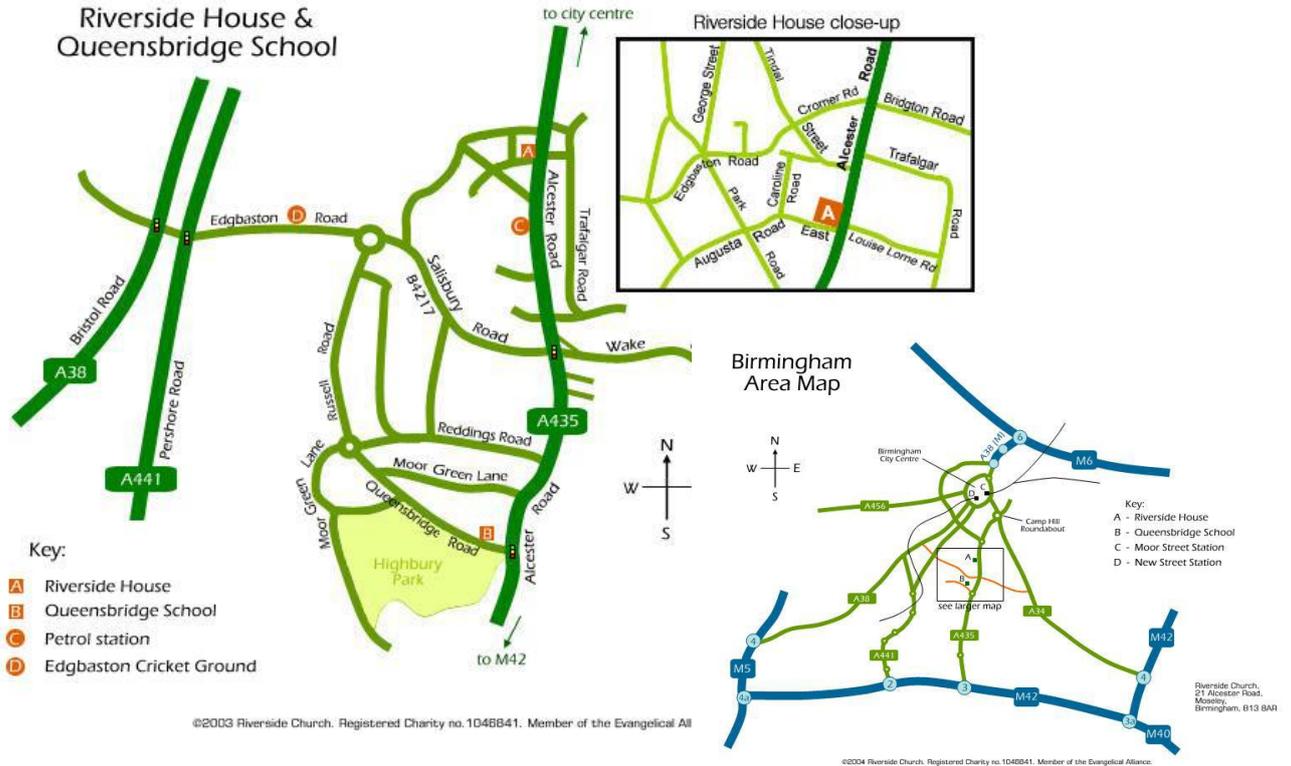
If you are interested in forming a UCAN local group for a city or a county for mutual encouragement and networking, please let us know as we can offer support and help.

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

The EA Personnel/HR Network is organising a Birmingham day on 4<sup>th</sup> October on legal issues. If you are interested, ask for a brochure from Patti at [p.ingunza@eauk.org](mailto:p.ingunza@eauk.org).

## 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 £1.80. 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).

## Details of UCAN

If you are not yet a member of UCAN but would like to join, visit [www.church-administrator.net](http://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 forums 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 an area from Shrewsbury to Cheltenham to Oxford to Northampton to Nottingham to Stoke-on-Trent.

This is the third of our Area Training Days but we plan a series from now year by year in different locations around the UK. Do join us if you possibly can to increase your effectiveness and be encouraged by getting to know others. I look forward to meeting you.

Joh



# UCAN AREA TRAINING DAY Booking Form

## Birmingham – 29<sup>th</sup> November 2011

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 dietary requirements

Any questions you would like to see included at 3.00 pm.

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

I enclose a cheque for £35 (£45 if not a member) made payable to John Truscott / I will bring payment with me on the day / I am paying by BACS or PayPal (*delete as necessary*).

For two or more booking from one church, there is a £5 per person discount. BACS details are John Truscott account 00244953 at Lloyds/TSB St Albans 30-97-25. For PayPal see the link on the UCAN application page of [www.church-administrator.net](http://www.church-administrator.net). Mark such payments 'Birmingham ATD'. Any cancellation less than one week before 29<sup>th</sup> November means the fee is payable. Full refunds will be made prior to this.

Signature

	Date
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#### Administrative use:

Acknowledgment ..... Payment ..... Notes .....