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Your invitation to the UK Church Administrator Network (UCAN) Guildford 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

Thursday 1st March 2012 from 10.00 am. until 3.30 pm.

at Emmanuel Church, Stoughton, Guildford

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

Leader: John Truscott plus an explanation and tour of the Emmanuel church/centre and office by Aretia Debenham

The day is designed for members in Home Counties south-west but open to any UCAN member. Non-members may attend for a £45 fee. 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 seek 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

Welcome to Emmanuel!

Aretia Debenham, Church Administrator, explains the administrative staffing at Emmanuel and shows us around the building (turned round 180°) and the office.



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

We have already run Area Training Days at St Albans, Belfast and Birmingham. Other venues will follow later 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 London conference on 22nd March. If you are interested, ask for a brochure from Patti at p.ingunza@eauk.org.

Venue

Emmanuel Church, Shepherds Lane, Stoughton, Guildford GU2 9SJ Tel 01483 561603

Location

Emmanuel Church is one mile north of Guildford town centre on the A322 to Bagshot. Google GU2 9SJ and the map there shows the church on the corner of Shepherds Lane and Worplesdon Road.

If coming by public transport

Arriving at Guildford station it is best to take a taxi to Emmanuel (one mile). We shall try to arrange lifts back to the station at the end.

If coming by car

Sat nav: GU2 9SJ.

If coming on the A3 from the south, pass the Cathedral and University exit and come off at the next exit for A322 Bagshot. FIRST EXIT at the roundabout at the end of the slip road, then centre lane and STRAIGHT ON at the lights. At the top of the hill turn LEFT at the lights (the church is on the left corner) into Shepherds Lane. Turn left past the vicarage into the church car park.

From the M25/A3 north-east. Go past the Burpham exit on the A3 and take the next exit for Guildford/Woking/Leisure Centre. Right hand lane on the slip road, turn RIGHT onto dual carriageway, under the A3. At the mini-roundabout STRAIGHT ON/SLIGHTLY FORKING RIGHT and after 400 yards at the main roundabout turn LEFT into Stoughton Road. Keep on this road for one mile (going over a narrow railway bridge with lights on the way). STRAIGHT ON at both the next two sets of lights. At the second set you see the church ahead of you on the left hand side of the junction. Past the vicarage and turn left into the church car park.

If the car park should be full: you may park in Stoughton Social Club car park (on Worplesdon Road – shown on the Google map referenced above).

Details of UCAN

If you are not yet a member of UCAN but would like to join, visit 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 covering Surrey and parts of Berkshire, Hampshire and West Sussex.

This is the fourth of our Area Training Days but we plan a series from now in different locations around the UK, returning with a new theme to each area about once every other year. 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.

John



UCAN AREA TRAINING DAY Booking Form

Guildford – 1st March 2012

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.

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 to join' page of www.church-administrator.net. Mark such payments 'Guildford ATD'. Any cancellation less than one week before 1st March means the fee is payable. Full refunds will be made prior to this.

Signature

	Date
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Administrative use:

Acknowledgment Payment Notes