

# ALM Administration

Date & Time	Session Plan
<b>28<sup>th</sup> Sept 21</b> 7.30pm In person venue TBC	<b>Introduction to the Ministry of Administration</b> <ul style="list-style-type: none"> <li>• Welcome &amp; Introductions</li> <li>• Making a difference – administration the invisible ministry – 1 Cor 12: 4-14, 27-28; Exodus 18:13-23</li> <li>• What brings you joy? What gives you grief?</li> <li>• Who’s who in the life of the church, diocese, CofE.</li> </ul> <p>By the end of this session, participants will understand more about the gift of administration and the importance of their role in creating a healthy church for the sake of the Gospel.</p>
<b>12<sup>th</sup> Oct 21</b> 7.30pm Zoom	<b>Money Matters</b> <ul style="list-style-type: none"> <li>• Stewardship</li> <li>• Gift aid</li> <li>• Grants</li> </ul> <p>By the end of this session, participants will have an understanding of how stewardship impacts our lives as Christians and be familiar with different options churches can make available to donors to enable them to give in ways that suits them. It will also provide an overview of the Gift Aid and Gift Aid Small donation schemes and how these fit with the various giving options including the records required, but will NOT cover how to make Gift Aid claims.</p>
<b>2<sup>nd</sup> Nov 21</b> 7.30pm Zoom	<b>For the Record</b> <ul style="list-style-type: none"> <li>• PCCs</li> <li>• Church officers</li> <li>• Parish returns</li> </ul> <p>By the end of this session, participants will understand more about the legal context in which PCCs operate, the rhythms of the church year and where to find information.</p>
<b>20<sup>th</sup> Nov 21</b> 10am – 3.30pm Venue TBC	<b>Communication Skills and Strategies</b> Morning session: <ul style="list-style-type: none"> <li>• Communication: the good, the bad, and the ugly.</li> <li>• Some basics about using social media to get your church noticed</li> <li>• Email organisation for busy people</li> </ul> Afternoon session: <ul style="list-style-type: none"> <li>• Networking for all church administrators</li> </ul> <p>By the end of this session, participants will know more about communicating effectively; including how to achieve some 'quick wins' they can action immediately; alongside pointers to more help and further reading.</p>
<b>30<sup>th</sup> Nov 21</b> 7.30pm Zoom	<b>Occasional Offices &amp; Buildings/Administrators’ Network</b> <ul style="list-style-type: none"> <li>• Registers</li> <li>• Preparation courses</li> <li>• Faculties</li> </ul> <p>By the end of this session, participants will have a greater understanding of what we are asked legally and practically to work with and record for the care of our mission and ministry in the parish context.</p>
<b>14<sup>th</sup> Dec 21</b> 7.30pm Zoom	<b>Empowering Others, Navigating Change, and Ongoing Support</b> <ul style="list-style-type: none"> <li>• Using your volunteers wisely</li> <li>• Implementing change – what could we leave behind that is no longer bearing fruit?</li> <li>• What are our takeaways from this course?</li> <li>• How can we continue to network?</li> </ul> <p>By the end of this session, participants will be encouraged to think how they can empower others to serve in the local church, how to manage volunteers and to consider the important steps learnt from this whole course as we look to serve God with the gifts he has given us.</p>