

ALM Administration

Course Leaders:

- Louise Hunter (PA to Bishop of Blackburn)

- Abi Saunders (PA to Director of Vocations and Growing Leaders Team Administrator)

Date & Time	Session Plan
<p>27th September 2023 7.30pm – 9.00pm</p> <p>St Andrew’s Church (Church Hall), Worden Lane, Leyland, PR25 3EL</p>	<p>Introduction to the Ministry of Administration</p> <ul style="list-style-type: none"> • Welcome & Introductions • Making a difference – administration the invisible ministry – 1 Cor 12: 4-14, 27-28; Exodus 18:13-23 • What brings you joy? What gives you grief? • Who’s who in the life of the church, diocese, CofE. <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>
<p>11th Oct 23 7.30pm – 9.00pm</p> <p>St Andrew’s Church (Church Hall), Worden Lane, Leyland, PR25 3EL</p>	<p>Money Matters</p> <ul style="list-style-type: none"> • Stewardship • Gift aid • Grants <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 be covering how to make Gift Aid claims.</p>
<p>1st Nov 23 7.30pm – 9.00pm</p> <p>St Andrew’s Church (Church Hall), Worden Lane, Leyland, PR25 3EL</p>	<p>Administration Tool Box</p> <ul style="list-style-type: none"> • Email organisation for busy people • How to manage volunteers well • A guided tour through Church Suite (including Q&A) <p>By the end of this session, participants will be equipped with skills that can be applied within their own specific settings. They will have a greater understanding of a popular online tool that helps transform the organisation of church services, events, rotas and more. They will also be encouraged to think how they can empower others to serve in the local church including how to inspire and encourage volunteers.</p>
<p>15th Nov 23 7.30pm – 9.00pm</p> <p>St Andrew’s Church (Church Hall), Worden Lane, Leyland, PR25 3EL</p>	<p>Question Time ‘live’</p> <ul style="list-style-type: none"> • Panel testimonials (including a PA, Church Administrator, Operation Manager, Churchwarden, Treasurer and PCC Secretary from around the Diocese) • Q&A with the panel <p>By the end of this session, participants will have learnt the different ways in which the gift and ministry of administration can be expressed in and around the Parish and Diocese. The testimonials will serve as an encouragement and also help participants to consider the importance of their own personal development/training and other future opportunities.</p>

<p>25th Nov 23 10.00am – 3.00pm</p> <p>Diocesan Offices, Clayton House, Walker Office Business Park, Blackburn, BB1 2QE</p>	<p>Communication Skills and Strategies</p> <p><u>Morning session:</u></p> <ul style="list-style-type: none"> • Communication; the good, the bad and the ugly • Social media (the basics) • Introduction to CANVA (an online resource for designing your own leaflets, posters, pop-up banners, PowerPoint and more) <p><u>Afternoon session:</u></p> <ul style="list-style-type: none"> • Website (the basics of starting, maintaining and improving the shop window of your Church) • So, what next? <p style="text-align: right;"><i>(continued over the page)</i></p> <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. They'll also learn about a fantastic online design tool that can revolutionise church advertising at a low cost. And they will have a better understanding of what makes a church website function well for our churches and why that matters.</p>
<p>Optional additional session:</p> <p>Date TBC (December 2023 or January 2024)</p> <p>Diocesan Offices, Clayton House, Walker Office Business Park, Blackburn, BB1 2QE</p>	<p>For the Record <i>(this optional session is open to all those who may find it helpful in their role/setting)</i></p> <ul style="list-style-type: none"> • PCCs • Church officers • Parish returns <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>