

If you need practical help for Christian ministry, or fresh ideas to make you sit up and think, visit

www.john-truscott.co.uk

The site includes a growing number of resources which you may print out without charge. This list shows items to **Dec 2009**.

From the home page, click on **resources**. This will take you to indexes of articles, effectiveness models, and training notes.

Articles

- A1 Pass or file?
How to get excited about filing!
- A2 Watch your image!
Visual design for churches
- A3 Salary differentials for Christian staff
A case of worldly thinking?
- A4 Twelve questions to help you plan
A jargon-free toolkit
- A5 How to chair meetings
An orchestral approach
- A6 Job descriptions
Advice and examples for staff and volunteers
- A7 Understanding stewardship
A basis for Christian teaching
- A8 Worker agreements
Appropriate paperwork for church use
- A9 A church members' newsletter
An idea for a new publication
- A10 An introduction to the art of training
Help people learn new skills
- A11 Become a better emailer
... and make everyone happy
- A12 The leader as a shepherd
Part 1: biblical research
- A13 The leader as a shepherd
Part 2: practical application
- A14 Create a quality website
... by asking the right questions

- A15 Christian administration?
A theological introduction
- A16 Funding a capital project ...
... by direct giving
- A17 Staff selection step-by-step
From advertisement to interview
- A18 Administering church funds
A call for a fresh approach
- A19 Speaking so that people listen
For all leaders and preachers
- A20 Annual meetings *can* be different
Ideas to experiment with
- A21 The use of print in outreach
Rethinking your church's practice
- A22 Job applications in Christian ministry
Part A: Preparation **NEW**
- A23 Job applications in Christian ministry
Part B: Presentation **NEW**

Health-checks (Effectiveness Models)

- HC1 Contrasting Church Health Review and Christian Effectiveness Model
- HC4,5 Church Health Review (in full)
Explanation and full set of questions/tests
- HC6,7 Christian Effectiveness Model (in full)
Explanation and full set of questions/tests

Training Notes

Shorter items on practical issues.

- TN1 Preparing to read the lesson
- TN2 Ten steps to help you communicate
- TN3 The bewildering world of change
- TN4 Advice for all church administrators
- TN5 Responsibilities of mission agency boards
- TN6 The Minister's role in larger churches
- TN7 Ideas for how to make time for life
- TN8 Major decisions: a new approach
- TN9 Which newspapers do people read?
- TN10 What do Christians do between Sundays?
- TN11 Keeping a time log
- TN12 Fifteen ideas to help people change
- TN13 A purpose statement for those who chair

- TN14 Setting up a Newcomers Team
- TN15 How not to delegate!
- TN16 Interviews in church services
- TN17 Suggested questions for an annual review
- TN18 A leadership team checklist
- TN19 Key words for a financial appeal
- TN20 Line management in a church staff team
- TN21 Ideas for a sermon on administration
- TN22 Appoint a church photographer!
- TN23 How to do 'To Do' lists
- TN24 Church members can burn out too
- TN25 The radical values that Jesus taught
- TN26 A checklist for an office move
- TN27 Saying good-bye to church members
- TN28 No two leaders are the same
- TN29 What's your *real* church income?
- TN30 How to give and receive criticism
- TN31 Affirming volunteers
- TN32 What do you mean by 'vision'?
- TN33 Danger at church!
- TN34 Closing down a church activity
- TN35 Causes of friction in mission agencies
- TN36 Square pegs in round holes
- TN37 To pay or not to pay?
- TN38 We've got news for us!
- TN39 We've got news for you!
- TN40 Appointing a Church Administrator
- TN41 What makes a group a team
- TN42 A review of global mission strategy
- TN43 Did Jesus use a PDA?
- TN44 The message of your buildings
- TN45 Are you sure it's minutes you need?
- TN46 A beginner's guide to IT security
- TN47 Breathing life into the intercessions
- TN48 Let's get purpose statements right
- TN49 What's going on under the water
- TN50 Should the staff lead the church?
- TN51 A fresh approach to rural ministry **NEW**
- TN52 The perils of PowerPoint **NEW**

john truscott

creative organisation for effective christian ministry

69 Sandridge Road, St Albans, AL1 4AG
Tel+Fax: 01727 832176