

# Articles (A) & Workshops (W)

*Items that take an in-depth look at their topic.*

A1	AL	Pass or file? <i>How to get excited about filing!</i>
A2	C	Watch your image! <i>Visual design for churches</i>
A3	SM	Salary differentials for Christian staff <i>Worldly thinking?</i>
A4	P	Twelve questions to help you plan <i>A jargon-free toolkit</i>
A5	SP	How to chair meetings <i>An orchestral approach</i>
A6	MS	Job descriptions <i>Advice &amp; examples for staff and volunteers</i>
A7	A	Understanding stewardship <i>A basis for Christian teaching</i>
A8	MS	Worker agreements <i>Appropriate paperwork for churches</i>
A9	C	A church members' newsletter <i>Idea for a new publication</i>
A10	MC	An introduction to the art of training <i>Help people learn</i>
A11	CA	Become a better emailer <i>...and make everyone happy</i>
A12	L	The leader as a shepherd <i>1: Biblical research</i>
A13	L	The leader as a shepherd <i>2: Practical application</i>
A14	CA	Create a quality website <i>...by asking the right questions</i>
A15	A	Christian administration? <i>A theological introduction</i>
A16	PA	Funding a capital project <i>...by direct giving</i>
A17	MS	Staff selection step-by-step <i>Advertisement to interview</i>
A18	A	Administering church funds <i>A call for a fresh approach</i>
A19	LC	Speaking so that people listen <i>For leaders and preachers</i>
A20	SP	Annual meetings <i>can</i> be different <i>Ideas to experiment with</i>
A21	C	The use of print in outreach <i>Rethinking church practice</i>
A22	LC	Job applications in Christian ministry <i>A: Preparation</i>
A23	LC	Job applications in Christian ministry <i>B: Presentation</i>
A24	SP	Mission-shaped Church Councils <i>Three ways forward</i>
A25	LA	Working from home <i>Boundaries, discipline and space</i>
A26	SM	The office of Lay Minister <i>Three proposals for change</i>
A27	AL	Reliability in ministry <i>For administrators and leaders</i>
A28	A	Rooms to let <i>Hiring out your church premises</i>
A29	C	A basic guide to paper/print <i>Helping you communicate</i>
A30	P	Take your church away <i>Organising a special weekend</i>
A31	MA	Helping people back to church <i>Basics we often overlook</i>
A32	M	Be creative as a line manager <i>How to develop paid staff</i>
A33	A	Roles for a church office <i>1: Three perspectives</i>
A34	A	Roles for a church office <i>2: Three more perspectives</i>
A35	P	Mapping your church <i>Practical planning tools</i>
A36	LA	Sorting out your study <i>1: The space in the room</i>
A37	LA	Sorting out your study <i>2: The stuff in the room</i>
A38	SA	Appointing an Operations Manager <i>Or reviewing a post</i>
A39	C	A plan for your communications <i>A template for churches</i>
A40	SP	Going deeper into meetings <i>1: Planning issues</i>
A41	SM	Going deeper into meetings <i>2: People issues</i>
A42	A	What do Church Administrators do? <i>Roles defined</i>
A43	MP	Every member on active service <i>How to mobilise yr church</i>
A44	P	Making things happen <i>Project management for churches</i>
A45	LM	How to lead a team at church <i>Practical help for beginners</i>

A46	MA	Redefining 'management' <i>Three Bible images to consider</i>
A47	M	15 principles of volunteering <i>By examining five ministries</i>
A48	SP	Organising your small groups <i>Choices to be made</i>
W1	C	How to read the Bible out loud <i>A DIY training aid</i>
A49	S	The patronage process as drama <i>A guide</i>
A50	LA	The 'To Do Diary' guide <i>How to use this simple tool</i>
W2	P	How to run a church vision day <i>A DIY training aid</i>
A51	A	The UCAN story <i>Networking Church Administrators</i>
W3	C	How to get a message across <i>A DIY training aid</i>
A52	A	The management of church records <i>A broad overview</i>
A53	SP	Organising pastoral care <i>... in an all-member culture</i>
W4	M	How to work with volunteers <i>A DIY training aid</i>

## Training Notes

*Shorter, practical items of no more than 2,000 words.*

TN1	C	Preparing to read the lesson
TN2	C	Ten steps to help you communicate
TN3	P	The bewildering world of change
TN4	A	Advice for all church administrators
TN5	S	Responsibilities of mission agency Boards
TN6	LS	The Minister's role in larger churches
TN7	L	Ideas for how to make time for life
TN8	PS	Major decisions: a new approach
TN9	C	Which newspapers do people read?
TN10	M	What do Christians do between Sundays?
TN11	L	Keeping a time log
TN12	P	Twenty ideas to help people change
TN13	S	A purpose statement for those who chair
TN14	M	Setting up a Newcomers Team
TN15	ML	How not to delegate!
TN16	C	Interviews in church services
TN17	MP	Suggested questions for an annual review
TN18	SL	A leadership team checklist
TN19	A	Key words for a financial appeal
TN20	SM	Line management in a church staff team
TN21	A	Ideas for a sermon on administration
TN22	C	Appoint a church photographer!
TN23	LA	How to do 'To Do' lists
TN24	M	Church members can burn out too
TN25	P	The radical values that Jesus taught
TN26	AP	A checklist for an office move
TN27	M	Saying good-bye to church members
TN28	L	No two leaders are the same
TN29	A	What's your <i>real</i> church income?
TN30	LM	How to give and receive criticism
TN31	M	Affirming volunteers
TN32	PL	What do you mean by 'vision'?

TN33	A	Danger at church!
TN34	PM	Closing down a church activity
TN35	S	Causes of friction in mission agencies
TN36	M	Square pegs in round holes
TN37	SM	To pay or not to pay?
TN38	C	We've got news for us!
TN39	C	We've got news for you!
TN40	AS	Appointing an Administrator
TN41	M	What makes a group a team
TN42	P	A review of global mission strategy
TN43	L	Did Jesus use an iPhone?
TN44	AC	The message of your buildings
TN45	SC	Are you sure it's minutes you need?
TN46	A	A beginner's guide to IT security
TN47	C	Breathing life into the intercessions
TN48	P	Let's get purpose statements right
TN49	MC	What's going on under the water
TN50	SL	Should the staff lead the church?
TN51	SP	A fresh approach to rural ministry
TN52	C	The perils of PowerPoint
TN53	AC	A simple email filing system
TN54	PL	Creating space for a Planning Retreat
TN55	M	So, who should be in the dock?
TN56	LC	Questions for preachers
TN57	AL	Clear your clutter!
TN58	S	Beware committees
TN59	PM	Don't you dare change anything!
TN60	AM	Administrator types
TN61	SC	Mapping out a meeting
TN62	L	Know what distracts you
TN63	C	How not to write a newsletter
TN64	P	Help! I'm a consultant
TN65	MS	Sharp interview questions
TN66	MS	A daily office for church staff
TN67	L	Stress and the Christian worker
TN68	A	Administrators who miss the point
TN69	C	Creative prayer diaries
TN70	LP	Do's and don'ts for a new leader
TN71	S	Seatings for meetings
TN72	A	Church administration explained <i>part 1</i>
TN73	A	Church administration explained <i>part 2</i>
TN74	P	Understanding values
TN75	C	Writing for the media
TN76	MS	How to prepare a job reference
TN77	A	Administrator wisdom
TN78	LS	The role of a church leader
TN79	M	'One another' teams
TN80	SM	Staff salary schemes
TN81	P	Changing the scenery

TN82 C Print or screen?  
 TN83 PM The service isn't over yet  
 TN84 L How to say 'No' when you should  
 TN85 AM Preparing a Lone Worker Policy  
 TN86 MA Customer care for churches?  
 TN87 L What to look for in your leaders  
 TN88 S Advice to a new committee member  
 TN89 C Hold the front page!  
 TN90 ML Put someone in charge  
 TN91 P An MOT for disciples of Jesus  
 TN92 SM How genuine are your GORs?  
 TN93 C And now for the notices  
 TN94 LM Becoming self-aware  
 TN95 M Exit interviews for everyone  
 TN96 P Courtesy in church  
 TN97 SC How to minute a meeting  
 TN98 A An outline Church Financial Policy  
 TN99 C Social media+ guidelines  
 TN100 M Why some offer, why some don't  
 TN101 LM Working with a No. 2  
 TN102 A People who visit the church office  
 TN103 P How to encourage creative thinking  
 TN104 S A grid structure for churches  
 TN105 C Recording a voicemail message  
 TN106 L Talk about taking time 'off'  
 TN107 M A church policy on hospitality  
 TN108 AP What do budgets actually tell us?  
 TN109 PM A test for your church's welcome  
 TN110 CS It's confidential: but it still leaks out  
 TN111 SA A church policies checklist  
 TN112 LA Set my leaders free!  
 TN113 C What to avoid on your website  
 TN114 PC How to prepare a church profile  
 TN115 A Identifying gifts of administration  
 TN116 PA Global mission giving  
 TN117 A Building project preparations  
 TN118 S Why, exactly, are we meeting?  
 TN119 M Group behaviours to beware of  
 TN120 LM Lessons for leaders  
 TN121 CP Making a case for change  
 TN122 A Your eco-church check-up  
 TN123 C Speaking-to-camera tips  
 TN124 P What's the point of church?  
 TN125 SP How to take major decisions  
 TN126 A The small-church administrator  
 TN127 LM Identify your church's groups  
 TN128 MS Effective staff meetings  
 TN129 A Collecting data for mission  
 TN130 SM Appoint a 'Staff Action Group'

TN131 CA Helpful handover documents  
 TN132 L What you look for in your Minister  
 TN133 P Planning the next step  
 TN134 MP Integrate your newcomers  
 TN135 AP How to conduct a disability audit  
 TN136 S Restructure your committees  
 TN137 C The message of your people  
 TN138 PA Categories for church operations  
 TN139 M Church workers in teams  
 TN140 P A checklist for a business plan  
 TN141 SL A church council 'Code of Conduct'  
 TN142 LP Values create a culture  
 TN143 A Protect your church from scams  
 TN144 ML 360-degree reviews for churches?  
 TN145 C Illustrating what you say  
 TN146 M Be hospitable!  
 TN147 S The role of the PCC  
 TN148 M Serving in a post-Covid church  
 TN149 AC Keep all your seniors in touch  
 TN150 S Prayer at church business meetings  
 TN151 L Loss of leadership passion  
 TN152 P Should a church set 'targets'?  
 TN153 M How not to manage volunteers!  
 TN154 C Prayer sessions that engage  
 TN155 M The value of the 'Blob pictures' tool  
 TN156 CA Preparing a house-style guide

## Health-checks

*Three detailed tools to assess the health of a church, the effectiveness of a Christian mission and the gifting of an Administrator.*

HC1 all Contrasting CHR and CEM  
 HC2 all Church Health Review *A summary*  
 HC3 all Christian Effectiveness Model *A summary*  
 HC4 all Church Health Review *Introduction*  
 HC5 all Church Health Review *Questions/tests*  
 HC6 all Christian Effectiveness Model *Introduction*  
 HC7 all Christian Effectiveness Model *Questions/tests*  
 HC8 A Gift Assessment for Administrators *Introduction*  
 HC9 A Gift Assessment for Administrators *Questions/tests*

## To come on to my mailing list

You receive six short e-letters a year giving you details as new items are added to the Resources section of my website.

Either complete the form at <https://www.john-truscott.co.uk/Contact/Contact-John> (where you can also view my privacy policy), or email [john@john-truscott.co.uk](mailto:john@john-truscott.co.uk) with subject 'Mailing list' giving your title, Christian name, surname, email address and, optionally, church name and town.



## Website resources on creative organisation for churches and mission agencies

If you need practical help for Christian ministry or fresh ideas to make you sit up and think, check out the Resources section at

<https://www.john-truscott.co.uk>



There are now 222 items available for printing or downloading free of charge (minimal conditions apply) with more added every other month. This listing is complete up to January 2025.

Codes *primary code first if two are shown:*

L: Leadership M: Management S: Structures  
 P: Planning C: Communication A: Administration

John Truscott  
 24 High Grove, St Albans, AL3 5SU Tel: 01727 568325  
 Email: [john@john-truscott.co.uk](mailto:john@john-truscott.co.uk)