Articles (A) & Workshops (W)

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

A1	AL	Pass or file? *How to get excited about filing!*
A2	C	Watch your image! *Visual design for churches*
A3	SM	Salary differentials for Christian staff *Worldly thinking?*
A4	P	Twelve questions to help you plan *A jargon-free toolkit*
A5	SP	How to chair meetings *An orchestral approach*
A6	MS	Job descriptions *Advice & examples for staff and volunteers*
A7	A	Understanding stewardship *A basis for Christian teaching*
A8	MS	Worker agreements *Appropriate paperwork for churches*
A9	C	A church members' newsletter *Idea for a new publication*
A10	MC	An introduction to the art of training *Help people learn*
A11	CA	Become a better emailer *…and make everyone happy*
A12	L	The leader as a shepherd *1: Biblical research*
A13	L	The leader as a shepherd *2: Practical application*
A14	CA	Create a quality website *…by asking the right questions*
A15	A	Christian administration? *A theological introduction*
A16	PA	Funding a capital project *…by direct giving*
A17	MS	Staff selection step-by-step *Advertisement to interview*
A18	A	Administering church funds *A call for a fresh approach*
A19	LC	Speaking so that people listen *For leaders and preachers*
A20	SP	Annual meetings *can* be different *Ideas to experiment with*
A21	C	The use of print in outreach *Rethinking church practice*
A22	LC	Job applications in Christian ministry *A: Preparation*
A23	LC	Job applications in Christian ministry *B: Presentation*
A24	SP	Mission-shaped Church Councils *Three ways forward*
A25	LA	Working from home *Boundaries, discipline and space*
A26	SM	The office of Lay Minister *Three proposals for change*
A27	AL	Reliability in ministry *For administrators and leaders*
A28	A	Rooms to let *Hiring out your church premises*
A29	C	A basic guide to paper/print *Helping you communicate*
A30	P	Take your church away *Organising a special weekend*
A31	MA	Helping people back to church *Basics we often overlook*
A32	M	Be creative as a line manager *How to develop paid staff*
A33	A	Roles for a church office *1: Three perspectives*
A34	A	Roles for a church office *2: Three more perspectives*
A35	P	Mapping your church *Practical planning tools*
A36	LA	Sorting out your study *1: The space in the room*
A37	LA	Sorting out your study *2: The stuff in the room*
A38	SA	Appointing an Operations Manager *Or reviewing a post*
A39	C	A plan for your communications *A template for churches*
A40	SP	Going deeper into meetings *1: Planning issues*
A41	SM	Going deeper into meetings *2: People issues*
A42	A	What do Church Administrators do? *Roles defined*
A43	MP	Every member on active service *How to mobilise yr church*
A44	P	Making things happen *Project management for churches*
A45	LM	How to lead a team at church *Practical help for beginners*
A46	MA	Redefining 'management' *Three Bible images to consider*
A47	M	15 principles of volunteering *By examining five ministries*
A48	SP	Organising your small groups *Choices to be made*
A49	S	The patronage process as drama *A guide*
A50	LA	The 'To Do Diary' guide *How to use this simple tool*
A51	A	The UCAN story *Networking Church Administrators*
A52	A	The management of church records *A broad overview*
A53	SP	Organising pastoral care *… in an all-member culture*
W1	C	How to read the Bible out loud *A DIY training aid*
W2	P	How to run a church vision day *A DIY training aid*
W3	C	How to get a message across *A DIY training aid*
W4	M	How to work with volunteers *A DIY training aid*

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 *real* 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 *part 1*
TN73	A	Church administration explained *part 2*
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

Health-checks

Three detailed tools to assess health

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 with subject 'Mailing list' giving your title, Christian name, surname, email address and, optionally, church name and town.