

# TRAINING SESSIONS FOR PARISHES 2019 - 2020

**SIGN UP  
TODAY!**

**TRURODIOCESE.ORG.UK**

---

One of the roles of the team at Church House is to provide support for people in the parishes, whether clergy, PCC officers, lay ministers, employees or volunteers.

---

This is a summary of training courses on offer from July 2019 to March 2020. Attendance on the courses is free of charge.

If you are unable to attend the training you would like to due to location, timings or dates, please let us know. If there is enough demand, we are happy to run further sessions.

## **Can't find what you are looking for?**

If there is something you would like to learn more about and it is not included in this guide, please do get in touch. It may be something we plan to include next time.

## **MORE INFORMATION**

**E** [info@truro.anglican.org](mailto:info@truro.anglican.org)

**T** 01872 274351

**W** [trurodiocese.org.uk/events/](http://trurodiocese.org.uk/events/) and select Parish Training



**DIOCESE OF TRURO**  
DISCOVERING GOD'S KINGDOM  
GROWING THE CHURCH

# 2019/2020 COURSES AT A GLANCE

DATE	TITLE
<b>JULY</b> 04/07/19	PROMOTING YOUR CHURCH VIA SOCIAL MEDIA
06/07/19	NEW SECRETARIES
09/07/19	PASTORAL TEAM CO-ORDINATORS TRAINING
17/07/19	NEW TREASURERS
20/07/19	NEW CHURCHWARDENS
<b>SEPTEMBER</b> 21/09/19	CASH BOOK
<b>OCTOBER</b> 12/10/19 30/10/19	BUDGETING & THE RETURN OF PARISH FINANCE FORMS (ROPFS)
14/10/19 16/10/19	PARISH SAFEGUARDING CO-ORDINATORS MEETING
<b>NOVEMBER</b> 09/11/19	BUDGETING & ROPF FORMS
<b>JANUARY</b> 18/01/20 29/01/20	PARISH ADMINISTRATION: MEETINGS, AGENDAS & RECORDS
<b>FEBRUARY</b> 08/02/20	INTRODUCTION TO EMPLOYING STAFF
<b>MARCH</b> 14/03/20	PARISH ADMINISTRATION: MEETINGS, AGENDAS & RECORDS
<b>SEPTEMBER</b> 11/09/20 12/09/20	MISSION-SHAPED PAROCHIAL CHURCH COUNCILS

# COURSES

## PROMOTING YOUR CHURCH VIA SOCIAL MEDIA

Includes using Facebook, Instagram and Twitter, building a profile, what to post, tracking success, paid advertising. Also using A Church Near You, safeguarding and dealing with negativity online.

DATE	LOCATION	TIME	TO BOOK
04/07/19	Church House, Threemilestone, Truro	10AM - 4PM	T 01872 360037

---

## NEW SECRETARIES \*

Includes role and responsibilities, meetings, agendas, records, data protection, safeguarding and cyber security.

DATE	LOCATION	TIME	TO BOOK
06/07/19	Truro	9.30AM - 1.30PM	Book <a href="#">here</a>

---

## PASTORAL TEAM CO-ORDINATORS TRAINING

To equip pastoral team co-ordinators (lay and ordained) to run effective, safe, accountable teams. This training will cover management and supervision of Local Pastoral Ministers; running team meetings and record keeping, confidentiality and data protection.

DATE	LOCATION	TIME	TO BOOK
09/07/19	Truro	10AM - 12.30PM	Book <a href="#">here</a>

---

## NEW TREASURERS \*

Includes role and responsibilities, ROPF, parochial fees, safeguarding, data protection and stewardship.

DATE	LOCATION	TIME	TO BOOK
17/07/19	Truro	5.45PM - 9.15PM	Book <a href="#">here</a>

---

## NEW CHURCHWARDENS \*

Includes role and responsibilities, health and safety, dealing with the media, safeguarding and welcome.

DATE	LOCATION	TIME	TO BOOK
20/07/19	Truro	9.30AM - 1PM	Book <a href="#">here</a>

\* Please note that the sessions for new office holders repeats training run previously.

# COURSES

## CASH BOOK

Practical workshop on using the cashbook template.

DATE	LOCATION	TIME	TO BOOK
21/09/19	Truro	10AM & 11.30AM (2 x 1 hour sessions)	Book <a href="#">here</a> Book <a href="#">here</a>

---

## BUDGETING & THE RETURN OF PARISH FINANCE (ROPF)

Practical workshop on setting a budget and using the budget template. Includes how the budget can help and how to develop, present and monitor your budget. Also, includes how to complete the Return of Parish Finance online.

DATE	LOCATION	TIME	TO BOOK
12/10/19	Liskeard	10AM - 12PM	Book <a href="#">here</a>
30/10/19	Truro	6PM - 8PM	Book <a href="#">here</a>
09/11/19	Camborne	10AM - 12PM	Book <a href="#">here</a>

---

## TOOLS FOR GIVING (ADD-ON SESSION)

As Christians, we are aware of God's incredible generosity to us, so it is only right that we in turn should consider our own generosity within our churches. In this workshop, we will explore what the Bible says about giving, our time and talents. There will also be information about planned giving through the Parish Giving Scheme, digital giving including card machines, legacies and Gift Aid.

DATE	LOCATION	TIME	TO BOOK
12/10/19	Liskeard	12.30PM - 1.45PM	Book <a href="#">here</a>
30/10/19	Truro	8.15PM - 9.30PM	Book <a href="#">here</a>
09/11/19	Camborne	12.30PM - 1.45PM	Book <a href="#">here</a>

---

## PARISH SAFEGUARDING CO-ORDINATORS MEETING

These are an opportunity for parish safeguarding coordinators to come together to share good practice and ask questions of the Church House safeguarding team.

DATE	LOCATION	TIME	TO BOOK
14/10/19	Epiphany House, Truro	6.30PM - 9PM	Book <a href="#">here</a>
16/10/19	Callington Town Hall	10AM - 12.30PM	Book <a href="#">here</a>

---

# COURSES

## INTRODUCTION TO EMPLOYING STAFF

Covers the main areas to consider when employing staff including recruitment, contracts, expenses, and key policies to have in place.

DATE	LOCATION	TIME	TO BOOK
08/02/20	Truro	9.30AM - 12.30PM	Book <a href="#">here</a>

---

## PARISH ADMINISTRATION: MEETINGS, AGENDAS & RECORDS

This is to help provide an understanding of the purpose of PCC meetings and how to avoid (some of!) what can go wrong; creating PCC agendas that lead to effective sessions; lay out the seating to enable the meeting to flow; learning the skill of writing quality minutes; and check-up on the specific duties of the PCC Secretary. Suitable for anyone involved in parish administration.

DATE	LOCATION	TIME	TO BOOK
18/01/20	Liskeard	10AM - 1PM	Book <a href="#">here</a>
29/01/20	Truro	6PM - 9PM	Book <a href="#">here</a>
14/03/20	Pool	10AM - 1PM	Book <a href="#">here</a>

---

## MISSION-SHAPED PAROCHIAL CHURCH COUNCILS

We talk about a mission-shaped church but for this you need a mission-shaped PCC. This event will show you how to rethink your Church Council into mission-mode by following three basic ideas:

1. A clear purpose (knowing exactly why we exist)
2. A big agenda (not a long one!)
3. An effective team (it's the people not the meetings).

The training session includes input, exercises and discussion among your own PCC members. The event is designed for as many of your PCC to come as possible so you can together agree how to action these points and transform your PCC into a dynamic, Christ-centred, mission-focused team.

DATE	LOCATION	TIME	TO BOOK
11/09/20	St Erme	9AM - 1PM	Book <a href="#">here</a>
12/09/20	Bodmin	9AM - 1PM	Book <a href="#">here</a>

# FURTHER TRAINING OPPORTUNITIES

## GOVERNANCE TRAINING

The Diocese of Truro's education department offers training and support to all involved in school governance in Cornwall and the Isles of Scilly – not just those involved in Anglican church schools.

Our training sessions cover governors in local authority maintained schools as well as directors/trustees and members in academies and multi-academy trusts. We also provide training for people on local boards, and for clerks.

We have experienced trainers who will tailor the session to the specific needs of each group. The training can be for individuals as well as groups, full boards and/or groups of schools wishing to come together to train. We are able to create a bespoke session that caters to specific needs.

Training is generally delivered in Threemilestone, Truro, but if you have other requirements, or have a venue we could use for training, please get in touch.

To discuss your training requirements, please contact Bex Couch, Governance Development Officer.

**E** [education@truro.anglican.org](mailto:education@truro.anglican.org)

**T** 01872 274351.

---

## SAFEGUARDING TRAINING

We have a range of core safeguarding training modules, developed by the Church of England, which aim to promote a safer environment and culture.

Completion of safeguarding training is an expectation and for some it is a mandatory requirement for their role.

Safeguarding training should be updated at least once every three years. We provide a range of courses in safeguarding within a church context and can advise which level you will need.

## MORE INFORMATION

**W** [trurodiocese.org.uk/resources/safeguarding/training-safeguarding/](http://trurodiocese.org.uk/resources/safeguarding/training-safeguarding/)

**T** 01872 274351.

---

## GET IN CONTACT

**T** 01872 274351

**E** [info@truro.anglican.org](mailto:info@truro.anglican.org)

**www.trurodiocese.org.uk**

Church House, Woodlands Court,

Truro Business Park, Threemilestone,

Truro, TR4 9NH



**DIOCESE OF TRURO**

DISCOVERING GOD'S KINGDOM  
GROWING THE CHURCH