

TRAINING SESSIONS FOR PARISHES 2022

**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 in 2022. 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.

This brochure is updated regularly with new training as it becomes available.

To book

To book a space on any of the courses, simply click on the option under To Book in the individual course information.

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

T 01872 274351

W trurodiocese.org.uk/events/ and select Parish Training



DIOCESE OF TRURO
DISCOVERING GOD'S KINGDOM
GROWING THE CHURCH

2022 COURSES AT A GLANCE

DATE	TITLE
JANUARY 18/01/22	How to do your APCM from start to finish
18/01/22	Finance drop-in session
25/01/22	Completing your parish return – drop in for parishes
FEBRUARY 15/02/22	Giving mechanisms
22/02/22	How to do your APCM from start to finish
MARCH 2/03/22	Data Protection for Safeguarding Officers
15/03/22	Minute taking
22/03/22	Completing your parish return - drop-in for parishes
23/03/22	Insurance for churches
APRIL 26/04/22	Responding to God's Generosity
29/04/22	Finance drop-in session
MAY 08/05/22 15/05/22 22/05/22 29/05/22	Diocesan Roadshows
24/05/22	Completing your parish return – drop in for parishes

2022 COURSES AT A GLANCE

DATE	TITLE
JUNE 07/06/22	Data protection for parishes @ Church House
08/06/22	Setting up an international link in your parish
14/06/22	Data protection for parishes via Zoom
22/06/22	A guide to parochial fees
JULY 2/07/22	New Churchwardens
21/07/22	A guide to parochial fees
SEPTEMBER 10/09/22	New Treasurers
14/09/22	Health & Safety for churches
21/09/22	Finance drop-in session
OCTOBER 15/10/22	New Secretaries
29/10/22	Refresher and what's new for Churchwardens, Secretaries and Treasurers who are not new to the role
29/10/22	Communications drop-In session
DECEMBER 1/12/22	Fire risk assessment for churches

TRAINING

HOW TO DO YOUR APCM FROM START TO FINISH

Short training session to include a Q&A and a chance to share with others. Including getting ready, who does what, paperwork and what happens after.

DATE	TRAINER(S)	TIME	TO BOOK
18/01/22	Lesley Fusher, Kate Cortez	10AM - 11.30AM	Book here (Online session)
22/02/22		2PM - 3.30PM	Book here (Online session)

FINANCE DROP-IN SESSIONS

Open session to ask questions about parish finances including preparing accounts and reports.

DATE	TRAINER(S)	TIME	TO BOOK
18/01/22	Finance team	2PM - 3PM	Book here (Online session)
29/04/22		10AM - 11AM	Book here (Online session)
21/09/22		7PM - 8PM	Book here (Online session)

COMPLETING YOUR PARISH RETURN - DROP-IN FOR PARISHES

Practical help to complete Statistics for Mission and Return of Parish Finance.

DATE	TRAINER(S)	TIME	TO BOOK
25/01/22	Kate Cortez, Rebecca St Ledger-Renfree	2PM - 3PM	Book here (Online session)
22/3/22		10AM - 11AM	Book here (Online session)
25/05/22		2PM - 3PM	Book here (Online session)

GIVING MECHANISMS

In this session we will explore mechanisms including regular giving, online and contactless and legacy giving, to equip your church and facilitate giving both in your congregation and community

DATE	TRAINER(S)	TIME	TO BOOK
15/02/22	Generous Giving Advisors	2PM - 3PM	Book here (Online session)

MINUTE TAKING

Why we need minutes, the skills we require, the preparation, how to write accurate, clear and effective minutes and more.

DATE	TRAINER(S)	TIME	TO BOOK
15/03/22	John Truscott	6.30PM - 8.30PM	Book here (Online session)

TRAINING

DATA PROTECTION FOR SAFEGUARDING OFFICERS

What do you need to do: Record keeping, what should be in place & FAQs.

DATE	TRAINER(S)	TIME	TO BOOK
02/03/22	Revd Mark James, Mandy Wells	6PM - 7PM	Book here (Online session)

DATA PROTECTION FOR PARISHES

About data protection, record keeping, what you need in place including how to avoid common pitfalls & FAQs.

DATE	TRAINER(S)	TIME	TO BOOK
07/06/22	Revd Mark James, Kate Cortez	10AM - 11.30AM @ Church House, Truro	Book Church House
14/06/22		6.30PM - 8PM	Book here (Online session)

INSURANCE FOR CHURCHES

Advice on ensuring your church is fully insured and common pitfalls.

DATE	TRAINERS(S)	TIME	TO BOOK
23/03/22	Kay Short	6.30PM - 7.30PM	Book here (Online session)

RESPONDING TO GOD'S GENEROSITY

We'll look at new and traditional methods for running a giving or stewardship programme and motivational material for group and personal reflection.

DATE	TRAINERS(S)	TIME	TO BOOK
26/04/22	Generous Giving Advisors	2PM - 3PM	Book here (Online session)

SETTING UP AN INTERNATIONAL LINK IN YOUR PARISH

In this session we will look at the different types of links you may want to consider, some of the organisations through which you can set up a link, and important things to think about. We will also hear from some real examples of international links between parishes in our diocese and different parts of the world.

DATE	TRAINERS(S)	TIME	TO BOOK
08/06/22	Christine Salaman	7PM - 8.30PM	Book here (Online session)

FIRE RISK ASSESSMENT FOR CHURCHES

Why do you need a fire risk assessment and how to do one.

DATE	TRAINERS(S)	TIME	TO BOOK
01/12/22	Kay Short, Ecclesiastical Insurance	6.30PM - 7.30PM	Book here (Online session)

TRAINING

A GUIDE TO PAROCHIAL FEES

What they are, what you need to do and when.

DATE	TRAINERS(S)	TIME	TO BOOK
22/06/22	Sophie Eddy	7PM - 8PM	Book here (Online session)
21/07/22	Sophie Eddy, Suzi Dyke	10AM - 11AM	Book here (Online session)

HEALTH & SAFETY FOR CHURCHES

Overview of the responsibilities for church teams around health and safety; common pitfalls and what help is available.

DATE	TRAINERS(S)	TIME	TO BOOK
14/09/22	Kay Short, Sue Thorold, Kate Cortez	6.30PM - 8PM	Book Online (Online session)

COMMUNICATIONS DROP-IN SESSION

Open session to ask questions about any aspect of parish communications.

DATE	TRAINERS(S)	TIME	TO BOOK
29/10/22	Kelly Rowe	12.30PM - 1.30PM	Book Online (Online session)

NEW CHURCHWARDENS

For people new to the role. Responsibilities of a churchwarden; being a charity trustee; Health and safety for churches; Churches & the Environment; and the DAC.

DATE	TRAINERS(S)	TIME	TO BOOK
02/07/22	Kay Short, VWV, Sue Thorold, Kate Cortez	9.30AM - 12.30PM	Book Church House Book Online (Online session)

NEW TREASURERS

For people new to the role. Responsibilities of a Treasurer; being a charity trustee; parochial fees; Return of Parish Finance; and practical tools for giving.

DATE	TRAINERS(S)	TIME	TO BOOK
10/09/22	Sophie Eddy	9.30AM - 12.30PM	Book Church House Book Online (Online session)

NEW SECRETARIES

For people new to the role. Responsibilities of a Secretary; being a charity trustee; data protection & records management; cyber security; the Secretary's year.

DATE	TRAINERS(S)	TIME	TO BOOK
15/10/22	Lesley Fusher, Kate Cortez	9.30AM - 12.30PM	Book Church House Book Online (Online session)

TRAINING

REFRESHER FOR CHURCHWARDENS, SECRETARIES & TREASURERS

For people who are NOT new to the role. Short sessions to cover key updates, matters of interest and answers to FAQs. Chance to speak to others in the same role.

DATE	TRAINERS(S)	TIME	TO BOOK
29/10/22	Lesley Fusher, Kate Cortez, Sue Thorold, Sophie Eddy, Kay Short, VVV	9.30AM - 11.30AM	Book Churchwardens (Online session)
		10AM - 12PM	Book Treasurers (Online session)
		1PM - 3PM	Book Secretaries (Online session)

DIOCESAN ROADSHOWS - SAVE THE DATES

More information will be available in the next update.

DATE	TRAINERS(S)	TIME	TO BOOK
08/05/22	Archdeacon Kelly	3PM - 5.30PM	TBC
15/05/22	Betteridge, Katie		
22/05/22	Fitzsimmons		
29/05/22			

BESPOKE OFFERS & OTHER TRAINING

Church House is able to provide some bespoke training to parishes. Currently available:

- People Management/ HR [here](#).
- Safeguarding training including Safeguarding Leadership, Parish Safeguarding Officers training & Safer Recruitment & People Management [here](#).
- Communications training sessions & webinars [here](#).

GET IN CONTACT

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