

TRAINING SESSIONS FOR PARISHES 2024

**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 2024. 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



2024 COURSES AT A GLANCE

DATE	TITLE
FEBRUARY 07/02/24 16/02/24	How to run your APCM from start to finish Parish finance drop-in online
MARCH 02/03/24 11/03/24 13/03/24 13/03/24 16/03/24 21/03/24	Safeguarding Virtual Leadership Training C2 Safeguarding Virtual Leadership Training C2 Parish finance drop-in online How to run your APCM from start to finish PCC Treasurer Training PCC Treasurer Cashbook Training
APRIL 08/04/24 18/04/24 20/04/24 23/04/24 29/04/24	Safeguarding Virtual Leadership Training C2 Parish finance drop-in online Safeguarding Virtual Leadership Training C2 How your church can bring about positive change in your community Safeguarding Virtual Leadership Training C2
MAY 08/05/24 14/05/24 18/05/24	Safeguarding Virtual Leadership Training C2 Parish finance drop-in online Safeguarding Virtual Leadership Training C2
JUNE 12/06/24	Parish finance drop-in online
JULY 06/07/24 11/07/24	Churchwarden Training Parish finance drop-in online

2024 COURSES AT A GLANCE

DATE	TITLE
SEPTEMBER 11/09/24 21/09/24 26/09/24	Parish finance drop-in online PCC Treasurer Training PCC Treasurer Cashbook Training
OCTOBER 05/10/24 08/10/24	PCC Secretary Training Parish finance drop-in online
NOVEMBER 14/11/24	Parish finance drop-in online

Help with online parish returns

If you would like help filling in either the Statistics for Mission, Return of Parish Finance or Energy Footprint Tool using the online Parish Returns system please contact info@truro.anglican.org and we can assist. There is a short video that shows you how to complete the Energy Footprint tool on our website: [A demo of the Church of England Energy Footprint Tool - YouTube](#)

Administrators network?

We are exploring the idea of developing a support network for parish administrators. This could be for volunteers and paid staff and could include things like training, resource sharing and meet ups. We know there is a lot of common ground, but the role can be an isolated one at times. If you would be interested to find out more about this or have suggestions, please contact kate.cortez@truro.anglican.org or call 01872 360023.

Free online short courses you can do when works for you

As a pilot we are offering 30 churches 2 free short courses with ihasco. These are online and you can start it whenever you like. Mostly they take around 1 hour. They are general, so not specific to churches, but helpful in covering the essentials. In this pilot we can offer:

- Health and safety essentials
- Cyber security
- Food safety & hygiene (level 2)
- Manual handling
- GDPR

If you would like to access one of these courses please contact kate.cortez@truro.anglican.org or call 01872 360023

TRAINING

FINANCE DROP-IN SESSIONS

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

DATE	TRAINER(S)	TIME	TO BOOK
16/02/24	Finance team	2PM - 3PM	Book here
13/03/24		6.30PM - 7.30PM	Book here
18/04/24		10AM - 11AM	Book here
14/05/24		2PM - 3PM	Book here
12/06/24		6.30PM - 7.30PM	Book here
11/07/24		10AM - 11AM	Book here
11/09/24		2PM - 3PM	Book here
08/10/24		6.30PM - 7.30PM	Book here
14/11/24		10AM - 11AM	Book here

HOW TO RUN 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
07/02/24	Kate Cortez, Lesley Fusher	10AM - 12PM	Book here (Online session)
13/03/24		2PM - 4PM	Book here (Online session)

PCC TREASURERS

Training for both new and existing treasurers. Responsibilities of a Treasurer; being a charity trustee; parochial fees; Return of Parish Finance; and practical tools for giving. For those not new to the role the session will cover key updates, matters of interest and answers to FAQs along with a chance to speak to others in the same role.

DATE	TRAINER(S)	TIME	TO BOOK
16/03/24	Sophie Eddy, Simon Cade	9AM - 1PM	Book here (Online session)
21/09/24		9AM - 1PM	Book here (Online session)

TRAINING

SAFEGUARDING VIRTUAL LEADERSHIP TRAINING C2

Two 90 minute sessions to be completed on consecutive weeks.

DATE	TRAINERS(S)	TIME	TO BOOK
02/03/24 & 09/03/24	Safeguarding Team	10AM - 11.30AM	Book via the National Safeguarding Training Portal here (Online)
11/03/24 & 18/03/24		6PM - 7.30PM	
08/04/24 & 15/04/24		1PM - 2.30PM	
20/04/24 & 27/04/24		10AM - 11.30AM	
29/04/24 & 06/05/24		1PM - 2.30PM	
08/05/24 & 15/05/24		10AM - 11.30AM	
18/05/24 & 25/05/24		10AM - 11.30AM	

PCC TREASURER CASHBOOK TRAINING

Practical workshop for Treasurers on using the cashbook.

DATES	TRAINER(S)	TIME	TO BOOK
21/03/24	Finance Team	1.30PM - 3.30PM	Book here (In-person, Truro)
26/09/24		1.30PM - 3.30PM	

HOW YOUR CHURCH CAN BRING ABOUT POSITIVE CHANGE IN YOUR COMMUNITY

This session will highlight how to build a project in your church for your community. We will look at a community-asset based approach, the effect of this on sustainability and impact for your community, funding, and the benefits of evaluation. It will be discussion led with opportunities to discuss ideas, and case studies of social action project success.

DATE	TRAINER(S)	TIME	TO BOOK
23/04/24	Charlotte Butler, Transformation Cornwall	10AM - 11AM	Book here (Online session)

TRAINING

CHURCHWARDENS

Training for both new and existing churchwardens. This session will explore the responsibilities of a churchwarden; being a charity trustee; Health and safety for churches; Churches & the Environment; and the DAC. For those not new to the role the session will cover key updates, matters of interest and answers to FAQs along with a chance to speak to others in the same role.

DATE	TRAINER(S)	TIME	TO BOOK
06/07/24	Kate Cortez, Sue Thorold	9AM - 1PM	Book here (Online session)

PCC SECRETARIES

Training for both new and existing secretaries. This session will explore the responsibilities of a Secretary; being a charity trustee; data protection & records management; cyber security; the Secretary's year. For those not new to the role the session will cover key updates, matters of interest and answers to FAQs along with a chance to speak to others in the same role.

DATE	TRAINER(S)	TIME	TO BOOK
05/10/24	Lesley Fusher, Kate Cortez	9AM - 1PM	Book here (Online session)

CREATION CARE NETWORK GATHERINGS

DATE	TIME	TO BOOK
08/02/24	7PM	Book here (Online)
14/03/24	10AM	
11/04/24	7PM	
09/05/24	10AM	
13/06/24	7PM	
11/07/24	10AM	
12/09/24	10AM	
10/10/23	7PM	
14/11/24	10AM	
12/12/24	7PM	

DEANERY LIAISON ADVOCATES

The Deanery Liaison Advocates, DLAs are your first point of contact at Church House. They will try to answer your question or signpost you to someone who can help. More information about their role is available on the [diocesan website](#).

Carnmarth South, Penwith - Sue Thorold

Carnmarth North, Kerrier - Mel Pomery

East Wivelshire, Stratton - Sarah Welply

Trigg Major, Trigg Minor & Bodmin - Rebecca Evans

Powder - Jenny Wreford

Pydar - Rebecca St Ledger-Renfree

St Austell - Daniel Mantell-Roberts

West Wivelshire - Mandy Wells

BESPOKE OFFERS & OTHER TRAINING

Take your pick!

We know that each deanery and each parish may have different needs for training. This list gives an idea of the kind of training we can deliver or source for your deanery. Get in touch directly or via your Deanery Implementation Team to find out more:

- Deanery roles, e.g. secretaries, treasurers – roles and responsibilities
- Recruitment
- Managing people
- Interviewing skills
- Conflict management
- Social action and community engagement
- How to interpret and act upon your quinquennial inspection
- The governance cycle for PCCs
- Working well with volunteers
- Monitoring and evaluation projects
- Project management
- Engaging children and young people
- Working with schools
- Producing annual accounts
- Claiming Gift Aid
- Applying for funding for your church

CMD PROGRAMME

There are a number of CMD sessions available to attend both online and in-person.

Sessions include:

- Trusting God in Troubled Times, 14 March,
Six Hours with Twelve Prophets, 19 September,
led by the Revd Howard Peskett
- Three Mornings with St Paul, 22 February, 21 March, 18 April
led by the Revd Dr Robert Evans

The full CMD programme is available to view [here](#).

GET IN CONTACT

T 01872 274351

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