

**WEST MIDLANDS SYNOD
UNITED REFORMED CHURCH**



CHURCH SECRETARIES TRAINING AND SUPPORT 2017

10.00 am – 2.30 pm

Saturday 11th November 2017

Wylde Green United Reformed Church,
Britwell Road, Wylde Green B73 5SW

Church Secretaries fulfil a vitally important role in the life of the local Church. An opportunity is presented for support and training in some key areas.

The day will be facilitated and led by Stuart Scott, Synod Training and Development Officer, with input on copyright from Louise Ault, who has responsibility for this area in the Communications Department of the United Reformed Church. (If you have a particular concern or issue that you wish to be addressed, please indicate on the registration form below.)

Travel expenses will be re-imbursed. There is no charge for the day. Tea and coffee will be available but please bring your own lunch.

Draft programme

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|-------|--------------------------------------|-------|--|
| 09.30 | Arrivals and coffee | 11.15 | Session 2 Copyright and the local church |
| 10.00 | Worship and introductions | 12.45 | Lunch |
| 10.15 | Session 1 Being the Church Secretary | 13.30 | Session 3 Issues and concerns |
| 11.00 | Break | 14.30 | Prayers and close |

Please book **as soon as possible** to assist the planning of this day **and by 5th November at the latest** by completing and returning the form below to Rachel Vernon, Synod Office, Digbeth-in-the-Field URC, Moat Lane, Yardley, Birmingham B26 1TW or email to admin@urcwestmidlands.org.uk . For further information, contact Stuart Scott (tdo@urcwestmidlands.org.uk or phone 0121 442 6325)

Stuart Scott
Training and Development Officer, West Midlands Synod, United Reformed Church



**CHURCH SECRETARIES TRAINING AND SUPPORT
Registration form**

Name:

Address:

.....

Church:

Phone: E-mail

Issues and concerns.....

I have the following special needs:

Signed:..... Date