

## Parish Officer Training Workshops 2021

Please email [katheryn.caithness@bristoldiocese.org](mailto:katheryn.caithness@bristoldiocese.org) for Zoom links

### Monday 18 October 2021

- 2.00pm **Reaching and Keeping Volunteers** – led by the Archdeacons' Office  
*Volunteers have long been central to the exercise of Christian ministry. There are ways that we can develop our recruitment, training, motivation and retention of volunteers. We will share some ideas, resources and top tips.*
- 4.00pm **New Stewardship Resources** – led by Naomi Buckler, Giving and Stewardship Adviser  
*Topics will include: Generosity Week's latest resources, a look at the new half-day Generosity Fika, the latest materials to promote legacies, and a brief overview of the latest options to get going with contactless or online giving.*
- 7.00pm **Reaching and Keeping Volunteers** – led by the Archdeacons' Office  
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### Tuesday 19 October 2021

- 11.00am **Introduction to Mental Health First Aid** – led by Helen Styles, Accredited MHFA Trainer  
*Is your church Mental Health Friendly? This light touch introductory session will be an opportunity to find out about what you can put in place to support people and to think about things to consider if you want to become a Mental Health Friendly Church.*
- 2.00pm **Theft of Metal – What your church needs to know** – led by Kay Short from Ecclesiastical Insurance Group and Emma Bakewell, Governance Support Manager and DAC Secretary  
*Theft of Metal is still a problem for churches and their insurers, with cases again on the increase following the lifting of pandemic restrictions. This session will discuss the reasons why and provide practical tips to reduce the risk for your church.*
- 7.00pm **Getting to Net Zero Carbon** – led by Clare Fussell, Environmental Adviser  
*You'll hear of various practical ways your church can get involved with our Diocesan Net Zero carbon commitment, including the Eco Church awards, and stories from around the diocese.*

## Wednesday 20 October 2021

- 11.00am **Parish Officer Training – Hospitality, sharing your church building** – led by Revd Chris Dobson, Diocesan Ecumenical and Global Partnership Officer  
*What happens when a different denomination wants to meet in your church? What does it mean to be part of a global church? Why do our links with Uganda matter? Chris will explore these questions and others and provide some practical tips for engaging with other denominations and the wider Anglican Communion.*
- 2.00pm **Digital Parish Giving Scheme** – led by Clare Fussell, Giving and Stewardship Adviser  
*There's no better time to start (or refresh) the Parish Giving Scheme – there are now both print or digital options, making it so easy to sign up. This session will tell you all you need to know about PGS, including a walk-through of the online PGS, and new social media resources.*
- 4.00pm **Engaging with your Local School** – led by Liz Townend, Director of Education  
*Find out some top tips about how other churches in the diocese have built great relationships with their schools, whether or not CofE. Hear how both clergy and congregations can develop a two-way partnership and the support available from the Diocesan Education Team.*
- 7.00pm **Everything Insurance: Policy & Practice Guidance** – led by Kay Short from Ecclesiastical Insurance Group  
*Do you know what your insurance policy covers? What do you need to tell insurers about? Do you know what to do in the event of a claim? And where can you get help? The session will help to broaden your knowledge and help support you in your day-to-day church duties. We will cover: Who we are; Your Church insurance policy – running through key covers and exclusions; Insurance and Risk management resources – where to find our made simple guides, guidance notes and templates; Claims; A question and answer session – to address any further queries.*

## Thursday 21 October 2021

- 11.00am **PCC Secretary Core Training** – led by Sally Moody, Head of Governance and Property  
*Sally will explore and unpack some of the key responsibilities of the role of PCC Secretary, and she will provide a bit of an A–Z of the Church of England, exploring what some of the more intriguing and puzzling terms and practices might be! There will be a bit of time for Q&A so come with your burning questions!*
- 2.00pm **Introduction to the new Guidance on Safer Recruitment and People Management** – led by Helen Styles, Safeguarding Training Officer  
*If you recruit volunteers or staff for roles working with children or vulnerable adults you will need to be aware of the new guidance and the training that is available to support your understanding of that.*
- 4.00pm **PCC Treasurer Updates** – led by Pat Barter, Financial Controller  
*Pat will host this Q&A-based workshop for PCC Treasurers covering a range of relevant topics and supporting treasurers in their role. Come with your questions at the ready.*
- 7.00pm **Domestic Abuse Awareness** – led by Helen Styles, Safeguarding Training Officer  
*An introductory session aimed to support you to be more aware of domestic abuse and to give you some tips and pointers about how to respond.*

## Friday 22 October 2021

- 11.00am **Contested Heritage, What does your Church need to consider?** – led by Janet Berry, Head of Conservation, Cathedral and Church Buildings Division at the Church of England and Emma Bakewell  
*We want our churches and cathedrals to be places of welcome and solace for all. The Church of England has produced guidance to help assess how, and to what extent, objects that may be symbols of injustice or sources of pain or may impact on your ability to undertake activities in your church or cathedral. Janet will expand on the guidance and offer practical tips for church officers.*