Articles (A) & Workshops (W)

Items that take an in-depth look at their topic.

A1	AL	Pass or file? *How to get excited about filing!*
A2	C	Watch your image! *Visual design for churches*
A3	SM	Salary differentials for Christian staff *Worldly thinking?*
A4	P	Twelve questions to help you plan *A jargon-free toolkit*
A5	SP	How to chair meetings *An orchestral approach*
A6	MS	Job descriptions *Advice & examples for staff and volunteers*
A7	A	Understanding stewardship *A basis for Christian teaching*
A8	MS	Worker agreements *Appropriate paperwork for churches*
A9	C	A church members' newsletter *Idea for a new publication*
A10	MC	An introduction to the art of training *Help people learn*
A11	CA	Become a better emailer *…and make everyone happy*
A12	L	The leader as a shepherd *1: Biblical research*
A13	L	The leader as a shepherd *2: Practical application*
A14	CA	Create a quality website *…by asking the right questions*
A15	A	Christian administration? *A theological introduction*
A16	PA	Funding a capital project *…by direct giving*
A17	MS	Staff selection step-by-step *Advertisement to interview*
A18	A	Administering church funds *A call for a fresh approach*
A19	LC	Speaking so that people listen *For leaders and preachers*
A20	SP	Annual meetings *can* be different *Ideas to experiment with*
A21	C	The use of print in outreach *Rethinking church practice*
A22	LC	Job applications in Christian ministry *A: Preparation*
A23	LC	Job applications in Christian ministry *B: Presentation*
A24	SP	Mission-shaped Church Councils *Three ways forward*
A25	LA	Working from home *Boundaries, discipline and space*
A26	SM	The office of Lay Minister *Three proposals for change*
A27	AL	Reliability in ministry *For administrators and leaders*
A28	A	Rooms to let *Hiring out your church premises*
A29	C	A basic guide to paper/print *Helping you communicate*
A30	P	Take your church away *Organising a special weekend*
A31	MA	Helping people back to church *Basics we often overlook*
A32	M	Be creative as a line manager *How to develop paid staff*
A33	A	Roles for a church office *1: Three perspectives*
A34	A	Roles for a church office *2: Three more perspectives*
A35	P	Mapping your church *Practical planning tools*
A36	LA	Sorting out your study *1: The space in the room*
A37	LA	Sorting out your study *2: The stuff in the room*
A38	SA	Appointing an Operations Manager *Or reviewing a post*
A39	C	A plan for your communications *A template for churches*
A40	SP	Going deeper into meetings *1: Planning issues*
A41	SM	Going deeper into meetings *2: People issues*
A42	A	What do Church Administrators do? *Roles defined*
A43	MP	Every member on active service *How to mobilise yr church*
A44	P	Making things happen *Project management for churches*
A45	LM	How to lead a team at church *Practical help for beginners*
A46	MA	Redefining 'management' *Three Bible images to consider*
A47	M	15 principles of volunteering *By examining five ministries*
A48	SP	Organising your small groups *Choices to be made*
A49	S	The patronage process as drama *A guide*
A50	LA	The 'To Do Diary' guide *How to use this simple tool*
A51	A	The UCAN story *Networking Church Administrators*
A52	A	The management of church records *A broad overview*
A53	SP	Organising pastoral care *… in an all-member culture*
W1	C	How to read the Bible out loud *A DIY training aid*
W2	P	How to run a church vision day *A DIY training aid*
W3	C	How to get a message across *A DIY training aid*
W4	M	How to work with volunteers *A DIY training aid*
W5	L	How to manage yourself *A DIY training aid*
W6	M	How to become a welcoming church *A DIY training aid*
W7	P	How to handle change *A DIY training aid*
W8	S	How to lead effective meetings *A DIY training aid* **NEW**

Training Notes

Shorter, practical items of no more than 2,000 words.

TN1	C	Preparing to read the lesson
TN2	C	Ten steps to help you communicate
TN3	P	The bewildering world of change
TN4	A	Advice for all church administrators
TN5	S	Responsibilities of mission agency Boards
TN6	LS	The Minister's role in larger churches
TN7	L	Ideas for how to make time for life
TN8	PS	Major decisions: a new approach
TN9	C	Which newspapers do people read?
TN10	M	What do Christians do between Sundays?
TN11	L	Keeping a time log
TN12	P	Twenty ideas to help people change
TN13	S	A purpose statement for those who chair
TN14	M	Setting up a Newcomers Team
TN15	ML	How not to delegate!
TN16	C	Interviews in church services
TN17	MP	Suggested questions for an annual review
TN18	SL	A leadership team checklist
TN19	A	Key words for a financial appeal
TN20	SM	Line management in a church staff team
TN21	A	Ideas for a sermon on administration
TN22	C	Appoint a church photographer!
TN23	LA	How to do 'To Do' lists
TN24	M	Church members can burn out too
TN25	P	The radical values that Jesus taught
TN26	AP	A checklist for an office move
TN27	M	Saying good-bye to church members
TN28	L	No two leaders are the same
TN29	A	What's your *real* church income?
TN30	LM	How to give and receive criticism
TN31	M	Affirming volunteers
TN32	PL	What do you mean by 'vision'?
TN33	A	Danger at church!
TN34	PM	Closing down a church activity
TN35	S	Causes of friction in mission agencies
TN36	M	Square pegs in round holes
TN37	SM	To pay or not to pay?
TN38	C	We've got news for us!
TN39	C	We've got news for you!
TN40	AS	Appointing an Administrator
TN41	M	What makes a group a team
TN42	P	A review of global mission strategy
TN43	L	Did Jesus use an iPhone?
TN44	AC	The message of your buildings
TN45	SC	Are you sure it's minutes you need?
TN46	A	A beginner's guide to IT security
TN47	C	Breathing life into the intercessions
TN48	P	Let's get purpose statements right
TN49	MC	What's going on under the water
TN50	SL	Should the staff lead the church?
TN51	SP	A fresh approach to rural ministry
TN52	C	The perils of PowerPoint
TN53	AC	A simple email filing system
TN54	PL	Creating space for a Planning Retreat
TN55	M	So, who should be in the dock?
TN56	LC	Questions for preachers
TN57	AL	Clear your clutter!
TN58	S	Beware committees
TN59	PM	Don't you dare change anything!
TN60	AM	Administrator types
TN61	SC	Mapping out a meeting
TN62	L	Know what distracts you
TN63	C	How not to write a newsletter
TN64	P	Help! I'm a consultant
TN65	MS	Sharp interview questions
TN66	MS	A daily office for church staff
TN67	L	Stress and the Christian worker
TN68	A	Administrators who miss the point
TN69	C	Creative prayer diaries
TN70	LP	Do's and don'ts for a new leader
TN71	S	Seatings for meetings
TN72	A	Church administration explained *part 1*
TN73	A	Church administration explained *part 2*
TN74	P	Understanding values
TN75	C	Writing for the media
TN76	MS	How to prepare a job reference
TN77	A	Administrator wisdom
TN78	LS	The role of a church leader
TN79	M	'One another' teams
TN80	SM	Staff salary schemes
TN81	P	Changing the scenery

TN82	C	Print or screen?
TN83	PM	The service isn't over yet
TN84	L	How to say 'No' when you should
TN85	AM	Preparing a Lone Worker Policy
TN86	MA	Customer care for churches?
TN87	L	What to look for in your leaders
TN88	S	Advice to a new committee member
TN89	C	Hold the front page!
TN90	ML	Put someone in charge
TN91	P	An MOT for disciples of Jesus
TN92	SM	How genuine are your GORs?
TN93	C	And now for the notices
TN94	LM	Becoming self-aware
TN95	M	Exit interviews for everyone
TN96	P	Courtesy in church
TN97	SC	How to minute a meeting
TN98	A	An outline Church Financial Policy
TN99	C	Social media+ guidelines
TN100	M	Why some offer, why some don't
TN101	LM	Working with a No. 2
TN102	A	People who visit the church office
TN103	P	How to encourage creative thinking
TN104	S	A grid structure for churches
TN105	C	Recording a voicemail message
TN106	L	Talk about taking time 'off'
TN107	M	A church policy on hospitality
TN108	AP	What do budgets actually tell us?
TN109	PM	A test for your church's welcome
TN110	CS	It's confidential: but it still leaks out
TN111	SA	A church policies checklist
TN112	LA	Set my leaders free!
TN113	C	What to avoid on your website
TN114	PC	How to prepare a church profile
TN115	A	Identifying gifts of administration
TN116	PA	Global mission giving
TN117	A	Building project preparations
TN118	S	Why, exactly, are we meeting?
TN119	M	Group behaviours to beware of
TN120	LM	Lessons for leaders
TN121	CP	Making a case for change
TN122	A	Your eco-church check-up
TN123	C	Speaking-to-camera tips
TN124	P	What's the point of church?
TN125	SP	How to take major decisions
TN126	A	The small-church administrator
TN127	LM	Identify your church's groups
TN128	MS	Effective staff meetings
TN129	A	Collecting data for mission
TN130	SM	Appoint a 'Staff Action Group'
TN131	CA	Helpful handover documents
TN132	L	What you look for in your Minister
TN133	P	Planning the next step
TN134	MP	Integrate your newcomers
TN135	AP	How to conduct a disability audit
TN136	S	Restructure your committees
TN137	C	The message of your people
TN138	PA	Categories for church operations
TN139	M	Church workers in teams
TN140	P	A checklist for a business plan
TN141	SL	A church council 'Code of Conduct'
TN142	LP	Values create a culture
TN143	A	Protect your church from scams
TN144	ML	360-degree reviews for churches?
TN145	C	Illustrating what you say
TN146	M	Be hospitable!
TN147	S	The role of the PCC
TN148	M	Serving in a post-Covid church
TN149	AC	Keep all your seniors in touch
TN150	S	Prayer at church business meetings
TN151	L	Loss of leadership passion
TN152	P	Should a church set 'targets'?
TN153	M	How not to manage volunteers!
TN154	C	Prayer sessions that engage
TN155	M	The value of the 'Blob pictures' tool
TN156	CA	Preparing a house-style guide
TN157	P	The value of reviewing the past
TN158	MC	Body language: take care
TN159	LM	Safeguarding – a vital responsibility
TN160	A	Serving behind the scenes
TN161	LM	Developing ownership
TN162	AP	An Administrator's Planning Retreat ***NEW***
TN163	SM	12 issues for church staff members ***NEW***

Health-checks

Three detailed tools to assess health

HC1	all	Contrasting CHR and CEM
HC2	all	Church Health Review *A summary*
HC3	all	Christian Effectiveness Model *A summary*
HC4	all	Church Health Review *Introduction*
HC5	all	Church Health Review *Questions/tests*
HC6	all	Christian Effectiveness Model *Introduction*
HC7	all	Christian Effectiveness Model *Questions/tests*
HC8	A	Gift Assessment for Administrators *Introduction*
HC9	A	Gift Assessment for Administrators *Questions/tests*

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Website resources on

creative organisation

for churches and mission agencies

If you need practical help for Christian ministry or fresh ideas to make you sit up and think, check out the Resources section at

https://www.john-truscott.co.uk



There are now 233 items available for printing or downloading free of charge (minimal conditions apply) with more added quarterly. This listing is complete up to November 2026.

Codes *primary code first if two are shown:*

L: Leadership	M: Management	S: Structures
P: Planning	C: Communication	A: Administration

John Truscott
24 High Grove, St Albans, AL3 5SU Tel: 01727 568325
Email: john@john-truscott.co.uk