

# Registration Form

Church Administrator Conference  
May 10<sup>th</sup> - 12<sup>th</sup> 2010

Last Name	
First Name	
Home Phone	
Street	
City / Town	
Postal Code	
Email	
Home Church	

**Meals:** Do you have any dietary requirements (i.e. food allergies) we should know about.

**Accommodation:** Do you have a physical handicap / special need for which you will require ground floor accommodation?

**Special Request for Single Accommodation:**  
(If available, - additional fee will apply) - please indicate here:

## How to Register:

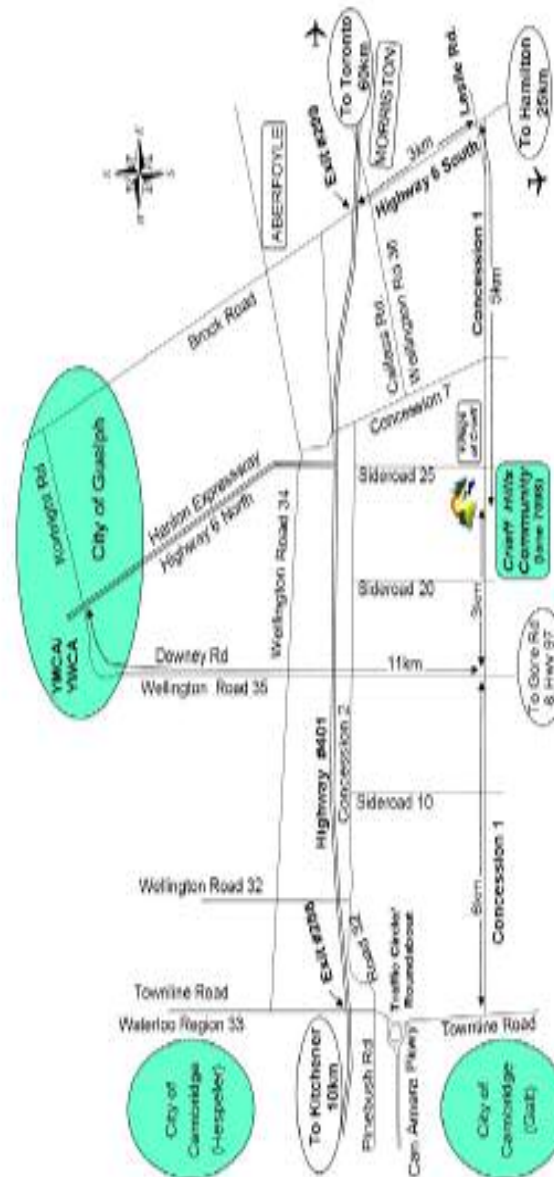
Please mail or fax to Crieff Hills Community

7098 Concession 1

R.R. # 2 Puslinch ON N0B 2J0

FAX: (519) 824-7145

## Directions to Crieff Hills Community



This map is also available on our web site.

[www.crieffhills.com](http://www.crieffhills.com)

*We are One  
in the Spirit*



Church Administrators

Conference

Interdenominational

May 10<sup>th</sup> - 12<sup>th</sup> 2010

**Crieff Hills Community**  
Located near Guelph Ontario

## Church Administrators

often work in isolation yet deal with many members of the congregation.

Whether you work full or part time, this conference is a chance to come together with others from various denominations who share and understand your special position. It is a time to listen, and to share as well as to gain insight into new situations and learn new skills.

The two main workshops are highlighted in this brochure. Additional sessions will be offered.

Between sessions there will be personal time for fellowship, reflection or a hike through the beautiful grounds of Crieff Hills.

### **A Conference FOR Church Administrators designed BY Church Administrators**

**Design Team for 2010:** Trudy Blundell,  
Margaret Woods, Marylu Pentelow

## Meals

Meals will be served family style in Maclean Hall which is a short walk from our accommodation. Our chefs strive for excellence in the meals served at Crieff. If you have special diet needs, we ask you to call us at least 10 days before your arrival date so that we can prepare for your dietary requirements. 1-800-884-1525

## Accommodation

Accommodation will be in our lodges which are hotel style accommodation. Each room is complete with two beds and a private 3 piece bath. Linen is supplied (sheets, pillow case, blankets, bath towel and face cloth).

**Be sure to bring:** Appropriate clothing & footwear for walking the Crieff property; Umbrellas for rain or sun; Alarm clock & flashlight; Bible; Personal items & medications; Bug spray

Bedding and towels are supplied.



**Dress is Casual.**

## Workshop ONE: May 10<sup>th</sup> 1:00 - 4:00

### Supporting Ministry Together - Heather Card

This workshop will help administrators & secretaries support the ministry of their church in the following areas:

- Short Term Mission Trips – Learn to build good administrative and financial practices to support the short-term missions program of your church. We will cover the basics of receipting & raising funds, recording keeping and funding projects outside of Canada.
- Monitoring Abuse Prevention Policies – Your church has an abuse prevention policy in place. Now what? Learn some practical administrative tips to help you monitor your policy to help you protect your church and the children in your ministries.
- Employment – Christian workplaces should be the best places to work! Learn common areas where ministries make mistakes and how you can assist your church in understanding legal requirements and best practices in the areas overtime, statutory holidays, vacation, compensation, benefits and retirement planning.

**Heather Card** - Heather Card is the Vice President of Member Services for the Canadian Council of Christian Charities. She is responsible for the creation of new products & services, marketing & communications and is also controller for CCCC. Heather is a Certified Management Accountant and has a Bachelor of Business Administration degree from Wilfrid Laurier University. She has volunteered extensively in many ministry areas in her local church including the board. She is also Treasurer on the board of World Relief Canada.

**Please register by April 30<sup>th</sup> 2010**

#### Mail or Fax:

1. **Registration form**
2. **\$50.00 non refundable**
3. **Special Dietary requirements**

## Workshop TWO: May 11<sup>th</sup> 9:00 - 12:00

### Looking Good in Print - Pat Martin

The church office is often asked to turn the ordinary into the extraordinary in order to get the message that really matters out. This workshop will identify some common communication obstacles as well as to help enhance the content and design of church communication materials.

#### Session will Cover

- Page layout – balancing function and good looks
- Typography – fancy word for fun with fonts
- Photography & Images – what makes a good picture
- Colour – spin the wheel
- Branding – create a style all your own
- Elements – what makes a clear poster, bulletin, invitation, newsletter, flyer, booklet etc.
- Budget – how to make miracles happen
- Website – you don't need to recreate the wheel
- Social Media – let's take a peek inside

**Pat Martin** - Pat Martin is a graduate of the Corporate Communications program at Centennial College and has been on a visual/media journey with The Presbyterian Church in Canada as the Production Design Co-ordinator for over 15 years. Pat's print experience has included everything from business cards to a 20 x 8 foot display.

## Cost

**\$210.00 / person (double accommodation)**

**\$270.00 / person (single accommodation)**

\*As there is limited single accommodation available, priority will be given to those who register first and who request single accommodation.

Includes: Accommodation, Meals & Program Costs

**\$160.00 / person Commuter Rate**

Includes: Meals & Program Costs