

CUTTING EDGE24

Residential Conference
24th - 26th June




SERVING *with* **LOVE**

KING'S PARK CONFERENCE CENTRE **NORTHAMPTON**



“ BY THIS EVERYONE
WILL KNOW THAT YOU
ARE MY DISCIPLES,
IF YOU **LOVE**
ONE ANOTHER ”



~John 13:35

ABOUT

A faint, stylized illustration of a hand holding a heart is centered in the background of the text. The hand is open, with fingers slightly curled, and the heart is formed by two overlapping loops. The entire image has a warm, orange-red color palette.

Imagine a church office whose defining characteristic is love. What a witness it would be for the gospel - church, staff teams, volunteers and leaders united in serving God, caring for each other and their communities.

Cutting Edge 2024 is a three-day conference in Northampton, packed with fellowship, teaching, equipping & resourcing for Church Managers, Leaders and Senior Administrators.

Join us as we consider who we serve, the impact of serving with love in management and dive into learning some new skills in our wide-ranging seminars.

CONTENTS

| | |
|------------------|--|
| Page 5 | Conference FAQs |
| Page 6 | Welcome to King's Park |
| Page 7 | Venue Logistics |
| Pages 8-9 | Programme |
| Page 10 | Keynote Speakers |
| Page 11 | Seminars |
| Page 12 | Sponsor: Expense Plus |
| Page 13 | Sponsor: Kingdom Bank |
| Page 14 | ILM Managing Church Well Course |
| Page 15 | Sponsor: Waymaker Designs |
| Page 16 | Churchworkers.net |
| Page 17 | UCAN Bursary Fund |
| Page 18 | NEW! Altitude Training |
| Page 19 | UCAN Local Groups |

CONFERENCE FAQs

WHERE DO I GO FOR HELP DURING THE CONFERENCE?

Our Conference Director is Gavin Smith. Please speak with Gavin about any specific help you need during the conference, or ask any other member of the UCAN or Cutting Edge Team (look out for the team badges). There will also be lots of opportunities throughout the conference for peer support in small group sessions and in break times.

WILL THE CONFERENCE BE RECORDED?

Yes, our keynote sessions will be recorded and made available to all conference delegates afterwards for catchup purposes.

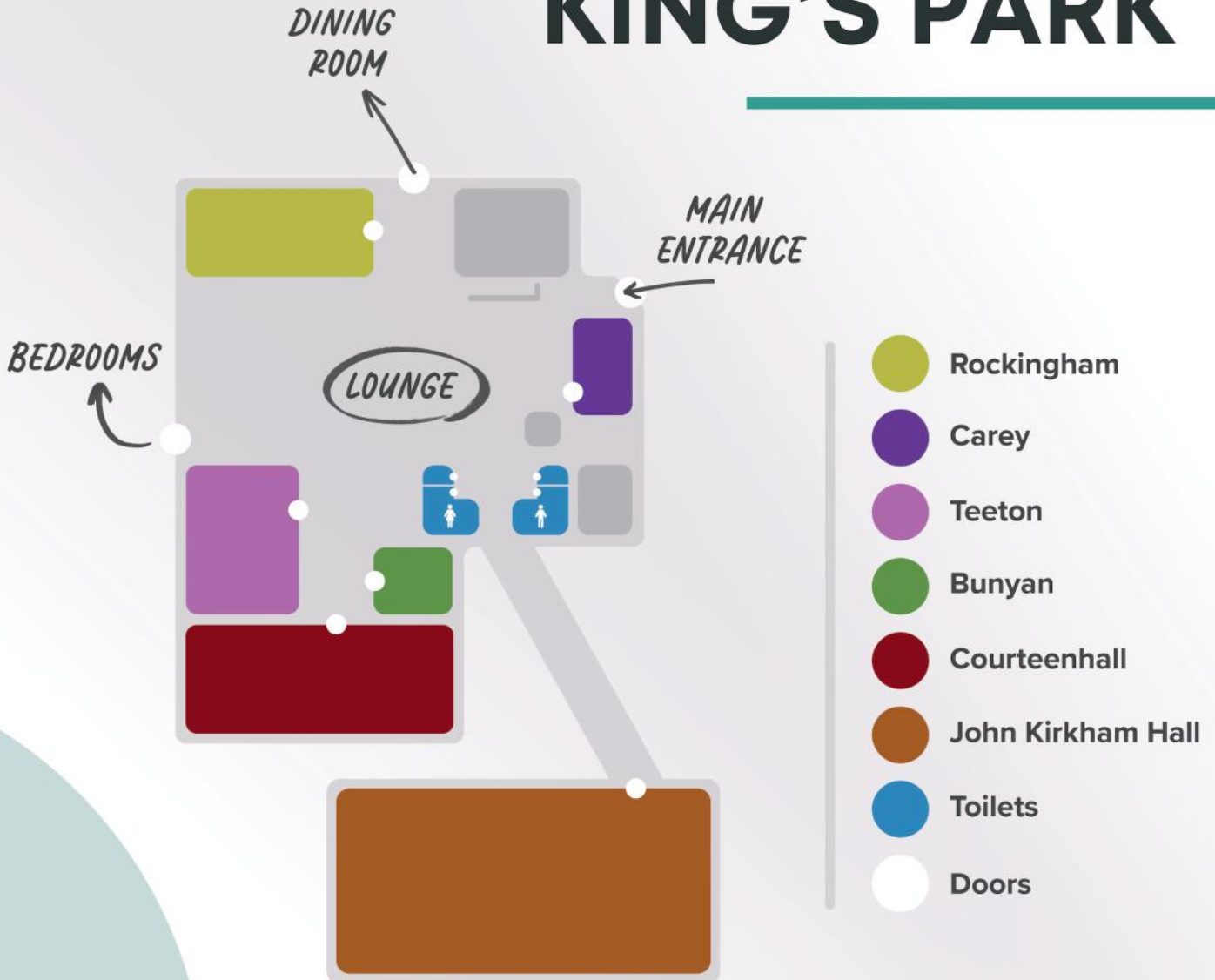
ARE THERE ANY BOOKS OR RESOURCES FOR SALE?

10ofthose.com will be running a bookstall in the Rockingham room on Tuesday, with a number of titles available for purchase.

WHO ELSE WILL BE AT THE CONFERENCE?

We will have a number of representatives from various Christian based organisations who would love to chat to you and tell you about their services. You can find them at their stands in the main lounge during break times and their details are on the sponsor pages of this booklet.

WELCOME TO KING'S PARK



VENUE LOGISTICS

IMPORTANT INFORMATION

The venue is non-smoking throughout, which includes vaping. It is also alcohol free.

As a precaution, please don't leave valuables unattended, and keep your bedroom windows and door locked when you leave the room.

On day 3 (Wednesday), you'll need to vacate your room by 9.30am. If you do not have a car to store your luggage in, it can be stowed in the back right-hand corner of the main John Kirkham Hall.

The Centre reception is staffed from 8am until 10.30pm. If you need emergency assistance outside of these hours please contact Gavin.

If you would like to leave the centre before 8am or after 10.30pm you will need an access code to re-enter which is displayed on the reception desk.

WiFi access is available throughout the building via an open network. Access information is displayed around the building.

EXPLORING THE LOCAL AREA

If you want to leave the conference centre for some exercise or space, there is a perfect running / walking area directly south (2mins). Turn right as you leave the main drive and head to the end of Kings Park Road. (Google maps is your friend!)

MONDAY

12.15pm Arrival and Registration

1.00pm Lunch

2.30pm Introductions

2.45pm Opening Worship

3.00pm AT HIS SERVICE

~ Gavin Smith

4.00pm Small Groups, Tea & Coffee

5.00pm Break

5.30pm Prompted to Pray

A time for us to pray together for our churches, our work and our hearts.

In John Kirkham Hall.

6.45pm Dinner

7.45pm Seminar Slot 1

8.45pm Free Time/End of Day

SEMINARS

- **5 Gears - Mastering How To Be Present and Productive**
- **Does God Care About Your Budget?**
- **Effective Meetings**
- **Handling Conflict In A Godly Way**
- **How To Avoid Being Overwhelmed When Things Are Overwhelming**
- **Caring For My Church Leader**

**SESSION LOCATIONS ARE FOUND ON YOUR PERSONALISED LANYARD
ALL KEYNOTE SESSIONS WILL BE IN JOHN KIRKHAM HALL**

TUESDAY

- 8.00am** Small Group Prayer
- 8.30am** Breakfast
- 9.30am** Welcome & Worship
- 10.00am** MANAGING YOURSELF
& OTHERS
~ Penny Clarke
- 11.00am** Break
- 11.20am** Seminar Slot 2
- 12.30pm** Lunch
- 2.00pm** Book Recommendations
- 2.05pm** COACHING YOURSELF
& OTHERS
~ Jules Morgan
- 3.15pm** Break
- 3.45pm** Practical Coaching Session
- 4.45pm** Break
- 5.15pm** Seminar Slot 3
- 6.45pm** Dinner
- 8.00pm** Social

WEDNESDAY

- 8.00am** Small Group Prayer
- 8.30am** Breakfast
- 9.30am** Welcome
- 9.35am** THE DEAREST PLACE
ON EARTH
~ Mark Parsons
- 10.45am** Small Groups, Tea & Coffee
- 11.45am** Looking Ahead for UCAN
- 12.00pm** Worship & Communion
- 12.30pm** Final Thanks
- 1.00pm** Lunch
- 2.00pm** Depart

SMALL GROUPS AT CE24

Our heart for these small groups is that they're a chance to pause and talk through everything we've been hearing throughout the conference.

They're a great way to get to know other attendees and see how we can support each other, as we look at how we can be serving with love in our own contexts.

You will be randomly allocated a small group upon arrival.

KEYNOTE SPEAKERS



GAVIN SMITH

Gavin has served as Church Manager for Christchurch, Newport for the last 20 years.

He is passionate about the gospel and strengthening the church by supporting the work that happens behind the scenes. Gavin is also the founder of The Church Office, an online resource to support church leaders www.thechurchoffice.co.uk



PENNY CLARKE

Penny has over 10 years of experience working as a Finance and Operations lead for a large church and is now the Head of Finance for a UK Christian charity. Penny is passionate about exploring the biblical basis for stewardship and management and this complements her other role, teaching accounting to university students worldwide



JULES MORGAN

Jules was a co-founding Director of UCAN when it launched as a non-profit in 2017 and oversees UCAN's CWN HR support service. A former Executive Director of New Wine, she's now the Head of People, Culture & Operations at BRF Ministries. Jules is also a partner with GiANT London Consulting, and a coach with Alan Hirsch's Movement Leaders Collective



MARK PARSONS

Mark has over 30 years of experience working in administration and operations for three different churches. He's currently the Operations Manager at Christ Church Clifton in Bristol, as well as being chair of the UCAN board. He was at the first ever Cutting Edge conference in 2010 and has been to every single one since!

SEMINARS

5 GEARS - MASTERING HOW TO BE PRESENT & PRODUCTIVE

Jules Morgan

Using the simple yet memorable framework of a gear box, Jules will help you to learn the 5 gears model, discover your natural gear order, learn how to identify your healthy and unhealthy gear settings and discover how to master your gear settings to become present and productive in the right place at the right time.

HANDLING CONFLICT IN A GODLY WAY

Anna Wood

Within a role in management, it's likely that at some point or another you'll be faced with conflict, but when it comes around, how do you deal with it? During this seminar, Anna will guide us through what it looks like to handle conflict in a way that honours God.

CARING FOR MY CHURCH LEADER

Paul Elms

The role of a Church Leader is different to the role of an Administrator. Hear from Paul Elmes about his experiences as a Church Leader, including some of the pressure points and difficulties involved in pastoring a church. After this we'll then spend some time considering what it looks like to care for our church leaders well in light of this.

DOES GOD CARE ABOUT YOUR BUDGET?

Tim Wyatt

Budgeting is an essential part of effective church administration but for many of us, it's also a burdensome task. Questions of what to prioritise, how to best fund your church to ensure it meets its mission statement and how to make funds stretch can often bury any other thought. Join Tim as he asks if God cares about your budget.

EFFECTIVE MEETINGS

James Howland-Harris

We all love an agenda, but unfortunately it doesn't take much for a meeting to go wildly off track and become ineffective. Which leads to the question, how can you get the most out of your team during a meeting? Join us as we look at some helpful pointers for how to make your meetings more effective.

HOW TO AVOID BEING OVERWHELMED WHEN THINGS ARE OVERWHELMING

Gaz Sims

When the 'To do list' gets out of hand, it can very quickly become overwhelming. Jump into this session for some practical advice on how to remain calm and focussed amidst the chaos.



Save Time & Money with ExpensePlus

Provide your team with up-to-date, accurate, drillable financial reports that help inform decisions



ExpensePlus has enabled us to roll out a paperless expense system seamlessly, and with the ability to import bank statements and quick match transactions, it saves us so much time!"

NATHAN GILBERT

FALMOUTH VINEYARD



Easy to use



Quick to set up



Brilliant Help & Support

Use code
EP-SAVE
to get **10% OFF**
your first year's
subscription

Google ★★★★★ with over 700 user reviews!

expenseplus.co.uk



We're a Christian bank **for churches.**

Find deposit accounts, mortgages and insurance
purpose-built for ministry at www.kingdom.bank



Protected

Kingdom Bank Limited is registered in England and Wales No. 4346834. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Registered Office: Media House, Pudge Road, Beeston, Nottingham NG9 2RS. Our Financial Services Register number is 400972. The financial services register can be viewed at <https://register.fca.org.uk>

MANAGING CHURCH WELL

ILM Level 5 Certificate in Leadership & Management



An exciting and engaging accredited course to equip you in your ministry of Leadership and Management.



churchadministrators.net/managingchurchwell



Cohort 5 launches end 2024/early 2025 – sign up online or speak with Penny Clarke during the conference for more details.



Website Design

Graphic Design

WayMaker
Designs

Branding

SEO

“The church has a message of hope.
We want to help spread that message
through **bold, inspiring, compelling**
and **creative designs**”

0121 274 8572
info@waymakerdesigns.co.uk
www.waymakerdesigns.co.uk



CHURCH WORKERS *.net*

A HR support service specifically **designed for churches.**

Experienced Advice - from practitioners & professionals, who know church

Help when you need it - pro-active guidance and responsive support within 2 working days

Affordable and accessible - a good value service delivering what you need





Give **TO THE UCAN BURSARY**

Give to our bursary fund and help bless other Church Administrators with limited funding for UCAN membership, training and conferences.

We'll be taking a cash free offering, via an online giving page, in our closing worship on Wednesday. Please give generously if you are able.

Thank you!

**If you would like to donate, please head to
www.churchadministrators.net/give**



ALTITUDE
TRAINING

Altitude Coaching Cohorts – exclusively for UCAN Manager Members

Want to improve your management skills through a CPD accredited, peer-learning course, with professional coaching support?

Using a leadership toolkit designed for the digital age. Altitude Training helps improve relational intelligence, health and performance for leaders and their teams

In this new partnership with UCAN, GiANT London Partner Dr Jules Morgan is launching Altitude cohorts this Autumn 2024, exclusively for UCAN Manager members.

**LIMITED SPACES!
DON'T MISS OUT!**

**Info & taster session
8.00pm 10th July 2024**
Find out more & register
your interest today!

GiANT

UCAN
— — — — —

www.churchadministrators.net/altitude-training

UCAN LOCAL GROUPS

Invest in your vital ministry today by joining one of our 50+ Local Groups for Church Administrators across the United Kingdom.

UCAN Local Groups are a safe place and confidential forum to pray for one another, to share challenges and chat over conundrums!

Gather with your peers and exchange ideas, share wisdom and be encouraged! With Senior Manager groups in Surrey, Manchester & the West Midlands.

FIND COMMUNITY, RESOURCES AND INSPIRATION



FIND YOUR NEAREST GROUP
www.churchadministrators.net/localgroups

(No group in your area? Could you consider helping get one started? Speak to Maria or Verity for more details!)

UNITED IN LOVE, DEVOTED IN SERVICE



UCAN IS THE UNITED KINGDOM CHURCH ADMINISTRATORS NETWORK,
A NOT FOR PROFIT COMPANY LIMITED BY GUARANTEE NO. 10660800

OUR REGISTERED OFFICE IS:

 27 OLD GLOUCESTER STREET, LONDON, WC1N 3AX

 INFO@CHURCHADMINISTRATORS.NET

 0300 302 1887

