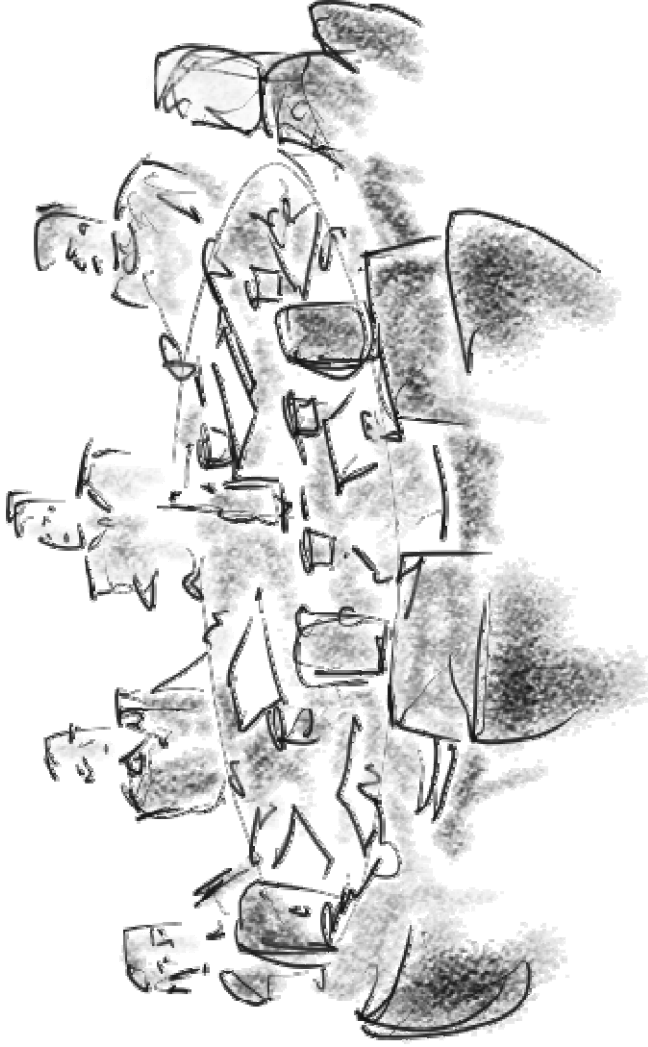


Training Evening for PCC Secretaries



Monday 10 September 2012
refreshments from 7pm
7.15pm to 9.00pm

**4th Floor Training Suite
Church House
90 Deansgate
Manchester M3 2GH**

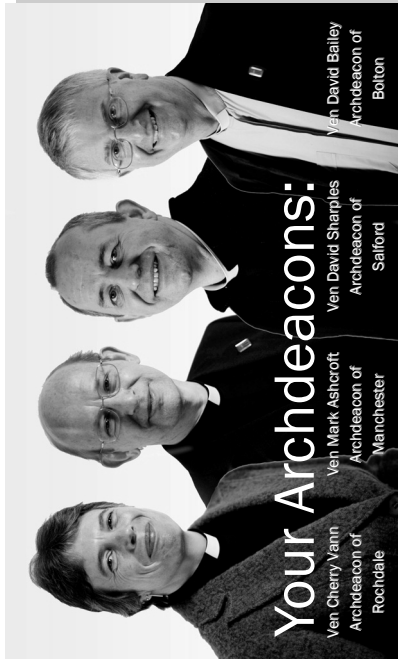
Topics will include:

- Help! I'm a PCC Secretary!
- Basic Responsibilities
- What is a PCC?
- Setting the agenda
- Record Keeping
- Minutes that don't take hours
- Communication
- Effective Meetings

To book a place return the attached booking form to:
The Ven David Bailey, 14 Springside Road, Walmersley, Bury, BL9 5JE
or email your details to pa.archdeaconbolton@manchester.anglican.org

Places are limited to 50 so please book early to avoid disappointment.

**Places are limited
to a maximum of 50
- so book early!**



Training Evening for PCC Secretaries Monday 10 September 2012 Booking Form

Please let us know the following information when booking your place(s)

Your Name _____

Parish/Team _____

Contact Telephone _____

Contact email _____

Any questions you would like to raise

Please return this booking form to: The Ven David Bailey, 14 Springside Road, Walmersley, Bury, BL9 5JE or email this information to pa.archdeaconbolton@manchester.anglican.org

