

# PCC Secretaries' Training Evening



**“Help! I’m a PCC Secretary!”**

**Basic responsibilities**

**Setting the agenda**

**Correspondence – of course!**

**Ten things you should know**

**Minutes that don’t take hours**

**4<sup>th</sup> Floor Training Suite,  
 Church House,  
 90 Deansgate, Manchester  
 7<sup>th</sup> September 2009**

**Refreshments from 7:00pm  
 Start at 7:30pm, Ending by 9:00pm**

## Booking Form PCC Secretaries' Training Evening

The Archdeacons look forward to welcoming you to the 4<sup>th</sup> Floor Training Suite at Church House, 90 Deansgate Manchester on Monday 7<sup>th</sup> September.

Please book your place by filling in and returning this form to

The Archdeacon of Bolton  
 14 Springside Road  
 Walmersley  
 Bury  
 BL9 5JE

or e.mailing [pa.archdeaconbolton@manchester.anglican.org](mailto:pa.archdeaconbolton@manchester.anglican.org)

*The Ven Mark Ashcroft    The Ven David Bailey    The Ven Cherry Vann*

Archdeacon of  
Manchester

Archdeacon of  
Bolton

Archdeacon of  
Rochdale

Parish .....

Name .....

Contact Tel .....

E.mail .....

Any Questions you would like to raise?

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Places limited to 50 so book early to avoid disappointment  
 (Bookings will be acknowledged by e.mail or phone)