

UCAN 'Managing Church Well' Course accredited by the ILM.

Cohort 4 | 2023 – 2025 | Info sheet

Purpose

The UCAN MCW course is offered as an opportunity for church leaders and senior managers to engage in accredited professional development to better equip them in their management responsibilities at church – self management, individual management (1:1 line management) and organisational/team management.

Team

The course is run in collaboration with Rachel Slough, an accredited ILM tutor and experienced consultant with a specialism in team development and healthy management. Rachel works with Sue Dewey who is the assignment marker for the course and who provides additional tutorial support on zoom in the preparation for each submission.



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Who can do the course?

The course is aimed at those with management responsibilities working for a local church. This may be Operations Directors (or equivalent roles), Senior Ministers, Associate Ministers or department heads. The prerequisite is that the individual manages others and has a role to influence the management of the organisation as a whole.

How many people are on the course?

Each time the course is run, a minimum of 12 and a maximum of 15 people will form the cohort. Members will come from a variety of churches, geographic locations and job roles.

How long does the course take?

The course will be completed within 18 months of commencement. Teaching and group time is delivered over 6-8 contact sessions, roughly spaced 2 months apart. The exact format of delivery may vary per cohort, but it is likely that it will include:

- 1x two-day residential sessions at a central UK conference centre or London location with hotel accommodation. (Residential sessions will cover the content otherwise covered in multiple sessions)
- 3x one day contact days, most likely held in central London for transport links
- 3 x online sessions, conducted via Zoom video conference.

Depending on circumstances (covid or otherwise) or the preferences of the cohort, some face-to-face contact sessions may be substituted with online delivery.

How do the Zoom sessions work?

Zoom sessions are a helpful way to bring the cohort together for teaching and discussion without the challenge and expense of travel. Zoom sessions will normally take place between 9.30am and 1.30pm, will involve a combination of central delivery and breakout group work, with a break in the middle. Zoom sessions are recorded and shared afterwards via the online portal. Some zoom sessions may also include an afternoon component from 1.30pm – 3.30pm. There may be the possibility of hybrid delivery – remote dialling-in to a face-to-face session, where needed.

Do I have to attend every session?

Where possible, yes. We encourage everyone to prioritise full participation in group sessions and attendance at sessions covering accredited material for the assignments is compulsory. We recognise that circumstances beyond your control, or other work commitments may prevent participation on occasion and where this is the case you can access recordings and presentation material online, and follow up with a zoom call with a team member.

What support is there during the course?

The course directors, Rachel Slough and Penny Clarke are contactable throughout the course and will always make time to speak with you directly. The cohort is split in triplets for mutual support, prayer and encouragement. A voluntary coach is allocated to each member of the cohort with the expectation that 3 x 1hr sessions will take place with them via video conference. Additional tutorials with Sue Dewey, the ILM marker will be scheduled for each assignment, as well as individual feedback and direction from the marker for each submission. Sue's support is a great benefit for the course and all cohort members will feel well supported in the preparation and reflection on their assignments.

How do the assignments work?

3 modules of the course will be assessed via assignment, providing the successful participant with a level 5 ILM accreditation. Teaching for these modules will be delivered, roughly spaced out within each 6-month block. The assignments are all relevant and connected with your own ministry situation and incorporate the writing up of theory, gathering research and evaluating/reflecting on personal practice.

For each assignment, Rachel will provide helpful guidance, a template outline for the work and the necessary detail for models to consider and resources to read. The assignment will directly relate to the teaching material covered in a contact session.

A zoom tutorial session will then be provided by Sue to go through the requirements of the assignment in detail.

Each member will be encouraged to submit a draft to Sue, before receiving detailed feedback and guidance. A latter revision can then be submitted as a final.

Following on from the teaching sessions, the assignments should be approached as detailed below:

- Part 1: Research, Reading and proposal – completed within 3-6 weeks* and then submitted to the ILM tutor/marker for guidance and recommendations. Research will be directed towards the participant's 'live' work environment, working towards practical outcomes appropriate to their own situation, whilst drawing upon recommended reading.
- Part 2: 3,000 – 5,000 word essay to be completed within 6-12 weeks* of teaching date (3-6 weeks after part 1). The submission deadline may coincide with a contact day.
- Recommended time allocation:
 - Part 1: 8-10 hours*, a significant part of which will be experience naturally gained within the normal working environment
 - Part 2: 5-10 hours* depending upon the participant's experience and familiarity of essay writing
- * - *Draft and final submission dates will be specifically allocated for each assignment and will vary. For example, the first assignment (unit 522) will require a draft within 3 weeks of the teaching session and a final submission within 6 weeks, whereas later assignments comprise of multiple parts to the question and therefore submission deadlines will be longer.*

How do I research topics and what additional reading is there?

During contact sessions you will be provided with diagrams and weblinks for a number of professional models and online articles. You will also be directed to video clips online (for example youtube and Ted Talks etc.) Additionally, the course has a recommended reading list of 5-6 books which are easily available from Amazon (or other bookshops). Some titles can be borrowed from UCAN.

How much time will the course take up?

This depends on a number of factors. How comfortable you are with assignment writing, how much additional reading you want to do and your opportunities for personal reflection and evaluation at work. It is difficult to quantify how much time the course will take from each participant, as it does not equally break down to a weekly average. It is anticipated that much of the work-based reflection would be necessary for your work responsibilities anyway, and therefore shouldn't need to represent 'additional' time. Participants will inevitably work through the requirements at their own pace, but if a guidance on time commitment would be helpful, the maximum required will be the equivalent of 18 days within 18 months, (approx. 7hrs per month).

What topics are covered?

The course aims to provide a practical toolbox of management skills, techniques and approaches for individuals working in a senior management role within their church context. The participant will be awarded a recognised management accreditation, but more significant than this will be the skills and knowledge shared to help them manage themselves, others and their teams *well*.

Broadly speaking, the course material will cover 3 themes:

- Self-management
- People management
- Team / Organisational management

Self-Management	People Management	Team /Organisational Management
<ul style="list-style-type: none"> • Assessing your own leadership capability & performance • Developing Critical and strategic thinking • Embracing rhythms of grace and avoiding burnout • Self-care • Emotionally Healthy Management & Emotional Intelligence • Motivating, empowering and delegating to others 	<ul style="list-style-type: none"> • Managing Stress & Conflict in the organisation • Developing people in the workplace • Effective listening and empathy • Practical guidance for conducting 1:1 line management, annual appraisals, performance management, exit interviews, and developing an approach to pastoral supervision • Promoting team wellbeing 	<ul style="list-style-type: none"> • Developing & Leading Teams to achieve organisational goals • Managing & Implementing Change • Doing Meetings well • Effective implementation • Leading a functional team • Developing organisational clarity

Accredited modules in red.

What will the assignments cover?

Assignment 1: Becoming an Effective Leader (Unit 522)

AC1.1 Evaluate own ability to use a range of leadership styles in different situations and with different types of people, to fulfil the leadership role

AC1.2 Use theories of emotional intelligence to review the effect of emotions on own and others' performance

AC2.1 Review own ability to set direction and communicate this to others

AC2.2 Review own ability to motivate, delegate and empower others

AC2.3 Produce a personal development plan to improve own ability to lead

Assignment 2: Managing stress and conflict in the Organisation (Unit 506)

AC1.1 Evaluate the effectiveness of the organisation in recognising workplace stress and conflict and providing the necessary support mechanisms

AC2.1 Plan improvements to the identification and approach to dealing with workplace stress and conflict in own area of responsibility

Split into two parts for making changes in workplace

AC2.2 Implement improvements to the identification and approach to dealing with workplace stress and conflict in own area of responsibility

AC2.3 Critically evaluate own ability to identify and deal with workplace stress and conflict effectively in own area of responsibility

Assignment 3: Developing people in the workplace (Unit 405)

AC1.1 Assess the potential benefits to the organisation of developing individuals

AC1.2 Assess the benefits to the individual of personal development

AC2.1 Assess how to manage an individual's expectations in respect to personal development.

AC 2.2 Evaluate development vehicles in the organisation appropriate to the development needs of the individual

AC2.3 Develop a plan to meet the identified development needs of an individual

What is the likely timetable?

One day onsite and virtual course sessions normally happen on a Thursday. Residential sessions will take place over a period of 48hrs, mid-week.

Outline of a contact day (example):

In Person:

10:45am*	Arrival
11:00am – 12:15pm	Teaching Session 1
12:15pm – 1:00pm	Lunch
1:00pm – 2:15pm	Teaching Session 2
2:15pm – 2:30pm	Break
2:30pm – 3:45pm	Teaching Session 3
3:45pm – 4.15pm	Break
4:15pm – 5:30pm	Teaching Session 4

Via Zoom:

9:30	Start & Introductions
10:00 – 10:30	Teaching Content
10:30 – 11:00	Group Time
11:00 – 11:30	Teaching Content & Discussion
11:30-11:45	Break
11:45 – 12:30	Group Time
12:30 – 12:45	Teaching Content
12:45 – 13:15	Group Time
13:15-13:30	Summary and next steps
<i>Some zoom sessions may also have an optional afternoon session finishing by 3pm.</i>	

A continual 'Learning Community'

This course is a 'distance learning' course with 6-8 contact sessions where specific teaching material will be delivered. Teaching days should be supplemented with personal reading and work-based research.

Our vision for the course is to bring together a 'learning community' of participants, tutors and individuals providing 1:1 support and guidance. Together, they will journey through the 18 months. Course participants will be allocated to a 'learning triplet' and asked to provide peer-to-peer support, prayer and a commitment to help each other through mutual learning, whilst the tutors and external 1:1 supporters will provide prayerful guidance and coaching.

This 'learning community' will be centrally facilitated by UCAN through a local group in our Churchsuite database and a WhatsApp group.

Course Logistics

- The venue for one day contact sessions but will likely be in central London, chosen for its central transport links. The day's timings are designed to enable participants to benefit from cheaper off-peak travel rates and to make departure times bearable!
- A central conference centre, potentially High Leigh in Hertfordshire, Kings Park in Northampton or otherwise may be used for residential components. In the past we have also used hotel accommodation in London accompanied by a non-residential conferencing facility.
- The full cost of the course is £1,745. This can either be paid as one single payment by the commencement of the course, or via the following payment schedule:
 - Deposit of £245 paid at the point of registration
 - Payment 1 of £500 by commencement
 - Payment 2 of £500, 6 months after payment 1
 - Payment 3 of £500, 6 months after payment 2

It may also be possible to agree a bespoke payment schedule to facilitate the payment of instalments across 3 financial years, where beneficial.

- The course will be accompanied by a recommended reading list of 5-6 books. The reading list will be published in advance of the course and titles can either be bought individually from your preferred book stockist, or some titles may be available to borrow from UCAN.
 - Time to Think – Nancy Kline
 - The Unstuck Church – Tony Morgan
 - 5 Dysfunctions of a Team – Patrick Lencioni
 - The Advantage – Patrick Lencioni
 - The 4 Disciplines of Execution – Chris McChesney
 - Crucial Conversations - Joseph Grenny, Kerry Patterson,