

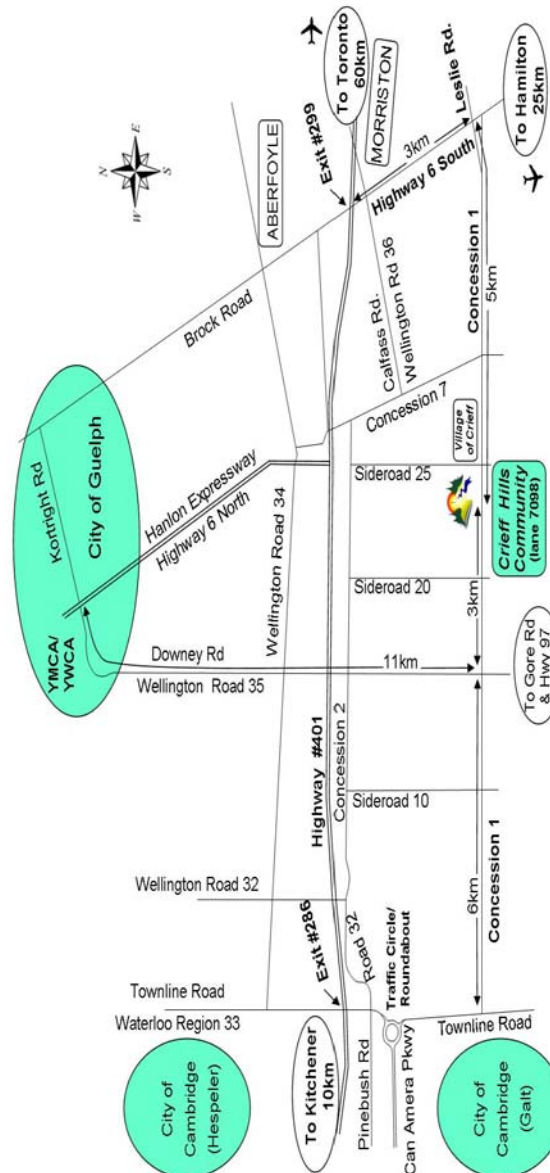
Registration Form

Church Administrators Conference
May 15 - 17th 2017

Last Name	
First Name	
Home Phone	
Home Street Address	
Home City / Town	
Home Postal Code	
Email	
Church of Employment	
Church Address	
Church Town/City & Postal Code	
Church Phone	
Church email	
Meals: Do you have any special dietary requirements or food allergies?	
Special Request for Single Accommodation: (If available, additional fee will apply)	
Roommate Request:	

To Register - Please mail or fax to:
Crieff Hills Retreat and Conference Centre
7098 Concession 1 Puslinch ON N0B 2J0
FAX: (519) 824-7145
Phone: (519) 824-7898

Directions to Crieff Hills Community



This map is also available on our web site

www.crieffhills.com

519-824-7898 1-800-884-1525

Fax. 519-824-7145

*You are God's
Masterpiece*



Photo by David Seldon

**Interdenominational
Church Administrators
Conference**

May 15th - 17th 2017

(10 am Monday to 1 pm Wednesday)

**Crieff Hills Conference Centre
Located near Guelph, Ontario**

A Conference FOR Church Administrators designed BY Church Administrators

Often a Church Administrator is the first contact with people who come to the church, phone the church or email the church. This is an important position in the ministry of churches but often it is draining and the work is done in isolation.

This Conference is designed to support Church Administrators. Whether full or part time, this conference is a chance to come together with others from various denominations who share and understand this special position. It is a time to listen and to share, as well as to gain insight into new situations and learn new skills. Between sessions there is time for fellowship, reflection or a hike through the beautiful grounds.

Design Team for 2017 Conference:

*Kathryn Muir, Pam Coleman, Nelda Looyenga
Crieff Hills Contacts: Fiona van Wissen, Marylu Pentelow*

Discovering Your Spiritual Gifts

Monday May 15th 1:30 - 3:30 pm with Rev. Karen Kovats

As church administrators, you are already exercising a ministry within the body of Christ yet many wonder if there is more that you could be doing. We are created as unique individuals and it stands to reason that we are called to exercise our particular spiritual gifts in ways that will build up the Church. But how do we discover what our personal spiritual gifts might be? This session will help you to discern where your strengths and gifts lie and provide an opportunity to reflect on how you might best use the gifts that are uniquely yours.

The Rev. Canon Karen Kovats is in a unique position to talk about spiritual gifts. Before her ordination, Karen struggled with discerning her call to ministry and discovered some ways by which she could affirm her gifts and her call. Karen worked at the University of Guelph as the Training and Development Coordinator and facilitated workshops for faculty, staff and graduate students. She has conducted workshops through Renison Institute of Ministry on Discovering Your Spiritual Gifts.

Word and Excel Tips & Tricks

*Tuesday May 16th 9:15 am - 12 noon
with Wayne Sankarlal, IT4 Worship*

Join us for an entertaining and engaging look at some of the intermediate to advanced functions in Word and Excel. Taking a scenario-based approach, we will explore a few of the higher value features of these widely used programs found in almost every church office.

In order to receive the greatest value from this hands-on session **please bring your laptop**. You are also encouraged to send in your suggestions now for subjects you would like addressed during the session using the link
<http://www.it4worship.com/machform/view.php?id=12214>

Wayne Sankarlal's interest is exploring that place where the web, technology and worship meet. He is the founder of IT4Worship where he advises and serves churches and faith-based non-profits. His ultimate goal is to make technology (software, hardware and web) use comfortable, effective and stress-free.

Building Resilience – The Bounce Back Factor

*Tuesday May 16th 1:30 -3:30 pm
with Laura McShane, CMHA*

Resilience is defined as the ability to recover readily from illness, adversity, or the like. Resilience is based on how the individual uses their skills and strengths to navigate and rebound from difficult situations and experiences. We will cover the characteristics of resilient people and the value of setting healthy boundaries and maintaining a good sense of humour through difficult times.

Laura McShane is a graduate of the University of Waterloo with a BA in Social Development Studies and a Diploma in Social Work. She is also a certified Life Coach. Laura has experience offering a variety of staff training education sessions and facilitating various groups related to mental health. She is the Coordinator of Mental Health Promotion and Education Services for KW and Cambridge with the Canadian Mental Health Association -Waterloo, Wellington, Dufferin Branch.

What All Charities Need to Know

*Wednesday May 17th 9:30 am - 11:30 am
with Gilbert Langarak, CCCC*

Charities are a special type of organization with unique rights and obligations. This workshop covers the legal and regulatory requirements every member of the charity's leadership and administrative team must know to ensure long-term organizational health.

Prior to the conference, participants may submit questions for discussion about donation tax receipting, proper spending, books and records, government reporting, charity law basics and "must-have" policies. Please submit two questions (one general question and one specific issue) by email to fiona@crieffhills.com before March 17th.

Gilbert (Gil) Langerak is the Canadian Council of Christian Charities (CCCC) Manager, Member Support. He is a graduate of Seneca College and Redeemer University College, and has over 30 years experience in administration and leadership positions in both the for-profit and charitable sectors. Gil is also an experienced church treasurer & elder and has served on numerous boards.

Please register before April 21st 2017

Mail or Fax: Registration and \$50 non refundable deposit

Phone 519 824-7898 to pay by credit card

Cost Includes: Accommodation, Meals & Program

\$250.00 / person (double accommodation)

\$330.00 / person (single accommodation)

Please note there is **limited** single accommodation
Priority will be given to early registrations

\$200.00 / person Commuter Rate

** Commuter rate includes all meals & programs*

Accommodation

Accommodation is in our hotel style rooms, each complete with two beds and a private 3 piece bath.

Be sure to bring: Appropriate clothing & footwear for walking the Crieff property; Umbrellas; Alarm clock & flashlight; Bible; Personal items & medications; Bug spray. Board games for evening free time. **Bedding and towels are supplied.**
Dress is Casual.