

**Schedule:** Ten hours of teaching time or 1.5 days.

**Cost:** \$65 per skillshop

## Ministry Office Skillshops

A wide variety of seminars to fine-tune your expertise. You need not be certified to attend a

### **Applying Spiritual Gifts in Ministry**

Identify and discover how to use your spiritual gifts through your office and personal ministry.

**Note:** *This is a three-day skillshop. Cost—\$130*

### **Basic Business English**

This skillshop will help you develop confidence in your grammar, punctuation, and usage. You'll sharpen your spelling skills, strengthen your proofreading skills, practice the elements of style, and review the rules for using biblical references and terms. The result will be accurate, professional documents that will reflect well on you and your church.

### **Business Communication**

Stay on the cutting edge of written communication with this skillshop on writing letters, memos, e-mails, and articles. You'll learn the steps to effective writing, the difference between active and passive voice, how copy-right laws affect your writing and more.

### **Church Financial Management**

In this skillshop you will identify the essential internal controls for sound financial management and establish basic policies and procedures that conform to current regulations. You'll polish your office math skills and practice writing budget proposals and justifications.

### **Managing Office Stress**

Working as a ministry assistant is not without stress. Let this skillshop help you gain confidence and control over office demands while you maintain an emotionally balanced life. Your productivity will increase, and you'll find greater fulfillment in your ministry as you identify the causes and symptoms of office stress and burnout, develop positive stress management strategies, and find a plan for maintaining your spiritual balance.

### **Designing Professional Publications**

Learn to harness the power of your word processing software to design dynamic newsletters, bulletins, and other publications.

### **Understanding Myself and Others**

Learn how your moods affect your emotions. Discover your own personality traits and learn how to work with different individuals. You'll develop skills to cultivate your potential through acceptance and emotional maturity.

### **Ministering in Times of Crises**

The ministry assistant is usually the first to hear of a tragedy or crisis in a church member's life. Let this skillshop teach you to respond compassionately to hurting individuals and develop confidence in responding to benevolence needs.

### **Dealing With Difficult People and Confronting Conflict**

Do you have days when you would rather quit your job than deal with people? Are there some people that you wish would just disappear from your life? Do you wonder why there seems to be so much conflict in your life? If you've ever had any of these thoughts, this skillshop is for you. It will help you recognize and understand the attributes of difficult people and how you can relate to them in a positive way. You will learn about the different styles of conflict resolution and how to recognize healthy and unhealthy conflict. You will be given 10 steps for resolving conflict.

### **Office Management**

This skillshop examines how your role relates to each of the four management functions. You'll study office organizational structure, functional layout and design, and inventory control procedures. You'll also learn to compile a policy and procedure manual and discover ways to save valuable time by sharing the workload with coworkers and volunteers.

### **Office Teamwork**

Is it a joy to work in your office? Are your coworkers also your friends? In this skillshop you'll learn to sharpen communications skills for better understanding and handle difficult people and awkward situations. You'll also discover how you and your boss can become a more effective team and how to give encouragement to the troubled minister.

### **Time Management**

So much work . . . So little time! Let this skillshop help you identify your unique time management patterns and discover the importance of planning for productivity. You'll also examine ways to manage your personal time and balance your roles at home and at work.

**Contact Dianne Cockrell for more information at  
803.227.6150 or 800.723.7242 ext. 5001 or  
diannecockrell@scbaptist.org**

### **The Call to Follow Christ**

God has chosen and called believers into a real love relationship with Jesus Christ that is joyful, meaningful, and fruitful. Following Christ requires denying self, taking up our cross daily, and following Him in obedience. Following Christ is reflected through a disciplined life in our relationship with Him, other believers, and the rest of the world. This study is designed to help you find and/or retain the joy of your call as you follow Christ.

### **Records Management Techniques for the Ministry Assistant**

Should you keep it and how long? Are your files in disarray? Do you cringe when its time to complete the ACP? Filing is a very important part of your job, but records management is more than filing. This skillshop will provide you with proven methods to improve your skills in records management. You will have hands-on training in preparing files, recording membership, and keeping accurate financial records. If you have trouble finding your files or pulling needed records, this skillshop is for you.

### **Event Planning—From Dream to Reality**

Ministry assistants always seem to be involved in planning events. No matter what kind or size of event you are planning, there are certain questions or issues that have to be addressed. You want your event to be organized and your attendees to be happy and leave with a good feeling, knowing they received what they came for. This skillshop is designed to give you practical guidance in making any event successful and help you enjoy the planning and implementation.

### **Leading From Your Strengths**

Energetic, informational, relevant, memorable and FUN—the Leading From Your Strengths skillshop is designed to build close-knit, effective staff teams. You will gain insight into how God has wired you to approach problem solving, deal with people and information, relate to change and pace, and respond to rules and procedures. Upon registration, you will receive a unique code to complete Leading From Your Strengths online assessment before attending the skillshop. Your comprehensive 28-page assessment report equips you to apply these biblical concepts to your distinct style, making the conference personal and practical.