

First Incumbency Training – First Base

First Base is an online programme, mostly facilitated via Zoom, to support first incumbents. The core programme comprises of four morning sessions; there will also be a small number of one hour sessions on specific themes, all via Zoom and some may be recorded for access at any time. Run over one year, *First Base* is a partnership of the dioceses of Liverpool, Manchester and Chester and is overseen and in part facilitated by the Archdeacons. There is an expectation that all first incumbents will attend the programme and stay for all of each session.

The focus of *First Base* is primarily on the practical issues around incumbency: legal requirements, diocesan processes, policies, procedures and good practice. All sessions bar one are held on Zoom. The exception is a face to face day each July exploring that resilience, wellbeing and spirituality which is so essential to flourishing in ministry.

Tuesday 14th January 2025: 09.15 - 13.00

Preparing for and chairing the APCM

The theme for this session is the preparation for chairing the APCM in late spring or early summer. Themes to be explored include issues of governance, the election of Church Wardens and the PCC under the Church Representation Rules. We also cover preparing the Annual Report and the essentials of parish finance. There will be breakout groups and time for Q&A.

This session is facilitated by Gordon Fath (Liverpool Resources Team) and George Colville (Diocesan Secretary, diocese of Chester).

Eventbrite:

<https://PrepandChairingAPCMs.eventbrite.co.uk>

Tuesday 18th March 2025: 09.15 – 13.00

PCC Tonight: Making Meetings Matter

The Church Representation Rules state that the PCC, 'is to co-operate with the minister' in parish matters, pastoral, evangelistic, social and ecumenical. PCC's matter; they matter for governance, for administration, for organisation and for mission and ministry. So how do sustain good PCC meetings? How do we enable that mutual co-operation and how do we avoid boredom or even breakdown?

This morning session explores how to make the most of the meetings that make up a good part of parish oversight, drawing on the rich material in the well-received CPAS publication *PCC Tonight*. This day is facilitated by Graham Archer of CPAS, who has extensive experience of facilitating training, of parish life and Archidiaconal ministry.

Booking on Eventbrite:

<https://www.eventbrite.co.uk/e/846904693737?aff=oddtcreator>

Tuesday 24th June 2025: 09.00 – 16.00

A Blended Life: resilience and well-being in ministry.

We know that ministry is a marathon, not a sprint. But the pace we set, born of enthusiasm, a desire to serve and to be fruitful, in the first year of a first incumbency can feel to be and can sometimes become unsustainable. Finding a rhythm in ministry, a flow that allows us to be the best we can be, is an essential tool. No one can do this for us.

This First Base session is held **face to face** in the beautiful setting of Foxhill conference and retreat centre. Our facilitator is Rev Jane Maycock from the diocese of Carlisle. Jane has served as CMD officer in the diocese and on the Cumbria Christian Learning Team as well as a period of interim ministry. Jane will be helping us explore this all-important theme of resilience in priestly ministry and leadership.

This is an all-day session with refreshments available from 09.00 ready to start at 09.30.

Venue: Foxhill Conference Centre. Tarvin Road, Frodsham, Cheshire, WA6 6XB

Booking on Eventbrite:

<https://first-base-jun25-tickets-855870259987.eventbrite.co.uk>

Tuesday 9th September 2025: 09.15 -13.00

Issues of Plant, Pastoral Offices and Churchyard Matters.

Curacy does not always prepare us for some of the more mundane, practical aspects of church management which can derail ministry and mission without sufficient attention. This morning session will be facilitated by one of the Archdeacons in Manchester or Chester dioceses.

Together we will explore the nuts and bolts of caring for our buildings and their significance as centres for mission and ministry. Building related themes will include maintenance and faculties and a short closing session only for those clergy who oversee graveyards. This session will also explore both the legal requirements and good pastoral practice around the occasional offices.

Booking on Eventbrite:

<https://www.eventbrite.co.uk/e/846933349447?aff=oddtcreator>

Tuesday 18th November 2025: 09.15-13.00

Money Matters in Parish Ministry

This morning only Zoom session explores the practicalities of parish finance and the interface with good parish stewardship. Sharon Taylor-Booth is our facilitator and will address the how and the why of issues including:

- *the statutory and canonical framework of church accounting*
- *fund accounting for churches and charities*

- *Receipts and Payments and Accruals accounting – and why R&P is better for most churches*
- *how to read and understand a set of church accounts*
- *the importance of clergy leadership in good parish stewardship and generous discipleship.*

Booking on Eventbrite:

<https://www.eventbrite.co.uk/e/846934803797?aff=oddtcreator>