Pastoral Care Ministries Training Events
Supplied by Jeem Services Pty Ltd

# *2017 Training Event*

**Queensland, Australia**

## July 26th<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup>

# These popular events fill fast,
# so please _book early_ to avoid disappointment.

## July 26,27 & 28 – Brisbane

St Faith's Community Church
1 Sutherland Drive Strathpine 4500

| | |
|---|---|
| Wed July 26 | Evening Session |
| Thursday July 27 | 9am – 5pm Full Day |
| Friday July 28 | 9am – 5pm Full Day |

## Seminar Style

The seminar is a lecture style presented by Russell Barker, co-developer of Pastoral Care since its inception. There will be facilities for you to sit at a desk and have your laptop with you so you can follow along, with plenty of opportunity for questions along the way. Please note, charging points may be limited.

## Bringing your own Laptop

Some facilities will be available for plugging in your laptop for charging during the seminar. If you are bringing your own laptop for use during the seminar, please pay careful attention to the following recommendations / requirements.

- You will need a copy of Pastoral Care 13 installed on your laptop ready for use. We **do not** have time to help everyone load the program on their laptops

- Use of your laptop during the Pastoral Care Introduction Session, and Advanced 1 & 2 sessions may be a distraction to you, as we are **not** providing workshop style training during those 3 sessions

- Pastoral Care will not be able to be loaded on your Apple Mac laptop.

## What's included

- Free Notes will be able to be downloaded before the seminar for you to print out and bring with you.
- Evening Session 1, Tea, Coffee and a light supper
- Pastoral Care Advanced 1 & 2 session, Morning Tea, Lunch and Afternoon Tea
- Discounted Software for people purchasing during the seminar.

## Session Summaries

The following tables show the content of each session. You can mix and match your bookings to maximise the information that you most need training in.

# Pastoral Care Introduction

| Evening Session | 6:30pm – 9:30 pm | | |
|---|---|---|---|
| | Introduction to Pastoral Care | A quick getting to know you tour | |
| | Configuration | A tour of the setup area of Pastoral Care | |
| | Security / Data Management | Using Security | |
| | Families | Lets enter a family | |
| | Groups | Using groups to manage people | |
| | Reports | Basic reporting | |
| | | | |

# Pastoral Care Advanced 1

| Day Session | | |
|---|---|---|
| | The Main Menu | Navigating around and under the hood of the main menu |
| | Security | Control who has access to what |
| | Backup Restore | Learn about good backups and the traps of bad restores! |
| | Utilities | Learn about a few of the utility items |
| | Weekly Statistics | How to record attendances and Offerings every week |
| | Financial Records | Recording of giving to specific projects |
| | Using Groups | Going further with groups |
| | Custom Letter & Custom Reports | Design your own reports and mail merge documents |
| | Advanced Filters | Get the most from report filters |
| | Registry Manager | Learn about the new Registry Manager |

# Pastoral Care Advanced 2

| Day 2 Full Day | 9 am – 5:00 pm | |
|---|---|---|
| | Rosters | Create a ROSTER for over 12 ministries with more than 50 participants over 3 months in **5 minutes**! Yes it can be done. Includes full details for Roll Reports! |
| | Email Manager | Setting up and using the Email Manager |
| | The Roll Program | Really get to know who are your fringe dwellers, who are committed, and other important attendance patterns. |
| | Roll Reports | Use your roll data for good |
| | Venue Booking | Learn how to manage your venue and room bookings with this great new feature |
| | Child Safe | Managing Child Safety using our software solution |

Please Note: Precise content of the seminar may vary from the above published schedule.

# Costs

Costs below include GST. Please note: Your attendance at a Pastoral Care training seminar **WILL NOT** be confirmed until full payment has been received. Bookings will be confirmed on _a first paid first in basis_. Your seat at the seminar may be taken up by a person who has booked and paid ahead of you, so please book and pay early to avoid disappointment.

Maximum Numbers shown below will be strictly adhered to.

| Date | Cost | What's Included | Max No of Attendees |
|------|------|-----------------|---------------------|
| **Evening Session** | $75 | Pastoral Care Introduction. Ideal for people new to Pastoral Care, learn the basics in family management and reporting | 40 |
| **Full Day 1 Session** | $100 | Pastoral Care Advanced 1. Learn the basics in more detail, and a few advanced features | 40 |
| **Full Day 2 Session** | $100 | Pastoral Care Advanced 2. Learn more advanced features | 40 |

## Training Notes

Complete seminar content notes will be provided as a download for you to print out before the seminar.

# How to Pay

Once we have received your application, a Tax Invoice with payment options will be emailed to your nominated church contact. Payment Options will include Cheque, or Direct Bank Deposit.

Payment is required no later than Monday 13th of March 2017. Cancellations after this time will not be eligible for a refund. Seminar positions are limited, so any bookings without payment will not be guaranteed a place.

If you have any other questions, please contact us at: training@pastoralcare.com.au

# How to Book

Bookings are only available via our web site. If you are having trouble using the web site booking form, please email us at training@pastoralcare.com.au