

2019 Training Event

Victoria, Australia

June 18th, 19th, 20th



These popular events fill fast, so please book early to avoid disappointment.

June 18,19 & 20 – Victoria

St Paul's

711 Station Street, Box Hill, Victoria

Tuesday 18th June Evening Session

Wednesday 19th June 9am – 5pm Full Day

Thursday 20th June 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

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 / tagging	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
	Email Manager	Email groups of people easily...
	SMS Manager	Using SMS in Pastoral Car
	Child Safe	Working with Children features

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!

The Roll Program

Really get to know who are your fringe dwellers, who are committed, and other important attendance patterns.

Venue Booking

Learn how to manage your venue and room bookings with this great new feature

Exporting Data

Learn how to export data from Pastoral Care to be used in other programs

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	\$80	Pastoral Care Introduction. Ideal for people new to Pastoral Care, learn the basics in family management and reporting	70
Full Day 1 Session	\$140	Pastoral Care Advanced 1. Learn the basics in more detail, and a few advanced features	70
Full Day 2 Session	\$140	Pastoral Care Advanced 2. Learn more advanced features	70

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 Friday March 29 2019. 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