



Central Papua Conference

Church Clerk Training – Hohola

NCD, Bisiatabu, Efogi & Kwikila

27 & 28 February 2018

27th Tuesday February (Day Session)

9:00 am	Welcoming & Opening Remarks - Pr Rex Koi
9:15-9:45	Session 1 Biblical basis for the Church Clerk - Pr. Koi
10:00-10:45	Session 2 Role of a Church Clerk – Pr. Gibson Lohia
10:00-10:15	Group discussion
10:15-10:45	Session 3 The First Church Clerk – Pr. Koi
11:00-11:45	Session 4 Spiritual Ministry – Pr. Gibson Lohia
12:00-1:00	Lunch Break
1:00-1:45	Session 5 Agendas and Minutes (a) –Pr. Koi
2:00-2:45	Session 6 Agendas and Minutes (b) –Pr. Gibson Lohia
3:00	End of day Session
6:00 – 9:00	Evening Session

28th Wednesday February (Day Session)

9:00-9:45	Session 1 Membership Record –Pr. Koi
10:00-10:45	Session 2 Preparation of membership and duty of care –Pr. Gibson Lohia
10:00-10:15	Group Discussion
10:15-10:45	Session 3 Quarterly and annual statistical annual report – Mrs. Glennes Anis
11:00-11:45	Session 4 Church Membership Audit/ Update – Pr. Koi
12:00-1:00	Lunch Break
1:00-1:45	Session 5 Filling System – Pr. Gibson and Mrs. Anis
2:00-2:45	Session 6 Multi- Church Pastoring – Pr. Koi
3:00	End of day Session
6:00 – 8:30	Evening Session

Note: *Thank you for making yourself possible in this higher office.*

Facilitators	:	Pr Rex Koi	General Secretary
		Pr Gibson Lohia	District Director – NCD
		Mrs Glennes Anis	Administrative Assistant
		Mrs. Lindra Mari	Departmental Directors
		Mrs Lillyanne Dawa	NCD Office



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27th Tuesday February *(Evening Session)*

6:00 PM	Welcoming & Opening Remarks - Pr Rex Koi
6:15-6:40	Session 1 Biblical basis for the Church Clerk - Pr. Koi
6:40-7:05	Session 2 Role of a Church Clerk – Pr. Gibson Lohia
7:05-7:15	Group Discussion
7:15-7:40	Session 3 The First Church Clerk – Pr. Koi
7:40-8:05	Session 4 Spiritual Ministry – Pr. Gibson Lohia
8:05-8:30	Session 5 Agendas and Minutes (a) –Pr. Koi
8:30-8:55	Session 6 Agendas and Minutes (b) –Pr. Gibson Lohia
9:00 PM	End of evening Session

28th Wednesday February *(Evening Session)*

6:00 PM	Welcoming & Opening Remarks - Pr Rex Koi
6:15-6:40	Session 1 Membership Record –Pr. Koi
6:40-7:05	Session 2 Preparation of membership and duty of care –Pr. Gibson Lohia
6:05-6:15	Group Discussion
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7:40-8:05	Session 4 Church Membership Audit/ Update – Pr. Koi
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8:30-8:55	Session 6 Multi- Church Pastoring – Pr. Koi
9:00 PM	End of evening Session

Facilitators	:	Pr Rex Koi	General Secretary
		Pr Gibson Lohia	District Director – NCD
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		Mrs Lillyanne Dawa	NCD Office

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