

**JOHN WESLEY FEDERATION 2024
NATIONAL RETREAT**

ITEM	RESOURCES & TASKS	RESPONSIBLE
Communication and Directions	Sending details, directions and reminders to attendees	Rev M. Ramncwana Rev T. Gqwaka
Printing Prayers and Devotions	Printing Prayers and Midday Devotions	Rev M. Ramncwana/Rev N. Mroxiso
Registration and Venue Logistics	- Compile names of people registered or registering - Name Tags - Welcome notes and chocolates to be put on the beds before arrival - Logistics around the venue - Allocate accommodation	Rev M. Ramncwan/Rev L. Ziselo/Rev N. Mroxiso
The Hall Administration and Stationery	- Ensuring the hall is open and switch on the kettle for tea - Ensuring the stationary in order	Rev M. Ramncwana/ Rev L. Ziselo/Rev N. Mroxiso
Meals	- Ensure were are on time for meals - Liaise with Retreat owners place	Rev L. Ziselo
Welcome and Orientation	- Welcome, introductions and Ground rules - Input on Retreat through reflection on John 4	Rev T. Gqwaka/Rev M. Ramncwana
Theme presentations	- Introduce and present - Handouts of inputs	Rev T. Gqwaka,Rev M. Mkumla
Small Groups	- Explain the two types of groups - Prepare a handout for participants - Divide participants into groups - Identify meeting venues for the groups	Rev M. Ramncwana/ Rev N. Mroxiso
Worship Services	- Instruments - Data projector - Hymns and songs on power point - Procure elements and prepare holy communion - Convene the Worship Group	Rev S. Msotyana
Layout of the Venue	- Seating arrangement - Lectern	Rev M. Ramncwana/ Rev L. Ziselo
First Aid	Basic elements of First Aid	Rev N. Mroxiso
Other Services	Short Devotions	Rev S. Msotyana
Chaplaincy	Leads the Team in devotions	Rev S. Msotyana
Induction Service	- Order of Service - Holy Communion	Rev Dr VC Mehana Rev Dr MM. Dladla