

MINUTES

RE-ENTRY RETREAT PLANNING MEETING

5/10/10

Meeting held at MI office Box Hill

Meeting opened: in prayer

Present: Helen Macnaughtan, Graeme Vines, Michael Collie, Fran James, Laurence Whitehead (via skype), Jenny Johnston – (with thanks to Pam Thyer for skype connection and resources supply)

Minutes: Jenny Johnston

Other Business:

- *Richard and Carolyn Goldney* ask for a recommendation of a B & B & restaurant for Sunday night – **Michael** to provide a phone number for **Helen** as a contact.
- Michael suggests that all photocopying of handouts is uniform and done by same person to present more professionally – raises expectations

PRE- RETREAT:

1. Confirm final numbers – 6 couples and 5 single ladies & 5 facilitators = 22 (**Jenny J.** Staying offsite)
Dietary requirements – details to be passed on to IBLP - **Helen**
Meal times (on timetable) to be confirmed with venue. - **Helen**
2. Transport arrangements.
 - 5 coming from interstate. (2 only have provided travel info). Still waiting on travel advice from remainder
 - Single lady from SA is coming by bus.
 - Qld participant will already be in Melb. and has requested info on transport to venue – **Helen** waiting on advice.
 - Team will offer to pick up at station if required.
 - Michael needs transport to and from retreat – can be picked up from Lilydale Station
3. Photocopying of material. Can be done at MI office. 4 reflections – the **facilitators** would need to email materials to **Helen** by (Sun. 10th), who will standardise them and send them to the MI office for photocopying (Tues. 12th) (**leaders of reflections so own 'prompt' sheet** – **Fran** will forward us the description of the installation (display) that she will create for each reflection.
4. Overview of weekend - **Laurence** (brief). Paper work to be given on rationale of retreat – (**Fran** – bullet point 'What is a retreat?', **Graeme's** summary of the rationale of the retreat, **Humphrey B's** – **Helen** to compare and decide on which will be given to participants).
5. Gift bags are done (*Bendigo Baptist Ladies group*). Additional gifts: **Jenny** preparing chocolates and **Fran** toiletries. Name tags are attached to bags. Bag also to include: Re-entry material & timetable.

6. Allocation of rooms - **Fran**.
7. List of small groups break-up – is every-one okay with this? **Yes**
8. List of participants/facilitators. Do we give every-one a copy? **No**.
9. Sharing of humorous stories – Facilitator may initiate with a story at meal times
10. Item to share about at celebratory dinner (can happen at various other times during the retreat) – each person is asked to bring an item
11. Check through list of things to bring. (See separate sheet). Add: playdough (**Jenny**), CD player (**Fran**), certificate of appreciation – signed by Pam Thyer (**Michael**), reflective CD's (**Helen, Jenny** to search), keyboard (**Fran** to try and source), butcher paper/A3 ? white board for Q & A (**Fran**)
12. Music – **Laurence** is after the words to 'Be Still' – **Fran** will send **Laurence** the words.
13. Craft materials – **Pam**
14. Installations (displays) **Fran**
15. Snacks: savoury for morning tea (**Jenny & Fran**), sweet things for afternoon tea (**Helen & her prayer partners**), supper - raisin toast (**Jenny & Fran**) (**Fran** will buy – fruit and veges)

CONTENT OF RETREAT:

1. Work through timetable checking times:
 - Thursday - Introductory session – **Laurence** participants simply introduce selves and place of service; contribution of facilitators – **each facilitator** to share one aspect of their re-entry journey & what helped – 3 mins each approx
 - Friday morning – delete '*Explanation of retreat segment*'
 - Friday – Celebratory dinner - formal thanking of participants for their service O/S for the Kingdom of God – **Helen, Fran** to discuss menu with venue (Fran is planning to do an entree)
 - Saturday – talked about possibility of a walk – maybe not
 - Saturday evening – discussion time on re-entry issues*
 - Sunday - Sharing prior to communion – **Michael**
 - Sunday - Leading communion – **Laurence** – discussion about order of service – music (**Fran**)

2. Time to discuss specific re-entry issues – this came up at the last retreat.

? informal time over meals

? one structured session with a facilitator/s

? a panel discussion

Possibly incorporate specific issues into 'Changing Cultures' reflection (**Laurence**) (will ? need to remove some aspect); more time incorporated into Dealing with Loss for interaction (**Michael**) ? after or at supper Saturday night (optional)*

3. Facilitators to meet each day for prayer and sharing.

Fri – 4.30pm. Sat & Sun – 10am

POST RETREAT:

Date for Debrief meeting and making forward plans for 2011 retreat

