

ReEntry Retreat Team Meeting
21 June 2019 1.00 pm

MINUTES

Venue: Pioneers of Australia office (first floor) 1/39 Railway Road Blackburn (diagonally opposite Blackburn railway station on the North side). Should you wish to bring lunch with you and eat it during the meeting you will be most welcome to do so and hot drinks will be provided.

1. **Welcome and short devotion: Dawn Taylor** - Ps 65: 5-8 God's power – God answers prayer. Gives hope to all people. Creation language brings about stability – God dispels and removes chaos, the whole world stands in awe of what you have done. God is present and active for all to see. Prayer.
2. **Present: Dawn Taylor, Jane Window, John Barclay, Mark Glover, Jenny Johnston, Andrew Vines**
3. **Apologies: Michael Collie, Robyn McLean, Maree Vines**
4. **Confirm previous minutes: Jane Window**

John mentioned the email that he had sent in relation to Kath Williams' accountability. **Dawn** said that what was written was sufficient because Kath would be accountable to the team in the same way as he is accountable to the team.

5. **Business arising 1:**

- a) Meal-times – **Currently:** dinner on the first night children sit with parents and at children's/ children's facilitator table for other meals – lunches and dinners (feedback on this - less time for families to share).

Conclusion: No separate children's table – children free to sit with parents. Eat at same time.

Implication: Serving time will be longer. Celebration/sharing time meal – children leave with children's facilitators when sharing starts or when they become disinterested/bored or when it is time for their program to begin.

- b) **Kath Williams** – has been notified that her services will not be required as no adult TCK's this year (there is one 18 year old in year 11).

Kath will keep free the dates for 2020. Interserve will provide her airfares and a car as they would see her involvement in the retreat as part of her responsibilities.

6. **TCK Re-Connect Camp – Report/Update: John** – has been in touch with team and all good for the retreat. **John & Janine** facilitated the 2019 NSW TCK retreat.

- a) Suggestion to have an interactive time with the TCK group and parents/all who would like to take part in main room. Need to note the finishing time as later on the brochure.
- b) TCK program will continue to commence at 2.00 pm on Friday and Saturday
- c) Need of a 5th facilitator: **John** – yes for breaks and child safety regulations

(Member Care Network will not be covering cost of 5th facilitator or resources.)

7. **Business arising 2:**

- a) Sound system at 'El Kanah' – **Mark** spoke to John Schmidt the Elkanah Tech person.

Paid and ready for John's next trip up to ElKanah and will take up the projector and stalk from **Michael** within the next month. Thank you, **Mark**.

- b) Working with Children Check – all in, awaiting **Maree's** – in process

Participants: 26 adult participants, 18 children (5-18), one 3 yr old cared for by Grandmother and a 5 mth old baby (with mother). Usually 24 but there was a request to accept an extra couple. Matthew and Louise George ECM Director and wife have now applied to attend.

Decision: Yes.

Implications/ACTION: **Mark & Jenny, Michael and Maree** will have 4 participants in their small groups.

8. **Brochure:** Removed from website, applications closed. Anymore: put on list for 2020 or refer to NSW retreat.

9. **Team allocations:**

- a) Gift bags – **Jenny**
- b) Printing – **Michael**
- c) Name tags – **Michael**
- d) Certificates – **Michael**
- e) Accommodation allocation – **Dawn**

Tentatively: **Mark, Michael, Andrew & Daniel** share 4 single bed room. **Please bring linen and towels.**

Jane and Maree – Maree - Queen sized bed. **Jane** - single – bring linen and towel.

Dawn, Jenny & Robyn to share room and bring own linen and towels.

Bethany & Beth to share room. **Beth Donker** to bring linen and towel.

***John & Janine & Bethany Sim & Maree don't need to bring linen.**

Dawn to bring hand towels and bath mats for the two rooms that have four single beds in them.

- f) Make up of small groups – **Dawn - Dawn** reminds team to send her email of which participants facilitators know. If know many, who know the least.
- g) Dining room roster – **Dawn**
- h) Housekeeping info – **Dawn**
- i) Art and craft materials – **Jenny** – **ACTIONS:** – buy tubs & repack after retreat, note any needs.
- j) Bookshop – **Michael**
- k) Ice Breaker game – **Jenny**
- l) Testimonies – positive – **Jane**
– negative – **Dawn**
- m) Worship sessions: Friday and Saturday – **Andrew**
- n) Seminar 1: Face of Transition – **Mark**
- o) Seminar 2: Dealing with Loss – **Michael**
- p) Retreat introduction and rationale – **Dawn**
- q) Installations – **Michael**
- r) Reflection 1: Origin and Call – **Jane** – **will change format**
- s) Reflection 2: Gifts Given and Gifts Received – **Jenny**
- t) Reflection 3: Troubles and Fears – **Mark**
- u) Reflection 4: Vision for the Future – **Robyn**
ACTION: If reflections are unchanged team are asked to use previous years' copy.
Get printing to **Michael** by 31st August
- v) Celebration meal – **Jane** TL of meal & to bring drinks, **Michael** can bring lights and help set up., **Jenny** can help with set up.
- w) Communion – **Andrew** – bring grape juice, bread from kitchen all other needs available
- x) Music: for reflection times and communion.
ACTION: Michael to include in welcome letter invitation for someone to play the piano/instrument
- y) Feedback: **Dawn** to ask **Michael** if followed up respondents in 2018 – what format for 2019 and to provide.

10. Finance report: Tabled

Fees paid: \$ 13376.00 Fees owing: \$ 8115.00 Total fees: \$ 21491.00;
Levies: \$ 2149.10; El Kanah: approximately \$ 19095.71; resources \$ 600.00.
Total expenses: \$ 21844.81.
On hand: \$ 866.22.

Previously Member Care has given us \$ 500.00 towards the accommodation fees for the fifth facilitator and the TCK Re-Connect Camp resources – not available to us this year.

Any monetary donations or by way of paying for resources will be gratefully received from the team.

Re-entry Retreat Team is now required by MI to have 3 signatories to bank account – **Jane Window appointed.**

ACTION: Dawn to enquire with bank process to install **Jane Window** as 3rd signatory.

12. Other business:

- a) **Contact List: John** to send **Jenny** TCK facilitator's details
- b) **Google Calendar: Mark** requires TCK timetable – **John** to send to **Dawn** and **Dawn** to send both timetables to **Mark**.
- c) **New terms of reference or MOU** – **Dawn** was required to rewrite; **Dawn** gave to Chairman of MIV to take to MI for approval. No feedback as yet. Included need for 3 signatories. **Dawn** to follow up and will distribute to team and put on our protected resource page on the MI website.
- d) **MIV Celebration Dinner** – 11th September at St. Thomas' Anglican Church Burwood. **Dawn** to attend, all team invited.
- e) **Transport** – **Andrew Vines** can pick up Robyn at airport at lunch time on Thursday. Participant Megan Cox (from NSW) will be at a conference looking for a lift from the city. (St. Kilda).

ACTION: Dawn to email Megan and **Andrew** and let each liaise.

Dawn to ask **Robyn** about flight plans and to let **Andrew** know.

Andrew can provide return trip for **Robyn** and Megan.

Andrew to communicate with Megan and **Robyn**. ? Ask Megan to take train to Thomastown Station.

- f) **Removal of word Transition from brochure** – **Jane** enquiring – **Dawn** pointed out that brochure states (Re-entry retreat for missionaries) in transition. Refreshment for cross-cultural workers

13. **Next meeting:** August meeting cancelled – communication by email – be aware of others' inboxes consider if *'reply all'* required.

Evaluation meeting - 18th Oct. 1pm.

14. Close in prayer: Andrew

ACTION POINTS

ALL

1. Those preparing presentations: If reflections are unchanged team are asked to use previous years' copy.
2. Get printing to **Michael** by 31st August
3. ALL – send **Dawn** names of participants known to them, and if known, least known.
4. ALL – only use 'reply all' if relevant to avoid overloading inboxes.
5. ALL: **MIV Celebration Dinner – 11th September** at St. Thomas' Anglican Church Burwood.
Dawn to attend, all team invited.

Dawn Taylor

1. Accommodation allocation
2. Bring hand towels/bathmats for the two rooms that have four single beds in them
3. Bring own linen and towel
4. Share room with **Robyn & Jenny**
5. Small group list
6. Dining room roster
7. Housekeeping information
8. Re-entry testimony - negative
9. Retreat introduction and rationale
10. Enquire of bank re addition of Jane W. as 3rd account signatory
11. Send **Mark** - Adult & TCK timetables for Google calendar
12. To follow up feedback on **New terms of reference or MOU** and will distribute to team and put on our protected resource page on the MI website.
13. Attend **MIV Celebration Dinner – 11th September** at St. Thomas Burwood.
14. Email **Andrew** and participant Megan for them to liaise re transport.
15. Ask **Robyn** about flight plans and let Andrew know.

Michael Collie

1. 4 men in small group
2. Printing
3. Name tags
4. Certificates
5. Bring own linen & towel
6. Share room with Mark, Andrew & Daniel
7. Bookshop
8. Seminar 2: Dealing with Loss
9. Installations
10. Lights for Celebration Meal
11. Help set up Celebration Meal

12. Feedback process

Mark Glover

1. 4 men in small group
2. Bring own linen and towel
3. Share room with Michael, Andrew & Daniel
4. Seminar 1: Face of Transition
5. Reflection 3: Troubles and Fears
6. Create Google calendar

Robyn McLean

1. **Bring own linen**
2. Share room with **Dawn & Jenny**
3. Reflection 4: Vision for the Future

Jane Window

1. Bring own linen & towel
2. Share room with **Maree**
3. Re-entry testimony – positive
4. Reflection 1: Origin and Call - **will change format**
5. Team Leader - Celebration meal – **bring drinks**
6. Bank signatory – go through process

John Barclay

1. Send Jenny the TCK facilitator's contact details for contact list
2. Send Dawn TCK program timetable

Jenny Johnston

1. 4 women in small group
2. Gift bags
3. Bring own linen & towel
4. Share room with **Dawn & Robyn**
5. Arts & craft supplies - buy tubs & repack after retreat, note any needs.
6. Ice breaker game
7. Reflection 2: Gifts Given and Gifts Received
8. Help set up Celebration Meal
9. Cancel room booking for Aug. meeting.
10. Distribute minutes

Andrew Vines

1. Bring own linen and towel
2. Share room with **Michael, Mark & Daniel**
3. Worship sessions Friday & Saturday
4. Communion – bring grape juice
5. Communicate with **Robyn** & Megan - Offer transport for **Robyn** & Megan on forward trip and provide on return trip. Possibly suggest Megan meets him at Thomastown Station.

Maree Vines

1. Forward WWCC to **Dawn**
2. 4 women in small group
3. Share room with **Jane**