

MI Missionary Transition & Re-entry Retreat Meeting
25 August 12.30 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 your 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 read Psalm 95 and shared an encouraging devotion.
2. **Present:** Dawn Taylor, Michael Collie, Roger Redford, Jane Window, Maree Vines, Jenny Johnston, Charlie Fletcher (skype), Ben McLean (skype)
3. **Apologies:** Mark Glover; Robyn McLean, Andrew Vines
4. **Confirm minutes:** Roger confirmed.
5. **Business arising:**

a. Action points

Excerpt from Feb 10 meeting:

Deanna - Discussion of how to parent your children through re-entry - does TCK final session address issue? Feedback stated that this isn't addressed in sessions. Include on resource table or list. Information on warning signs in children/teens – eating disorders, self-harm. **Deanna** has been searching for resources – **Deanna** has a check list for signs of depression in men, women & children – can be put in pack. (**PREVIOUS ACTION: Michael and Deanna** to discuss and incorporate in seminars).

ACTION: Michael to contact **Deanna** re: information on parenting children through re-entry: including information on warning signs in children/teens – eating disorders, self-harm; a check list for signs of depression in men, women & children.

ACTION: Look at list of Psychologists/Counsellors who have ministry or overseas experience

Dawn mentioned a list from the MI website (**Helping Professionals Website**)

Ben has access to lists for S.A.

b. Banner –in progress - **Michael**

c. Glossary of terms – for facilitators - in progress - **Michael**

6. **Registrations:** 27 adults 22 children (several on the waiting list)

Pre-schooler's grandparents will be staying in a cottage and will help when needed.

7. TCK ReConnect Camp:

Program for older teens is being worked on.

Young Adults: Chris and Emily Bowman (nee Tilley) South Australia invited but not available to attend 2017. Indicate availability for the future. Recommended we contact **Tanya Crossman**.

Tanya Crossman - NSW authored *Misunderstood – The impact of growing up overseas in the 21st Century* - Dawn made contact – is able to attend but finances an issue.

Team agreed to request financial assistance from MIV for Tanya's airfares = \$400

ACTION: Dawn will phone Tanya today

ACTION: Dawn to request financial assistance for Tanya's airfare from MIV

ACTION: If MIV are unable to fund – **Roger Redford** can underwrite the fare.

Thank you to Roger.

John Barclay asking how is the young adult program going to work.

Tanya recommends that the young adults have a stream that links some with the adult program.

Dawn read **Tanya's** recommendations and ideas for themes including: attending the 2 seminars seated with own leader and have own reflection group.

Misunderstood book for sale - team will pre-buy 10. **\$20/each**

ACTION: Dawn to request that Tanya bring 10 books down for sale

8. Facilitators: Deanna & Roger are not attending for 2017

Charlie – small group

Maree – small group

Andrew will observe and assist with **Michael**

All other facilitators will lead small group

9. Team allocations for retreat:

a. **Worship times: Andrew** – music - **Need musician**

b. **Communion Service: Maree**

ACTION: Dawn to send **Maree** copies of last two services

ACTION: Maree to bring juice ElKanah to provide bread. – Gluten free to be provided for.

c. **Installations: Michael** - Theme: *Gardener*

Reflection 1. Seedling – items representing ministry items

Reflection 2. Positive things – plant flourishing with ministry items in display

Reflection 3. Evidence of pruning – black/grey desolate vine cuttings

Reflection 4. Empty canvas that people will fill

ACTION: Michael will send around an inventory of the items.

d. Welcome letter: Michael to prepare

e. Small Group allocation & Bedroom and Break-Out room allocations

- **Dawn** to prepare **ACTION: Dawn** to circulate Guidelines for small groups:

f. Bios – Michael - 70 word description –

ACTION: ALL: if happy with previous blurb no need to do anything OR amending OR submitting your first one send to **Michael by 31st August.**

ACTION: Michael to send example around.

g. Printing: Michael no longer has access to laser printing as in previous years. **Michael** to be away 2 weeks prior to retreat.

ACTION: Michael looking for new printing place.

ACTION: Reflection leaders to confirm with **Michael** if using same as last year or new one.

Send to Michael by 31st August.

ACTION: Michael will invite team to a Google Drive folder so team can view all documents –

NB - no printed material will be given to team only to participants. Please bring own folder and either documents from previous years or new ones (if different to what you already have) accessed from the Google drive folder.

h. Transport: 7 people need picking up

Fran Salvestrin can pick up **Ben Robyn & Tanya** at airport.

Mark, Charlie, Maree (Jane will bring one couple (in addition to the 7))

ACTION: Dawn will check with **Andrew** if he can provide transport if it is needed. **Dawn** still to hear from some people re transport. **Participants to be met at Lilydale Railway Station.**

i. Welcome folders: Michael

ACTION: Dawn will let **Michael** know numbers

j. Gift Bags: – Jenny

k. Craft: Jenny to transport and organise & replenish needed items as per inventory

l. Ice-breaker game: Jenny

ACTION: Dawn to send **Jenny** details on participants.

m. Testimonies – 2 team members to prepare to share short re-entry story with entire group. People who might not have another up-front role. Set parameters – difficulties and promising aspects. Gives permission to group to share any experiences

i. **Charlie** – a negative focus

ii. **Jane** – a positive focus

n. Celebration dinner: buy drinks and head up team for decorating

ACTION: Celebration dinner: Team leader: **Jane**

ACTION: Michael to bring decorations

ACTION: Dawn has other decorations.

ACTION: Jenny to buy the drinks – **25 bottles** – children will also partake. NB refrigerate

o. Books: For sale: **Michael** to provide and **Tanya** to bring

- Deanna's books for browsing

ACTION: Michael, Tanya bring books - **Michael** to bring EFTPOS machine

p. Name tags/certificates: Michael

q. Tissues: Jenny

r. Fish bowl: Michael & Jenny to bring (name tags & descriptors of re-entry experience)

Any purchases need receipts or can be donated

10. Finance report: Tabled & will be sent out with minutes – **Dawn**

ACTION: **Jenny** to send out with minutes

11. Any other business: MIV Annual Celebration Dinner – All team invited. Wed. 11 Oct. 6 pm
St. Thomas' Anglican Church Burwood \$ 35 – let **Dawn** know if planning to attend.

Linen: For budgetary reasons, extra linen (sheets/towel/quilt cover) is required for second or third person (in twin share rooms - **Dawn** will let us know.

Accommodation: We will be using a cottage for a couple of the facilitators and this can be used as a break out room.

12. Next Meeting: 27 October 12:30 Pioneers of Australia – evaluation

13. Close in prayer: **Jenny**

ACTION POINTS:

All

1. Contact Michael re our bio blurbs – see Michael's point 8
2. Please bring own folder and either documents from previous years or new ones (if different to what you already have) accessed from the Google drive folder.

Dawn

1. Source list of Victorian Psychologists/Counsellors from the MI website (**Helping Professionals Website**)
2. Phone Tanya Crossman – notify of team's decision re her airfare coverage; request Tania brings 10 of her book Misunderstood to sell at the retreat.
3. Request financial assistance from MIV for Tanya's airfare expense
4. (Receive balance of fees and do banking transactions – bank signatory)
5. Lead small group
6. Send **Maree** copies of last two Communion services
7. Small Group allocation & Bedroom and Break-Out room allocations
8. Circulate document Guidelines for small groups:
9. Check with **Andrew** if he can provide transport if it is needed
10. Ascertain transport needs of remaining participants
11. Let Michael know participant numbers (break down) for Welcome Packs
12. Send **Jenny** relevant participant information to help formulate the Ice-breaker game
13. Bring Celebration Dinner decorations. (Michael has decorations also)
14. Will let team know who should bring linen

Michael

1. Contact **Deanna** re: information on parenting children through re-entry: including information on warning signs in children/teens – eating disorders, self-harm; a check list for signs of depression in men, women & children.
2. Continue work on banner
3. Continue work on Glossary of terms – for facilitators
4. Lead small group
5. Create installations
6. Send to team inventory of items to be used in installations
7. Compile Welcome Letter
8. Facilitator Bios
 - to circulate 70 word example
 - To be contacted by facilitators receive: initial blurbs from new facilitators; amended blurbs if needed from existing docs

9. Look for new laser printing place – do printing of **participants documents, name tags & certificates**
10. Invite team to a Google Drive folder so team can view all documents
11. Create Welcome Folders
15. Bring Celebration Dinner decorations (Dawn has decorations also)
12. Provide books for sale (Tania also to bring)
13. Bring EFTPOS machine
14. Bring 'fish bowl'
15. (Present Seminar 2: Grief & Loss)

Jenny

1. Finalise and distribute minutes, financial report and updated facilitator contact list
2. Lead small group
3. Reflection 2: Confirm with **Michael** if using same document as last year or new one.
Send to **Michael** by 31st August
4. Gift bags
5. Replenish, transport and set up art & craft supplies
6. Formulate and print Ice-breaker game – receive from **Dawn** relevant participant information
7. Buy Celebration Dinner drinks – **25 bottles** – children will also partake. NB refrigerate
8. Bring tissues – enough for meeting room, dining room & available for small groups
9. Bring second 'fish bowl'
10. (Continue as bank signatory – approve fee transfers)

Roger

1. Can underwrite the cost of Tania's fare if MIV unable
2. Pay Andrew's fees

Jane

1. Reflection 1. Confirm with **Michael** if using same document as last year or new one.
Send to **Michael** by 31st August
2. Provide transport for a couple (pre-arranged)
3. Prepare and present a personal re-entry story – a positive focus
4. Team Leader – Celebration dinner set up

Maree

1. Lead small group
2. Lead communion - bring juice (ElKanah to provide bread & cater for gluten free)
3. Provide transport from Lilydale Railway Station

Charlie

1. Lead small group
2. Provide transport from Lilydale Railway Station
3. Prepare and present a personal re-entry story – a negative focus

Ben

1. Source list of Psychologists/Counsellors in South Australia
2. Lead small group
3. (Present Seminar 1: Transitions)

Robyn

1. Lead small group
 2. Reflection 4: Confirm with **Michael** if using same document as last year or new one.
- Send to Michael by 31st August**

Mark

1. Lead small group
 2. Reflection 3: Confirm with **Michael** if using same document as last year or new one.
- Send to Michael by 31st August**
3. Provide transport from Lilydale Railway Station

Andrew

1. Observe and assist in **Michael's** small group
2. Lead worship times
3. To be contacted by **Dawn** re possibility of providing transport if it is needed