

MI RE-ENTRY RETREAT  
PLANNING MEETING – July 22, 2011  
Held at PoA offices Blackburn, Victoria  
Minutes

**Meeting opened with prayer**

**Note taker:** Jenny Johnston

**Attendance:** Helen Macnaughtan, Michael Collie, Fran James, Graeme Vines, Ron Kingsley (Welcomed to team), Graeme Taylor (? First meeting – welcome Graeme), Jenny Johnston & Laurence Whitehead (via skype) and Christine Bird, Brent Allred (for part) (Children's team reps - thanked for attending)

**PRE RETREAT**

**1. Update on registrations**

- Helen tabled the names of the registrants. (28). 13 couples and 2 singles (women). Breaks down to 14 women and 12 men.
- Many organisations represented.
- Numbers and age groups of children tabled. (8).
- **Helen** will let the two unregistered families know that registrations are closed and offer next year
- Registrations are closed.

**2. Accommodation.** – THANKS to Fran for all the work in this area

- Fran updated us on accommodation. 11 double rooms and 11 single rooms.
- ? How to fit children adjacent to parents – it may be possible to put mattresses on the floor.
- Some participants have offered to stay off site (Cunningham), one family may bring a caravan (Ottoson). One family already lives on site (Armstrong) (the cost of the room can be taken off the fee for those who don't use hired Wycliffe Accom.)  
**Helen** will contact these families.
- Some facilitators offered to stay off-site and commute
- Facilitators can share rooms.
- **Fran** will check with Wycliffe re spaces for groups (9) (conference room, ? foyer, deluxe suites sitting rooms?)
- Will need to confirm with families using the deluxe rooms the usage of their lounges (2)

**3. Facilitators for adult program:** Helen Macnaughtan, Fran James, Jenny Johnston, Graeme Vines, Graeme Taylor, Michael Collie, Laurence Whitehead, Ron Kingsley. Possible: Marjory Sieffert, Maree Vines, Jill Firth (**Graeme V. to approach**) ? Pam Thyer. (Graeme T. Put forward Dawn's name post meeting)

**4. Children's Program**

- **Christine** was thanked for spearheading the children's program.
- Facilitators for children's program: Leaders: Confirmed - Christine Bird, Jenny Willetts, Brent Allred. **Christine** has spoken to potential leaders (Older TCK's) not all will need to stay on site.
- Based on UK Reconnect model. A lot of creative elements to enable the children to express their feelings and concerns.
- **Christine** tabled a tentative program. Breakfast together with families and other meals separate. Possible presentation to parents on final day after adult retreat concludes.

- Discussion on nos. of children – dilemma with one family who registered (without children) before a children's program was offered. Decision to offer places for the children (**Laurence** to contact).
- Costs discussed. **Christine** and **Fran** will discuss and also go and talk to Wycliffe. **Christine** will work out a children's budget. When a figure is reached, **Helen** will contact families

#### 5. Sending out of welcome letter

- 8<sup>th</sup> Aug - to be reformatted with children in mind – **Helen** will contact **Christine**, to ascertain children's requirements.
- Bio & photo of facilitators to be included (marital status, family, missionary service, location, length, roles in Aust. & O/S prior to leaving & since then. (majoring on transition) on each facilitator. **All facilitators** to send bios to **Michael** by end of July.
- **Helen** will run the letter by team and will send out letter. Include Retreat finishing time. Omit the line – bring a humorous story.

#### 6. Transport arrangements – **Helen** tabled modes of transport - most Victorians. Air travel: Qld x1. Tas x 2, WA x 2

#### 7. Is Linen provided? YES – **Fran** will check re towels.

#### 8. Gift Bags – **Helen's** small group ☺

#### 9. Retreat format:

- Welcome & Orientation: **Helen, Jenny & Graeme V.**
- Chair & Welcome & Introductions: **Laurence** (3 facilitators share & introduce self each day)
- Ice-breaker – **Jenny** (remember to read out who is who, at end)
- Changing Cultures: **Laurence**
- Devotions - **Fran**
- Loss & Grief – **Michael**
- Feedback forms: **Helen**
- Entering Retreat: **Fran**
- Retreat Reflection 1: Origin & Call – **Laurence**
- Retreat Reflection 2: Gifts Given & Received – **Jenny**
- Retreat Reflection 3: Difficulties and Fears – **Graeme V.**
- Retreat Reflection 4: Vision for the Future - **Helen**
- Communion – **Graeme V.**
- Will incorporate introduction of facilitators especially women facilitators between men presenting – bring in different stages of re-entry. Ask for suggestions from facilitators and consolidate them. **Helen** will allocate times and days and will run it by team.
- Small Groups allocation: **Helen** will do draft and circulate

#### 10. Photocopying of material – **Michael C.** To be done by end of August. **Team** to contact **Helen** with any modifications to materials. Use Arial font 12 (Default) Single space A4

#### 11. Other:

- **Helen** will remind us of feedback from last year
- Allow more time after Reflection 3: Fears & Difficulties
- Check if Celebratory dinner can be earlier ? 5:30 or 5:45 – **Fran** to check. **Helen** to give a thank you message.
- Certificates of recognition were appreciated
- Suggestion that an email be sent a week before to participants as a reminder
- Date of next meeting – ? meeting by email/? skype: List of items to bring, allocation of rooms, small groups break-up