MI Missionary Transition & Re-entry Retreat Planning Meeting

May 21st 2015 11 am

MINUTES

Venue: the home of Graeme and Maree Vines, 69 Luckie St. Nunawading [Melways 48C/D8]

***Lunch of Soup and bread provided (other contributions welcome)***

1. **Welcome & opening prayer** - Graeme Vines - chair.
2. **Present:** Graeme Vines, Maree Vines, Elspeth Young, Deanna Richey, Michael Collie, Dawn Taylor, Jenny Johnston, Christine Bird for part of meeting.
3. **Welcome:** To Deanna
4. **Apologies**: Fran Salvestrin, Mark Glover, Faye Donaldson
5. **Business Arising:** All these points were listed or proposed (at Feb. 2015 meeting) to be included/reflected upon at*some stage* **–? some may be carried over to another mtg?**
* **Retreat Details:**

Date: 18 – 21 Sept. 2015

Venue: Elkanah, Marysville.

Cost: **Dawn –** confirmed the cost as per brochure.

* Communication with Ian from MAF to reassure him re future Grief & Loss seminar – **Graeme** phoned Ian and reassured him that we will be looking carefully at the next presentation to be aware of his responses.
1. **Number of participants:** 12 adults (4 couples, 4 singles, (7 females, 5 males)) 13 children (4 boys & 9 girls.) Discussion of the family with the 19 yr old and the 2 yr old. **Maree** communicated with the family that they would need a carer for the 2 yr old at definite times working around the needs of their family

**ACTION:** Maree awaiting family’s response.

1. **Financial Report**: **Dawn**
	1. Tabled report and comments as of last meeting – monies on hand $9384.30 ElKanah deposit = $1,000. *Financial Report accompanies minutes*.
	2. **Appointment of other officers**: endorsement of existing Bank Signatories (**Dawn Taylor & Jenny Johnston**) – continues.
2. **TCK Reconnect program**: **Christine Bird** in attendance. (Will not be present at TCK program 2015)
	1. Handover – **Christine** has spoken to **Pam** **Thyer** at MIV re administration – **MIV can do admin**. – Sheila has been nominated to attend to this. Team in place – including Barclays, Leigh Pryse, Bethany Sim, Kathryn Halyburton & others. **Pam Thyer** will do the screening and online child safety training of all leaders. Plan for Leigh to do all planning – would need the 5 levels of child safety training. *Would appreciate the MI Re-entry Team support*. **Graeme** suggested Sarah Oates as a leader.

Leaders required: 2 leaders for each group at any time. Enough leaders to allow breaks.

* 1. Discussion of releasing children to parents care during free time – TCK team discussed it and *don’t feel this is necessary as it breaks the continuity of the camp feel*. Have enough leaders to give each other breaks.
	2. Teens attending without parents – possibility of **Rayside girls** attending.
	3. Re family with 19 year old and 2 year old – Acknowledgment of generosity of TCK team to offer to have 2 year old in their program – see above point 5.
	4. Timing of celebration meal – the timing of dessert has been sorted out. Children’s meals starts earlier (15 minutes) and need to have their dessert before adults.
	5. Better communication between the teams – started that process. Good to maintain a TCK leader attendance at Re-entry Retreat Team Meeting.

**ACTION**: **Graeme** to invite Leigh Pryse to next Re-entry Retreat Team Meeting.

* 1. Copy of each team’s program – will be continued
	2. First meal - *families together* – introduction of TCK team & program (at end of meal) to be seen as parallel program. **Dawn** has arranged for no TCK table to be set up at first dinner, then after to be set up, so families can eat together for first meal.
	3. Parents to share first in small group, so parents can be free to pick up the children
	4. Emphasis on parents caring for own children as soon as TCK program ends especially on excursion night.
	5. Interest parties to start at TCK network – **Christine** will host a meeting to plan this. This will be linked with the TCK program.
	6. When families register – details to be sent to MIV so they can communicate with the families re the TCK’s.

**ACTION:** Dawn.

1. **Team allocation**: *(thus far*)
	1. **Maree: Retreat Coordinator**
	2. Installations & craft: **Fran Salvestrin (Elspeth Young to assist)**

**- Other main allocations needed:**-

* + - 1. **Seminar 1 *(Grief & Loss)***: Michael Collie
			2. **Seminar 2 *(Changing Cultures):***  Faye Donaldson \*
			3. **Introduction to Retreat:** Maree Vines **(Sat. AM)**
			4. **Retreat reflection 1 (Origin and Call):** Dawn Taylor
			5. **Retreat reflection 2 (Gifts given & received):** Elspeth Young
			6. **Retreat reflection 3 (Difficulties & Fears):** Mark Glover (? to confirm)
			7. **Retreat reflection 4 (Vision for the Future):** Deanna Richey
			8. **Leaders of small groups:** Maree, Dawn, Jenny, Faye, Graeme, Michael, Mark - new team members 2 ic. Review as needed.
			9. **Communion: Graeme**
1. **Welcome letter:** text of this coming from *Helen* – clarification of what it is and what it isn’t. Include invitation to musicians to help – details re contact and date of contact. (Who to receive **Dawn or Maree**?)
2. **Review order and placement of program components etc:**
	1. Celebration dinner: Clarify purpose; more formalised; ‘thank you’ at beginning of dinner. What are we celebrating and what are we thanking them for.

Background: some missionaries have not experienced a public ritual or thank you or acknowledgement of their service. **Helen** has a script for this

**ACTION**: **Dawn** to receive.

Statement: Acknowledgement and thanks for their missionary service & saying yes to God.

Celebrating: Celebrating them and their ministry.

Thanking for: missionary service & saying yes to God.

Done in middle of meal.

* 1. Also in personal reflection time: ‘access to music?’– which room? Type? Discussed that we will not provide this.
	2. Be more proactive re Single people during down time – seeking more planned activities. **Action**: offer a walk in free time – open to all, Indicate when we’ll be meeting at…

Be aware of this.

* 1. Discuss re circle formation in the group – comment:*“extroverts and introverts”* –

possible action: Alternate formation – 4 tables? Keep for seminars and clear for other sessions with installation – **Considered and decided to keep in large circle.**

* 1. Suggestion of *“Some activity in evening available – space? DVD’s”*??? Considered and decided to provide board games **ACTION:** Elspeth
1. **ppt of the program:** of the Retreat topics and program – considered and decided that the A5 poster was adequate.
2. **Review handout materials:** Originals to be sent to facilitators to be reviewed and discussed at next meeting.

**ACTION: Dawn to send out the originals (provided by Elspeth Carr)**

* + 1. Reflection 1,
		2. Reflection 2,
		3. Reflection 3,
		4. Reflection 4
		5. Other handouts - *Helen* will be sending this to **Dawn**

**ACTION:** Michael will print these prior to the retreat.

1. **Communication with agencies**: **Graeme’s** letter good to hear that agencies are providing encouraging feedback – reported by **Maree**. We should formally provide the agencies with the info on benefits of retreat. **Pam Thyer** to send out.
2. **Discussion of who the retreat is for**: long term and shorter term (MIV have debrief days for short termers).
3. **MI list of counsellors** to all participants: **ACTION:****Dawn**to contact MI
4. **Invitation extended to possible new facilitators:** *Andrew Vines* – interested but not this year. Thursdays involved in English teaching. Involve in committee later on at debrief meeting. andrew.vines@me.com

Ian Oates – yet to reply

**ACTION:** Graeme.

1. **Appoint an IT person** & determine equipment available – **Mark** appointed
2. **MIV website:**
	1. Look into a password protected page for a repository for resources **– possibly store original documents.**

Drop box to be provided for most documents - Michael.

* 1. Aim to centralise all resources with MIV e.g. brochure – done.
	2. MIV & MI: re Retreat dates and contact info to be updated on web-site. Done (Dawn)
1. **Inclusion of Bio’s on facilitators** in material for participants photo and 60 – 70 words about facilitator. Goes into welcome pack.

**ACTION**: **Michael** to circulate current info. To be updated by each facilitator.

1. **Include in brochure:** start & end times; distance from airport – time allowances & that extra overnight accommodation can be arranged. It was decided **not** to include this on brochure. If people ask this can be discussed.
2. **Any other business**
3. **Date of next meeting**: Thursday July 16th & Thursday Sept. 3rd @ Vines’ home 69 Luckie St. Nunawading.

**Include**:

* 1. Review of handouts
1. Meeting closed in prayer

**ACTIONS ARISING & RESPONSIBILITIES**

 Graeme

* + - 1. Suggested Sarah Oates as a TCK leader - ? action
			2. Invite Leigh Pryse to next Re-entry Retreat Team Meeting.
			3. Small group leader
			4. Lead Communion
			5. Devising letter to agencies – for Pam Thyer MI to send out.
			6. To invite Andrew Vines to Post retreat debrief team meeting 2015
			7. Awaiting reply from Ian Oates re facilitatorship
			8. Update own Bio, when current info received from Michael (60-70 words)

 Maree

Role: Retreat Coordinator

Lead “Introduction to Retreat” Sat. AM

Small group leader

Awaiting response from family of 19 yr old and 2 yr old re thoughts and plans about need for carer.

? Receiving Welcome Letter text from Helen Macnaughtan. Include invitation to musicians amongst participant.

1. Note suggestion to announce offer of a walk in free time – if arranged (Point 10 c.)
2. Update own Bio, when current info received from Michael (60-70 words)

 Dawn

1. Provide Financial Report (accompanying minutes)
2. When families register – details to be sent to MIV so they can communicate with the families re the TCK’s.
3. Lead **Retreat reflection 1 (Origin and Call)**
4. Small group leader
5. ? Receiving Welcome letter text from Helen Macnaughtan
6. To receive ‘script’ for thank you and recognition at Celebration Dinner from Helen M.
7. To send to each facilitator – originals of reflections provided by *Elspeth Carr (former facilitator)*
8. To receive other handouts from Helen M.
9. To contact MIre MI list of counsellors which will be given to all participants
10. ? Determine IT equipment available
11. ? Look into a password protected page for a repository for resources **– possibly store original documents.**
12. Update own Bio, when current info received from Michael (60-70 words)

 Michael

1. Lead **Seminar 1 *(Grief & Loss)***
2. Small group leader
3. To print “other handouts” as provided by Helen M. (point 12)
4. Provision of Drop Box for most documents
5. Bios of facilitators - circulate current info. To be updated by each facilitator.
6. Update own Bio (60-70 words)

 Faye \* (subject to ability to attend retreat)

1. Lead **Seminar 2 *(Changing Cultures)***
2. Small group leader
3. Update/write own Bio (60-70 words)

 Mark

1. Lead **Retreat reflection 3 (Difficulties & Fears)**
2. Small group leader
3. Co-ordinate IT
4. Update/write own Bio (60-70 words) – Michael will send existing Bios out.

 Deanna

1. Lead **Retreat reflection 4 (Vision for the Future)**
2. Assist in small group leadership
3. Write own Bio (60-70 words) – Michael will send existing Bios out.

 Fran

1. Organising installations
2. Assist in small group leadership
3. Write own Bio (60-70 words) – Michael will send existing Bios out.

 Elspeth

1. Assisting Fran with insallations
2. Lead **Retreat reflection 2 (Gifts given & received)**
3. Assist in small group leadership
4. Provide board games
5. Write own Bio (60-70 words) – Michael will send existing Bios out.

 Jenny

1. Taking of Minutes & distribution
2. Small group leader
3. Update own Bio

 Christine Bird

1. Interest parties to start at TCK network – **Christine** will host a meeting to plan this. This will be linked with the TCK program.

 Leigh Pryse (TCK)

* + - 1. Plan for Leigh to do all planning – would need the 5 levels of child safety training.
			2. To be invited to next Re-entry Team Meeting (**Graeme**)

 MI & MIV

1. Sheila can do admin for TCK program
2. Pam Thyer will do the screening and online child safety training of all leaders
3. Pam Thyer to send out **Graeme’s** letter to agencies when the time comes.