

MI Missionary Transition & Re-entry Retreat Planning Meeting

August 2nd, 2013

MINUTES

Meeting held at the home of Elspeth Carr 4 Brenda St. Nunawading with lunch preceding.

1. Welcome and open in prayer: **Helen**
2. Present: Helen Macnaughtan, Graeme Vines, Elspeth Carr, Dawn Taylor, Fran James, Jenny Johnston, Michael Collie
3. Apologies: Rob Ottosson, Maree Vines, Laurence Whitehead (skype not working)
4. Business:

a. Confirmation of final registration numbers:

- 19 adults (9 males 10 females) (includes 3 singles (2 females 1 male))
- 10 children

Action: Dawn will contact *Vera* (at Elkanah) providing her with firm numbers and possibility of more. (Will need children's facilitator nos. - **Brent**) (Also ask about maps. Piano.)

Action: Jenny to contact extra Pioneers family discussed.

(Post meeting notified that there is another Pioneers family (with 2 children) home awhile but now definitely in transition to whom the brochure will be sent. Will be advised to register ASAP if interested.

(**Helen** advised the Soffes that next year would be more appropriate.)

b. Travel arrangements for interstate folk:

- 20th **Elspeth** can pick up *Rick Bell* and *Gem Jewell* & **Michael Collie** at Lilydale.
Action: Helen to provide **Elspeth** with arrival times when available.
- 23rd **Jenny** will be providing transport for *Gem Jewell* to her accommodation.

c. Final decision on facilitators – Number required: Male – 4. Female 4

Helen

Jenny

Maree

Elspeth (float and installation)

(**Fran** has a commitment in Sept that needs flexibility – will not be attending retreat)

(**Dawn** has a longstanding Monday commitment will not be attending retreat)

Michael

Laurence

Graeme

Rob

d. Welcome letter – **Action: Helen** to send out in the next week

Letter discussed and following suggested amendments/additions made:

- All linen & blankets provided, bring warm clothes, walking shoes & umbrella (22 km from the snow)
- Symbolic item "to share briefly with others about this item"
- Introduction words to paragraph mentioning the children.
- Location: Outskirts of the town of Marysville - Ref. Hwy C508 2 km Nth of town.

- Add website.

5. Financial statement – Dawn:

\$9,810.82 (\$1000 deposit)

\$9,840 fees

\$3,225 owing

\$13,065 TOTAL

\$10,403.75 Cost

Balance needs to be paid by: End of Aug.

6. Preparation:

a. Folders – discussion of front picture and contents

Action: Helen to check on costs of folders. Dog picture to be used.

Contents: timetable, welcome page, names of facilitators & profiles, re-entry brochure, re-entry papers, feedback form, hand outs for the reflection time, (map of Elkanah **Dawn** to ask *Vera*)

Action: Michael to print: (For folders) Names of facilitators and profiles, name tags, & handouts for reflection times.

:The certificates

Action: Michael to give to **Helen** before hand

Action: Facilitators need to send their handouts to **Michael** in time.

b. General outline of timetable discussed & amended

Helen to arrive at lunch time

c. Allocation of specific responsibilities for sessions – see separate sheet

d. Small groups allocation – Action: Helen to send list (**Dawn** will send list of participants and missions to **Helen**.)

e. Room allocation – 3 singles (one in a room.) Elspeth with Jenny, Michael with Laurence. Helen on own. Main building.

Action: Dawn to work out room allocations.

f. Displays – Elspeth to talk with **Fran** and also collect own pieces.

g. Bookstall – one existing. Action: Elspeth visiting Elkanah (can take any books up)

Action: Helen to let Dawn know names of books, Naomi Reed include in email to Vera

h. Sales - Ben Chenoweth – Ephesus Scroll for sale– Action: Jenny to notify

i. Future – To be discussed at future meeting.

7. Thanks to Elspeth for her hospitality

8. Closed in prayer - **Michael**

List of tasks gleaned from minutes:

Helen:

1. Make amendments to and send out *Welcome Letter* to participants
2. Print timetable, welcome page, re-entry brochure, re-entry papers, feedback form
3. Find out *arrival time of Rick Bell*
4. Check on costs of *folders*
5. Provide *Vera* with: *Timetable*
6. Send the team the *small groups list* when complete
7. Let **Dawn** know names of *books for bookstall*
8. To provide **Elsbeth** with *arrival times* of *Gem Jewell & Rick Bell* Friday 20th @ Lilydale (also taking **Michael Collie**)
9. Is planning to *arrive at Elkanah* at 12md 20th Sept.
10. Prepare and conduct *Worship/devotions* Sat 21st
11. Prepare and present *Thank you message* Sat. 21st at celebratory dinner

Dawn

1. To contact *Vera* (at Elkanah):
 - Give *firm numbers and possibility of more* (includes children's facilitator numbers.)
 - Suggest names of *possible books for bookstall* (**Helen** to provide this for **Dawn** e.g. Naomi Reed's books)
 - Ask about **maps** (for participants folders) & **piano**
2. To obtain the *children's facilitator numbers* – **Brent**
3. To send *list of participants and their missions* to **Helen** (for compiling small groups allocation)
4. To send *names of participants* (even possible participants) to **Michael** (for *name tags & certificates*)
5. Work out *room allocation*

Michael:

1. *Printing – Folder requirements*: List of names of facilitators and profiles, name tags (folder and door (family name for those with children)) & handouts for reflection times.
 - Certificates

To send these to Helen beforehand

2. Prepare & present Seminar 2. *Dealing with Loss*

Elsbeth:

1. Receive any *songs and words for reflections* from facilitators
2. To *choose some songs* for worship times (15 minutes prior to devotions)
3. Talk with **Fran** re *installations* and to collect own pieces
4. *Provide transport to Retreat* for **Michael Collie, Gem Jewell & Rick Bell** (from Lilydale)

5. Is visiting Elkanah 4 times before retreat and *can take books up if required.*
6. Prepare *re-entry story* – One poignant moment or episode

Jenny:

1. *Contact other Pioneers families x 2*
2. *Provide transport **from** retreat for Gem (let Gem know arrival time at Lilydale as promised)*
3. *Notify Ben Chenoweth that his book can be displayed for sale.*
4. *Send updated Facilitators timetable to **Graeme***
5. Prepare & present Reflection 2. '*Gifts given & gifts received*'
6. Prepare & present '*Ice breaker*' game

Rob: It was suggested that we ask you if you can do this:

1. Prepare *re-entry story* to share on first night – one poignant moment or episode
2. Assist Maree with Reflection 3 '*Difficulties and Fears*'

Maree:

1. Arrive earlier on the Friday afternoon
2. Prepare & present '*Entering Retreat*'
3. Prepare & present reflection 3 '*Difficulties & Fears*' - assisted by **Rob** (as suggested)

Graeme:

1. Arrive earlier on the Friday afternoon
2. Prepare and present Reflection 1. '*Origin & Call*'
3. Prepare and conduct Communion

Laurence:

1. Prepare & present Seminar 1. *Changing Cultures*
2. Prepare & present Reflection 4. '*Vision for the Future*'

All facilitators:

1. *To send words and music of required reflection songs to **Elsbeth***
2. *Provide own folder with timetable and reflections*
3. *Send their reflections to **Michael** for printing in time – not specified when*
4. *Prepare their reflections/seminars*

ALLOCATION OF SPECIFIC RESPONSIBILITIES

Fri: MC - **Graeme**

Icebreaker game - **Jenny**

Format of week-end - **Helen**

Housekeeping info - **Helen**

Sat: Devotions - **Helen**

Seminar 1 - **Laurence**

Seminar 2 - **Michael**

Explanation of retreat – **Jenny** (NB include craft availability/purpose)

Entering retreat - **Maree**

Retreat reflection 1 - **Graeme**

Thank you message at dinner - **Helen**

Sun: Retreat reflection 2 - **Jenny**

Group photo - **Michael**

Retreat reflection 3 – **Maree assisted by Rob** as suggested

Mon: Retreat reflection 4 - **Laurence**

Presentation of certificates @ 13:45 - **Helen & Michael**

Communion - **Graeme**