

Retreat leaders guidelines

Emcees

- set the tone for the retreat- generating enthusiasm and seriousness when appropriate
- lay out the basic rules at the beginning of retreat
- keep group moving and on time for the schedule
- introduce retreat segments and speakers

Presentations

- lively- use interaction, video, skits, game
- personal- any talk should be a short witness, personally relating to the topic
- questions for discussion and reflection

Small groups

- lay out clearly the major rules for the groups behavior:
 - *respect- one persons speaks at a time, not side conversations, no belittling opinions
 - *confidentiality- everything that is said in the small group stays there
- use this procedure only:
 - throw out the question to be discussed and answer it yourself- be as honest and real as possible, because you are setting the tone for the level of sharing.
 - when you are done pass it to another person (not a co-leader) who you are pretty sure will carry on with a good response saying "I'd like to pass it to____"
 - that person then shares and you active listen, asking following questions or letting them know you caught not just their message; but the emotion underneath it. When they indicate they're done, or you get a sense they're done say "Who would you like to pass it to?" Then repeat
 - If they do not want to share, you can say "no problem, we'll come back to you. Who would you like to pass it to?"
- if there are any discipline problems or someone is undermining the sharing, or treating it like a joke,
 - 1st time: pull them aside privately and ask them to change.
 - If there is no improvement in the following session, let Tony know

Prayer services

- last 10-20 minutes
- the way you conduct this is different from presentations, no games, serious, yet enthusiastic tone
- should be inspiring, reflective, started and ended with the sign of the cross, a period of quiet meditation time
- can include songs, Bible passages, formal prayers, slide show, video clip
- if there are songs used or prayers for the group to say together or reflect on- there must be a handout for each person that includes these things
- if you ask a member of the group to read anything, make sure they can read well
- can include a handout or small gift to remember the prayer service theme

General Supervision

- keep Tony informed at all times of all concerns, including kids having trouble entering into the experience or disrupting it for others
- do not allow any infractions of the rules- there can never be any boys and girls in each others rooms, drugs or alcohol, porn, weapons, kids out at night, video games, bedtime pranks, damage of individual or retreat house property

Preparing

- pray- your prayer is the most important preparation
- make sure your presentation or prayer service is ready- no winging it- the retreat is too special for you to be unprepared