



Ten Guidelines for *On the Journey Retreat Planning*

1. *Ministry of Mothers Sharing* Core Team reviews the retreat materials and develops a vision for using The retreat series as part of the annual *Ministry of Mothers Sharing* calendar of events for the community. Retreats bring a new vitality to the Ministry.
2. **Pastoral or Staff Approval:** Inform the appropriate persons in authority of the value of the *On the Journey Retreats*. Clearly state the goals, projected income and expenses, and how the retreats are part of *Ministry of Mothers Sharing* goals and fits with the mission of the *Ministry* in your community.
3. **Brainstorm with *Ministry of Mothers Sharing* Core Team** to determine the ideal time and place. Some successful times are kick off for the Fall Session, pre-Advent, Lent, summer, or end of the 8 Week Session.
4. **Schedule a Planning Meeting for the Retreat Team.** Make plans for these aspects:
 - Publicity and Marketing – to market the event and to connect with various other ministries.
 - Registration – to handle pre-registration and the registration table at the event.
 - Greeters and Hospitality – must be comfortable welcoming and assisting people.
 - Environment – help create a feeling of a peaceful time using reflective music and lighting.
 - Room Set-Up – time to setup room and bathrooms. Clean up after the event.
 - Financial Accountability – to monitor spending and receipts manage registration and create a financial report for the *Ministry of Mothers Sharing* Core Team/Staff Liaison.
5. **Prayer:** Make prayer a central component of the entire *Ministry of Mothers Sharing* retreat planning process. Have prayer be an integral part of each meeting and practice all prayer rituals with the team.
6. **Personal Preparation:** Read through the *On the Journey Retreat Facilitator Guide* and highlight your parts. Continue to pray through the experience so you are prepared to share your own spiritual experience.
7. **Retreat Room:** Create a beautiful, peaceful environment in the retreat room. Keep it simple. Peaceful music will help you create a ‘quiet down and be reflective’ environment.
8. **Hospitality Details:** Some things that have helped to create a retreat environment.
 - Be sure rest rooms are available, clean, and attractive.
 - Provide quiet, reflective music during the gathering and reflection times.
 - Greet women as they come in and thank them for taking time to come.
 - Provide a nametag, pen or pencil, and the *On the Journey Retreat Personal Journal*.
 - Reach out to persons who haven’t attended *Ministry of Mothers Sharing* or are new to the community.
9. **Volunteers:** Recruit the Knights of Columbus for cost of training with a *Ministry of Mothers Sharing* RC. Recruit Confirmation students and other ministry groups to help with hospitality, setup, and cleanup. When other ministries are involved, they tend to market and talk about the event to friends.
10. **Feedback:** Solicit feedback from participants, facilitator team, and the *Ministry* retreat team.
 - Invite each participant to complete a feedback form.
 - Review the facilitator forms as a team and mail all forms to *Ministry of Mothers Sharing* National Office attn: Retreat Director.
 - Have the *Ministry* Core Team review the planning process, the event, the feedback and the financial report. Note helpful information from the feedback summary for future Ministry events.

Ministry of Mothers Sharing

An outreach ministry of the Sisters of St. Benedict of St. Paul’s Monastery

