

Retreat Committee

The Retreat Committee plans and organizes retreats. In past years, a one-day retreat has been held in November or January and a weekend retreat has been held in May at Ben Lomond Quaker Center. The committee may choose to organize more than two retreats each year. The specific responsibilities of the committee include:

- Schedule the retreats.
- Develop a theme for each retreat (requires substantial time and thought). This includes: evaluating SCM needs, trying out activities and dialogues within the committee, and seasoning appropriately.
- Coordinate scheduling and themes with the Worship and Ministry Committee.
- Plan and organize the following for each retreat:
 - Retreat announcements: at Meeting for Worship and in the Newsletter;
 - Registration: expenses and room assignments;
 - Transportation: assist people to obtain rides, as needed;
 - Program: theme, activities, materials, and sharing groups;
 - Childcare: in consultation with the First Day School committee, ensure that there are a sufficient number of qualified adults to care for the children during adult sessions and ensure adequate supervision of children leaving Ben Lomond for morning or afternoon trips. Note: childcare requests to FDS must be made at least two weeks in advance;
 - Children: in consultation or collaboration with the FDS Committee, plan and staff a children's program;
 - Teens: work with the FDS committee to assist the teens in developing a program of their own, if they wish to. Find a clear way to communicate with teens to make sure they are informed about the retreat program, so they are clear about when they are invited, or expected, to participate in the regular retreat program. Provide teens and their families with the "Community Expectations at Quaker Center" form.
 - Minor attending retreat without parent or legal guardian: Make sure the minor has a responsible adult, whom they know well, to act as their parent for the duration of the retreat. Provide and collect the SCM "unaccompanied minor" policy form, the Parental Consent form, and Medical Release forms for each minor attending without a parent or guardian.
 - Food: provide food or arrange potluck for one-day retreats and arrange for a cook to provide food at Spring Retreat;
 - Chores at Spring Retreat: kitchen help, dining room setup and clean up, final cleanup;
 - Recreation and entertainment at the Spring Retreat: arrange group activities, e.g. singing and folk dancing
 - Final clean up: ensure that all tasks are completed;
 - Finances: coordinate with Meeting Treasurer, make deposits (as needed) and ensure that all bills are paid.
- Monitor retreat activities and deal with unusual or unplanned events;
- Evaluate the retreats and provide guidance to future retreat committees;
- Report to Meeting for Business, as needed.

The committee reads and responds to Advices and Queries as directed by Worship and Ministry Committee and presents a response to Meeting for Business.

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