

VINCENTIAN RETREAT DIY CHECKLIST

The following Vincentian Retreat Checklist is meant to serve as a guide for your retreat planning efforts. These are things that you may need to consider as you plan your retreat. Checklist Items to be considered include: Type of Retreat, Due Dates, Venue Types, Duration, Audience, Purpose, Facilities, Food, Items to be brought by attendees, Budget / Costs, Items to be provided by the organizers, Extras, and Roles. The retreat can be as small or large as your group desires; similarly, as spiritual as the Holy Spirit leads you.

RECENT RETREAT EXAMPLE AT IGNATIUS HOUSE

A conference president facilitated the first Vincentian Lenten Day retreat, using module #2, *Spirituality*, of the *Serving in Hope* program, at the Ignatius House, March 19, 2021. This particular module focuses on spirituality of the Vincentian way of life. Twenty-one Vincentians attended. The agenda was 8:00 am – 3:00 pm, ending with the Vincentian Stations of the Cross outside. Both of these resources are found at the national SVdP website:

Serving in Hope: www.svdpusa.org,
<https://svdpusa.org/members/Programs-Tools/Tools/Spirituality-Formation/Serving-in-Hope>

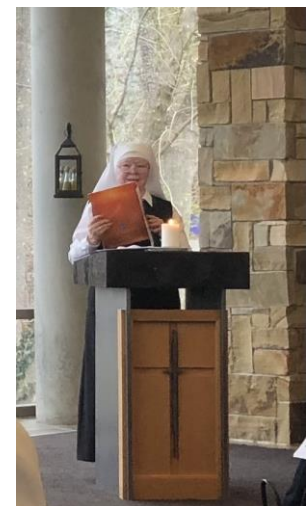
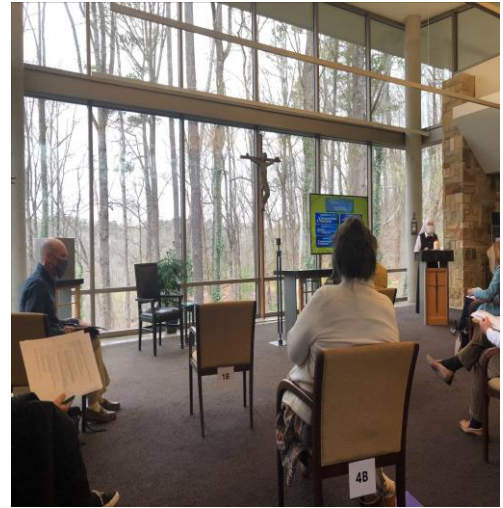
Vincentian Stations of the Cross:

<https://svdpusa.org/Portals/1/Stations%20of%20the%20Cross%20-%20Letter%20Size.pdf>

The day (and cost) included continental breakfast, three speakers presenting one hour each of material and facilitating discussion, DVD videos, breaks, Mass, lunch, and Stations of the Cross outside. Attendees commented on how much they enjoyed the specific Vincentian Stations of the Cross. The words are beautiful and offer the opportunity for personal spiritual discernment of Vincentian service.

The speakers facilitated for one hour each. Their material was two sessions of a module of *Serving in Hope*. Each session takes about 20 minutes. We were able to cover all 6 sessions of the module in one day, in addition to breakfast, Mass, lunch, breaks, lunch, and Vincentian Stations of the Cross. *If a district or conference desires a more relaxed schedule, involving more discussion, it is advised that if using a module from Serving in Hope, to commit to facilitating only 4 sessions of a module during a Day of Reflection that lasts 7 hours.*

The planning began one month prior to the retreat and involved team work, including commitment of the planner, facilitators, Priest, and the facility we used. It was a spirit-filled experience.



VINCENTIAN RETREAT DIY CHECKLIST

Notes

1. Identify preliminary number of interested attendees 1-2 months before desired retreat date.
2. Use this retreat checklist to identify preferred choices / requirements / needs.
3. Select date(s) for the retreat.
4. Call facilities for availability, cost and accommodations.
5. Confirm committed attendees and reserve facility at least one month prior to retreat.
6. Use this retreat checklist to also record assigned Vincentian duties.
7. If Mass (highly recommended) is included in the retreat, ensure the Priest is available and retreat is on his calendar.
8. **IF AT ALL POSSIBLE, HOLD THE MAJORITY OF THE RETREAT IN THE PRESENCE OF THE TABERNACLE.** When Jesus is present, all facilitators and attendees feel a sense of peace. This is important to consider for a profound experience with the Holy Spirit of God during a retreat. The Ignatius House is an ideal venue to hold Vincentian retreats; however, if this is not possible, other venues can be considered.
9. If the retreat's main focus is not a spiritual retreat, or focused on spirituality of the Vincentian, ensure that Vincentian spirituality is infused throughout the retreat (use of Vincentian prayers, readings, spiritual reflections, candle/lighter, singing, meditation time, etc.)

Type of Retreat

- Silent Retreat
 Not a Silent Retreat

Date(s) of Retreat: _____

Due Date for Final Count: _____

Due Date for Deposit Payment: _____

Deposit Amount: _____

Venue Type

- Meeting Room Sizes Available _____
- Meeting Room Sizes Needed _____
- Church hall occupancy _____
- Church classroom occupancy _____
- Kitchen Available for use, Type: Catering Warming Full Commercial
- Georgia Council Chamblee Meeting Spaces - 678-892-6160
- Retreat Centers to consider:
- The Ignatius House, Sandy Springs - 404-255-0503
 - Monastery of the Holy Spirit, Conyers - 770-483-8705
 - Carmel Retreat Center, Hoschton, Georgia (www.carmelretreat.org)
 - Camp Covecrest (Life Teen), Tiger, Georgia (<https://lifeteen.com/camps/camp-covecrest/>)
- Minimum Number of Attendees: _____
- Maximum Number of Attendees: _____
- Cost per person for minimum number: \$ _____
- Minimum Total Cost for use of facility: \$ _____
- Cost for each additional attendee above minimum: \$ _____

Duration

- Day of Reflection
- Weekend
- Overnight Retreat
- Option to return home at night allowed

Audience

- Open to all Georgia Vincentians
- District
- Conference
- Council Leadership
- New Vincentians
- Caseworkers / Neighbors / Friends

Purpose

- Serving in Hope
- Ozanam Training Ozanam Training
- Leadership Training
- Getting Ahead
- Skills Training
- Other _____

Facility Considerations

- Cost
- Candles (Permission to burn)
- Audio/Video (DVD, USB, Smart TV)
- Microphone
- Parking
- Amenities
- Food/Drink Restrictions
- Mask requirements
- Covid restrictions
- Outdoor Activities
- Accessibility Concerns _____
- Inclement weather alternatives if there are outdoor activities
- Add-Ons Available _____

Food Options

- Brown Bag (attendees bring their own)
 - Provided by Facility
 - Kitchen available for use, type _____
 - Catered
 - Breakfast
 - Lunch
 - Dinner
 - Snack
 - Coffee
 - Water
 - Other Drinks _____
 - Dietary Restrictions of Attendees Considered
-

Items to be brought by Attendees

- Payment / Confirmation
- Mask
- Ink pen
- Paper
- Food
- Water
- Clothes
- Bedding
- Towels
- Toiletries
- Hair Dryer
- Extra Shoes for Trail Walking
- Coat / Jacket / Sweater
- Blankets
- Chair Cushions, if hard seats
- _____
- _____



Budget / Cost to attend

- Free
- Subsidized by _____
- Sponsorships _____
- Facility all-inclusive (cost of facility includes food, venue, and overnight accommodations, if needed)
- Facility a la carte
- Additional Facility Costs
- Cost of materials
- Printing costs
- Stipend for priests
- Speaker Honorariums
- Add-on Activities

Provided by Organizers

- Booklets and/or Folios
- Program Materials e.g., DVDs
- Song Sheets
- Prayers
- Name Tags
- Pen/Paper
- Candle and Lighter
- Bluetooth Speaker
- Microphone
- Candy Bowls
- Table Centerpieces
- Goody Bag Items
- Promotional Items

Extras

- Mass (Priest)
- Stations of the Cross (anyone can lead this; however, a Priest or Deacon is preferred)
- Feast Day Prayers / Blessings
- Rosary / Devine Mercy / Litany
- Adoration Time (Priest or Deacon)
- Games / Activities _____

Roles

- Retreat Coordinator _____
- Host / MC _____
- Presenter / Speaker #1 _____
- Presenter / Speaker #2 _____
- Presenter / Speaker #3 _____
- Presenter / Speaker #4 _____
- Priest _____
- Deacon _____
- Guitarist / Musician _____
- Photographer _____
- Audio/Video Person _____
- Food Procurement Head _____
- Kitchen Crew Head _____
- Clean Up Crew Head _____
- Facility Contact _____
- _____
- _____
- _____



