

Faith Alive!

Preparing the Team

Four Meeting Process

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COORDINATOR CHECKLIST: TEAM MEETING 1

SUPPLIES AND MATERIALS NEEDED:

- Name Tags and marker pens
- Refreshments
- Meeting procedure/plan (both 8 and 4 meeting agendas/plans)
- Chairs set in a circle
- Copies of A Catholic Survey
- Opening song—words, music
- Copies of Mission Prayer and Team Commitment Prayer
- Copies of Fundamental Purposes of the Retreat, if desired
- Retreat Schedule, Format
- Copies of General Responsibilities of Team Members
- Copies of General Responsibilities of Witnesses
- List of individual committee responsibilities
- Copies of Specific Witness Content Information
- Witness Discernment Guidelines
- Copies of Team Discernment Invitation
- Copies of reading for 2nd meeting, Connecting Faith and Life
- Copies of discussion questions for reading for 2nd meeting
- Bible
- Small Table
- Basket

- Large Candle
- Taper candles for participants
- Team Commitment forms
- Closing song—words, music

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A Call to Serve

First Retreat Team Meeting

1. Welcome

- Upon arrival each person fill out the form *A Catholic Survey* for discussion later.
- Remarks by parish leader welcoming everyone and giving background of the parish decision to implement this retreat.
- Comments by anyone who may have been on a previous *Faith Alive!* retreat team giving background and personal experience of the retreat.

2. Introduction of participants considering being on the team—each person shares:

- Name
- Occupation/Vocation
- What brought you here? Why did you come?
- How do you feel about being here?

3. Opening Song

4. Explanation and recitation of the mission prayer:

Loving God, inspire us to do your good work in the world. Strengthen us to follow the Way of Jesus in our daily lives. Fill us with the Holy Spirit that we may be instruments of your wisdom and love. Amen.

5. Shared reflection facilitated by the meeting convener.

Begin with asking the participants in pairs to discuss their responses to *A Catholic Survey*, follow-up with a brief large group discussion.

6. Reflection by the presenter(s): Need to Overcome the Sacred-Secular Divide: The Spirituality of All of Life followed by brief small group discussion (select from these prompts as best fits your gathered group and time available)
 - What spoke to you personally in this presentation?
 - Are you able to see the spirituality of your relationships and daily work (any productive activity you do)? If so, what helps you to do this? What can you do to be more aware of God's presence in your love and your work?
 - How would you be different if you were able to keep a focus on work as an expression of your spiritual life?
7. Review document titled Fundamental Purposes of the Retreat with the team members. Some ideas that might be brought out in Retreat Master comments:
 - Spiritual vs. material (as old as time); more “see-able” today
 - Mission has a church. The church belongs to the mission. The church equates to “the people gathered.”
 - “Call” equals desires, gift, talent, interest, skills. All these have been God given for one’s unique piece of the mission. The mission is born of us. The church is the vehicle.
 - Integrating personal and social moral growth is based on scripture and Catholic Church tradition.
8. Break
9. Overview of the retreat
 - Background information
 - Retreat schedule—when and where, details of what
 - General team and committee responsibilities
 - Initial questions or concerns
10. Schedule of events
 - Team meetings—schedule and format

- Eight 1½ to 2 hour meetings (if this is adopted, switch to the shorter agenda for the first meeting of the eight meeting format).
- Four 3 to 3½ hour meetings (if this is adopted, continue with this agenda and sequence).
- Responsibilities to accomplish outside team meetings
- Preparation the evening of the retreat, evaluation after the retreat
- Emphasize the importance of attendance to the formation process and to the development of the concept of team. Announce the day, time and place of the next team formation meeting. Share the list of meetings, noting that the rest of the meetings will be scheduled as part of the next team meeting.

11. Reflection and discernment of responsibilities: Coordinators, committee members, those giving talks (witness and/or teaching talks) although not the specific talks. Discern for the specific witness talks will take place at the conclusion of this meeting.

12. Assignments

- All team members are to read and reflect upon the questions in *Connecting Faith and Life* and *Ministry of the Laity* and read *Your Mission, Should You Choose to Accept It*.
- Ritual and Music Coordinator prepares scripture and music for next team meeting.
- Publicity/Invitation Coordinator prepares initial report about first steps in publicizing retreat and inviting possible participants.
- Retreat Coordinator previews next team meeting for facilitation, oversees that any needed materials are brought.
- Two people giving witnesses prepare to give your witness to the team.
- Call to ongoing prayer for one another and for the retreat participants.
- Read *Connecting Faith and Life*, given by convener, reflect on questions.

13. Closing prayer experience

- Gather around lighted candle set on table
- Reading of Scripture: I Corinthians 12:4-11.

- Silent reflection time.
- Hand out commitment forms.
- Team members fill out commitment forms after prayerful reflection 1 for their first choice, 2 for their second choice, 3 for their third choice.
- Dim the lights if possible and light a large candle.
- Team members will approach the candle area, one by one, and light their taper candles.
- Recitation of team commitment prayer.
- Gesture of peace.
- Closing song.

14. After General Meeting: Witness Discernment

- Those who elected to make a witness talk remain to discern the specific talks each will give.
- Use the Witness Discernment Guidelines to guide the process.

A Catholic Survey

A Guide for Discussion

Strongly agree Agree Disagree Strongly disagree
1 2 3 4

- ___ 1. My local parish is an important influence in my daily life.
- ___ 2. An active Catholic lay person is someone who spends a great deal of time in church sponsored activities and ministries.
- ___ 3. When I think of someone having a vocation, I usually picture a priest, member of a religious community, or deacon.
- ___ 4. The major teaching of the Second Vatican Council regarding the role of the laity was to emphasize that lay people could now get involved in ministries at church once reserved only to the priest and nuns - such as becoming a Eucharistic minister, teaching religious education, and exercising leadership through parish pastoral councils and commissions.
- ___ 5. Helping people face problems in daily life can be as much a religious activity as leading a church sponsored Bible study.
- ___ 6. Experiencing God's real presence in the weekly parish celebration of the Eucharist helps me get through the week when God's presence doesn't seem as real.
- ___ 7. Teachers in Catholic school are engaged in a holy endeavor while teachers in public schools are not because they cannot explicitly teach matter of faith.
- ___ 8. Serving in community organizations can be as much an expression of faith as is serving on church councils and commissions.
- ___ 9. Fostering justice at work and in the wider community is as important to following the gospel as weekly participating in mass.
- ___ 10. I often find it difficult to determine how to apply certain gospel ideals to my daily life activities, including work.
- ___ 11. One of the primary responsibilities of our parish is to develop and support the laity in their daily mission to transform family, work, and public life according to gospel values.
- ___ 12. I would highly value any resources the parish could provide to assist me in better connecting my faith and daily life and work.

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Mission Prayer

Loving God, inspire us to do your good work in the world.
Strengthen us to follow the Way of Jesus in our daily lives. Fill us with the Holy Spirit that we may be instruments of your wisdom and love. Amen.

Team Commitment Prayer

We gather as a people united in our desire to make a difference in our world.

In an effort to help ourselves and others discover the spirituality present in our work and in our relationships and to recognize the ministries of loving service we perform each day, we pledge our commitment as members of the **[INSERT NAME OF PARISH/INSTITUTION]** *Faith Alive!* Retreat Team.

As a team member I will:

REFLECT on the gifts and talents I have been given, discern their best use, and share them fully with team members.

CONNECT personally and spiritually with team members through prayer, through the sharing of myself, and through affirmation of one another and the gifts we bring.

GROW in my love and understanding of God, and those with whom I interact not only on the team, but also at home, at work, in our faith community, and in our world through prayer, listening, and dialogue.

Realizing the importance of this retreat for personal as well as community growth, I will give priority to team formation meetings and offer prayers for my teammates, myself, the success of the retreat, and for all who will attend.

Amen

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Fundamental Purposes of the Retreat

- To strengthen the connection between people's faith and work. (Work is defined as any productive activity we do.)
- To enhance parishes as formation centers which affirm, equip, challenge, and support believers in their daily life mission to live the gospel, especially at work

I. An examination of why our commonly understood Catholic Christian vision, at the grass roots level, needs further development for integrating faith and work.

A. Dualistic thinking

1. sacred vs. secular
2. separating the divine from the human
3. misunderstanding the American concept of separation of church and state

B. Tendency to view spirituality as fundamentally an interior, contemplative experience.

C. Failure to take seriously one's own ordinary life events including work as a way of encountering the divine.

D. Too much emphasis upon mission and ministry being directly related to internal church work or parish commissioned responsibilities.

E. Lack of recognizing one's work as a possible "religious" vocation, an opportunity to strengthen the connections between God, oneself, and others.

II A realization we, as church, are forming people as disciples in the world. The Faith Alive! Retreat builds upon the foundation belief that together we can continue to strengthen our focus upon the vocation and mission of the laity in the world.

- A. Emphasis upon forming people for volunteer or paid "inner/ecclesial church work" needs to be extended to formation for daily life and work.
- B. Recognition that the average lay person would benefit from learning more about recent church teachings on the role of the laity in the world, the call of lay people to be Christian influences in the social, political, military, economic, educational, medical, cultural, etc., spheres of life
- C. Need to foster approaches in Christian formation that are life and work-centered, that foster faith-inspired reflection, decision-making, and action in the midst of the marketplace (we can infuse much of this into what is already going on in parish formation of people).
- D. An opportunity to encourage believers to find meaning, value, and creativity in their work, experiencing their labor as God-centered, as a vocation, as kingdom building, as responsible and honest stewardship
- D. A call to lay people to further develop and deepen their own unique spirituality rooted in who they are and what they do, integrating personal growth and concern for the common good, grounded in scripture and Catholic Christian tradition

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TEAM DISCERNMENT INVITATION

_____ I will commit to participation on the retreat team.

The gifts and abilities I bring to this team effort are:

I am willing to be involved in the following area(s) (choose 1, 2, 3):

_____ Hospitality

_____ Ritual & Music

_____ Materials, Books,
Environment

_____ Retreat Coordinator

_____ Prayer Power

_____ Witness: Preference

_____ Publicity/Invitation

Name: _____

Home Address: _____

City & Zip: _____

Phone: _____

E-Mail: _____

Occupation: _____

Work Address: _____

City & Zip: _____

Phone: _____

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Preparation for Second Team Meeting

Reflection Questions Based on the Reading: **Connecting Faith and Life**

1. Reflect upon a recent "ordinary" life situation (not a place of worship or in formal prayer) in which you experienced God's presence at the time or now in looking back you recognize God's presence in the circumstance.

How did God "speak"?

How were you influenced by this experience?

2. Has any significant event or circumstance in your life jolted you into listening to God's voice or searching for God's presence? Explain.

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Guidelines for Discernment of Individual Witnesses

This spiritual process should be led by a facilitator, such as a parish staff member or other parish leader.

1. Overview of *Faith Alive!* retreat process including witnesses to be discerned (following is the order they are given in the retreat)

- Growing in a Personal Relationship with Jesus Christ
- The Spiritual Path of Love
- The Spiritual Path of Work
- Liturgy in Life: Strengthening the Connections
- Sent to Love and Do Justice (teaching witness)
- Resources for Deepening in Faith (teaching witness)

2. Invocation of Holy Spirit by singing *Come Holy Ghost* or reciting:

Holy Spirit, guide us in how we can use our life experiences, our faith journeys, and our individual gifts to witness to the retreat participants concerning your wisdom and love."

3. Period of silent, prayerful reflection

- Consider the content of each witness and how my life connects with each one
- Listen to my life and to the Spirit, is there any sense of an inner call to one or more of the witnesses?
- Write down on the back of this page which witness(es) I feel drawn to and why.

4. Participants sit in a circle. Each team member states witnesses drawn to and briefly why. No response or feedback is given at this time.

5. Facilitator feeds back the responses to the group. Include witnesses that no one mentioned.
6. Facilitator invites all to prayer and reflection. In the order in which they are given at the retreat, witness topics and who felt called to them are reflected upon and discussed. Participants are encouraged to offer comments. Facilitator assists the group in moving toward a general consensus concerning the person to give each witness.
7. When all witnesses have been discerned, group shares brief prayers of thanksgiving.
8. Facilitator provides witness givers with schedule for presenting their witnesses at team meetings. Depending on the number of team meetings planned, one, two, or three witnesses will be given at each upcoming meeting, in the order in which they are given at the retreat.
9. Witness group rejoins other team members and facilitator announces names of individual witness givers to the entire group.

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COORDINATOR CHECKLIST: TEAM MEETING 2

SUPPLIES AND MATERIALS NEEDED:

- Name Tags
- Refreshments
- Meeting procedure/plan
- Tables set in a circle, square, or U-shape
- Opening song—words, music
- Copies of detailed retreat schedule
- Extra copies of reflection questions for 2nd meeting
- Flip chart paper and markers
- Copies of General Team Responsibilities
- Copies of Specific Committee Responsibilities
- Copies of the reading, Teaching a Spirituality of Relationships
- Copies of reflection questions for Teaching a Spirituality of Relationships
- Bible
- Candle
- Copies of Mission Prayer and Team Commitment Prayer
- Love at Work by Tony Campolo
- Index cards and pens/pencils
- Closing song—words, music
- Readings for 3rd team meeting
- Reflection questions for readings for 3rd team meeting

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Spirituality of Everyday Life, Love, and Work

Second Team Meeting

1. Opening Song, Scripture Reading and Reflection, Mission prayer
 - Ritual and Music Coordinator facilitates this opening ritual.
 - Someone chosen to read *Romans 12:9-21*.
 - Quiet reflection, one-on-one dialogue—In what ways does this Scripture speak to me in terms of how I relate with others and do my work (any productive activity)? What did I need to hear?
 - Recitation of the mission prayer.
2. Theme Reflection—based on reading **Connecting Faith and Life, Ministry of the Laity, and Your Mission, Should You Choose to Accept It**.
 - Quiet time to review reading, highlight key points, answer questions.
 - Share comments about readings and/or responses to questions in groups of 3.
 - Large group discussion led by retreat coordinator includes discussing how this session's theme fits into the weekend retreat (suggestion: put key points from discussion on flip chart)
3. Review of Individual Team Member Responsibilities
 - Identify those giving specific witness talks at the retreat.
 - Specific concerns which still need addressed.
 - Brief reports from Retreat Coordinator, Prayer Power Coordinator, and Books, Materials, Environment Coordinator, others as needed
 - Update from Publicities/Invitations Coordinator
 - Team comments, suggestions.

4. Witness Talks

- Talk about how best to support those giving witnesses.
- Team prays with witnessers (silently or aloud), led by Retreat Coordinator.
- Witness is given standing in front of team members.
- Team members are encouraged to affirm witnesser and offer constructive suggestions.
- Put comments on cards.
- If time is pressing and it is desired, divide retreat team into two groups and separate the groups so that both witness talks can be given at the same time..
- Witness Presentation -- **Growing in a Personal Relationship with Jesus Christ**
- Witness Presentation -- **The Spiritual Path of Love**

5. Reading and Reflection

- Recall the purposes of the retreat
- Give out the reading and reflection questions **Teaching a Spirituality of Relationships.**
- Quiet time to read, highlight key points, answer questions.
- Share comments about readings and/or responses to questions in groups of 3.
- Large group discussion led by retreat coordinator includes discussing how this session's theme fits into the weekend retreat (suggestion: put key points from discussion on flip chart)

6. Assignments

- Ritual and Music Coordinator prepare Scripture and music for next meeting.
- All coordinators be prepared to give a report at the next meeting, especially if they have further action steps.
- Retreat Coordinator previews next team meeting for facilitation, oversees that needed materials are brought.

- All team members read articles, **Work as Vocation or Career**, **Spiritual Renewal in the Workplace**, and **Liturgy and Lay Mission**, and reflect upon questions offered for consideration.
 - Preview overall team process and schedule.
 - Encourage team's call to commitment (attendance, assignments, prayer, scripture, team spirit)
 - Those giving witness talks who have not given them at this meeting prepare to give them at the next meeting.
7. Detailed Review of Individual Team Member Responsibilities (team divided into two groups—one for people giving witnesses, the other for the rest of the team.)
- Witness group briefly discusses each individual witness content and, if necessary, prayerfully decides who will give each witness (follow guidelines provided for this process).
 - Team members in other group go over together each of their individual responsibilities.
8. Closing Prayer Experience (facilitated by someone the Ritual and Music Coordinator chooses)
- Team seated in a circle
 - Someone reads the reflection *Love at Work*, a scriptural adaptation by Tony Campolo of *I Corinthians 13*.
 - Each team member reflects quietly and, on an index card, responds to, “something I can do to be a better instrument of God's love at work (whatever productive activity I do) is...”
 - At the conclusion of quiet time each individual reads his or her statement to the group.
 - After each one reads the statement, the group takes a quiet moment to pray for that specific person and their intention to grow as a loving person at work.
 - Group concludes with an appropriate song and a sign of peace.

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Reflection Questions Based on Readings Teaching a Spirituality of Relationships

1. What personally struck me from either of this reading which I need to remember?

- 2 What do I value most
 - about the significant relationships in my life?

 - about my day-to-day relationships in a variety of settings (work, community, etc.)

3. How can I deepen my consciousness of God's presence working in and through my relationships?

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COORDINATOR CHECKLIST: TEAM MEETING 3

SUPPLIES AND MATERIALS NEEDED:

- Name Tags, if still needed
- Refreshments
- Meeting procedure/plan
- Tables set in a circle, square, or U-shape
- Opening song—words, music
- Detailed retreat schedule with space for assignments and times
- Extra copies of reflection questions for 3rd meeting
- Flip chart paper and markers
- Copies of the reading, Liturgy and Lay Mission
- Copies of reflection questions for Liturgy and Lay Mission
- Bible
- Candle
- Copies of Mission Prayer and Team Commitment Prayer
- Copies of prayer, Let Us Bless One Another
- Index cards and pens/pencils
- Closing song—words, music
- Readings for 4th team meeting
- Reflection questions for readings for 4th team meeting

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Third Team Meeting

Liturgy in Life: Strengthening the Connection

1. Opening Song, Scripture Reading and Reflection, Mission Prayer
 - Ritual and Music Coordinator facilitates this opening ritual.
 - Someone chosen to read *I Corinthians 11: 17-25*.
 - Quiet reflection, one-on-one dialogue: In what ways does this scripture speak to my understanding of how worship and my daily life ought to connect? What did I need to hear? What steps can I take to strengthen the connections?
 - Recitation of the mission prayer
2. Theme Reflection—based on readings **Work As Vocation or Career**, **Spiritual Renewal in the Workplace**, and **Liturgy and Lay Mission**.
 - Quiet time to review readings, highlight key points, answer questions.
 - Share comments about readings and/or responses to questions in groups of 3.
 - Large group discussion led by retreat coordinator, includes discussing how this session's theme fits into the weekend retreat (suggestion: put key points from discussion on flip chart).
3. Witness Talks
 - Talk about how best to support those giving witnesses.
 - Team prays with witnesses (silently or aloud), led by Retreat Coordinator.
 - Witness is given standing in front of team members.
 - Team members are encouraged to affirm witnesser and offer constructive suggestions.
 - Put comments on cards.

- If time is pressing and it is desired, divide retreat team into two groups and separate the groups so that both witness talks can be given at the same time..
 - Witness Presentation – **The Spiritual Path of Work**
 - Witness Presentation – **Liturgy and Life: Strengthening the Connections**
4. Review of Individual Team Member Responsibilities
- Brief reports from Retreat Coordinator, Hospitality Coordinator, and Ritual and Music Coordinator, others as needed.
 - Update from Publicities/Invitations Coordinator.
 - Team comments, suggestions.
 - If not already started, start entering names and times in worksheet detailing the responsibilities and timing for the various events in the retreat.
5. Reading and Reflection
- Recall the purposes of the retreat
 - Give out the reading and reflection questions **Liturgy and Lay Mission**.
 - Quiet time to read, highlight key points, answer questions.
 - Share comments about readings and/or responses to questions in groups of 3.
 - Large group discussion led by retreat coordinator includes discussing how this session's theme fits into the weekend retreat (suggestion: put key points from discussion on flip chart)
6. Assignments
- Ritual and Music Coordinator prepare scripture and music for next meeting.
 - All coordinators be prepared to give a report at the next meeting, especially if they have further action steps they have taken or comments they want to make to the entire team.
 - Retreat Coordinator previews next team meeting for facilitation, taking responsibility to see that any needed materials are brought.

- People giving teaching witnesses *Sent to Love and Do Justice* and *Resources for Deepening in Faith* prepare to give witnesses at the next team meeting, team members will offer constructive comments.
 - All team members read and reflect upon articles **Faithful Citizens**, **Social Justice Is a Full-time Job**, and **Pathways of Prayer** given out now by Retreat Coordinator.
 - All are reminded to continue to pray for the team member whose name they picked from the basket and for potential participants in the retreat.
- 7 Closing Prayer Experience (facilitated by someone the Ritual and Music Coordinator chooses)
- Team seated in a circle.
 - Prayer handout: *Let Us Bless One Another*, each person in turn reads aloud the next paragraph offering a specific blessing.
 - Everyone reflects quietly on this prayer and chooses which specific blessing is most needed for one's own life: *strength, wonder, mercy, simplicity, compassion, gentleness, patience, peace, joy, love*.
 - All stand in a circle and one by one mention which blessing they want most deeply to experience in their lives. After everyone shares, pray The Lord's Prayer together slowly with the intention of praying for one another to receive God's blessing.
 - Conclude with a song (optional) and a sign of peace seen as a blessing for one another going back into the activities of daily life.

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COORDINATOR CHECKLIST: TEAM MEETING 4

SUPPLIES AND MATERIALS NEEDED

- Refreshments
- Meeting procedure/plan
- Tables set in a circle, square, or U-shape
- Opening song—words, music
- Extra copies of 4th meeting reflection questions
- Flip chart paper and markers
- Background music for reflection
- Detailed Retreat Schedule with responsibilities and timing
- Bible
- Candle
- Prayer, The Energies of the Spirit of God
- Closing song—words, music

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Fourth Team Meeting *Living Prayerfully: Being Centered and Sent*

1. Opening Song, Scripture Reading and Reflection, Mission Prayer
 - Ritual and Music Coordinator chooses someone to facilitate this opening ritual.
 - Put people in triads to listen to the Scripture and to share with one another when the facilitator tells them.
 - Prayer facilitator follows the directions in *Lectio Divina: Listening for God's Word* and leads the team in this process. Other team members do not receive instructions. They simply listen and follow the guidelines of the prayer facilitator.
 - At the conclusion of the experience come together in large group for any brief comments about what occurred.
 - Recitation of the mission prayer.
2. Theme Reflection: based on readings **Faithful Citizens, Social Justice Is a Full-time Job**, and **Pathways of Prayer**
 - Quiet time to review readings, highlight key points, answer questions.
 - Share comments about readings and/or responses to questions in groups of 3.
 - Large group discussion led by retreat coordinator, includes discussing how this session's theme fits into the weekend retreat (suggestion: put key points from discussion on flip chart).
3. Witness Talks
 - Talk about how best to support those giving witnesses.
 - Team prays with witnesses (silently or aloud), led by Retreat Coordinator.

- Witness is given standing in front of team members.
 - Team members are encouraged to affirm witnesser and offer constructive suggestions.
 - Put comments on cards.
 - If time is pressing and it is desired, divide retreat team into two groups and separate the groups so that both witness talks can be given at the same time..
 - Witness Presentation – **Sent to Love and Do Justice**
 - Witness Presentation – **Resources for Deepening in Faith**
4. Review of Individual Team Member Responsibilities
- Final reports provided by all coordinators.
 - Update from Publicities/Invitations Coordinator.
 - Team comments, suggestions.
5. Assignments
- All team members review general team responsibilities and responsibilities specific to their own roles—especially those actions they are to complete at the actual retreat.
 - Retreat Coordinator reviews all the aspects of the weekend retreat, especially concerning his role of overall coordination. Check back with the other team members concerning their various roles and responsibilities. Set a time for the retreat team to meet at least one hour before the participants arrive on Friday evening.
 - All are reminded to continue to pray for one another, for the retreatants and for family members and friends with whom we share mutual support in daily life.
6. Closing Prayer Experience (facilitated by someone the Ritual and Music Coordinator chooses)
- Team seated in a circle.
 - Pray together as a team *The Energies of the Spirit of God*. This prayer is based upon the fruits of the spirit listed in Galatians 5:22. Each person in turn reads one paragraph, the team together prays the words in italics

between paragraphs.

- Ask each team member to reflect -- "which fruit of the spirit (**love, joy, peace, patience, kindness, goodness, trustfulness, gentleness, self-control**) am I being called, especially at the retreat, to demonstrate in a particular way?" Each person in turn mentions which fruit of the spirit this is.
- Team prays The Lord's Prayer and sings together an appropriate closing song.