

# Faith Alive!

## Managing the Details

### Section 9: Managing the Details

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## Calendar Form

### Eight Team Formation Meetings

Dates

- \_\_\_\_\_ 1. A Call to Serve
- \_\_\_\_\_ 2. Spirituality of Everyday Life
- \_\_\_\_\_ 3. Mission and Ministry of the Laity (witness given --  
*Growing in a Personal Relationship with Jesus Christ*)
- \_\_\_\_\_ 4. The Spiritual Path of Love (includes witness by the same  
name)
- \_\_\_\_\_ 5. The Spiritual Path of Work (includes witness)
- \_\_\_\_\_ 6. Liturgy in Life: Strengthening the Connections (includes  
witness)
- \_\_\_\_\_ 7. Social Justice: An Essential Part of Love and Work  
(witness given -- *Sent to Love and Do Justice*)
- \_\_\_\_\_ 8. Living Prayerfully: Being Centered and Sent (witness given  
--*Resources for Deepening in Faith*)

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## Checklist: Preparation and Follow-Up

### Background

1. History
2. Rationale
  - a. Theology
  - b. Cultural need
  - c. Personal need

### Preparing the Team

1. Determine probable date of the Retreat
2. Determine/review criteria for membership
  - a. Diversity of background
  - b. Diversity of skills
  - c. Demographic diversity
  - d. Parish representation
    - i. Variety of parishes?
    - ii. Variety of parish ministries
3. Contact potential members
4. Initial team meeting
  - a. Get to know those present
  - b. Set ground rules for operation
5. Description of roles
  - a. Brief overview of various roles
6. Discernment of roles
7. Distribute job descriptions
8. Review information about adult learning
9. Facilitator keep the meetings and process moving
10. Scribe keep records of meetings and decisions taken

## **Preparation for the Retreat**

1. Confirm/reserve date of retreat
2. Confirm/reserve facility for the retreat
3. Publicity—securing participants for the retreat
  - a. Parish bulletin announcements
  - b. Pulpit announcements
    - i. Tied in with brochures in pew (provide pencils)
    - ii. Consider having team members make the announcement
  - c. Personal invitations—e.g., face-to-face or by phone
  - d. Posters placed around church, rectory, and school.
  - e. Brochures placed in pews and book rack
  - f. Ask parish ministry leaders to announce at meetings.
4. Preparing the talks—Teachings and Witnesses
  - a. Review the outlines/essential points
  - b. Review sample talks
  - c. Write first draft talk
  - d. Present to the team and receive feedback; repeat as necessary
  - e. Revise talk based on feedback; repeat as necessary
  - f. Time the talk for length
  - g. Review the questions provided in the manual
    - i. Revise as needed
    - ii. But keep the variety of question types
5. Preparation of hospitality
  - a. Review detailed job description in the manual; adapt as appropriate
  - b. Secure additional help as necessary
  - c. Reserve the room
  - d. Reserve the kitchen, if necessary
  - e. Order the lunches
  - f. Clean up; leave the place cleaner than you found it.
6. Preparation of Prayer experiences
  - a. See detailed job description in the manual
  - b. Recruit music personnel to assist with prayer experiences
  - c. Coordinate with parish clergy/staff
7. Prepare handouts
  - a. Gather all the handouts—picture ready copies
  - b. Verify that copying the materials does not violate copyright laws.
  - c. Duplicate the handouts just before the Retreat—enough for participants and team members
  - d. Organize the handouts for distribution
8. Prepare agenda for the Retreat
  - a. Use the topics from the manual
  - b. Adjust the times on the agenda for your circumstances
  - c. Provide copies to the team members who have responsibilities during the retreat

9. Prepare an evaluation questionnaire
  - a. Review evaluation questionnaire provided in the manual
  - b. Revise it as needed to fit the Retreat as actually planned and presented
  - c. Make copies for all participants and team members]
10. Arrange for people to pray for the retreatants and the success of the Retreat
  - a. Include in Prayer of the Faithful at Mass
  - b. Parish Prayer Line
  - c. Shut-ins
  - d. Youth and children
  - e. Prayer card in the pews to be read by the assembly
11. Arrange the physical facilities
  - a. Plan the arrangement of space, furniture, and equipment for the Retreat
  - b. Contact the appropriate personnel and share your plans/needs.
12. Stage Manager review job description for preparation tasks

### **During the Retreat**

1. During the informal gathering all team members warmly greet and welcome participants. Assist them to get ready for the retreat. Introduce those you know to each other.
2. Team members participate in the retreat activities when not performing specific assignments.
3. Team members do assigned tasks at the appropriate times
4. Stage Manager review job description for detail of responsibilities.
5. Prayer Coordinator review job description for detail of responsibilities
6. Food Coordinator review job description for detail of responsibilities

### **After the Retreat**

1. Team members
  - a. Write notes about what they did and how they did it.
  - b. Follow up meeting
  - c. Review evaluation
  - d. Make suggestions for improving the retreat in the future
  - e. Return any parish or facility owned materials
  - f. Continue to pray for the participants
  - g. Consider agreeing to coach a team presenting a future retreat
2. Follow up with/for Participants
  - a. Get names, addresses, phone, and email
  - b. Invite them to participate in future retreats as a team member
  - c. Invite them to talk up the retreat to their parish leadership
  - d. Ask them to talk about their experience with their acquaintances
  - e. Consider helping them to arrange a parish or regional reunion of those who have participated in a Christ Renews His World Retreat.

- f. Consider a personal letter (each team member takes 2 or 3 participants) following up on the retreat thanking the participants and encouraging them to remember their commitments.
- g. Consider mailing a reading or two as follow up 6 to 9 months after the retreat.

## **Marketing**

1. Getting into the parishes
  - a. Personal approach to parish leadership
    - i. Pastor
    - ii. Associate pastor
    - iii. Pastoral minister(s)
    - iv. Pastoral Council members
    - v. Leaders of appropriate ministries, e.g., spiritual development, evangelization, retreats
  - b. Invite past participants to speak of their experience to the parish leadership.
  - c. Presentations at regional or district clergy and pastoral staff meetings
  - d. Get a diocesan newspaper article published
2. Integrate the retreat experience within the cycle of parish events, e.g., missions, lent, advent, fall, retreats
3. Prepare materials relating the retreat experiences and results to the ordinary life events of the parish.

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## Creating a Presence

Preferably the room is arranged with chairs in an open circle prior to the arrival of the participants. This is for a purpose. In a circle all people are equal—there is no power position or power figure. It also enables everyone to see every one else. This exposes the full person. It is a more vulnerable and self-conscious position.

This activity should take place immediately after the welcoming message and statement of the purpose of the retreat. The introduction might note the purpose of the retreat and some brief information about the team members.

We all come to meetings with some measure of apprehension or uncertainty about what will happen. This exercise allows this apprehension to be stated. This particular activity does the following:

- Establishes a model for listening with respect, a knowing that each person will be heard.
- Establishes a verbal territory for each participant, a sense of potential entry.
- Requires access to both the left and the right brain, engaging the “whole brain.”
- Allows apprehensions and hopes for the meeting to be expressed.
- Brings people into the “here and now.”
- Provides initial information to the facilitator and team members.

The circle represents symbolically and behaviorally the move toward equity, toward acknowledgement of diversity, toward the need for community, toward the need for consensus.

After the introduction the facilitator, explains that everyone is to create their presence in the room, in a verbal way. This consists of answering three questions. The facilitator reads or recites all three questions then answers

them. Finally, the facilitator reads/recites the questions again so that the participants are reminded what they are to do.

The first of the three questions may be varied to suit the situation. The second and third questions do not vary. The questions are:

1. INTRODUCE YOURSELF AND WHAT YOU BRING TO THIS RETREAT EXPERIENCE—YOUR BACKGROUND AND EXPERIENCES.
2. WHAT ARE YOUR EXPECTATIONS OF THIS RETREAT?
3. HOW DO YOU FEEL ABOUT BEING HERE?

After the facilitator has stated the questions the second time, his/her role changes to facilitator and listener. The facilitator is to foster each person speaking in turn, while listening intently to what they say. The importance is to establish a model for listening, by assuring the speaker that at least one person in the group is listening to him/her.

When the circle is complete, the facilitator may choose to summarize the expectations and feelings expressed by the group.

Louis Trenta 2001

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## Evaluation Responses from a Retreat

### 1. What personally struck you in what you heard and in what you experienced during this weekend renewal?

- How many people are happy because of their relationship with God. They live their faith and are willing to share it. They know God and love him. Ordinary people doing extra-ordinary things. (3)
- The ritual with the sand, pebbles, and stones was very meaningful & hit home (4)
- That there are so many wonderfully spiritual people in our parish that I was unaware of (5)
- The openness and honesty of the participants. The sharing was very good (6)
- This was a very timely and positive Lenten experience. With all that is happening in our world the weekend served as necessary time-out for reflection (7)
- AOK (8)
- I was amazed by the depth of faith of the team members who gave witnesses. They had a great deal to share and each of their talks had something that struck me (9)
- Everything came together with a minimum of confusion; everyone seemed to participate and enjoy the weekend (10)

### 2. What did you like about the weekend renewal?

- The witnesses and teachings (1)
- The witness talks – some more, some less (2)
- Sharing. The witnesses sharing their experiences with God. The attendees sharing their feelings about what they were learning (3)
- I liked the fact that we had the teaching talks in addition to the witnesses (4)
- See below – virtually everything was EXCEPTIONAL (5)
- Everything – The teaching and witness talks tied in good. Staff participating showed their support. The commissioning at 5 PM Mass included the entire parish (6)
- The opportunity to interact with wonderful people from a variety of backgrounds (7)

- everything (8)
- It was very well organized and the team kept very well to the schedule. The food was excellent and the weekend was very informative. The music Darlene provided was very moving. (9)
- How everyone got involved and shared (10)

### 3. In what ways could this weekend renewal be improved?

- It was very good as it was (1)
- I don't necessarily think this weekend renewal has to be improved. The witnesses were good and the time went fast although Saturday was a long day. (2)
- I don't see how it could be improved. Everything was done so that each person could relate to something. So many viewpoints. So many different experiences. (3)
- I felt there was too much for the time we had. Maybe less sharing time – only once each time instead of small groups and large groups. (4)
- Content, organizers – all was excellent. Logistically if possible provide an agenda to the participants with general time frames for all days and activities – note where food is provided; possibly provide names of renewal team leaders and participants for future reference (5)
- Instead of sharing after each teaching and witness – share once after the combined teaching and witness would allow more free time and less hectic schedule (6)
- It would have been nice to know about the pizza on Friday night to enable participants to skip dinner! (7)
- More time or less witnesses (8)
- The times on the flier were incorrect and I had to change some things I had planned. I would have like to move around a little more. It was a long time to sit in the same room. (9)
- The rituals could have been practiced a little more; the final witness could have been shorter to allow for reflection time and possible evaluation time (10)

**4. Please rate the following renewal components:**

<b>Component</b>	<b>Poor</b>	<b>Fair</b>	<b>Average</b>	<b>Good</b>	<b>Great</b>
Facilities				7,9,10	1,2,3,4,5,6,8
Food				2,7,10	1,3,4,5,6,8,9
Handout Materials				1,2,5,9,19	3,4,6,7,8
Witnesses				2	1,3,4,5,6,7,8, 9,10
Rituals			3,9	1,2,7,10	4,5,6,8
Personal Interactions				2,4,6,9	1,3,5,7,8,10
Music				3,6	1,2,4,5,7,8,9, 10

**5. Additional Comments:**

- Was a good experience – open – low key – a lot to think about (4)
- Particularly Darlene & the personally chosen music. The team did a fantastic job (5)
- I hope others will respond to future invitations (7)
- more time/less witnesses – not enough time for interpersonal reactions (8)
- Music selection after witnesses/teachings was very positive (10)

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List of materials and supplies for conducting the retreat.

- Complete, detailed agenda with names of people responsible for each item
- Name tags and markers
- Flip chart paper
- Markers that don't bleed through flip chart paper
- Folders for team members and participants
- Writing paper/pads for participants
- Pencils and/or pens for participants
- Reflection question print outs, separated for each talk (teaching and witness) OR collated and inserted in the folders in advance
- Copies of Team prayers for Friday evening and Saturday morning
- Posters and pictures related to retreat topics
- Books and related materials as resource samples for Saturday afternoon talk. (Responsibility of Books, Materials, and Environment Coordinator)
- Access to local copy machine for emergencies

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## Notes for Retreat Master

1. Review document titled “Fundamental Purposes of the Retreat” for first team meeting. This document can be found in the first section.
2. Concerning General Team Responsibilities at Team Formation—ask them to make their commitment total, beginning to end. Perhaps have all dates on a basic calendar that they can post on their home refrigerators.
3. Friday evening: Welcome and Foundation of Retreat
  - Suggestion: Use the idea, “Does the Church have a mission or does our mission have a Church?”
  - Note that the church is 99% laity.
4. Concerning General Team Responsibilities—after the retreat
  - Concerning team members make some personal contact with the participants:
    - Encourage team members to be friendly to all retreatants and to work to be special to at least one participant. Build on natural connections. Seek to have every participant be special to at least one team member.
    - Team members reach out and engage the participants one-on-one at appropriate times. Consider assigning retreatants to team members for extra attention, hello’s, “How’s it going?” and so forth. By assigning responsibility to make several contacts even the shyest will not be overwhelmed and those needing attention will get it.
    - Follow-up after the retreat. A week later call them, make a home visit, send a post card, something to remind them of their connection to the retreat experience and relationship.
  - Solicit from retreatants, before they leave, names of family members and fellow parishioners who they feel would benefit or be interested in a future *Faith Alive!* retreat.

- Support future *Faith Alive!* retreats by talking about the retreat with others who might have an interest. Then, close to the date of a future retreat, extend personal invitations to those you think could benefit.

#### 5. Concerning Retreat Coordinator Responsibilities

- Consider having a vice-coordinator in case of illness or other emergency. Perhaps this could be a person in training to lead the next retreat.

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## Notes for the Stage Manager

### Preparation Work

1. Review the program and be sure everything is ready
  - Have agenda ready with times for each activity and person responsible
    - Saturday's agenda should have the time adjusted to allow for ending about 10 minutes before the Vigil Mass.
      - Start later if Mass is late in the evening, earlier if Mass is early.
      - Add time to the Saturday teaching and witness talks and reflection if the Mass is later; subtract some time if the Mass is earlier.
  - Finalize the questions for reflection after each talk (teaching and witness)
2. Obtain supplies and be sure they are ready for use.
  - Journals
  - Pencils
  - Copies of the Team Opening Prayer and the Team Saturday Morning Prayer for the team members.
  - Sufficient copies of the reflection questions for all participants and team members. The questions for each reflection should be on a separate piece of paper so that only the questions pertinent to the talk are given to the participants and that at the conclusion of the talks.
  - Copies of the Resource List of aids to continuing spiritual growth
  - Copies of the Follow-up Pledge for use Saturday afternoon.
  - Flip chart paper—Post-It brand recommended—2 pads recommended to be safe
  - Markers designed for writing on flip chart paper without bleeding through—these are usually water-based and not permanent.
  - Large faced wall clock (not necessary but helpful; hang it where it will be visible to speakers and not to participants)

- Boom box and CD or tape with music for the songs you might sing on Saturday.
3. Room set up
- Ideally one room large enough for two work spaces; acceptable 2 adjacent spaces
    - A space with tables and chairs set up as the place for the talks and witnesses
    - A space for a tight circle of chairs (enough for participants and team members) set up so that every person can see every other person. Pull 1 or 2 chairs out of the circle so that people can get into the circle and the last 1 or 2 persons pull the chairs into the circle for their use so there is a continuous circle, with out breaks.
    - If more than 40 people are anticipated, create two independent, tight circles like the one described above.
  - Toward the center front of the tables' area create a prayer space. See the directions for the prayer rituals for more information.
  - To one side of the prayer space, create or leave a speaker space. If a lectern is available, this can be placed in or near the space. Leave enough space so that speakers can speaker either from behind the lectern or walk around in front and beside it.
  - Ideally the room will also have space for a refreshments table, behind the space for the talks.
  - Put pencils and journals on the tables
4. Prepare flip chart Retreat Title Pages and Agendas for each session
- Retreat Title Page—Christ Renews His World and the icon/symbol for Christ Renews His World; to be hung behind the speaker's space.
  - Agendas—general topics only; do not include times or speakers' names; to be hung near front of tables area for each session then placed on the same side wall, in order, with the flip charts containing the topic-by-topic thoughts shared by the full group.
    - Friday PM
      - Opening Circle
      - Prayer
      - Teaching: Encounter Christ: The Human Heart of God
      - Witness: Growing in a Personal Relationship with Jesus Christ
    - Saturday AM
      - Prayer

- Spirituality of Daily Living
  - The Spiritual Path of Love
  - A Christian Vision of Work
  - The Spiritual Path of Work
  - Saturday PM
    - Prayer
    - Liturgy and Life: Being Centered and Sent
    - Liturgy in Life: Strengthening the Connections
    - In the Footsteps of Jesus: Sent to Serve and Do Justice
    - Resources for Deepening in Faith
    - Sunday Vigil Liturgy
  - Tuesday PM
    - Prayer
    - Report on Commitments Made
    - Journey to Emmaus
    - Closing
5. Prepare flip chart header pages for large group debriefing
- Put the title of each general topic for the full group sharing at the top of a separate flip chart page.
  - Depending on artistic ability, use multiple colors and highlighters.
  - Probable Header topics
    - Personal Relationship with Christ
    - Spirituality of Daily Living
    - Mission: Christ Into Our Workplace
    - Liturgy in Our Daily Lives
5. Prepare speakers for timing problems
- Let them know you are working to preserve the balance between speakers and reflection that is built into the program, that is, approximately half the allotted time is for the speaker and half for reflection.
  - Agree on a non-obtrusive signal to them that will let them know there is about 5 minutes remaining in the time allotted to their talks. Perhaps you will stand at the back of the room until they note your signal by a nod of the head.
  - Agree on another signal that will tell them the time for their talk is up and they need to conclude their talks as quickly as possible so as not to cause the

elimination of other program components. Perhaps you stand at the back of the room and continue standing until they conclude or walk back and forth until they conclude.

- If all signals are ignored, you could indicate that you will take the floor from them—never to be done lightly—by beginning to pass out the reflection questions.
6. Prepare for the Creating a Presence exercise
    - Review the directions and the key questions for the Creating a Presence exercise.
    - Have another team member ready to lead a second circle in case the group is too large for one circle.
    - If there are over 40 people, including the team members, divide the group into 2 circles and do the exercise simultaneously in both circles.

### **Friday or First Evening: Opening Exercise**

1. Arrive early and make sure the room is set up properly
2. Gather team for the team's Opening Prayer.
3. During the informal gathering talk to the evening's speakers and remind them of the time allotted for their talks and agree on the signal for the 5 minute warning.
4. Ask 3 team members who will not be speakers at this session to be scribes during the full group sharing. Remind them that scribes write what the speakers say as it was said by the speaker; they do not reword, edit, or revise it.
5. As the last 5 minutes of the informal gathering is coming to an end, invite the participants to take a seat inside the circle. I suggest approaching people in groups and inviting them rather than a loud, general announcement. If the room is set up for it, turn the lights on by the circle and turn them off by the tables and speakers area.
6. When everyone is in the circle, signal the person who is to welcome them and provide the brief overview of the retreat and expectations of the participants.
7. If you are going to lead the Creating a Presence exercise, have another team member give the housekeeping directions that should include
  - Restroom location
  - Team members who are available to help with problems, if any occur.
  - Note that the refreshment/break table will be open throughout the retreat.
8. In the Creating a Presence exercise, there are two key results being sought:
  - Setting of unwritten, unspoken ground rules that we listen to each other with respect and care.

- Individuals find out how they sound in this place and how they are listened to and respected by those gathered for the retreat.
9. The leader of the Creating a Presence exercise should be ready to
    - Tell the participants that if they forget a question, they should just answer the questions they remember.
    - Give the questions, provide a model response, and repeat the questions
    - Share his/her true feelings of anxiety or concern as an example that this is okay to do, that this is a safe place to share anxieties and doubts.
    - Allow the Creating a Presence exercise to take whatever time is needed (usually about 45 minutes) so that all get to speak and be listened to
    - At the conclusion of Creating a Presence, invite the participants to walk over to the Opening Ritual with someone other than those with whom they came.
  10. When the participants come back from the Opening Ritual, have them take seats at the tables. Give directions, as needed, from a place other than the speakers' station. You wish to establish that when you speak from this location you are giving directions.
  11. When it is time to move into dyads for the small group sharing, give some directions as to how to select the person with whom they will share. If one of the needs is to create a broad sense of community, seek to have people share with a variety of others during the retreat experience. Suggestions for expanding the sharings include
    - The person sitting across the table from you.
    - Look around the room. Meet with the person whose eyes meet yours.
    - Meet with someone who is not at your table.
    - Meet with someone whom you did not know before today.
    - Meet with someone wearing the same color you are wearing.
    - Meet with someone you have not yet talked to.
  12. After the full group sharing, toward the end of this evening, the participants and team members can remain in the circle for the Closing Prayer and Sending Forth with the overnight reflection.

### **Related to Timing Around the Teaching and Witness Talks**

1. In the Talks and Witnesses space, give your directions from a space other than the one from which the speakers will give their talks. In a sense, establish a place from which directions are given that is different than the one that is related to the teachings and witnesses.
2. Keep track of the actual time each talk and activity begins and ends.
3. At the end of each talk, pass out the reflection questions related to that talk.

4. Determine how much time is remaining in the allocation for that talk and reflection and how to divide it between personal reflection, small group sharing, and, when scheduled, full group sharing.
5. I suggest a minimum of 5 minutes for personal reflection, 10 minutes for small group (dyad or triad) sharing, and 10 minutes for full group sharing. If possible, preserve more time for personal and small group reflection.
6. If time is running short within the time allotted on the agenda for a talk and reflection or a witness and reflection, do not eliminate the reflection. Take at least 15 minutes for reflection even if you have to allow a reflection to run over.
7. At the first set of reflections
  - a. Tell the participants that the process is personal reflection followed by small group sharing of reflections, and occasionally we will do a full group sharing after the small group sharing.
  - b. Tell the participants that the journals are private and theirs to use and keep.
  - c. Tell the participants that they do not have to answer all of the questions on the reflection sheets or answer them in detail. They may simply write a word or two that will remind them of their thoughts and answer as many as they wish. Alternatively, they may select one question that has particular meaning for them and answer it more fully.
8. At subsequent reflections, as judged necessary, remind the participants that they do not need to answer all the questions or provide detailed responses.
9. Give a 30 second to 1 minute notice that the personal reflection time is coming to an end. When the time is up, invite the participants to match up—dyad, triad, or quad, whichever is planned for that time—as soon as they are ready.
10. Give a 1 to 2 minute notice that the small group sharing time is coming to an end. When the time is up, invite the participants to move to the place they need to be for the next activity on the agenda.
11. If the scheduled time is running long, take out the break time and use it for part of the reflection time in order to get back on schedule or closer to it. You can also shorten the time allocated to subsequent talks and reflections so that the program ends at the specified time on Friday evening, Saturday morning, Saturday afternoon, and Tuesday evening.

### **Full Group Sharing Sessions**

1. While the small group sharing is going on, put up the flip chart with the title for the talks and witnesses being shared. Put up two or three additional pieces of chart paper, spaced far enough apart that 3 scribes can work at the same time. These should be put on a wall next to the circle of chairs.
2. Put markers by the flip chart paper.

3. Ask 3 team members to serve as scribes and remind them to write what is spoken and to take turns so that they can capture as many ideas as possible in the time allotted to full group sharing.
4. When it is time to have the full group sharing, move around the room to the small groups and invite them to take seats inside the circle of chairs. If the lighting can be turned off in the talks space, do so after first inviting the small groups to move.
5. Once the circle is complete
  - Introduce the scribes
  - Tell the participants that the purpose of the scribes is to capture the reflection ideas shared with the group.
  - Ask the groups what ideas struck them or were particularly important to them from the just completed talks and reflections.
  - Scribes may participate by giving ideas, also.
  - Be patient and wait quietly. It is not unusual for it to take a few seconds before someone is ready to share.
6. Once ideas start to come slowly or the time allocated is coming to a close,
  - Summarize a couple of the ideas that seem related.
  - Thank them for their participation.
  - Give directions to move to the next activity.
7. Take the chart paper with the captured reflections and post them on a sidewall next to the tables (teaching and witness) space.

## **Saturday**

1. Arrive early enough to check that everything is ready for the day's activities.
2. Gather team for the Team Saturday Morning Prayer.
3. Talk to the morning's speakers and remind them of the signals related to time.
4. A few minutes before the informal gathering to end, invite people to take seats at the tables or move to the space where the morning ritual will take place.
5. Keep track of the starting and ending times for all the speakers and activities.
6. Use the break time to make up time, if necessary.
7. Use the time set aside for the first full group sharing to make up time if necessary. In other words, combine the morning's two full group sharings into one at the end of the morning, if necessary.
8. During the break, as part of the break, or immediately after the break time, lead or get someone to lead an invigorating song such as an old time camp song with

physical motions. We used “If you are hopeful and you know it,…” We substituted “hopeful” for “happy.”

9. If there is a problem with lunch, tell the group the problem and ask their forbearance.
10. During the lunch break, talk to the afternoon speakers and remind them of their time allocation and your signals related to time.
11. At the afternoon break, another song would be beneficial. We used and danced to YMCA.
12. To make up time this afternoon, use the Personal Reflection Time set just before Mass.
13. End the Personal Reflection Time about 10 minutes before Mass is to begin and ask the participants, as they go to the church and get ready for Mass, to think about one personal commitment to action that they could accomplish before Tuesday evening.

### **Saturday After Mass**

1. Upon return from Mass, have participants sit at tables.
2. When most are present (all if reasonably possible), ask them to quietly recall the purpose of the Christ Renews His World retreat and the desired outcome they had and shared Friday night.
3. Ask them to recall and refine the personal commitment to action over the next three days. They can write it in their journals or just hold it in their mind. They should prepare to share this commitment with another participant.
4. Invite them, when they are ready to share, to meet with another participant with whom they are willing to share their commitment and briefly share the action they plan(s) they plan to take over the next three days (until the follow-up meeting). Tell them that once they have shared their commitments to move inside the circle of chairs.
5. If one or two dyads are taking longer than the others, signal them by turning on the lights by the circle and turning them off in the rest of the meeting space.
6. Once all are in the circle, have the person who gave the opening statement on Friday conduct the closing. He or she
  - Thanks them for coming and participating so well.
  - Describes the closing experience as a request for each person in turn to share one insight, feeling, or thought they had during or about the retreat.
  - Begins the sharing by giving an insight, feeling, or thought he/she had.
  - Indicates to the next person to share his or her thought and models listening carefully to all the statements.
  - Thanks all for sharing when the last person has shared.
  - If appropriate to the moment, summarizes one or two of the thoughts given more than once.

- Asks them all to stand, join hands, and join in the recitation of the Our Father, Hail Mary, and Glory Be.
  - Ends by asking them to wish at least one person well as they leave.
7. After the participants have left, take down and save the chart paper with the full group sharings on them.
  8. Assist with the clean-up.

### **Follow-up Session**

1. Supplies and materials needed for the session
  - Arrange for necessary tables and chairs, arranged as desired
  - Refreshments taken care of
  - Name tags, if desired/needed
  - Address sheets at each table for email addresses, if not already obtained
  - Pens/pencils for the tables
  - Bible or copy of scripture reading for evening (Mt. 5:13-16)
  - Oscar Romero Reading
  - On the Walk to Emmaus forms
  - Flyer with future parish events related to theme of Living Faith at Work
  - Parish activities and volunteer sheets, if desired
  - Flyer with future Living Faith at Work events
  - Evaluation forms
2. Arrive early and help set up the room as for Friday and Saturday.
3. Read over the procedures for On the Walk to Emmaus
4. Put up the flip chart papers with the full group sharings from Friday and Saturday.
5. A few minutes before the end of the informal gathering time, invite everyone to the tables area (or wherever the evenings' opening ritual is planned for).
6. After the opening ritual (hymn, scripture reading, remarks, Oscar Romero reading), invite the participants to meet with the person with whom they shared their commitment to action on Saturday and share if and how the commitment was carried out AND/OR how they can act as "prophets of a future not our own."
7. Introduce and give directions for the Journey to Emmaus (Walkabout Review) and have them do the Journey. Keep them advised of the time remaining for each step but don't stop it until all have filled their worksheets.
8. Introduce the major activity for the evening, the preparation of a personal challenge group. Either the people assigned to the presentation or the stage manager can lead the participants through the various steps.
  - Introduce the pair that will model a challenge/sharing meeting.

- After the modeling, point out
    - The pair was non-judgmental and opened the way for the person to judge for him/herself, if it was appropriate for any judgment to be made.
    - Did not tell the other person what to do but invited them to reflect on what they might do.
    - When suggestions for actions were given, they were given indirectly as an example from the speaker's own life or experiences and as one possible option.
9. Talk about forming a challenge/sharing group for oneself.
    - A pair of people or a small group.
    - Meeting on some regular basis: Sunday after Mass for a minute or two; by phone; or whatever will work for the challenge/sharing group.
    - Share the sheet of sample, starter questions, noting that not all questions would be used at any one time. Emphasize that this is not a reflection sheet but potential questions for use later, when they meet with the challenge/sharing group.
  10. Invite them to form their challenge/sharing group with others in this retreat experience. Acknowledge that they may already be in such a group or wish to form such a group with people not in this retreat and that is okay.
  11. Give the groups time to meet, commit to meeting, and plan when they will first meet.
  12. As time runs out for the session, call everyone together for the ritual closing.
  13. After the closing, ask the participants to fill out the evaluation sheets and leave them with the stage manger or one of the team members.
  14. Gather the evaluations and say good byes as participants leave.
  15. Summarize the evaluations for the team wrap up meeting.

Louis Trenta

# Faith Alive!

Date: \_\_\_\_\_ Location: \_\_\_\_\_

## AGENDA WITH DETAILS

FRIDAY EVENING			
TIME	ACTIVITY	LOCATION	RESPONSIBLE
5:45	Team arrives		
6:00	Ministry Team gather for prayer		
6:15	Registration and informal gathering of everyone, finger foods		
6:55	Move to Retreat Room		
7:00	Welcome, housekeeping concerns, ground rules		
	Opening Song		
	<b>Foundation of Retreat</b> <ul style="list-style-type: none"> <li>• <i>For God so loved the world...</i></li> <li>• <i>Is the parish our world or is the world our parish?</i></li> <li>• <i>Jesus, within his faith tradition, was a lay person.</i></li> </ul> <i>The church is fundamentally God's lay movement for renewing the world.</i>		
7:15	<b>Opening Exercise: Creating a Presence</b> <i>What is your name and background? What do you hope to get from this retreat? How do you feel about being here?</i>		
7:50	Break (move to church)		
8:00	Baptismal Song		
8:15	<b>Teaching: Encountering Christ: The Human Heart of God</b>		
8:35	Individual reflection		
8:40	Dyad Sharing of reflections		
8:50	Break	snacks/beverages	

**FRIDAY EVENING**

TIME	ACTIVITY	LOCATION	RESPONSIBLE
9:00	Gathering song		
9:05	Introduce [speaker] Bless [speaker] <b>Witness: <i>Growing in a Personal Relationship with Jesus Christ</i></b>		
9:20	Individual reflection		
9:25	Table sharing		
9:40	Full group conversation	flip charts	
9:50	Closing Prayer – Sending Forth Overnight reflection question: <i>What am I doing or not doing that prevents me from achieving the personal relationship with Jesus I desire?</i>		
9:55	Closing Song		
10:00	Leave for the evening		

SATURDAY WITH LATE MASS (6:00 PM) AND CONCLUDING DINNER			
TIME	ACTIVITY	LOCATION	RESPONSIBLE
7:15	Ministry Team gathering for prayer		
7:30	Continental breakfast		
7:55	Move to Church		
8:00	Morning Ritual: "Confirmed in faith" (gather in church) Theme is confirmation, includes song <i>Give over to God that which prevents you from achieving the relationship you want with Jesus as Lord</i>		
8:05	Confirmation Reflection		
8:10	Confirmation Song		
8:15	<b>Teaching: <i>Spirituality of Daily Living</i></b>		
8:40	Individual reflection		
8:45	Dyad sharing of reflections		
8:55	Break	snacks/beverages	
9:00	Gathering Song		
9:05	Introduce [speaker] Bless [speaker] <b>Witness: <i>The Spiritual Path of Love</i></b>		
9:20	Individual reflection		
9:25	Table sharing of reflections		
9:40	Table posters		
10:00	Full group conversations	flip charts	
10:20	Break	snacks/beverages	
10:30	<b>Teaching: <i>A Christian Vision of Work</i></b>		
10:55	Individual reflection		
11:00	Triad sharing of reflection		
11:15	Introduce [speaker] Bless [speaker] <b>Witness: <i>The Spiritual Path of Work</i></b>		
11:30	Individual reflection		
11:35	Table sharing of reflections		
11:50	Full group conversation	flip charts	
12:00	Process to lunch singing		
12:05	Grace: Edelweiss Tune		
	Lunch		

SATURDAY WITH LATE MASS (6:00 PM) AND CONCLUDING DINNER			
TIME	ACTIVITY	LOCATION	RESPONSIBLE
12:35	Process to Church		
12:40	Afternoon Ritual -"Bread for the Journey" Theme is Eucharist, includes Song		
12:45	<b>Teaching: <i>Liturgy and Life: Being Centered and Sent</i></b>		
1:10	Individual reflection		
1:15	Triad sharing of reflections		
1:30	Break	snacks/beverages	
1:40	Gathering Song		
1:45	Introduce [speaker] Bless [speaker] <b>Witness: <i>Liturgy in Life: Strengthening the Connections</i></b>		
2:00	Individual reflection		
2:05	Table sharing of reflections		
2:15	Table Bible Charades		
2:45	Large group conversation	Flip Charts	
2:55	Break	snacks/beverages	
3:05	<b>Teaching: <i>In the Footsteps of Jesus: Sent to Serve and Do Justice</i></b>	Video	
3:30	Individual reflection		
3:35	Large group conversation	Flip Charts	
3:55	Bring in parish support		
4:05	Conversation with another on "my spiritual journey"		
4:30	Gathering Song		
4:35	Teaching: <b><i>Resources for Deepening In Faith</i></b>		
4:55	Individual reflection, lectio divina		
5:05	Large group brainstorming of personal practices	Flip Charts	
5:20	Personal Reflection Time		
5:25	<ol style="list-style-type: none"> <li>1. Identify one personal commitment to take action before future follow-up evening</li> <li>2. Share commitment with one person -- offer to pray for each other and hold each other accountable</li> </ol>		
5:30	Comments on Mass and Dinner		
5:35	Break		
5:45	Process quietly to Mary's Statue with banner		
6:00	Process into Mass		
7:00	Dinner		

SATURDAY WITH LATE MASS (6:00 PM) AND CONCLUDING DINNER			
TIME	ACTIVITY	LOCATION	RESPONSIBLE
8:00	Distribute retreat memento or reminder to retreatants		
8:10	Retreatants' remarks		
8:25	Ritual closing and sending forth: "Go in peace to love and serve the Lord"		
8:30	Final Song		

**ALTERNATE SATURDAY SCHEDULE FOR EARLY VIGIL MASS**

SATURDAY WITH 4:45 PM MASS			
TIME	ACTIVITY	LOCATION	RESPONSIBLE
7:15	Ministry Team gathering for prayer		
7:30	Continental breakfast		
7:55	Move to Gathering Room		
8:00	Morning Ritual: "Confirmed in faith" (gather in church) Theme is confirmation, includes song Challenge: <i>Give over to God that which prevents you from achieving the relationship you want with Jesus as Lord</i>		
8:10	<b>Teaching: <i>Spirituality of Daily Living</i></b>		
8:35	Individual reflection		
8:40	Dyad sharing of reflections		
8:50	Introduce & bless speaker: <b>Witness: <i>The Spiritual Path of Love</i></b>		
9:05	Individual reflection		
9:10	Table sharing of reflections		
9:25	Table posters		
9:45	Full group conversations	flip charts	
9:55	Break	snacks/beverages	
10:05	Gathering Song		
10:10	<b>Teaching: <i>A Christian Vision of Work</i></b>		
10:35	Individual reflection		
10:40	Triad sharing of reflection		

**SATURDAY WITH 4:45 PM MASS**

<b>TIME</b>	<b>ACTIVITY</b>	<b>LOCATION</b>	<b>RESPONSIBLE</b>
10:55	Introduce & bless speaker: <b>Witness: <i>The Spiritual Path of Work</i></b>		
11:10	Individual reflection		
11:15	Table sharing of reflections		
11:30	Full group conversation	flip charts	
11:40	Grace: Edelweiss Tune		
11:45	To lunch room		
	Lunch		
12:20	Return to Gathering Room		
12:25	Afternoon Ritual - "Bread for the Journey" Theme is Eucharist, includes Song		
12:20	<b>Teaching: <i>Liturgy and Life: Being Centered and Sent</i></b>		
12:45	Individual reflection		
12:50	Triad sharing of reflections		
1:05	Break	snacks/beverages	
1:15	Gathering Song		
1:20	Introduce & bless speaker: <b>Witness: <i>Liturgy in Life: Strengthening the Connections</i></b>		
1:35	Individual reflection		
1:40	Table sharing of reflections		
1:50	Table Bible Charades		
2:20	Large group conversation	Flip Charts	
2:30	Break	snacks/beverages	
2:40	<b>Teaching: <i>In the Footsteps of Jesus: Sent to Serve and Do Justice</i></b>		
3:05	Individual reflection		
3:10	Large group conversation	Flip Charts	
3:20	Conversation with another on "my spiritual journey"		
3:40	Gathering Song		
3:45	<b>Teaching: <i>Resources for Deepening In Faith</i></b>		
4:10	Individual reflection		
4:15	Group Brainstorm additional resources		
4:20	Personal Reflection Time <i>1. Identify one personal commitment to take action before future follow-up evening</i>		
4:25	<i>2. Share commitment with one person -- offer to pray for each other and hold each</i>		

**SATURDAY WITH 4:45 PM MASS**

<b>TIME</b>	<b>ACTIVITY</b>	<b>LOCATION</b>	<b>RESPONSIBLE</b>
	<i>other accountable</i>		
4:30	Comments on Mass		
4:35	Break		
4:45	Gather for Mass		
5:25	Ritual closing and sending forth: "Go in peace to love and serve the Lord"		

**FOLLOW-UP EVENING**

<b>TIME</b>	<b>ACTIVITY</b>	<b>LOCATION</b>	<b>RESPONSIBLE</b>
7:00	Gathering time		
7:15	Ritual Opening		
7:25	Oscar Ramero reading and dyad sharing outcome of Saturday's commitment		
7:35	On the Road to Emmaus: Walkabout Review of Faith Alive! retreat weekend.		
8:05	Preparing personal resource package for bringing and keeping Jesus in our daily lives. Model small group challenge/sharing Sample starter reflection questions Small groups form Small groups plan Small groups share plan and commitment		
8: 35	Invitation to express interest in working on a future Christ Renews His World presentation team		
8:35	Ritual Closing		
8:50	Evaluation of Faith Alive! Retreat.		

# Faith Alive!

## **FRIDAY EVENING AGENDA**

- 6:00 Ministry Team gather for prayer
- 6:15 Registration and informal gathering of everyone – buffet meal, (team greets all)
- 7:00 Welcome, housekeeping concerns, ground rules

### **Foundation of retreat**

- *For God so loved the world...*
- *Is the parish our world or is the world our parish?*
- *Jesus, within his faith tradition, was a lay person.*
- *The church is fundamentally God's lay movement for renewing the world.*

- 7:15 Opening Exercise: creating a presence

*What is your name and background? What do you hope to get from this retreat? How do you feel about being here?*

- 8:00 Opening Ritual -- "Come and see" – in church around baptismal pool  
Theme is baptism and being called

- 8:15 ***Encountering Christ: The Human Heart of God***

- teaching talk (8:15-8:35)
- individual reflection (8:35-8:40)
- dyad sharing of reflections (8:40- 8:50)

- 8:50 Break

- 9:00 ***Growing in a Personal Relationship with Jesus Christ***

- personal witness (9:00-9:15)
- individual reflection (9:15-9:20)
- table sharing (9:20-9:35)
- full group conversation (9:35-9:45)

- 9:50 Closing Prayer -- Sending Forth

Overnight reflection question: *What am I doing or not doing that prevents me from achieving the personal relationship with Jesus I desire?*

- 10:00 Leave for the Evening

## **SATURDAY MORNING AGENDA**

- 7:15 Ministry Team gathering for prayer in retreat center  
7:30 Everyone gathers for continental breakfast (team greets all)  
8:00 Morning Ritual: "Confirmed in faith" (gather in church)

Theme is confirmation

*Give over to God that which prevents you from achieving the relationship you want with Jesus as Lord*

- 8:15 ***Spirituality of Daily Living***
- teaching talk (8:15-8:40)
  - individual reflection (8:40-8:45)
  - dyad sharing of reflections (8:45-8:55)
- 8:55 Break
- 9:05 ***The Spiritual Path of Love***
- personal witness (9:05-9:20)
  - individual reflection (9:20-9:25)
  - table sharing of reflections (9:25-9:40)
  - table posters (9:40-10:00)
  - full group conversation (10:00-10:20)
- 10:20 Break
- 10:30 ***A Christian Vision of Work***
- teaching talk (10:30-10:55)
  - individual reflection (10:55-11:00)
  - triad sharing of reflections (11:00-11:15)
- 11:15 ***The Spiritual Path of Work***
- personal witness (11:15 -11:30 )
  - individual reflection (11:30 -11:35)
  - table sharing of reflections (11:35 -11:50)
  - full group conversation (11:50-12:00 )
- 12:00 Lunch

## **SATURDAY AFTERNOON AGENDA**

12:30 Afternoon Ritual: "Bread for the journey" (in church)

Theme is Eucharist

12:45 ***Liturgy and Life: Being Centered and Sent***

- teaching talk (12:45-1:10)
- individual reflection (1:10-1:15)
- triad sharing of reflections (1:15-1:30)

1:30 Break

1:40 ***Liturgy in Life: Strengthening the Connections***

- personal witness (1:40-2:00)
- individual reflection (2:00-2:05)
- table sharing of reflections (2:05-2:15)
- table Bible charades (2:15-2:45)
- large group conversation (2:45-3:00)

3:00 ***In the Footsteps of Jesus: Sent to Serve and Do Justice***

- teaching/witness talk (3:00-3:25)
- individual reflection (3:25-3:30)
- large group conversation (3:30-3:45)

3:45 Break

4:00 Conversation with another on "my spiritual journey"

4:30 ***Resources for Deepening In Faith***

- teaching/witness talk (4:30-4:55)
- individual reflection (4:55-5:05)
- large group brainstorming of personal practices (5:05-5:20)

5:20 Personal Reflection Time

1. *Identify one personal commitment to action to take before future follow-up evening*
2. *Share commitment with one person -- offer to pray for each other and hold each other accountable*

5:45 Prepare for Parish Mass, includes acknowledgment of retreat at Mass and possible comment by a team member

6:00 **Parish Mass**

7:00 Dinner Celebration

8:30 Retreat participants gather for ritual closing and sending forth:

"Go in peace to love and serve the Lord"

## **FOLLOW-UP EVENING AGENDA**

- 7:00 Gathering
- 7:15 Ritual Opening
- 7:25 Oscar Ramero reading and dyad Sharing outcome of individual retreat commitments
- 7:35 On the Road to Emmaus: Walkabout Review of Retreat
- 8:05 ***Being a Catholic Christian 24/7: Possibilities and Practicalities***  
Teaching/witness talk and demonstration
- model small group dialogue for support and accountability
  - offer guidelines and starter reflection questions for conversations about living faith in daily life and work
  - provide opportunity for small groups to form, plan, commit
  - for people already in groups -- a time to re-commit and reflect how to further develop in existing groups)
  - Consider this possible option: periodic coming together of all who have made Faith Alive retreats with a speaker/presentation, discussion, and fellowship
- 8:35 Opportunity to express interest in being on a future *Faith Alive* team
- 8:40 Evaluation of program (written)
- 8:45 Ritual Closing/Sending Forth to the mission fields of daily life

# Faith Alive!

## TEAM DISCERNMENT INVITATION

\_\_\_\_\_ I will commit to participation on the retreat team.

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

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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: \_\_\_\_\_