

## Retreat Planning Tips

Retreats can be life-changing! Pastor Hansen, founder of CRC, said “People receive more out of one retreat away to seek the Lord than a whole year of my sermons”, which is why Allan started Christian Renewal Center.

Things that make for a successful retreat:

- Define your goal/purpose in wanting a retreat; this can become your title or theme, for example: “What is a Disciple?” “Biblical Marriage Principles”, “How to Share Your Faith in the Workplace”, or “Train Your Children in the Ways of the Lord.” Etc...Planning your retreat should ideally begin 9-12 before you hold it.
- Build a team that you can *pray and plan* with, as well as, *delegate responsibilities* to:
  1. Create a budget that will cover the speaker honorarium, worship leader, brochures, crafts, nametags, decorations, snacks, food and lodging. Divide the total cost by the number of people attending for each individual’s cost and adjust as needed.
  2. Contact possible speakers after your topic is chosen. You may want to read up on potential speakers first through books/articles they have written. Check out their website to be sure that you share the same beliefs/values. Some speakers also plan their schedules a year in advance and already have a set honorarium.
  3. Look into various conference/retreat facility options. You may even want to tour the accommodations beforehand and compare rates with other camps. Remember to consider the number of people you hope to have.
  4. Make a program/brochure and include: Title/ theme, date and location (with website, address and phone number), session and eating times, activities/free time, map of the grounds, directions to the retreat, registration form with the cost, list of things needed (Bible, bedding, flashlight, towel, appropriate clothing for weather etc...) and what not to bring (laptops, pets, etc...).
  5. Promote your retreat the last 2-6 months before the deadline sign-up date so that people can financially prepare and also so that if they work they can give sufficient notice to ask for time off.
  6. Room assignments, fancy nametags and door tags take time and juggling so you may want to start 2-4 weeks ahead.
  7. Call and confirm with the conference that you have chosen with a final count for numbers a week or two ahead, along with any dietary needs to give them a head’s up so there aren’t any surprises, it will bless them and the person who has special needs.