



# Cedarkirk A place apart to build up the body of Christ in love. CAMP & CONFERENCE CENTER

## TIPS FOR PLANNING RETREATS

### RETREAT CONTENT

#### **Goals and Objectives**

Why is the group going on a retreat? Talk about this with different people who will be on the retreat.

#### **From the very start- Group Building**

Whether it is a group of old friends or a bunch of people who have never met, opening recreation and group building activities help the group to recreate itself.

#### **Use Your Surroundings**

Too many times we engage in activities that could have been done back in the church building. Get the group outside enjoying the sights, sounds and activities that the retreat site has to offer.

#### **Structure, but not too much Structure**

Provide program throughout the day (with "back-ups" in case of bad weather), but don't crowd the schedule. Give the group plenty of breaks, so that they won't need to go on another retreat to recover from this one.

#### **Leadership**

Don't try to do the whole thing yourself- delegate, but make sure that you communicate your "vision" and expectations of the retreat.

#### **Who is invited?**

Make sure that you specify the age group(s) for which the retreat is designed. Is childcare provided or does each family bring their "little ones" to all the activities?

#### **Evaluation**

When it is all over, find out what they liked & disliked. This will be valuable feedback for next year's leader.

### RETREAT LOGISTICS

#### **Budget**

Do you have a budget line item or are you expected to charge the cost to the participants? Be prepared to pay the retreat host when the balance is due.

#### **Accommodations**

Be sure that you find out all of the different types of accommodations that are available and that your participants know what to expect for their lodging. Many sites provide floor plans and pictures upon request.

#### **Find out the Features of the Site**

Ask about activities that are available on the property (as well as nearby the site).

#### **Reservations**

You need to try to make retreat reservations six months to a year in advance. Have a 1st, 2nd and 3rd choice of dates ready when you call for availability.

#### **The Numbers Game**

Retreat sites have to keep a close eye on group numbers. Make sure you tell them about any changes when they request it (and pay for it when you forget).

#### **Supervision, Supervision, Supervision**

Make sure that your children and youth are supervised during the retreat (especially during "free time"). To give them "free roam" for long periods of time may not be wise.

#### **AV Equipment**

What kind of equipment is available? Is there a charge to use it? Do they have to be reserved? Are you better off bringing your own equipment?.

#### **Promotion**

You need to advertise the retreat in different ways. Newsletter articles, retreat brochures and announcements from the pulpit are just the beginning.

**For more information on planning a retreat at Cedarkirk Camp and Conference Center please contact us at: 1920 Streetman Drive, Lithia, FL 33547, (813) 685-4224 or visit us at [www.cedarkirk.com](http://www.cedarkirk.com).**