Welcome
Secrets to Successful Retreat Planning

Be still and know that I am God…
Psalm 46:10

Secrets to Successful Retreat Planning

• Welcome
• Introduction (Please refer to the information you need to create your own)
• Your Questions/Goals
• Why Camp Retreats are so effective?
• Retreat Timeline

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Why Are We Teaching This Seminar?
Planning retreats is very rewarding, but it can be tough!

• Alliance Redwoods Conference Grounds has been hosting retreats & conferences since 1946.
• Silver Spur has been hosting retreats & conferences since 1965.
• Koinonia Conference Grounds has been hosting retreats & conferences since 1960.

Introduction
• Deborah Klein has been with ARCG for twelve years and has facilitated multiple youth, church, and women’s retreats.
• Erin Hilliker has been with Silver Spur for seven years and has lead and facilitated multiple adult, family, youth camps and retreats.
• Joash Widman has been with KCG for 3 years and has lead multiple youth and family camps.
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Your Questions/Goals

What are some of your best camp or retreat memories?

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What Makes a Camp Retreat So Effective?

1) Nature:  
God’s Creation has been called by some the “second Bible”... God uses His Creation to open our hearts to be more receptive to His Truth.

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What Makes a Camp Retreat So Effective?

2) Time Away:  
A Camp Retreat takes people away from the noise, demands and pressures of daily life. God’s people need an extended period of time to absorb the Truth and think through its implications. God’s people also need time to build meaningful relationships in order to open up to the Gospel message.
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What Makes a Camp Retreat So Effective?

3) Concentrated Purpose:
Truth is taught, explained, demonstrated and reinforced in many different ways.

Retreat Schedule
Room Assignments
Teaching Content & Methods
Fellowship at Meals
The Campfire!

All are planned to achieve a single purpose – Growth in Christ!

4) Community (Fellowship):
The message is not only preached, it may be modeled by other believers. Think of the cabin-counselor and the numerous teaching times a retreat attendee can encounter in a day. A retreat is a Christ-centered, safe, wholesome environment of caring, acceptance, learning, fun, and relaxation.

5) Leadership:
Your selection of retreat staff (pastors, guest speakers, worship leaders, cabin counselors, etc.) is critical! Each of members of leadership model the Truth of the Gospel to the retreat attendees.
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What Makes a Camp Retreat So Effective?

6) Fun:
Retreat attendees who are genuinely enjoying themselves have open hearts ... a key to a successful retreat!

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What Makes a Camp Retreat Effective For You?

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Why Does My Church Need a Camp Retreat?

Women’s Groups
Youth Retreats

Men’s Groups
Family Retreat

Spiritual Renewal
Church Leadership Development
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What is the purpose of my church’s camp retreat?
How many people will come?
Should we do this on an annual basis?
How far are they willing to travel?
Are they willing to help?
Should we invite another church?

Where Should We Hold Our Camp Retreat?

How Do I Find A Location for my Retreat?

www.ccca.org
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Time of Year

Purpose / Ages

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WELCOME TO MISSION SPRINGS CONFERENCE CENTER

CEB, California, USA

800-333-8888

A full-service conference center and youth camp.

Throughout the year, you'll find the following special events or themes during one or more of our sessions:

- Conference
- Retreats
- Workshops
- Seminars

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Purpose / Ages

Budgets

Time of Year
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What is a Good Resource?

www.summitstarpublishing.com

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What Should I Plan…and When?

Think About A Wedding Planner!

Phase 1 — Did I find the right guy/girl?
Phase 2 (9 - 12 months out) — Is the church & minister available?
Phase 3 (6 - 9 months out) — Who will take the pictures & bake the cake?
Phase 4 (3 - 6 months out) — What will everyone wear? Who is the florist?
Phase 5 (2 - 3 months out) — Who should we invite?
Phase 6 (1 month out) — Rush around like crazy!
Phase 7 (1 - 2 weeks out) — Open gifts & final preparations!
Phase 8 — The Wedding
Phase 9 (1 - 2 weeks after) — Honeymoon (or recovery for parents)

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What Should I Plan…and When?

The Retreat Timeline

Phase 1 (12 - 18 months out) — Getting Started
Phase 2 (9 - 12 months out) — Administrative & Finance
Phase 3 (6 - 9 months out) — Retreat Program Development
Phase 4 (3 - 6 months out) — Marketing & Registration
Phase 5 (2 - 3 months out) — Schedule Activities & Programs
Phase 6 (1 month out) — Finalize Retreat Agenda
Phase 7 (1 - 2 weeks out) — Final Prep
Phase 8 — Retreat Time
Phase 9 (1 - 2 weeks after) — Post Retreat Wrap-up
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PHASE 1 – Getting Started
(12 – 18 months out)
- When should we hold our retreat?
- Where should we hold our retreat?
- Who will be our guest speaker?
- What will be our theme?
- What size of a retreat group will we be?
- Who is on our retreat leadership committee?
- Have we signed a contract and sent in a Holding Deposit with a retreat center?

ARCG Success Tools
- Retreat Survey
- Site Checklist
- Letters of Recommendation
- Christian Speaker's Bureau
- Sample Speaker Contract
- Speaker Requirements
- Prayer List
- Prayer Sign-Up
- Prayer Intercessor Contact Information
- Prayer Intercessor Schedule
- Area Attractions

PHASE 2 – Administration/Finance
(9 – 12 months out)
- What is our retreat timeline to complete planning activities?
- What committees will we need?
- What is our retreat budget?
- Who is in charge of completing each planning activity?
- How much should we charge?
- What are the committee job descriptions?
- How many volunteers will we need?

ARCG Success Tools
- Committee Contact Form
- Retreat Job Descriptions
- Budget Planner
- Income/Expense Resolver
- Volunteer Job Descriptions
- Fundraising Ideas

PHASE 3 – Program Development
(6 – 9 months out)
- What should our retreat schedule look like?
- What onsite activities are available for our group to enjoy?
- What offsite activities are available for our group to enjoy?
- What other activities would our group like to do?
- Who will play the worship music?
- Does our group have any special needs (i.e. age specific concerns, mobility challenges, food preferences, etc.)

ARCG Success Tools
- Sample Retreat Schedule
- Excel Challenge Course List
- Color Trail Map
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PHASE 4 – Marketing & Registration
(3 – 6 months out)

- Should we have someone from the retreat center make a presentation to our group?
- Should we create a power point presentation for the group/church?
- How will we promote our retreat?
- What will our marketing brochures, flyers, banners, and bulletin inserts look like?
- How do we tell people what to bring?
- How do we handle registration?

PHASE 5 – Activities & Programs
(2 – 3 months out)

- What are the final items the retreat center needs from us?
- Have we finalized our retreat schedule?
- What will our retreat programs look like?
- How will everyone get to the retreat?
- Do any of our members have special food allergies?
- Are mobility-impaired members all served properly, given special lodging rooms, etc.?

PHASE 6 – Finalize Retreat Agenda
(1 month out)

- Have we completed the Retreat Checklist?
- Have we identified our First Aid person?
- Have we reported our room assignments to the retreat center?
- Are we reaching, or exceeding, our contractual obligations (i.e. Guaranteed Minimum)?
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PHASE 7 – Final Preparations
(1 – 2 weeks out)

- Have I contacted the retreat center with our final numbers?
- What meeting rooms will we have? How will the rooms be set up?
- Have we finalized our accommodation assignments?
- Do any of our people need help getting around the retreat center?
- Do we require any special electrical, audio-visual, or lighting requirements?
- What do we need to pack to take to the retreat center?
- Have we completed last minute registrations?
- Is our speaker ready to go?

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PHASE 8 – Retreat Time!
(“R-Day”)

- Do we have an arrival plan (i.e. a welcome crew, registration table/booth, orientation tools)?
- Are decorations complete?
- Is the speaker ready to go? (keep checking!)
- Meet with key facilitation teams (i.e. Speakers, Worship Leader, Ushers, Recreation Leader) to review logistical items.
- Collect feedback from retreat attendees.

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PHASE 9 – Post Retreat!
(very soon after the retreat)

- When is our Post Retreat Wrap-Up scheduled?
- What went well at our retreat?
- What would we do differently next year?
- What could we improve for next year?
- How do we go about rebooking for next year?
- How can we increase the size of our retreat next year?
Have We Answered All Your Questions?
Debbie Klein – 800-576-2509 x 143
Erin Hilliker – 209-928-4248
Joah Widman – 831-722-1472

Seek the Lord’s Will in Prayer.

Other Great Camps that may be here at BASS!
- Alliance Redwoods, Occidental, Booth # 16-17
- Camp Oakhurst, Coarsegold, Booth # 48
- Home of Peace, Oakland, Booth # 29
- Jenness Park, Cold Springs, Booth # 40
- Koinonia Conference Grounds, Watsonville, Booth # 54-55
- Mount Hermon, Mount Hermon, Booth # 70
- Mount Gilead Bible Camp, Sebastopol, Booth # 65
- Redwood Glen Camp and Conference Center, Loma Mar, Booth # 28
- Silver Spur Christian Camp and Retreat Center, Tuolumne, Booth # 38