Welcome

Tips & Tricks for Successful Adult Retreats

Be still and know that I am God...
Psalm 46:10
Secrets to Successful Retreat Planning

• Welcome

• Introduction
  (Leave w/everything you need to create your own).

• Your Questions/Goals

• Why Camp Retreats are so effective?

• Retreat Timeline
Secrets to Successful Retreat Planning

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 thirteen years and has facilitated multiple youth, church, and women's retreats.
• Erin Hilliker has been with Silver Spur for eight years and has led and facilitated multiple adult, family, youth camps and retreats.
• Joah Widman has been with KCG for four years and has led multiple youth and family camps.
Your Questions/Goals

What are some of your best camp or retreat memories?
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.
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.
Secrets to Successful Retreat Planning

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.
6) Fun: 

Retreat attendees who are genuinely enjoying themselves have open hearts … a key to a successful retreat!
Secrets to Successful Retreat Planning

What Makes a Camp Retreat Effective For You?
Secrets to Successful Retreat Planning

Why Does My Church Need a Camp Retreat?

Women’s Groups
Youth Retreats

Men’s Groups
Family Retreat

Spiritual Renewal
Church Leadership Development
Secrets to Successful Retreat Planning

• 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?
Secrets to Successful Retreat Planning

How Do I Find A Location For My Retreat?

www.cccca.org
RENTAL FACILITIES

Have a game plan of activities but need a host site to accommodate your group?

Many Christian camps and conference centers open their doors to groups who may only require limited assistance from camp staff in running their program. If you fit that category, read on!

Thinking about renting a camp facility?

Consider these details when thinking about renting a facility rather than joining an ongoing program:

1. **Meals** - Will you do all the cooking, or do you want the camp to cook? Many of our camps employ some of the best chefs your taste buds will ever find, so you may want to reconsider before deciding to prepare your own meals. Plus, they have experience in meal planning for large groups. They know where to shop, what to purchase and correct quantities needed to feed your group’s hungry bellies. The camp will feed your guests’ healthy appetites while you focus on feeding their souls.

2. **Kitchen Facilities** - Due to health regulations or other groups who may be on-site at the same time, you may not be able to rent kitchen facilities. Always ask. Never assume that the kitchen facilities are part of the deal. If they’re not, request alternatives.

3. **Programming** - Many groups make the mistake of opting out of additional activities like ropes courses, swimming pools, and mini-golf or gaga ball. When their group arrives, they realize how much fun those activities would be, and then they ask about opting in. Unfortunately, last-minute opt-ins don’t often work. Recreation directors may have scheduled much needed time off, or other groups may have scheduled activities or facilities that you later realize would have worked perfectly for your group. Carefully consider the many activities your facility offers, and sign up in advance to help avoid surprises.

4. **Services** - For worship services, are you planning to project words to your music on a screen? Does
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4. **Services** - For worship services, are you planning to project words to your music on a screen? Does your speaker need a screen and projector to support the message? Your camp needs to know of these requirements in advance so they can plan accordingly. Bringing your own equipment? Let the camp know. They can assist you in finding the best place to plug in the cord so your guests don’t trip over it and get hurt!

5. **Sleeping arrangements** - Your group will be busy each day and will need to recharge for the next day with a good night’s sleep. Ask your camp for sleeping arrangement details. Are bedding and linens provided? In an effort to keep costs down, some camps will ask that you bring your bedding or towels. If these details have not been spelled out already, always ask and plan accordingly.

6. **Weather** - Snow in July? Yes, it can happen! In some places, especially in the mountains, the weather can change at any time. If you have outdoor activities planned, be prepared with an alternate indoor activity if the weather turns nasty or dangerous. How can guests most effectively pack for a range of possible weather conditions? Ask the camp what they recommend.

There are certainly more details to plan, but above all, consider how God can use your time together to draw your group closer to Him and closer to each other. Ask your planning committee to pray together and separate the section in guiding your group during your time together.

Amazing things can happen as a group when we get away from the daily grind and open our hearts to God in a place dedicated to His glory.

Find a great rental facility that meets your group's specific needs.
Secrets to Successful Retreat Planning

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<th>ADVANCED SEARCH OPTIONS</th>
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<td><strong>Zip code</strong></td>
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<tr>
<td><strong>Within 100 Mil Radius</strong></td>
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<td><strong>Affiliation</strong></td>
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<td><strong>Select One</strong></td>
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<td><strong>Camp Types</strong></td>
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<td>- <strong>Resident Camp</strong></td>
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<td>- <strong>Trip/Travel Camp (bikes, cruises, ski)</strong></td>
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<td>- <strong>Work Camp (trips, etc)</strong></td>
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<td><strong>Programming We Offer During the Year</strong></td>
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<td>- <strong>Children</strong></td>
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<td>- <strong>Young Adults</strong></td>
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<td>- <strong>Families (separated by age)</strong></td>
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<td>- <strong>Seniors</strong></td>
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<td>- <strong>Families (together in one program)</strong></td>
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<td><strong>Rental Group Types</strong></td>
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<td>- <strong>Married Couples</strong></td>
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<td>- <strong>Families (in one unit)</strong></td>
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<td><strong>Use of Kitchen Facilities</strong></td>
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<td><strong>Theme Camps We Offer</strong></td>
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<td><strong>Programs for Guests With Special Conditions</strong></td>
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<td><strong>Recreational Offerings</strong></td>
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<td><strong>Max Group Size: Fall</strong></td>
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<td><strong>Max Group Size: Winter</strong></td>
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<td><strong>Accommodations/Facility Types</strong></td>
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- **Time of Year**
- **Purpose / Ages**
Secrets to Successful Retreat Planning

WELCOME TO MISSION SPRINGS CONFERENCE CENTER
1050 Lockhart Gulch Rd.
Scotts Valley, California 95066-2999

A full-service conference center and youth camp.

Find us on the web at http://www.missionsprings.com, or call us at (831) 335-9133

Information Contact Us

The types of camps we operate include:
Conference/Retreats
Resident Camp

Programming We Offer:
Children
Pre-Teens
Teens
Adults
Families (together in one program)
Families (separated by age)
Senior Adults

Throughout the year, you'll find the following special emphasis camps (or themes) during one or more of our sessions:
Leadership
Sports

Recognizing that some guests have special needs and may not be able to participate in regular camping programs, we set aside camp sessions specifically for guests with the following conditions:
Hearing Impaired
Speech Impaired
Moderately Physically Disabled
Severely Physically Disabled
Visually Impaired
Secrets to Successful Retreat Planning

While you're here, you may want to take advantage of the following activities we offer:

- Archery/Shooting Range
- Nature Center
- Ropes/Challenge Course
- Skateboard Park
- Soccer Field
- Basketball Court
- Swimming - Outdoor
- Beach Front
- Game Room/Arcade
- Gymnasium

Interested in renting our facilities? We are happy to rent our facilities to the following groups/types:

- Children's Groups
- Youth Groups
- Single Adults
- Married Couples
- Families (in one unit)

These are the types of accommodations we offer:

- Cabins
- Dormitory
- Hotel/Motel
- Lodge
- RV Sites

We are set up to handle the following group sizes in the various seasons:

During the summer, we can take care of up to 500 guests. In the spring, we can accommodate 500 guests. Our winter capacity is 500. Finally, in fall, we have enough room for 500 guests.

Purpose / Ages

Budgets

Time of Year
Secrets to Successful Retreat Planning

What is a Good Resource?

## Secrets to Successful Retreat Planning

### What Should I Plan…and When?

Think About A Wedding Planner!

<table>
<thead>
<tr>
<th>Phase 1</th>
<th>– Did I find the right guy/girl?</th>
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<tbody>
<tr>
<td>Phase 2 (9 - 12 months out)</td>
<td>– Is the church &amp; minister available?</td>
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<tr>
<td>Phase 3 (6 - 9 months out)</td>
<td>– Who will take the pictures &amp; bake the cake?</td>
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<tr>
<td>Phase 4 (3 - 6 months out)</td>
<td>– What will everyone wear? Who is the florist?</td>
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<tr>
<td>Phase 5 (2 - 3 months out)</td>
<td>– Who should we invite?</td>
</tr>
<tr>
<td>Phase 6 (1 month out)</td>
<td>– Rush around like crazy!</td>
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<tr>
<td>Phase 7 (1 - 2 weeks out)</td>
<td>– Open gifts &amp; final preparations!</td>
</tr>
<tr>
<td>Phase 8</td>
<td>- <strong>The Wedding</strong></td>
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<tr>
<td>Phase 9 (1 - 2 weeks after)</td>
<td>– Honeymoon (or recovery for parents)</td>
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## Secrets to Successful Retreat Planning

### What Should I Plan…and When?

#### The Retreat Timeline

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<th>Phase</th>
<th>Duration</th>
<th>Tasks</th>
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<td>(12 - 18 months out)</td>
<td>Getting Started</td>
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<td>Phase 2</td>
<td>(9 - 12 months out)</td>
<td>Administrative &amp; Finance</td>
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<td>Phase 3</td>
<td>(6 - 9 months out)</td>
<td>Retreat Program Development</td>
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<td>Phase 4</td>
<td>(3 - 6 months out)</td>
<td>Marketing &amp; Registration</td>
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<tr>
<td>Phase 5</td>
<td>(2 - 3 months out)</td>
<td>Schedule Activities &amp; Programs</td>
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<tr>
<td>Phase 6</td>
<td>(1 month out)</td>
<td>Finalize Retreat Agenda</td>
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<tr>
<td>Phase 7</td>
<td>(1 - 2 weeks out)</td>
<td>Final Prep</td>
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<td>Phase 8</td>
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<td><strong>Retreat Time</strong></td>
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<tr>
<td>Phase 9</td>
<td>(1 - 2 weeks after)</td>
<td>Post Retreat Wrap-up</td>
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</table>
Secrets to Successful Retreat Planning

PHASE 1 – Getting Started

- 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?
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?
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.)
Secrets to Successful Retreat Planning

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)?
Secrets to Successful Retreat Planning

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?
Secrets to Successful Retreat Planning

PHASE 8 – Retreat Time!

- Do we have an arrival plan (i.e. a welcome crew, a 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.
Secrets to Successful Retreat Planning

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?
Secrets to Successful Retreat Planning

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.
Secrets to Successful Retreat Planning

Other Great Camps that may be here at BASS!

- Alliance Redwoods, Occidental, Booth # 16-17
- Home of Peace, Oakland, Booth # 29
- Jenness Park, Cold Springs, Booth # 31
- Koinonia Conference Grounds, Watsonville, Booth # 54-55
- Redwood Glen, Loma Mar, Booth #25
- Silver Spur Christian Camp and Retreat Center, Tuolumne, Booth # 38