

## **ECC / MAKE AND DEEPEN DISCIPLES FORMATION RETREATS: PREPARATION CHECKLIST**

- 1. Prayer Preparation** – Intentionally pray in advance for this retreat. By saturating all aspects of the prayer retreat in prayer, you are preparing for the event in the best possible way.
  - 2. Scheduling** – Retreats are designed to be a day and a half long, typically, Friday evening through Saturday. The senior pastor or a representative from the pastoral staff is expected to be present for the entire retreat.
  - 3. AV Equipment and Supplies** – Check with your facilitator for AVA needs, as well as materials and supplies that will be required for the retreat (i.e. white chart paper or white board and markers).
  - 4. Gathering Space or Retreat Center** – Reserve a space that will facilitate prayer and worship and comfortably handle the expected number of attendees. Flexibility to rearrange the chairs and/or tables is also important.
  - 5. Refreshments** – Providing snacks and beverages is encouraged. Depending on the schedule of your event, you may also need to make arrangements for meals. We recommend that during the retreat, participants eat meals together.
  - 6. Childcare** – Consider providing childcare to assure involvement of young couples and single parents.
  - 7. Promotion** – For publicity purposes, we can provide you with the following:
    - a. Facilitator photo and bio
    - b. Downloadable mini poster that you can customize for your needs
    - c. Downloadable bulletin insert that you can customize for your needs
  - 8. Materials** – Participant Guides and Participant Evaluations are available for download. Host church is responsible for reproducing materials for all participants prior to the event.
  - 9. Preaching** – Preaching by the facilitator on Sunday is not considered part of the prayer retreat. If you would like the facilitator to preach, please make arrangements directly with the facilitator. It would be the responsibility of the host church to provide the facilitator with an honorarium for preaching.
  - 10. Co-Leader** – If host church has someone who would be interested in serving as a co-facilitator, that person will need to meet for half-day training with the facilitator prior to the retreat.
  - 11. Costs** – The Make and Deepen Disciples team covers honorarium for the facilitator and a travel allotment for the church (based on round trip miles to/from the facilitator's home to the church or retreat center):

Less than 500 miles	– up to \$100 allotment
501-1,000 miles	– \$200 allotment
1,000+ miles	– \$300 allotment
- Host church will cover the balance of travel (i.e. airfare, car rental, gas, mileage at \$.405 per mile), lodging, meals, and materials.
- 12. Evaluations** – Each participant should complete a Participant Evaluation. Host church is responsible for collecting those and mailing to: ECC / Make and Deepen Disciples / 8303 W. Higgins Road, Chicago, IL 60631.
  - 13. Follow-Up** – Facilitator and event leader(s) should meet toward the end of the retreat to discuss next steps for the congregation.