

Dear Pastor and/or Planner(s),

Thank you for requesting information on the **Prayer Experiences/Retreats**. These experiences are a part of our denominational strategy to:

- ❖ Help persons deepen their relationship with God.
- ❖ Cultivate the practice of prayer in the life of every participant and in every Covenant church and institution.

The Department of Christian Formation will provide a facilitator who comes equipped to guide participants in a Biblically based experience. Each experience is designed to be a day and a half, for example Friday night-Saturday afternoon. Modification may be made in dialog with your facilitator.

Our office will provide the facilitator with an honorarium, as well as pay for expenses related to transportation and housing. You will be responsible for ground transportation while the facilitator is with you (to and from airport/church/hotel). If a rental car is needed to facilitate ground transportation, you will be responsible for rental costs.

Participant Guides are available for download on our website, and you will be responsible for reproducing the materials for the participants. We will provide you with detailed information on how to access these materials on our website. The Department of Christian Formation will also provide you with a camera-ready bulletin insert which you may adapt to your setting, as well as a biography and picture of your facilitator.

Preaching by the facilitator at a church service is not considered part of the prayer experience. If you would like the facilitator to preach during your worship service, in addition to facilitating the prayer experience, you can make these arrangements directly with the facilitator. In such cases it would be the responsibility of the local church to provide the facilitator with an honorarium for preaching.

If you desire to schedule a prayer experience, please email or fax the attached request form to our office. Indicate in what month you are interested in hosting the retreat. Then we will do everything we can to facilitate your request by providing you some available dates during the month requested and the name of a facilitator whose schedule and style will be a good fit for your church. When you receive the available dates from our office, respond as quickly as possible as the decisions will be based on a "first come, first serve" basis. The more advanced notice we receive, the more likely we will be able to accommodate your request.

We are also enclosing a list of important preparations that will assure the most effective experience for your congregation. If you have further questions, please call me at our office, 1-773-784-3000. We are prayerfully expecting that this will be a significant event in your congregational life.

May our Lord guide you as you seek to grow deeper in Christ and further in mission.

Blessings,

Millie Lungren  
Department of Christian Formation  
[Millie.lungren@covchurch.org](mailto:Millie.lungren@covchurch.org)  
1.773.784.3000

## PREPARATION FOR THE EVENT

***The senior pastor or a representative from the pastoral staff is expected to be present for the duration of the prayer experience.***

1. **Prayer Preparation** – Intentionally pray in advance for this event. By saturating all aspects of the prayer experience in prayer you are preparing for the event in the best possible way.
2. **AV equipment and supplies** – Check with your facilitator for AV needs, as well as materials and supplies that will be required for the retreat (e.g., white chart paper and markers and/or white board and markers).
3. **A gathering space(s) or retreat center** 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.
4. **Providing beverages and other snack items is encouraged.** Make arrangements for meals, depending upon the schedule of your event. We recommend that during the retreat, participants eat meals together.
5. **Childcare** - Consider arranging organized childcare for the event to assure involvement of young couples and single parents.
6. **Lodging for the facilitator will be provided by the Department of Christian Formation.** Your facilitator may ask for your input regarding a comfortable, clean, non-smoking motel room. Motels should be of the economy category, like **Fairfield Inn, Comfort Inn, Holiday Inn** or **Hampton Inn**.
7. **Provide ground transportation (i.e., to and from the airport/hotel/retreat)** for your facilitator. (Transportation to your area will be provided by the Department of Christian Formation.) Should a rental car be needed to facilitate ground transportation, you will be responsible for rental costs. Reimbursement should be made to the facilitator.
8. **Meet with both the facilitator and leaders from your church** during the experience to talk about next steps for your congregation.
9. **Promote the experience within your congregation.**  
For your publicity purposes, we will provide you with the following:
  1. Facilitator photo and bio
  2. Poster; 1/2 page bulletin insert, camera-ready (online download)You are free to use these materials as you wish and to modify them to meet your needs.

**Note:** If certain leaders or members of the church are interested in serving alongside the facilitator as a co-facilitator during the experience, they will need to meet a least a half a day ahead of time for a time of training. The facilitator will also be in contact with the person(s) via phone prior to the experience.

Today's Date: \_\_\_\_\_

**REQUEST FORM for PRAYER EXPERIENCES**  
**(Indicate which retreat you are requesting)**

\_\_\_\_\_ **Moment to Moment: *An Invitation to Prayer***

\_\_\_\_\_ ***Streams and Pathways: An Exploration of Spiritual Practices***

\_\_\_\_\_ ***Journeying Together: An Introduction to Spiritual Companionship***

Please indicate which month you would like to have an experience: \_\_\_\_\_

Where will the experience take place?

\_\_\_\_\_

How many people will attend? (An estimation is fine): \_\_\_\_\_

Purpose of the prayer experience and intended audience:

\_\_\_\_\_

\_\_\_\_\_

Do you anticipate anyone from your congregation participating in the half day facilitator's training? \_\_\_\_\_

Name of Pastor or contact person:

\_\_\_\_\_

Phone # \_\_\_\_\_

Name and address of Church:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

As soon as we receive your request for a seminar we will send you the available dates.  
Please return this form to Millie Lungren via e-mail at [millie.lungren@covchurch.org](mailto:millie.lungren@covchurch.org) or fax to 773.784.4366.