



Peace River Presbytery

PW Autumn Retreat Timeline and Guidelines

PURPOSE The PRP PW Autumn Retreat is held in October each year. This document is to provide a timeline and guidelines to assist the Retreat Chair and Team, while allowing flexibility in developing the program.

AUTUMN RETREAT RESPONSIBILITIES

- April PRP PW Moderator:
- Appoints Autumn Retreat Chair
 - Identifies PW needs for retreat program with Autumn Retreat Chair
 - Provides information and support as requested by retreat chair
- April/May Autumn Retreat Chair:
- Recruits 2 to 4 PW to serve on retreat team
 - Ascertains "retreat location" at least eight (8) months prior to retreat
 - Schedules date of Autumn Retreat
 - Obtains PRP PW CT approval; initiates retreat contract, if required
 - Establishes retreat theme with input from PRP PW Moderator
 - Prepares budget (financials to be "break even")
 - PRP PW offers \$400 as start-up seed money for retreat
 - Prepares "save the date" flyer for distribution by Publicity Chair (in June & Aug.)
 - Assigns retreat responsibilities to team
 - Provides planning updates to PRP PW Moderator
 - Coordinates mission representation for retreat with PRP PW Mission Chair
- June/July Autumn Retreat Team:
- Creates retreat program
 - Establishes retreat registration fee
 - Prepares registration form (including reg. deadline date) for distribution by Publicity Chair (Aug. - letter & reg. form to PW Moderators and reminder & reg. form to PW Moderators in Sept.)
 - Begins recruitment of pastors, speakers, workshop leaders, etc.
 - Identifies and acquires supplies needed
 - Outlines food requirements

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Aug./Sept.

Autumn Retreat Team:

- Finalizes retreat planning
- Prepares final retreat agenda
- Confirms all presenters, in writing, and provides retreat agenda
- Tours retreat facility, if needed
- Prepares retreat directions and sends with retreat confirmation to attendees
- Asks Cluster Leaders to encourage PW Moderators in their district to have ladies submit registration forms early
- Creates registration listing
- Creates name badges

Oct./Nov.

Autumn Retreat Chair:

- Writes thank you notes to all presenters following retreat
- Submits Income & Expense report and \$400 seed money to PRP PW Moderator within ten days after retreat
- Submits any retreat gain (after all expenses reconciled) to PRP PW Treasurer for PRP operating expenses and/or missions (whichever needed).

Drafted by Sandy Wharton - 03-29-22

Approved by PRP PW CT - 04-18-22