



## Peace River Presbytery

### PW Spring Retreat Timeline and Guidelines

**PURPOSE** The PRP PW Spring Retreat is held during March or April 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.

#### SPRING RETREAT RESPONSIBILITIES

April

PRP PW Moderator:

- Appoints Spring Retreat Chair
- Identifies PW needs for retreat program with Spring Retreat Chair
- Announces location and date of next Spring Retreat at the Autumn Retreat and Annual Gathering
- Provides information and support as requested by retreat chair

May/June/July Spring 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 Spring Retreat
- Obtains PRP PW CT approval; initiates retreat contract, if required
- Establishes retreat theme
- Prepares budget (financials to be "break even")
- PRP PW offers \$800 (two-day event) or \$400 (one-day event) as start-up seed money for retreat
- Prepares "save the date" flyer for distribution by Publicity Chair (in Sept. & Jan.)
- Assigns retreat responsibilities to team
- Provides planning updates to PRP PW Moderator
- Coordinates mission representation for retreat with PRP PW Mission Chair

Aug./Sept./Oct. Spring Retreat Team:

- Creates retreat program
- Establishes retreat registration fee
- Prepares registration form (including reg. deadline date) for distribution by Publicity Chair (Dec. in "The Messenger" and Feb. letter & reg. form to PW Moderators)
- Begins recruitment of pastors, speakers, workshop leaders, etc.
- Identifies and acquires supplies needed

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February

Spring 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

March/April

Spring Retreat Chair:

- Writes thank you notes to all presenters of 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 operating and/or mission (whichever required).

Drafted by Sandy Wharton - 03-29-22

Approved by PRP PW CT - 04-18-22