

SITGM Rooted Retreat

SITGM

Therefore, as you have received Christ Jesus the Lord, so walk in him, rooted and built up in him and established in the faith, just as you were taught, abounding in thanksgiving.

Colossians 2:6-7

Theme: Rooted

Vibes: Flourishing, blooming, seeds, bearing fruit. (“Walk in Him”, “rooted”, “built up in him”, “abounding in thanksgiving”)

Feedback:

- **Knowing the name of the Wi-Fi at each building**
- **Let everyone know we will take a photo in t shirt on last day when they receive t shirts**
- **Have a menu to share**
- **Songs everyone knows. More generic and hymns**
- **Loved the intimate moments**
- **Different moments in different spaces-outside, dining area, lodge**
- **Picture before lunch**
- **Longer breaks rather than many smaller breaks**
- **Know each person’s arrival time so we can ensure one of us is always there to greet the next person.**
- **Ice breaker introduction. When they arrive, just encourage them to**
- **get to know each other.**
- **Group photo before lunch**
- **Puzzles**

Feedback form to send ladies:

- Please rate the retreat on a scale from one to five. (One being the worst and five being the best)
- What would you change?
- What would you keep the same?
- What were your thoughts on the devotional times?
- What did you think about the speaker's messages?
- What did you think about the activities?
- What did you think about movie night?
- Is there anything else you would like to add or let us know to make it better next year?

Discuss:

****We kept a list of discussion questions each week for us here.****

Discussed:

- Backup plans-have extra devotionals prepared, plan in case there is weather, etc.
- Safety/Guidelines-what do we need to communicate and guidelines do we need to put into place? -Emergency contact for each of them, ensure they have each of our phone numbers, what else? Go with a buddy. Get emergency contact as they arrive.
- Are you wanting to plan to do small group/group discussion during or after devotionals or speakers or let this happen naturally if it does?
- Are you wanting planned icebreaker times?
- (Name) is going to let us borrow these conversation starter cards that she has.
- Side room or Conference Room dining is planned and good to go.
- We will have chairs on the decks and pavilion for lounging around.

SITGM Rooted Retreat Internal Agenda

Friday:

9:15am	Meet at SITGM
10:00am	Leave SITGM for Spring Valley
12:00pm	Amy & Madison arrive and setup [Put Movie Night drinks in the fridge]
2:30pm-3:00pm	Arrival [Amy & Madison in parking lot. Greet at cars, give lanyards, and usher to rooms. Amy & Madison rotate as widows arrive] [Tell ladies where to park after they get settled]
	Settle and mingle. (Snacks, water, games, convo starter cards, cozy areas available.)
5:00pm	Amy introduce (Spring Valley), Tour with (Spring Valley) (Heart for this place, heart for widows, opportunity to bring each of their ministries back)
6:00pm	Pray, Dinner
5-10 mins	Play Catchphrase
	[Madison Check to ensure bonfire is setup *speaker]
7:00pm	Bonfire and smores, worship, Amy Share vision for the weekend/devotional/prayer, worship, logistics. Fellowship or time to journal]
	Fellowship
11:00pm	Lights Out
	[Madison & Amy Cleanup]

Saturday:

7:30am	[Madison & Amy setup for day]
8:00am	Voluntary morning walk in nature with Widow's
9:00am	Breakfast
10:00am	Devotional on the couch-Madison - (devo in Colossians 2)
	Break (Coffee, snacks, games & icebreaker cards & cozy spaces available.) [Madison & Amy ensure lunch is setup]
12:00pm	Lunch
1:00pm	Amy introduces (Speaker) Devotional- (. [Remind that we are coming back for our fun activity at 3:00pm]
2:15-2:30pm	(Floral Workshop Leaders) arrive
	Break (Coffee, snacks, games & icebreaker cards & cozy spaces available.)
3:00pm	Madison introduce (Floral Workshop Leaders). Bouquet making. Thanking them and giving info on what is next.
6:00pm	Dinner [Spring Valley sets up the movie night stuff. Amy and I could shut the barn doors] [Share that we are going to have a movie night after (speaker) speaks so go change into your PJs]
6:30pm	[Madison finalize setup for evening activities]
7:00pm	Worship- Amy gives intro to (Speaker), Speaker- (Speaker), and Madison gives logistics

8:00pm	Movie Night
11:00pm	Lights Out

Sunday:

9:00am	Breakfast
10:00am	Worship, Madison intros (Speaker), Message-(Speaker), Amy closes and reminds everyone to wear their t shirt for the picture
12:00pm	Lunch
1:00pm	Group Photo
1:30pm	Departure
Until complete (efficiency)	[Amy & Madison Clean then leave]

Shopping List:

Sams:

Snacks, smores, movie night

Hobby Lobby:

Cricket, canvas bags, vases, carry out boxes

Pricing:

****We kept a running list of everything we spent here.****

Bring (do not have to buy):

- Stand in the Gap Pens
- Books/Bibles to leave out for free time-Love Grit and Grace, Prayers for a Widow, Holy Moments, New Morning Mercies, Healing God's Promises, Daily Prayer Walk, The Psalms, Scarred Hope, Dangerous Prayers
- Conversation starter cards
- Board games: Catchphrase, dominos, cards, skip bo, Amy will grab a couple more
- Tape to hang signs on doors
- Frames for the signs for games, conversation cards, and things- Karen is going to grab those for me on Monday
- Speaker and charger
- Movie

Supplies:

- **Snacks:**
- **Water bottles**
- **Movie night**
 - **Popcorn**
 - **Candy**
 - **Soda**
- **S'mores supplies**
 - **Graham crackers**
 - **Marshmallows**
 - **Chocolate**
 - **Confirm with Don that they will provide skewers**
- **Cozy blankets, pillows, rugs?**
- **Flowers**
 - **Vases**
 - **Flowers**
 - **Carry home box**
- **Pens**
- **Paper/extra journals**
- **Extra bibles (set at cozy spots) (should be able to get from TDC)**
- **Things to make**
 - **Lanyard-Name, agenda, (room assignments?), (Amy & Madison's contact info-incase they need it at any moment?)**
 - **Sign for bedroom doors (Amy and Madison's contact, agenda, map of the venue?) (another page with a checklist if there is one?)**
- **Games: board games, group games, conversation cards**
 - **Gift:**
 - **Canvas bag**
 - **Journal**
 - **Pens**
 - **T shirts (15-individual sizes)**
 - **Hand written card specific to each Widow**
 - **Favorite snack specific to each widow**
 - **Scent-candle, scent sachet, or spray**

Agenda:

Friday:

2:30pm-3:00pm: Arrival

5:00pm: Tour

6:00pm: Dinner

7:00pm: Seeds (Worship, vision & fellowship)

Saturday:

8:00am: Walk In Him (Walk in nature together)

9:00am: Breakfast

10:00am: Built Up (Fellowship & devotional)

12:00pm: Lunch

1:30pm: Built Up (Fellowship & devotional)

3:00pm: Rest (Fellowship & activity)

6:00pm: Dinner

7:00pm: Built Up (Worship & word)

Sunday:

9:00am: Breakfast

10:00am: Built Up (Worship & Message & Fellowship)

12:00pm: Lunch

1:30pm: Departure

Contacts:

- Spring Valley Ministries
- Worship (We brainstormed ideas of people to ask)
- Speakers (We brainstormed ideas of people to ask)

Prayers for the Widow's Retreat:

- God, what do you want us to do with this weekend?
- God, please let this be a time of refreshment, peace, and awareness of your presence.

To Do/ Timeline:

- Touchpoint every team meeting
- Finalize our one word theme 8/19 –Rooted
- Give Elise our scripture and theme-we are going to do canvas bags and journals. Do you have anything aesthetically that we could use across the board? Would rather have a flower visual than a tree. 8/19
- Give Elise that we are looking for Widow's Leader t-shirts. "People of Passion" or "Widow's Leader" that feels special to them. They will use it at the retreat or not. 8/19 Gender neutral. Could you provide us with a couple of options that you could easily have designed.
- Finalize main scripture and theme August 19th
- Send out request for \$50 payment by August by 8/20
- Send final payment to Spring Valley by the end of next week
- Confirmation of speakers and worship by September 1st
- Visit venue September 5th
- Due date for creating room assignments September 9th
- Order supplies (that need to be ordered) by September 9th
- Start prep on retreat communication September 10th Madison started prep on devotional
- Create a retreat FB page. Do not add leaders yet September 10th
- Get material needs to Elise and Julie by September 16th
- Finalize speakers and worship by September 18th
- Add leaders to the FB page and everyone involved
- Send details to Caroline
- Send details to Christina
- Sending out logistic info to Widows on FB page September 20th
- Ask ladies for a photo of themselves in the FB group-September 23rd
- Introduce Caroline in the Facebook group the week of September 23rd
- Introduce Christina and Katie in Facebook group the week of October 1st
- Create a FB event for the retreat
- Purchase supplies in store by October 1st-

- Send out a reminder over text with Amy and I and FB group October 4th to the ladies “2 weeks away”.
- Introduce Worship leader to the ladies on the FB group Oct 4th
- Write cards to those coming to the retreat Oct 4th-10th
- Send “Meet The Crew” Oct 7th to the FB group Oct 7th
- Send out a reminder over text with Amy and I and FB group & Ask for emergency contact info ask over text and facebook group October 11th (Widows, speakers, venue, worship, staff) (Widows, speakers, venue, worship, staff)
- Send a touchpoint with speakers/worship/venue October 1st
- Have materials made by October 8th
- Send out “Room Assignments” to FB group Oct 11th
- Send sneak peak of schedule to retreat and let them know to wear their cutest Pj’s because we will be wearing them for movie night. FB group to get them excited Oct 14th
- Purchase snacks October 14th
- Due date to create backup devotionals - week of the 7th
- Send out a reminder over text with Amy and I and FB group & give additional driving instructions over FB group and text with landmarks
- Print signs for door and laminate door signs and scriptures 10/11 and 10/14
- Purchase baby ruth
- Amy pick movie
- Amy grab the speaker cord
- Ensure bibles are in

Visit to Spring Valley Questions:

- Internet/what is signal like?
- Play a movie? - projector off mantel or two tv screens, or big sheet as a projector screen. We provide the movie and tell them what they’d like. We are going with the sheet
- Tables, chairs, etc. - they put a stage 8x8 in the lounge room by the fireplace. It is optional. Cedar table. Take 4 rounds with a group of 20 and they seat 6. Tablecloths and centerpieces. We could take to 4 tops in the side room to
- Piano? Keyboard and piano
- Will you provide skewers for smores?-they have skewers
- Confirming that you all are still good to provide waters-yes
- Will they have coffee?-yes!!
- Parking? Behind lounge

Notes from Visit to Spring Valley:

- Tour of Spring Valley sharing their heart for widows, opportunity to bring their ministry back on Friday.
- Stage in front of bar doors, rounds in front of that in place of the long table, keep cozy seating where it is
- Possible roots from the creek for centerpieces
- When Amy talks to them Friday night do it at the fire pit
- Meals 9, 12, and 6pm
- Greet at front then direct to parking
- Send them an agenda and any expectation we have that wouldn't be obvious. Details that we discussed in terms of setup.
- They can give us a script of things to know and share.
- Amy and Madison bring smell good things for rooms and lodge

Room Assignments

****We kept our list of room assignments here.****