

Planning Guide for a Day of Recollection and an Overnight Retreat

A. Day of Recollection

People generally enjoy a Day of Recollection if it is focused, well-planned, and prayerful with a fair amount of free time. The day must be allowed to breathe, offering participants some well needed silence, and at the same time meaningful spiritual substance relevant to their lives. A good well-defined theme helps to focus the purpose of the gathering.

General Considerations:

- Date and location of the event:
- Develop a theme rooted in the purpose for the gathering:
- What is the format? (see suggested formats)
- Who will be presenting the talk(s)?
- Who is your target audience and how will you market this to them?
- Will there be a charge/cost involved? If so, how much? Will it cover all your costs?
- Will you be offering food such as a morning snack and lunch?
- Will there be a stipend or a gratuity offered to the presenter(s)?

Suggested Format:

(Feel free to adjust it or recreate it according to your needs and wants.)

8:30 am	Registration and coffee/pastries
9:00 am	Welcome, thank you, introductions Explanation the theme Opening Prayer
9:15- 10:00	Talk # 1:
10:00- 10:45	Free time for reflection and prayer
11:00- 11:45	Talk #2:
11:45- 12:30	Free time for reflection and prayer
12:30-1:30	Lunch
1:45- 2:30	Small group discussion/faith sharing
2:30- 3:50	Offer sacrament of Reconciliation and/or free time
4:00	Mass*

*At the conclusion of Mass, before the final blessing, be sure to thank the appropriate people, including the participants in general. Consider doing an evaluation to aid in future planning.

B. Retreat - overnight, one or two evenings

(Adjust as needed)

As with the Day of Recollection, when signing up for a retreat, people generally expect a focused, well-planned, prayerful weekend, one which strikes the balance of substance (talks/activities) with silence and free time for rest and “re-creation.” As always, a good well-defined theme helps to focus the purpose of the retreat.

General Considerations:

- Date and location of the event
- Theme and/or purpose for the gathering
- What is the format? (See suggested format)
- Who will serve as facilitator, moderating the flow of the retreat?
- Who will be presenting the talk(s)? One presenter? A team of presenters?
- Who is your target audience and how will you market this to them?
- Will there be a charge to participants? If so, how much?
- Who will plan the team meetings and organize the overall planning details?
- Who will plan and order the food?
- Will you be offering stipends for the presenter or retreat team members?
- Do you have an evaluation prepared?

Suggested format:

(Feel free to adjust it or recreate it according to your needs and wants.)

Friday evening

7:00PM	Arrival and check in
7:30	Gather for welcome, introductions and overview
7:45	Icebreaker of some sort, small group assignments
8:00	<u>Presentation #1:</u>
8:30	Individual reflection or small group discussion
9:00	Large group gather- sharing
9: 30	Evening prayer

Saturday Morning

8:00 AM	Breakfast
9:00	Morning prayer
9:15	<u>Presentation # 2:</u>
10:00	Individual reflection and prayer
11:00	<u>Presentation #3:</u>

11:45 Individual reflection and prayer
12:30 Lunch
1:45 Gather for small group discussion/faith sharing on the themes of morning talks
2:30 Offer sacrament of Reconciliation and/or free time
4:00 Mass
5:30 Dinner
7:00 Presentation #4:
7:30 Reflection, individual or small group
8:15 Gather as large group for sharing, conversation
9:00 Evening prayer

Sunday Morning

8:00 Breakfast
9:00 Morning prayer or Mass
9:30 Presentation #5
10:00 Individual or small group sharing
11:00 Presentation #6 (this could be a “shared talk” by the entire team)
11:30 Group reaction/sharing
12noon Closing remarks, prayer, thanks, evaluations
12:30 Lunch/goodbyes

The Boston College Alumni Association is pleased to offer you this general guide to assist in your planning of a spiritual program.