

Organising a RIDL Pre retreat Team Meeting Agenda

1. Welcome
2. Silence, prayer
3. Intros – name, involvement in Manresa Link, or other ice-breaker sharing
4. Announce position re number of retreatants/prayer guides.
5. Link retreatants to prayer guides and give contact information and availability out, if not already done. If there are problems with matching, try to arrange swaps.

Remind guides that retreatant's details must be deleted at end of RIDL unless permission is given to keep them.

6. Meeting places with retreatants – **Safeguarding/safety issues must be raised here – e.g first meetings to be in a public space; if meetings to be in homes, need for someone else to know location and times, and post-meeting safety reports to be made. Also stress that guides must not undertake any other tasks for retreatants (shopping, cleaning etc)**
7. Go over opening meeting – allocating roles

Visual spread
Stilling exercise
Lectio Divina
Imaginative Prayer

8. Go over closing meeting – allocating roles

Visual spread
Stilling exercise
Examen – explanation and example (perhaps Examen of the retreat)
Leading into sharing in pairs about what they gained, followed by candle/stone ceremony – each person says one word that summarises what they gained.
Explanation of what's next, based on leaflet

9. Supervision arrangements – Manresa Link has adopted an Ignatian style of supervision. This is mainly offered in a group context at present, but one-to-one is also possible. The RIDL organisers should contact Maria Price or Maureen Slattery-Marsh once they know how many prayer guides will actually be working on the RIDL, and they will arrange for suitable supervisors to be appointed.
10. Expenses – hand out claim sheets, reminder to keep receipts.
11. Pray