**Organising a RIDL – general issues**

You may find yourself called to organise a RIDL, either because someone asks you to, or because you see an opportunity that you want to follow up, or because you simply decide to reach out.

You are at total liberty to arrange a retreat in your own name, rather than as part of Manresa Link, or to do so under the umbrella of Manresa Link.

Either way, you are legally required to ensure that you address Safeguarding, Health & Safety issues, and General Data Protection Regulations. But none of this is actually difficult. Some advice is given in documents below, but please also see the “Policy Documents” section on the previous page of this website for full information about these issues. Failure to comply with these issues can potentially lead to very heavy penalties, but it’s not that difficult!

Manresa Link has an insurance policy in place that covers its members against such penalties when they arrange or help on retreats that are arranged in the name of Manresa Link, as long as they comply with our Policy Documents in all that they do, and in all literature that they use. But the policy does not cover any work with children or vulnerable adults, or work in prisons.

If you decide to organise a RIDL in your own name, or with any of those higher risk groups, then you would carry full personal responsibility for any penalties for failure to comply with the above procedures, and you should not mention Manresa Link at any stage. It would also be only fair that you inform any guides that you approach to help you that they would not be covered by the Manresa Link insurance policy.

**Resources**

The following pages offer you thoughts and resources that may help you. None of this is meant to be prescriptive. It is all just to give you ideas and possibilities – feel free to make it your own.

**Organising a RIDL Document 1 - Safeguarding/Health & Safety/Data Protection**

As co-ordinator, you are responsible for ascertaining the policies and procedures of the host organisation (whether a church or other organisation) on all matters relating to safety.

You should also make yourself familiar with Manresa Link’s full Safeguarding and Health & Safety guidance documents on the Manresa Link website.

You should ensure that your prayer guides are aware of all these policies and procedures and that they agree to follow them.

You should also encourage guides to meet retreatants in places where they and the retreatants feel safe and comfortable, and preferably where other people are close at hand. If meetings are to take place in private homes (those of the guides or the retreatants) then the first meeting should be in a public place so that both parties can decide if they are happy to continue. Thereafter, the guide should ensure that someone else is aware of the date, time and address of the meetings, and should always contact that other person by a pre-arranged deadline asap after the meeting has finished. If that contact is not made, the other person should initiate contact themselves and raise the alarm if they cannot connect.

Members of the Core Group may also be approached for advice on safeguarding matters if a

difficult situation arises.

**Data Protection**

The General Data Protection Regulations impose strict requirements on how personal data such as contact details, disability etc is treated. This absolutely applies to the personal details that retreatants provide when they apply to or sign up to RIDLs of any kind/duration. The legislation applies whether you organise the RIDL as part of Manresa Link, or in your own name.

According to the advice given to us, the following steps must be taken

1. Any application/sign-up forms must include an explanation of why the data is requested, how it will be used, that it will be destroyed once the RIDL has ended unless specific permission is given for it to be retained, and that it will not be passed on to other people/organisations.
2. Such forms must include space for a dated signature, confirming that their details can be stored for the purposes given.
3. All data provided to you must be kept securely – this means paper versions being stored in locked containers (desk-drawers, filing cabinets, safes etc) and computerised versions being held in password protected files/devices.
4. At the end of the RIDL, you and the prayer guides that have been involved must delete all paper and computer records relating to retreatants and their contact details, unless they give written permission to retain it.

**Organising a RIDL Document 2 - First steps**

Remember that a feature of Manresa Link is that we are ecumenical. If your RIDL arises with contact with a particular church/denomination, can you link it to and involve other churches in the same area?

**The first step** is usually to liaise with the leadership of your target church / focus group / organisation / chaplaincy / whatever. If possible, this would be 2-3 months ahead of the planned date, but whatever! At that meeting issues to address include: -

1. what suits the situation best – i.e. a one week RIDL, where retreatants meet their guide every day during that week, or a 4-5-6 week RIDL, where retreatants meet guides once a week during those weeks. *Both work equally well, but there are fewer guides who can be available every day for a one-week RIDL.*
2. Dates and locations for opening and closing meetings – the opening meeting works best if it is in the week before meetings with prayer guides commence.
3. Promotion/recruitment - e.g mentions in newsletters, speakers at Sunday services (***see Document 3 below for an example of a talk at a service, and Document 4 as an example of the content of an advertising leaflet, and Document 5 as a suggested GDPR compliant booking form)***, or approaches to specific people
4. Locations for the individual meetings between prayer guides and retreatants – could be in church/venue rooms, local coffee houses, homes of guides or retreatants (as long as Safeguarding policy is followed).

**Organisers then need to approach prayer guides** (either directly, or through Manresa Link secretary) to clarify likely numbers available, their capacity, and availability etc. (***see Document 6 for possible email content)***. The norm would be to approach guides who live locally, or have a specific interest in the venue, but they can also be recruited from the whole area if need be. From the responses you may be able to determine the number of retreatants that can be managed.

**Team meeting** – organisers arrange a team meeting date/venue for prayer guides, preferably around 1-2 weeks before the opening meeting. (***see Document 7 for a possible agenda)***

**Opening meeting** – (***see Document 8 for possible agenda)***

**Supervision** – it is an expectation that all Manresa Link guides will make themselves available for supervision during RIDLs. The organisers need to plan this, and announce dates/locations. Some guides may opt to arrange their own supervision, which is perfectly OK as long as it is with an approved supervisor.

**Closing meeting** – (***see Document 9 for possible agenda)***

**Organising a RIDL Document 3 – Finances**

As co-ordinator of the retreat, you are responsible for the finances. You can use the Manresa Link account (via the Manresa Link Treasurer) to bank donations and to pay out costs/expenses.

You could also use the church account where the retreat is focused, or the Churches Together account of the area, if they are happy to facilitate that. The important issue is that the finances may be subject to auditing, so be wary of using personal accounts.

Most hosting churches are happy to allow us to use their premises without charge (but do

check). Some may appreciate a small donation for heating and lighting. As far as possible, you need to work out an approximate budget to at least cover all expenses.

But remember that Manresa Link does not charge retreatants as such. We do ask for a voluntary donation to try to meet costs/expenses, but always stress that people are still welcome to participate if they can’t afford that. As a rough guide, the suggested donation is often around £15 (in 2019/20), but it can be more or less depending on the particular circumstances of your particular RIDL.

Prayer guides can claim travel expenses, e.g. mileage, parking charges, public transport fares. You should ask them to keep and submit receipts as far as possible. If you use Prayer Guides who live some distance away from the retreat, you may need to negotiate with them what travel expenses can be covered. If meetings take place in coffee shops, Guides can also claim for their own drinks if they need to.

The recommended mileage rate for prayer guides is 40p per mile (2019/20). This is the rate the Manresa Link Treasurer will administer if he/she is involved.

Your own expenses in terms of telephone, stationery, printing and travel should all be met if you wish to claim them.

If for any reason, expenses cannot be met from the contributions, you can ask the Manresa Link Chairperson or Secretary for help from Manresa Link funds. On the other hand, if you have a surplus after the retreat, this should be paid into Manresa Link funds via the Treasurer, so that other retreats can continue to be supported.

**Organising a RIDL Document 4 – Promotion - talk at a church/meeting place**

Good morning, everyone.

I’m here to invite you to consider going on a retreat.

When we think about retreats we usually think it means going away for a few days – and a lot of people just can’t do that for various reasons.

**But** XXX has asked the Manresa Link Ignatian Network to offer ‘a retreat-in-daily-life’. Which means a retreat, with no need to go away!

The idea is that during a (4/5/6) week period, people making the retreat commit to praying every day if possible, but in their own homes, or wherever they might prefer.

They also meet each week one-to-one with a trained prayer guide to review what they have experienced and look ahead to the next week.

The prayer that’s offered is mostly, if not all, from Scripture. It’s Jesus-centred, and it’s based on the Spiritual Exercises of St. Ignatius of Loyola.

The meetings with the prayer guide last up to half an hour and can be at your home, the prayer guide’s home, church meeting rooms, coffee houses, or wherever else is agreed.

There’s no set agenda or theme for the retreat. Each person brings to it where they are at in their spiritual journey and what they want, or they can discover that as they go along.

The prayer-guide’s function is to encourage the retreatant to explore his or her relationship with God/Jesus as it is. They won’t approve or disapprove. They simply listen and help you to explore where you want to go on **your** journey, without advising or directing.

Whatever is shared is completely confidential, unless Safeguarding issues are disclosed.

The prayer-guides come from various Christian traditions but they’ve all experienced at least one retreat like this, and then undergone training.

This retreat opens with an introductory meeting in XXXXX, on YYYYY, at ZZZZp.m closes with a meeting in XXXXX, on YYYYY, at ZZZZp.m .

We **ask** for a £AA donation to cover expenses but if that’s a problem, it doesn’t matter, come anyway.

We can take BB people altogether.

If you are interested there will be people at the entrance after the service, and you can give them your details. Or if you need time to think, you can let (name of priest/vicar/pastor) know at a later date – but there may be a limit to how many we can take, so don’t take too long. Thankyou

**Organising a RIDL Document 5 – Promotion – leaflet that can be handed out**

(adapt the wording if you are offering a week of guided prayer)

**Retreat in Daily Life**

You are invited to take part in an Ignatian individually guided retreat in daily life. This will commence on …….. and end on ………...

**What does the Retreat in Daily Life involve?**

* **Daily private prayer:** The heart of the retreat is private individual prayer. You are invited to make a commitment to pray privately, daily, over the weeks of the retreat, for whatever period you can manage each day, but we recommend at least 30 minutes a day.
* **Weekly individual meeting with your prayer guide**: Once a week, you will meet in private with your allocated prayer guide for about 30 minutes, at a time and place that works for you. It may be possible for this to be at your home or the prayer guide’s home, or some other mutually convenient and acceptable place. You sort this out with your prayer guide at the opening meeting.
* **Group meetings to begin and end the retreat**: Although this is not a group retreat or prayer group, there is a sense in which everyone making the retreat is journeying together. They will be travelling in different directions depending on where God calls them, but towards the same goal – a deepening of their relationship with God. So the retreat starts with a group meeting where there will be further explanation, and introduction to a couple of prayer styles that you are encouraged to use. There is then a second meeting at the end where we can thank God for all we have received.

**What kind of retreat is this?**

It is called an Ignation retreat because during your daily prayer time you are encouraged to use prayer styles that were developed by Ignatius of Loyola in the sixteenth century. These prayer styles are Bible-based and Christ-centered, and help you to explore how God is speaking to YOU in your life now.

The weekly conversations with your prayer guide focus on what you have felt and experienced during your daily prayer and afterwards. The prayer guide may then check with you whether you feel called towards another passage for the coming week that links to what you have shared, and if not, they may then suggest another Scripture passage or other material for you. This could include music, art, poetry, or other sources of inspiration/prayer that suit your own individual ways of relating to God.

**Why make this kind of retreat?**

Yes, you could just decide to spend 6 weeks praying by yourself. Or you could go on a retreat that has a set theme. Both of these would be great!

But this retreat involves sharing your journey with someone else (your prayer guide), and the theme is your individual journey. Having a listener helps you to recognize how and where God is present in your life and where you are being led.

**Who are the prayer guides and what is their role?**

The prayer guides are volunteers from different Christian traditions who have themselves experienced these kinds of retreats and who have trained to accompany others on their prayer journey.

They do not advise, persuade, judge, assess, approve or disapprove of those who are making the retreat; rather, they are there to help you to become more perceptive and more responsive to the Spirit of God at work within you and around you.

**Can anyone make this retreat?**

Yes, the retreat is open to Christians and to anyone who is searching for or curious about God.

**What does the retreat cost?**

There is no set charge as such for the retreat, but we do ask for a contribution of £XXX towards the expenses of the prayer guides, and printing costs etc. However, if this is would be a problem for you, please come anyway and accept the retreat as a gift.

**Organising a RIDL Document 6 - Application form**

Application Form for Retreat In Daily Life dates

We need information to help us to allocate the right prayer guide to you and to allow you and your guide to contact each other directly. This information will be deleted by Manresa Link and all prayer guides once the retreat is over unless you specifically give permission for it to be retained. The data will not be used for any other purpose and will not be given or sold to any other organisations.

I agree to the following information to held by Manresa Link for the purpose stated above.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME** |  | | | | | | |
| **ADDRESS** |  | | | | | | |
| **PHONE** |  | | | | | | |
| **EMAIL** |  | | | | | | |
| **PLEASE TICK WHEN YOU COULD BE AVAILABLE FOR THE WEEKLY MEETINGS WITH YOUR PRAYER GUIDE** | | | | | | | |
|  | **MON** | **TUES** | **WEDS** | **THURS** | **FRI** | **SAT** | **SUN** |
| **MORNING** |  |  |  |  |  |  |  |
| **AFTERNOON** |  |  |  |  |  |  |  |
| **EVENING** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **PLEASE TICK YOUR PREFERENCE(S) FOR A VENUE FOR MEETINGS WITH YOUR PRAYER GUIDE** | | | | | | | |
| **YOUR HOME\*** |  | | | | | | |
| **GUIDE’S HOME** |  | | | | | | |
| **CHURCH, OR LINKED ROOM** |  | | | | | | |
| **COFFEE HOUSE** |  | | | | | | |
| **ON-LINE PLATFORM** |  | | | | | | |
| **OTHER (SPECIFY)** |  | | | | | | |
| **DISABILITIES – IF YOU HAVE ANY DISABILITIES OR OTHER ISSUES THAT NEED TO BE TAKEN INTO ACCOUNT IN MAKING ARRANGEMENTS WITH YOU, PLEASE OUTLINE THEM BELOW** | | | | | | | |
|  | | | | | | | |

\* For meetings to be in your home, you would need to be able to provide a quiet space where there will be no interruptions.

If you have any queries, please contact nnnnn on 222222

**Organising a RIDL Document 7 – Recruiting email to prayer guides**

(Adapt the wording if you are arranging a week of guided prayer)

Greetings

This email is to invite you to be a prayer guide on a RIDL that is to be held at AAAA, commencing on dd/mm/yy

It will be a RIDL over the course of x weeks, with weekly meetings between guides and retreatants.

If you would like to help, could you please respond and let me have details of your availability (days/times/locations) and of how many retreatants you would be able to work with.

It would also help if you could state whether you are willing to work with male &/or female retreatants, and whether you are willing to meet at your home/retreatant’s homes or other locations.

I will then get back to you

Many thanks

XXXXXXX (email address vvvvvvvvv@nnnnn.com)

**Organising a RIDL Document 8 – 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.

1. 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)**
2. Go over opening meeting – allocating roles

Visual spread

Stilling exercise

Lectio Divina

Imaginative Prayer

1. 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

1. 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.
2. Expenses – hand out claim sheets, reminder to keep receipts.
3. Pray

**Organising a RIDL Document 9 Opening meeting agenda**

**Venue/date/time**

XX to have “prayer focus display” in place by ttpm.

Start time

AA starts with welcome and opening prayer.

Introductions round – name, and a word or phrase about what brings you here (prayer guides to just say name and that they are a prayer guide.).

BB explains

1. what Manresa Link is – ecumenical, all volunteers (no-one is paid). Based on Ignatian Spirituality. Guides have experienced retreats like this and been trained to deliver same.
2. how the retreat will work – we will give them scripture passages at the end of this meeting, to focus their prayer on in the coming week. The core of the retreat is your time in prayer. We urge you to commit to praying every day, for at least 30 minutes each day – or as much as you can. At the end of each week you will meet with your prayer guide, and they will help you to review what you have discovered, and to discern relevant scripture for you to pray on during the next week, and so on for each of the weeks of the retreat.
3. All prayer guides will keep strict boundaries of confidentiality, they will not share or discuss with others what you have said, unless a safe-guarding issue is raised.  In this case the matter may need to be taken further.  Please ask if you would like more information about our safeguarding policy.
4. During your prayer time, we encourage you to use one or both of two particular prayer styles that we will introduce to you in a moment. These are both ancient prayer styles – we are not proposing anything new. But we also encourage you to take some time and space before each prayer session to enter stillness. And CC is going to take us through one way of doing that

**Stilling exercise**. CC explains what it is – not relaxation, it is quietening down and letting ourselves come quietly into the presence of God, before starting to pray.

Take them through a live example. Explain there are lots of different methods – and there will be info about this at the end.

BB introduces DD, who will take us through the first prayer style – Lectio Divina (Divine reading)

**Lectio Divina** – DD explains what it is, and takes everyone through a live example

BB introduces EE, who will take us through the second prayer style – Imaginative Prayer

**Imaginative prayer** – EE explains what it is, and takes everyone through a live example

BB gives out leaflets – i) covering Lectio, Imaginative Prayer, and giving readings for the first week of prayer (Isaiah 43:1-5 for Lectio, and John1:35-42 for IP – suggest they try out both. Stress that the idea is not to divert/move on from these readings, but to keep repeating – explain importance of repetition to help go deeper). ii) examples of stilling exercises)

Donations – voluntary, to cover expenses cash, cheques to Manresa Link, BACS

Announce prayer guide/retreatant links and then separate out to arrange one-to-one meetings.

N.B. once the RIDL gets underway, it is a good idea for the organiser to “check-in” with the prayer guides from time to time to demonstrate interest, and to give space for them to raise any issues.

**Organising a RIDL Document 10 Closing Meeting agenda**

Prayer focus by XX

AA - welcome and opening prayer

Stilling exercise by BB

Examen – CC to explain we are now offering them another prayer form, which will help them to take their prayer/retreat experience forward into their lives. The Examen is a prayer of review. It helps us to develop our awareness of the presence of God in our everyday lives. It’s usually used on a daily basis to review the day we’ve just been through. But to demonstrate it, going to use it to review the retreat.

Live presentation of Examen of the retreat.

DD – now want to give you a chance to share what you have gained from this retreat, but not everyone likes to share into a group, so going to ask you to turn to person next to you, and listen to what they have to say, and share whatever you want to about your own experience.

Now invite you to speak out to the group, just one word that represents what you gained, and then to light a candle/bring a stone (depending on how it is being done) to make your word shine.

What’s Next? – AA give out Continuing Prayer leaflet that outlines the Examen, and contains some Next Steps ideas – go through them.

End prayer, by EE