



BRINGING ALL THE PIECES TOGETHER



# Twin Pines

Camp, Conference and Retreat Center

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Dear Retreat Planner,

A really memorable retreat doesn't just happen. For that reason, we want to help you put together the best possible retreat experience for your group. This workbook should help your retreat planning committee put together a quality program without any one person having to do all the work to put it together.

Please take a few minutes to look through this workbook and then gather together a planning group and begin the retreat F-U-N even as your committee begins the planning process for your retreat.

If we can be of any further help to you as you plan your retreat, don't hesitate to give us a call at 570-629-2411 or email us at [retreat@twinpines.org](mailto:retreat@twinpines.org).

There is no substitute for careful planning. All of us here at Twin Pines have seen some really quality programs as a result of adequate preliminary work by an active committee. We have also seen the result of bad planning and that's not a pretty picture! All of us at Twin Pines are here because we believe in Christian camping and have seen how God has blessed this method of outreach and growth. God bless you as you plan and enjoy His blessing on your special efforts.

Yours for Christ-centered  
Christian camping,

The Entire Twin Pines Staff

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**TWIN PINES PURPOSE STATEMENT**

Twin Pines purpose is to make Christ known as the Author of His Word and His World.

**TWIN PINES MISSION STATEMENT**

Twin Pines mission is to assist The Church with its mission of making Christlike disciples by utilizing the resources of God's Word and God's Creation.

**TWIN PINES CORE VALUES**

**PASSION FOR CHRIST** as demonstrated by our commitment to the authority of the Bible, the centrality of prayer and the pursuit of holiness.

Our programming will reflect our affirmation of the Bible as the authoritative, inerrant and inspired Word of God. The faith and doctrine expressed in our planning and programming will be grounded in the Bible and the Bible will guide all of our decision making. Prayer will be a central part of our planning and programming and will be a central emphasis with all of our guests. Holiness of heart and life will be a major emphasis of our teaching and programming. We will plan and program with Christ at the center of all we do.

**COMPASSION FOR THE LOST** as demonstrated by evangelism and acts of mercy on a local, national and global scale.

As we make Christ central in our planning and programming, it will follow that we will help our guests to move from their passion for Christ to compassion for the lost world. We will help our guests understand Christ-like mercy and how that will impact our world to meet both the physical and spiritual needs of our world.

**SERVANT LEADERSHIP** as demonstrated by the training and development of men and women for mission and ministry.

We will move beyond evangelism in our programming to produce mature Christians who will grow up to be trained and equipped servant leaders in the Kingdom of God. Leaders will be trained to train others so as to multiply the number of servant leaders available for mission and ministry.

**HEALTHY MINISTRIES** as demonstrated by changed lives through culturally sensitive programs.

Our ministry will be one that is culturally sensitive as we endeavor to minister to peoples of all races and cultures. In like manner it is our intent to encourage people who come to Twin Pines to invest their changed lives in the life of their local church to help every church become a healthy community of faith reaching out with more culturally sensitive programs.

**UNITY IN THE BODY OF CHRIST** as demonstrated by the networking of ministries to and with the Evangelical Congregational Churches and the larger Kingdom of God.

Our ministry is not for the advancement of Twin Pines. Twin Pines exists to assist The Church with its ministry both within the Evangelical Congregational and to other ministries and denominations. We are part of the total Kingdom ministry and as such we will encourage interdependence in the body of Christ to all with whom God gives us the privilege to minister. We will share our time, talent and treasure with other ministries and churches with whom we share in ministry.

### TWIN PINES VISION STATEMENT

Twin Pines vision is to provide quality facilities and opportunities where people can get away from the noise and confusion of our busy society in order to be still and listen to what God has to say. We will provide the place and the environment where God can speak and God's people can respond to His call and espouse a worldview where Christ is the center of every aspect of life.

### TWIN PINES' PHILOSOPHY AND OBJECTIVES

Camping in the Evangelical Congregational Church is designed to provide Christ-centered, creative educational experiences in cooperative group living, in a natural environment to lead campers to a saving knowledge of Jesus Christ.

*"Truly, truly, I say to you, unless one is born again, he cannot see the kingdom of God." (John 3:3)*

It is also designed to utilize the resources of the natural surroundings to contribute significantly to the campers' mental, physical, spiritual, and social growth.

*"And Jesus increased in wisdom and stature, and in favor with God and men." (Luke 2:52)*

Our program is geared to promoting the individual camper's growth in the following areas:

1. **Mentally** - through a series of activities and learning experiences appealing to the individual camper's age level, interest and need.
2. **Physically** - through a maximum use of the out-of-doors.
3. **Spiritually** - through an imaginative program wherein the message of Christ is foremost in every activity.
4. **Socially** - through a unique small-group unit of living wherein the individual camper interacts with other campers and the camp staff.

Our objectives are best summed up in the words of the Apostle Paul:

*"So naturally we proclaim Christ! We warn everyone we meet, and we teach everyone we can, all that we know about Him, so that, if possible, we may bring every man (camper) up to his full maturity in Christ Jesus. This is what I am working at all the time, with all the strength that God gives me." (Colossians 1:28-29)*

Larry Richards - "There is more accomplished in 1 week of camp than in 52 weeks of Sunday School."

Tony Campolo - "If I were a youth pastor in a local church, I would take the youth on a retreat every quarter; I would spend the time between retreats debriefing what happened on the retreat. There is no more effective youth ministry."

Mike Yaconelli - "Each day on a retreat is worth a month of Sundays."

1. Jesus both taught and practiced the need to get away. On one occasion, when He was with His disciples we read, "'Let's go off by ourselves to a quiet place and rest awhile.' So they left by boat for a quiet place, where they could be alone." (Mark 6:31-32 NLT) A retreat provides a means of "getting away" for rest and renewal.

2. Many people work together in the local church setting, but never really get a chance to get to know one another in a non-working, non-threatening situation. A retreat provides a chance for people to get acquainted in a more interpersonal way.

3. Sometimes the roles people fill in the local church such as: minister, associate minister, board president, Sunday School teacher, etc., get in the way of building relationships. On a retreat, everyone is on an equal playing field and relationships can be built without all the other "stuff" getting in the way.

4. The "time" restrictions which do not allow people to spend quality time together at home are not part of a retreat. On a retreat people are able to spend more concentrated time together.

5. A retreat gives people a chance to really deal with some of life's problem areas over a concentrated period of time. Bible study and discussions have a chance to settle in the minds of people overnight with more discussion the next day.

6. In some mixed retreat groups, it is possible to get to know people from other churches and perhaps even from other areas. A retreat might also provide opportunities to get to know people from other ethnic groups or various age groups.

7. A retreat gives people a chance to get away from the pressures and stresses so that folks can take a new look at some areas of their lives that they just can't deal with while living in the midst of the situation.

8. A walk in the midst of God's creation is therapeutic. People don't take the time to "smell the roses" along the way during their busy schedules at home. Time to relax and get into God's Word and enjoy God's world are necessary parts of any retreat.

### TEST OF A GOOD ACTIVITY PROGRAM

Activities which bear up well under the following tests are likely to be good ones which will make a vital contribution to the personal development of your campers and meet the goals and objectives of your retreat.

1. Does the activity address the interests of the particular group? (Youth long for fun, adventure, and dramatic suspense; adults prefer to have things a little more organized and relaxed.)
2. Do the campers really want to do this or are they doing it just to satisfy your whims?
3. Does the activity foster camper initiative, resourcefulness, and creative expression, or is it a cut-and-dried process where campers follow instructions to cut along dotted lines, then join points "A" and "B"?
4. Does it broaden the camper's interests and appreciations?
5. Could the activity be done just as well, or even "better," in the camper's home community or church?
6. Does the activity develop group consciousness and adaptability to group living?
7. Does the activity have carry-over value for use in other situations after the retreat is over?
8. Does the activity fulfill fundamental desires and help the campers achieve a high state of mental health?
9. Can the activity be made a true group project to which every member can feel they have made a significant contribution?
10. Is it free from physical dangers?

Retreats don't just happen! A retreat is not a spur-of-the-moment event. Retreats require a great deal of planning and preparation. Here are seven "P's" to remember in organizing a successful retreat:

### ◆Purpose:

Before you begin plotting the details of your retreat, determine its purpose. How will you know whether or not your retreat was successful if you don't know what you wanted to accomplish? A wise man once said, "If you don't know where you are going, any road will get you there." Some questions to ask in determining purpose—Why are we doing this retreat? What outcome do we want? Who are we expecting to attend this retreat? Where are these people in their spiritual development? Is our purpose consistent with the ministry objectives of the church(es) these people attend at home? If you've answered these questions, you can write a purpose.

### ◆Pray:

Ask the Lord to show your planning committee the direction your retreat should take. You should seek His guidance in choosing a speaker and any other resource people who will be involved in the retreat. If your church has a prayer list, be sure to add the retreat to the list months before the retreat is to be held.

### ◆Plan:

To plan a successful retreat, you will want to begin planning early. (See the "Retreat Planning - Timeline Sheets.") In order to secure the dates you want and the speaker you want, you will need to begin at least a year in advance. Since most retreat planning committees consist of volunteers, it is helpful to spread the work out over an extended period of time. The "Timeline Sheets" suggest nine meetings with the frequency of meetings increasing during the month preceding the retreat.

### ◆Promote:

The best planned retreat is useless if no one attends. Bulletin announcements should begin to appear at least six months prior to the retreat. Use your church newsletter for a full year prior to the retreat. Make the advance announcements kind of "teaser" announcements in which you give some new details in each announcement, but not the full details until closer to the actual dates of the retreat. A poster contest is a great way to promote the retreat with a prize given to the best poster (perhaps a free retreat weekend). When the participants you want to be a part of the retreat begin to promote the retreat for you, the job becomes much easier. Word of mouth advertising is still the best available. Plan to write personal invitations to the retreat and follow those up with telephone calls for really effective promotion.



### ◆Prepare:

Good planning prior to the retreat will insure a great program. At least 2 weeks before the retreat go through the entire program, activity-by-activity, and make sure you know who is responsible for every detail of the program. If there are any "loose ends," make sure they are taken care of right away. Make sure you have a good, complete, "Materials Checklist" so you know exactly what you need to take along on the retreat. Nothing is more disconcerting to a retreat leader than to discover that one of the main ingredients needed for a key element of the retreat has been left miles away at home. Look over your "Materials Checklist" several times during the last week prior to the retreat to make sure you aren't overlooking anything.

### ◆Play:

One of the best verses in the Bible is Proverbs 17:22 - "A cheerful heart is good medicine, but a crushed spirit dries up the bones." Part of the purpose for any retreat is to have "FUN." Even the learning experiences on a retreat can be "FUN" times. In fact, the learning experiences **MUST** be "FUN" times—plan for it!!! Don't overprogram your retreat weekend. Most people, youth included, are on a "rat race" schedule at home; they don't need to go away for a three-day retreat only to find themselves still in the "rat race." Build "planned interruptions" into the program. To the average person on the retreat, these look like unplanned things, but actually all of the details were worked out ahead of time. Example: you might be preparing to begin what looks like a very serious session on a topic of your choice and someone comes running into the room indicating that something very important has been lost and you need everyone in the group to help hunt for it RIGHT NOW! This might be the lead in for a scavenger or treasure hunt or some other preplanned activity which looks like a deviation from the program. Be creative and have fun with this!

### ◆Photograph:

Retreats are for building memories. Many life-changing things will happen on a retreat and those who attend will appreciate the fact that someone took the time to capture those memories with pictures. It would be good to appoint one person to be the official photographer for the retreat and even buy the film out of retreat expenses to be sure that you have plenty of memories. By the way, these photographs are an excellent way to promote next year's retreat. Remember - "A picture is worth a thousand words!" Be sure to instruct the photographer to get as many different people into the pictures as possible—everyone wants to feel like they were an important part of the retreat, not left out.

### ◆Praise:

I know this is #8, but don't forget to praise the Lord for His presence in your retreat and for His power in the retreat program.

## RETREAT PLANNING - PERSONNEL SHEET - PAGE 8

The following people will make up the retreat planning committee. Make sure you fill these key positions with the right people who will take their role seriously and do their work in a timely fashion so the work load of the retreat will be shared and all will enjoy the activity.

### RETREAT COORDINATOR: \_\_\_\_\_

This person will head the committee and make sure all things are happening on time so that the planning for the retreat is on schedule. He/she will call meetings of the committee for planning and preparing of all materials. This person needs to be a detail person who can set goals and hold people accountable for meeting them.

### RETREAT REGISTRAR: \_\_\_\_\_

This person will handle all registrations and housing for the retreat. This will be the contact person with the retreat facility and will see that all registration deadlines are met and required deposits are sent on time.

### RETREAT PUBLICITY: \_\_\_\_\_

This person will see to it that details about the retreat are creatively kept before the people you want to share in the retreat experience. This should be the most creative person on the planning team. The best program will be totally worthless if you don't get the people to the retreat.

### RETREAT PROGRAM COORDINATOR: \_\_\_\_\_

This person will be responsible for putting together the detailed program and for getting the various people who will be needed for the various parts of the program, including: speaker, special music, devotional leaders, people for table graces, an EMT/nurse/doctor for first-aid, etc.

### RETREAT FACILITY COORDINATOR: \_\_\_\_\_

This person will be responsible for making sure the various areas of the facility are setup properly for the various retreat activities. This might include setting up meeting rooms, audio-visual equipment, building a fire in the fireplace, arranging for a snack, etc.

### RETREAT TRANSPORTATION COORDINATOR: \_\_\_\_\_

This person will make sure everyone planning to go to the retreat has a way to get there. For adult retreats this may not be a major problem except for older couples or older single adults. Some people may choose to car pool and may need help in knowing who is attending. For youth retreats, this may involve recruiting drivers, renting vans or buses, or finding enough parents willing to pick up participants.

### RETREAT COUNSELORS COORDINATOR: \_\_\_\_\_

(Youth Retreats Only) This person will need to make sure there are enough male and female counselors (18 and older)—(1 for every 8 campers) to cover the total number of campers. This person will need to recruit counselors, write specific guidelines (Twin Pines can help with this.), and meet with counselors prior to the retreat to spell out exactly what is expected of them.

**RETREAT PLANNING - FOCUS SHEET - PAGE 9**

GROUP:

DATES:

GROUP CHARACTERISTICS:

DESIRED PURPOSE:

SPECIFIC GOALS:

Program Activities (What, When, & Where)	Time & Materials (How Much, With What, & Why)	Assignments (Who)

## RETREAT PLANNING - TIME-LINE SHEET - PAGE 10

Date	Planning Description	Who	By When
	<p><b>12 MONTHS OUT:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate retreat plan with church program.</li> <li><input type="checkbox"/> Book retreat, sign contract, make deposit.</li> <li><input type="checkbox"/> Read all materials provided from Twin Pines.</li> <li><input type="checkbox"/> Recruit retreat leadership.</li> <li><input type="checkbox"/> Complete "Retreat Planning - Focus Sheet."</li> <li><input type="checkbox"/> Secure the retreat speaker.</li> <li><input type="checkbox"/> Secure special music for the retreat.</li> <li><input type="checkbox"/> Plan promotional goals for the retreat.</li> <li><input type="checkbox"/> Set up budget for the retreat.</li> </ul> <p><b>8 MONTHS OUT:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Develop retreat purpose and goals.</li> <li><input type="checkbox"/> Develop registration materials.</li> <li><input type="checkbox"/> Brainstorm a "catchy" theme.</li> <li><input type="checkbox"/> Review promotional goals and action.</li> <li><input type="checkbox"/> Review tentative program plan.</li> <li><input type="checkbox"/> Review counselors' guidelines (youth retreat).</li> </ul> <p><b>6 MONTHS OUT:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review purpose and goals.</li> <li><input type="checkbox"/> Check on current registration total.</li> <li><input type="checkbox"/> Visit camp for specialized programming.</li> <li><input type="checkbox"/> Select retreat theme from brainstormed list.</li> <li><input type="checkbox"/> Review tentative program detail.</li> <li><input type="checkbox"/> Review retreat budget.</li> <li><input type="checkbox"/> Check that promotion is on schedule.</li> <li><input type="checkbox"/> Check with speaker (details/questions).</li> <li><input type="checkbox"/> Check with special music (details/questions).</li> <li><input type="checkbox"/> Begin to recruit counselors (youth retreat).</li> <li><input type="checkbox"/> Recruit someone to handle first aid.</li> </ul> <p><b>3 MONTHS OUT:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review purpose and goals.</li> <li><input type="checkbox"/> Check on current registration total.</li> <li><input type="checkbox"/> Make an invitation list (assign calls).</li> <li><input type="checkbox"/> Review program for details, changes.</li> <li><input type="checkbox"/> Review concentrated promotional plan.</li> <li><input type="checkbox"/> Plan training for counselors (youth retreats).</li> <li><input type="checkbox"/> Begin a "needed" materials checklist.</li> </ul>		

**RETREAT PLANNING - TIME-LINE SHEET - PAGE 11**

Date	Planning Description	Who	By When
	<p><b>2 MONTHS OUT:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review purpose and goals.</li> <li><input type="checkbox"/> Check on current registration total.</li> <li><input type="checkbox"/> Review invitation list (assign more calls).</li> <li><input type="checkbox"/> Plan one last promotional push.</li> <li><input type="checkbox"/> Secure transportation (if needed).</li> </ul> <p><b>4 WEEKS OUT:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet for concentrated prayer for retreat.</li> <li><input type="checkbox"/> Review purpose and goals.</li> <li><input type="checkbox"/> Preview tentative printed program.</li> <li><input type="checkbox"/> Prepare pre-retreat info sheet.</li> <li><input type="checkbox"/> Think about music (transparencies, books)</li> <li><input type="checkbox"/> Check with speaker (specific needs).</li> <li><input type="checkbox"/> Check with special music (specific needs).</li> <li><input type="checkbox"/> Make sure counselor training is scheduled (youth retreat).</li> <li><input type="checkbox"/> Send in per person registration form/deposit.</li> <li><input type="checkbox"/> Review "needed" materials checklist.</li> </ul> <p><b>3 WEEKS OUT:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet for concentrated prayer for retreat.</li> <li><input type="checkbox"/> Review purpose and goals.</li> <li><input type="checkbox"/> Review program details.</li> <li><input type="checkbox"/> Review detailed schedule and times.</li> <li><input type="checkbox"/> Make any last-minute assignments.</li> <li><input type="checkbox"/> Fax insurance sheet to Twin Pines</li> <li><input type="checkbox"/> Think about &amp; plan special theme decorations.</li> <li><input type="checkbox"/> Review "needed" materials checklist.</li> </ul> <p><b>2 WEEKS OUT:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet for concentrated prayer for retreat.</li> <li><input type="checkbox"/> Review purpose and goals.</li> <li><input type="checkbox"/> Print detailed schedule &amp; program.</li> <li><input type="checkbox"/> Mail program to speaker and special music.</li> <li><input type="checkbox"/> Finish any remaining program segments.</li> <li><input type="checkbox"/> Check detailed program for "loose ends."</li> <li><input type="checkbox"/> Divide guests into teams or small groups.</li> <li><input type="checkbox"/> Make sure specific assignments are covered.</li> <li><input type="checkbox"/> Review "needed" materials checklist.</li> </ul>		

**RETREAT PLANNING - TIME-LINE SHEET - PAGE 12**

Date	Planning Description	Who	By When
	<p><b>1 WEEK OUT:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet for concentrated prayer for retreat.</li> <li><input type="checkbox"/> Review purpose and goals.</li> <li><input type="checkbox"/> Make sure all transportation is provided.</li> <li><input type="checkbox"/> Complete housing assignments.</li> <li><input type="checkbox"/> Check on current registration totals.</li> <li><input type="checkbox"/> Check Twin Pines' "Info Sheet" for details.</li> <li><input type="checkbox"/> Call Twin Pines with any changes.</li> <li><input type="checkbox"/> Get needed checks for payments.</li> <li><input type="checkbox"/> Plan for registration procedure at camp.</li> <li><input type="checkbox"/> Organize "needed" materials.</li> <li><input type="checkbox"/> Get some extra sleep in preparation.</li> </ul> <p><b>AT THE RETREAT:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinator &amp; Registrar arrive 2 hours early.</li> <li><input type="checkbox"/> Greet guests enthusiastically as they arrive.</li> <li><input type="checkbox"/> Pay balance due to Twin Pines.</li> <li><input type="checkbox"/> Turn in Retreat Guest Worksheet.</li> <li><input type="checkbox"/> Turn in Retreat Evaluation Form.</li> <li><input type="checkbox"/> Do final room check after guests depart.</li> </ul> <p><b>1 WEEK AFTER THE RETREAT:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Relax! You lived through the experience.</li> <li><input type="checkbox"/> Praise the Lord for His presence.</li> <li><input type="checkbox"/> Write "Thank You" note to speaker.</li> <li><input type="checkbox"/> Write "Thank You" note to special music.</li> <li><input type="checkbox"/> Write "Thank You's" to retreat helpers.</li> </ul> <p><b>2 WEEKS AFTER THE RETREAT:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Evaluate the retreat experience.</li> <li><input type="checkbox"/> What went right? What went wrong?</li> <li><input type="checkbox"/> Follow-up on decisions made on the retreat.</li> <li><input type="checkbox"/> Arrange mentors for people making decisions.</li> <li><input type="checkbox"/> Plan for discipleship/encouragement times.</li> <li><input type="checkbox"/> Begin planning for next year.</li> </ul>		

### WHEN IS THE RETREAT FINISHED?

The end of the retreat is just the beginning of more ministry. During the time following the retreat, the retreat guests will need to take the truths they have learned and the commitments they have made and apply them to their personal lives in the midst of an often hostile world. It would be good for the retreat committee to plan a number of ways to follow-up the retreat experience. New believers need to be discipled; Christians need to be encouraged to continue to grow in the grace and knowledge of the Lord Jesus Christ. Without some planned follow-up of the retreat experience you have only finished half the job.

### SOME POSSIBLE FOLLOW-UP ACTIVITIES:

- ◆ Set up a mentoring program to match new believers with mature Christians for follow-up, encouragement, and discipleship.
- ◆ Perhaps the theme of the retreat could be the springboard for a small group Bible study which could begin following the retreat.
- ◆ Put together a church service where the retreat participants can share some of the highlights of the retreat experience.
- ◆ Challenge your retreat participants to find their place of "ministry" when they return home—help them find a place to "plug in."
- ◆ If there are a number of new converts as the result of the retreat, it might be good to start a new believers Sunday School class.
- ◆ Depending on the theme of the retreat, you might want to set up a retreat reunion 2 months after the retreat as a check-up for retreat participants to encourage their follow-through with commitments made or truths to be applied.

### EVALUATION AND FEEDBACK:

The retreat planning committee ought to meet very soon following the retreat to evaluate all of the aspects of the retreat—program, facilities, speaker(s), music, goals, etc. Check with your speaker for his/her feedback on the retreat. Note strengths and weaknesses which will become the basis of planning for the next retreat program.

**RETREAT PLANNING - DETAILED SCHEDULE - PAGE 14**

Times	Friday	Saturday	Sunday
7:00 AM			
8:00		Breakfast	Breakfast
9:00			
10:00			
11:00			
12:00 PM		Dinner	Dinner
1:00			
2:00			Departure
3:00			
4:00			
5:00		Supper	
6:00			
7:00	Arrival		
8:00			
9:00			
10:00			
11:00			
12:00AM	Lights Out!	Lights Out!	

Additional Program Notes:

Meal times may fluctuate by up to  $\frac{1}{2}$  hour when multiple groups are in camp.

In fairness to your speaker and your program, 8 hours sleep should be planned each night!





**RETREAT PLANNING - BUDGET WORKSHEET - PAGE 16**

**GROUP:** \_\_\_\_\_ **DATES:** \_\_\_\_\_

**PROJECTED EXPENSES:**

Program Needs:

Leadership Materials	\$ _____	
Speaker (honorarium & travel)	\$ _____	
Music (honorarium & travel)	\$ _____	
Counselor Expenses	\$ _____	
Room and Board for Speakers & Music	\$ _____	
Audio-Visuals	\$ _____	
Recreation Supplies	\$ _____	
Snacks Or Other Food Items	\$ _____	
<b>TOTAL PROGRAM NEEDS</b>		<b>\$ _____</b>

Retreat Center Needs:

Per Person Fee (fee x number of people)	\$ _____	
Additional Contracted Costs	\$ _____	
Penalties Or Other Costs	\$ _____	
<b>TOTAL RETREAT CENTER NEEDS</b>		<b>\$ _____</b>

Transportation Needs:

Church Van Or Bus	\$ _____	
Gasoline Costs For Drivers	\$ _____	
Rental of Van Or Bus	\$ _____	
Other	\$ _____	
<b>TOTAL TRANSPORTATION NEEDS</b>		<b>\$ _____</b>

**TOTAL PROJECTED EXPENSES** **\$ \_\_\_\_\_**

**PROJECTED INCOME:**

From Individuals And Church:

Fees From Participants (# x fee)	\$ _____
Budget From The Church	\$ _____

From Other Sources:

Fund-raising Events	\$ _____
Special Scholarship Gifts	\$ _____
Other Resources	\$ _____

**TOTAL PROJECTED INCOME** **\$ \_\_\_\_\_**

When you are all finished filling in this worksheet, the "TOTAL PROJECTED EXPENSES" and the "TOTAL PROJECTED INCOME" lines should equal each other. If they don't agree (usually income will be smaller than expenses), you may need to adjust the fee per person in order to cover the deficit.

## RETREAT PLANNING - SAMPLE FORMS - PAGE 17

The following forms are simply to give you some idea of what should be contained on your form; design your form to meet your specific needs and fit the theme of your retreat activity,

### (Your Church Name) Retreat Registration Form (Dates of Retreat) Twin Pines

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Housing Preference (person) \_\_\_\_\_

Amount Paid with Registration \$ \_\_\_\_\_ Balance \$ \_\_\_\_\_

I will need assistance with transportation:  YES  NO

The total cost of the retreat is \$??.?? per person.

The registration fee of \$??.?? must be paid at the time you register.

The balance of your fee will need to be paid on or before \_\_\_\_\_ (date) \_\_\_\_\_.

### (Your Church Name) Pre-Retreat Information Twin Pines (Dates of Retreat)

(If you are providing transportation, include that information first on this info sheet.)

Registration will begin at Twin Pines at 7:00 p.m. on Friday, (date). Remember to bring the balance of your retreat fee along as this is payable when you complete your registration.

The emergency phone number at Twin Pines is 570-629-2411. At times other than normal office hours you can call 570-629-9816 which is the pay phone in the Main Lodge foyer (you may or may not get someone at this number depending on who might be in the foyer at any given time).

The retreat will end by 2:00 p.m. on Sunday afternoon.

Dress for the retreat is casual and comfortable—but befitting an exemplary Christian testimony. You will need to bring ALL bedding including: pillow, sheets, blanket, etc., or a sleeping bag which makes the whole process easier. If you are staying in Aspen Lodge, all bedding and towels are provided.

#### **Directions to Twin Pines (more directions are available on our website)**

**From Interstate Route 80 Traveling East** - exit at the Snydersville Exit (#302A - South) onto Route 33; proceed south to the Snydersville Exit; turn right at the top of the exit ramp and go to the Snydersville Diner; turn right onto Pensyl Creek Road (across from the diner parking lot); turn right at the first intersection onto Neyhart Road and follow the signs to camp.

**From Interstate Route 80 Traveling West** - exit at the Snydersville Exit (#304 - South); proceed on Route 209 south to the Snydersville Exit; turn right at the top of the exit ramp and proceed to "T" intersection; turn right, cross small bridge, bear to the left and follow the signs to camp.

**From Route 22/78** - West of Allentown, take the Route 22 Exit off of Route 78; follow Route 22 to the Route 33 North Exit; follow Route 33 about 20 miles to the Snydersville Exit; turn left at the top of the exit ramp and proceed to "T" intersection; turn right, cross small bridge, bear to the left onto Neyhart Road and follow the signs to camp.

(Detailed directions are available for printing at [www.twinpines.org](http://www.twinpines.org) – go to "Basic Information" then to "Our Location.")







## **Twin Pines**

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Camp, Conference and Retreat Center  
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**Stroudsburg, PA 18360**

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