

# Leadership Retreats—Tips & Guidelines

## A guide for those who plan retreats for the benefit of local church elders and other church leaders

Spiritual Growth Ministries, North New Zealand Conference

### Overview: Need . . . purpose . . . theme . . . outcomes

- What perceived need or opportunity are we addressing? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- What is our written goal for the retreat? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- What specific theme will we focus on (see examples below)? \_\_\_\_\_  
\_\_\_\_\_
- What title might we consider, that will express the theme attractively? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- What are some specific outcomes we hope to realise? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Examples of themes and focus items

- 1) **Some or all of the *five duties of the elder***—see Local Church Elder Ministry Description
  - ☐ Visitation
  - ☐ Commitment to vision, mission, outreach
  - ☐ Worship leading
  - ☐ Spiritual mentoring
  - ☐ Church administration
- 2) **Change and adaptation for the sake of the gospel**
  - ☐ Biblical basis for change and adaptation
  - ☐ Reality of the unsaved right around us
  - ☐ Reality of the *status quo*—staying as we are
  - ☐ Understanding the dynamics of godly change and progress
- 3) **Local church calling and opportunity**
  - ☐ Assessment of the community—level of spiritual, mental, relational, physical health
  - ☐ Assessment of the church—level of spiritual, mental, relational, physical health
  - ☐ Our gifting, need, and opportunity right now as the body of Christ
  - ☐ Strategies: How to get from “here” to “there”

#### 4) Spiritual growth and discipleship for leaders

- ☐ The Holy Spirit—His baptism, His fruits, His gifts
- ☐ The Word and ministry of the Word—preaching, teaching, practising
- ☐ Prayer and ministry of prayer—in the church, in the community
- ☐ Spiritual Direction—the art of discerning how God is working in the church and in individuals, and building up that work

#### 5) Relationship building and evangelism

- ☐ Through personal discipleship and witness
- ☐ Through community presence and action
- ☐ Through building up ministries and members in the church
- ☐ Through small group ministry
- ☐ Through public events

#### 6) A crisis point or particular challenge in our congregation

- ☐ The suffering of Christ
- ☐ The nature of the church, and God's call to unity
- ☐ The power of the Spirit, the promises of God, and the privilege of combined prayer
- ☐ The call to godly, courageous leadership

### Targeting and general logistics

- Who is the target audience for our retreat?
  - ☐ Elders only
  - ☐ Elders with their spouses
  - ☐ Elders and other key leaders by invitation
- What length and type of retreat is best for us right now, given time and cost considerations?
  - ☐ One day—e.g. a Sabbath, a Sunday
  - ☐ A weekend—e.g. Friday evening through to Saturday evening or Sunday morning
  - ☐ Will we provide accommodation; or will we have participants simply commute, with any needed accommodation arranged privately?
- What would be a good location and venue, considering the type of retreat, cost, desired impact, time frame, and convenience?
  - ☐ A retreat or conference centre
  - ☐ A suitable meeting room in a business, a civic building, our church or another church
  - ☐ The home of a member or a friend of the church
- What is the estimated cost, and how will we cover it?
  - ☐ Local church or district funds
  - ☐ A combination of local church funds and fees paid by participants
  - ☐ Sponsorship from people in our congregation, or people friendly to our congregation
  - ☐ Totally from fees charged to participants
  - ☐ Other source \_\_\_\_\_

### Facilitator / presenter

- Who will facilitate/coordinate? \_\_\_\_\_
- Would a guest facilitator or presenter be desirable?
  - ☐ If so, who might that be? \_\_\_\_\_
  - ☐ How will costs be covered for a guest facilitator or presenter? \_\_\_\_\_

## Elements of a successful retreat—how can we realise them?

- The Word
- The Spirit
- Praise
- Prayer
- Fellowship
- Learning
- Honest sharing, appropriate self-disclosure
- Directed pursuit of goals, strategies and outcomes
- Invitation for personal renewal and fresh commitment
  - How can we ensure all the above elements are included?
  - Would a communion service be *one* way to help realise some of these elements?

## Communication

- How can we most effectively realise the maximum possible attendance from our target audience?
  - ☐ Personal invitation
  - ☐ Phone calls
  - ☐ Letters—email, regular mail
- Do we have all the essential details in place, as we communicate?
  - ☐ Clarity on who is invited
  - ☐ Date(s) with start time, end time
  - ☐ Programme theme, title, and at least a tentative schedule
  - ☐ Name(s) and any pertinent details about the facilitator and/or guest presenter
  - ☐ Location, with map/directions and parking details
  - ☐ Cost for participants
  - ☐ RSVP/pre-registration process

## Logistical details

- ☐ Prior inspection of the venue, if it is not a familiar one
- ☐ Arrangements for access and exit, security, emergency contact
- ☐ Refreshments, meals
- ☐ Details of heating, ventilation, lighting, air conditioning, toilets
- ☐ Details of seating, tables
- ☐ Song leadership, music accompaniment if desired
- ☐ Equipment—e.g. data projector, screen, white board or flip chart, markers
- ☐ Supplies—e.g. Bibles, pens or pencils, writing paper, handouts, guides, song lyrics
- ☐ Cost determination, contract if needed, payment
- ☐ Items for attention after the event—e.g. appreciation to those providing the venue and the food, refreshments, music