On Going Formation 4-8 2019

**Lay Dominican Chapter Apostolates**

**How to Host a Public Day of Recollection or Retreat Day – Event Planning Guide**

**Preaching as a Chapter Apostolate**

Chapters can become involved in a more public way within the local areas. An appropriate and effective apostolate which exemplifies our preaching mission is to host an event open to the public. I would categorize these events at three levels of effort.

1. Chapter Level - Events can be simple, such as asking your pastor or member of your group to talk on a subject, such as the O Antiphons during Christmas.
2. Regional Level – Event would be including an outside speaker, whether it is a Dominican or other accredited person. This would also involve approval of your pastor. Possibly hosting a retreat day or day of recollection.
3. Provincial Level – Using a more widely known speaker that can draw several hundred people can be done by a chapter but could require some financial assistance from the provincial council. Again approval of the pastor is a must.

Fortunately as Dominican chapters we have the manpower to make such days happen. Even though the speaker at such a day is very important, the staff needed to make a day like this happen is indispensable. These types of events are perfect chapter apostolates and need involvement from every member.

How to Host a Public Day of Recollection or Retreat Day – Event Planning Guide

[This guide is excludes any transportation or lodging]

Planning:

Select a presenter including a topic of general interest. Discuss with the presenter expected time duration. Select a date with special consideration of holidays, parish events and other events. If winter is selected, pick a snow day immediately to include on the agenda.

Agenda:

Prepare an agenda [see attachment] for the day with start and end times of each activity. Include the fee structure and state clearly where the collected fees will be going.

Include driving and parking directions if needed.

Time Considerations:

* Have staff show up 1 hour early – it takes 1 min to brew a cup of coffee in an urn = 100 cup urn = 100 minutes prior to serving
* One hour for lunch is too long. Consider 30-45 min
* Break time for 50 guests should be 15-20 min, for 100 guests 20 min [think bathroom turnover]

Fee:

A fee, with a free option for those who cannot afford it works well. Fee can be smaller if a brown bag lunch is the option (coffee-and only). If lunch is provided, then advance registration is mandatory, otherwise no advance registration is necessary. Consider offering a service of a staff member to get lunch for a fee for anyone who has forgotten to bring one. (12) This can increase the number of participants. The downside of this is more time is needed for registration. Have guests fill out their contact information on an index card to hand in with the fee if any. Bring small bills to event in order to make change. Credit cards yes/no? Checks payable to who on the agenda and on registration signs.

Advertising:

Print agendas and place them, with approval of pastors, in area churches. Daily mass locations that are popular such as hospital chapels will significantly increase attendance.

Special Considerations:

Three women room stalls will only handle 100 total guests (50 women) for a break time of 20 min. You may have to use men’s room for the women. Be prepared for this.

Signs:

1. Regular Coffee
2. Decaf
3. Hot Water
4. Arrow sign for Mass
5. Arrow sign for conference
6. Registration – include fee and Checks made out to who?
7. Name Tags for staff members

Day of Event

1. Registration
2. Set up a table – have index cards for the guest to write down their contact information for follow up days. This will make collecting and auditing the fees collected easier.
3. Have staff members (3) collect registration fee and registration information (4) for follow up contact with attendee.
4. Greeters (1,2) Have people at doors to answer questions and give directions to seating and bathrooms. Handout an agenda to each person

Mention to guests to turn off phones - Consider handing out a holy card

1. Seating

Have staff setup seating ahead of time but assign staff to rearrange seats at a moment’s notice (5,6)

1. Sound- Assign staff member to verify the sound system and that it will not be too soft or loud based on seating arrangements (10)
2. First Aid: assign one staff member for first aide (7) and emergency phone numbers
3. Setup Crew - have entire staff meet one hour before start time to help set up food. And start the coffee.

Turn on sound, put out signs

1. Cleanup. (all staff) - Have at least two rolls of paper towels for cleanup, trash bags

Food

Assign staff to set out and manage food and coffee (8,9)

Coffee – Regular Decaf Hot Water

Coffee urns are a must. A 100 cup coffee urn with take 80 min to brew. Allow 1 min per cup for other urns. Coffee from an urn will cost $.13 per cup whereas Dunkin box of Joe is $1.59 each cup. Use one full 24oz can of coffee for the 100 cup urn. If you have a 50 cup urn use one full 12oz can.

We have used 2 pastries per person expected – 100 people = 15 doz

Water – 1 bottle per person expected

Napkins (attendees x3)

Plastic forks, spoons and knives (even if these is no food needing them)

Saran wrap and paper plates for leftovers

No messy desserts. Donuts move well, cookies not so much. Muffins don’t move at all because they are too large. Coffee cake moves but must be cut up in advance.

Mass:

If mass is included be sure to have a sacristan to prepare and breakdown the mass. Select hymns ahead of time and designate a staff member to lead music(10,11)

Staff – required for this event is 12 – as shown as numbers in parentheses (#)

Your cost for 100 attendees - $283.00

Agenda printing $20.00

Holycards $5.00

Index cards $2.00

Pens $3.00

Napkins $5.00

Deserts (100 x 3 x .70 ) $210.00

Coffee – reg $8

Coffee decaf $7

Regular $13.00

Water $10

Sample Agenda

**Prepare For Lent**

**A Day of Recollection**

With Fr. ,

**Mystical Silence**

**Saturday, February 9, 2019**

**[Snow Date February 16]**

Hosted by

 Church, 3 St,

**9:00 a.m. Mass**

**10:15 a.m. Mystical Silence: “*A Way of Life”***

**11:00 a.m. Break (Coffee and hot water will be supplied by host)**

**11:30 – 12:15 p.m. Mystical Silence: “Wonder and Awe of God”**

**12:15 – 1:00 p.m. Brown Bag Lunch**

**1:00 – 2:15 p.m. Mystical Silence: “The Cave of Elijah”**

**2:15 p.m. Break**

**2:30 – 3:30 p.m. Eucharistic Adoration, Rosary, Benediction and**

 **Confessions**

**4:30 p.m. Parish Vigil Mass**

Directions:

exit, right at bottom of exit

Proceed approx. 2.5 miles to Judson Street, take right, church is 300 feet on left

All conferences will be in Parish Hall

*Cost: $15 suggested fee is optional and money received will be split between presenter and parish*. Checks payable to xxxxxxx Church. No credit cards

Sponsored by:

Lay Fraternities of St. Dominic

Church, 316 n St, Tn, RI 02878

For Further Information Contact:

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