



10 STEP WOMEN'S RETREAT PLANNER

Printable workbook to make
your next retreat your best
ministry event yet!

THE SURPRISING SECRET TO A LIFE-CHANGING WOMEN'S RETREAT ISN'T WHAT YOU THINK.

Here's something you already know: Women aren't one-size-fits all.

We like different things, we have different gifts, and we come in different shapes and sizes.

When it comes to a women's retreat, though, we tend to follow a one-size-fits-all mold. This mold looks like a speaker teaching in front of a room while everyone else takes notes. It's worked okay for a lot of years, but...

...there's a better way.

The secret to a life-changing women's retreat isn't finding a good speaker. Because no matter how good her message is, there's something else surprisingly more important. What is it?

The women in the audience.

THE SURPRISING SECRET TO A LIFE-CHANGING RETREAT IS **RELATIONSHIPS.**

- It's holding hands and praying for each other.
- It's sharing the affirmations we hear directly from God's heart with the person right in front of us.
- It's talking about what the Bible says to us, in this moment, with friends in the faith.
- More importantly, it's sharing our doubts and our fears and our praises with each other in a way that strengthens our faith and builds bonds that last a whole year—not just a weekend.

These are the things that change lives. Not good notes. Not an excellent presentation. God changes us through our relationship with Him and others.

Here's another surprise: hosting a retreat like this is easier than you think.

In fact, it's easier than finding a speaker, and more affordable. Curious to learn how? Keep reading.

MAKE THIS RETREAT YOUR BEST YET

Retreat planning doesn't have to be a headache! With a few simple steps and a little organization, you can host a life-changing event that women will remember for years to come.

The following printable workbook includes checklists and ideas to guide you through the planning process for your next retreat. It's so simple that with these steps, plus one of Group's retreat kits, you could pull together a retreat in less than a month!

Are you ready to get started? Print and dive in today!

STEP ONE: PRAY

Start your retreat planning with prayer. Ask God to give you direction and favor, as well as for help gathering a team and organizing the details.

Bonus printable!

Download and print these six prayers to pray over your women's retreat. Find them at the following link:

<http://womensministryleader.com/6-prayers-for-your-womens-retreat-free-printable/>

(click or tap the link to visit the prayers now)

STEP TWO: GATHER YOUR TEAM

You can lead the entire retreat yourself, but it's more fun if you have even one more person doing it with you!

Write down the names of 5-10 women that you can approach for help, and then reach out to them. We suggest inviting them for coffee!

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....

Tips for getting volunteers to say yes:

Read these two helpful articles about recruiting new volunteers:

- <http://womensministryleader.com/new-volunteers/>
 - <http://womensministryleader.com/open-mouth-insert-foot-or-not/>
- (click or tap the links to visit the tips now)

STEP THREE: DECIDE HOW LONG YOUR RETREAT WILL BE

Depending on your unique ministry and schedule, you'll want to decide whether a one-day or overnight/weekend retreat fits best for your next retreat.

There are advantages to both kinds of retreats, and you'll want to weigh the pros and cons of each option before deciding.

To help you make a decision, see the worksheets on the next two pages.

PRO/CON WORKSHEET: OVERNIGHT/WEEKEND RETREAT

PRO

(example) Time for deeper prayer & worship

(example) More opportunity for free time, games, socializing

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CON

(example) More expensive

(example) Might run into travel complications

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PRO/CON WORKSHEET: ONE DAY RETREAT

PRO

(example) More women will be able to attend

(example) Moms with kids are more likely to come

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CON

(example) Not as much time to make friendships

(example) Doesn't have a "getaway" feeling

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STEP FOUR: SET A DATE

Pray about a date for your retreat that is at least four weeks from today (Yes, planning a retreat in 4 weeks is possible!) and then answer the questions below.

What are your top three date options?

- 1.....
- 2.....
- 3.....

Which team members are available for your date options?

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Who will make the final decision about the date?

Final decision-maker:

STEP FIVE: CHOOSE A LOCATION

There are several factors to consider when choosing your location, including the length of your retreat and how many women you'd like to attend. With your team, go through the pros and cons of hosting at:

- Your church
- A nearby hotel
- A cabin that 10 - 20 women can stay at
- A retreat center
- Other

Write out the pros and cons of your top choice before committing to it:

PROS

CONS

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Who will contact venues with your date options?

Name:

STEP SIX: ASSIGN RESPONSIBILITIES

Decide who will do what for the retreat. Here are some common assignments to consider:

- * Who will spread the word?
- * Who will lead the retreat sessions?
- * Who will gather supplies and decorate?
- * Who will organize food?
- * Who will plan extra games/activities?

ASSIGNMENTS:

.....	Spread the word
.....	Lead retreat sessions
.....	Lead worship
.....	Gather supplies & decorations
.....	Set up/decorate
.....	Plan & shop for food
.....	Plan extra games/activities
.....	Other
.....	Other
.....	Other

STEP SIX: START GETTING WOMEN SIGNED UP

At least one month before your retreat you'll want to start spreading the word and getting women to sign up. Here are some ideas for how to get the word out about your retreat.

CHECKLIST:

- Use social media (ex. Facebook)
- Make an announcement at church
- Put an announcement in the church bulletin
- Make phone calls
- Mail personal invitations
- Display posters at church and/or in the community

Note: Group's retreat kits include a media kit with artwork for promotional use, including a video to show at church or share on social media, artwork for a bulletin, and more.

STEP SEVEN: ORDER RETREAT MATERIALS

You'll need to get your supply lists organized, including retreat decorations, handouts, name tags, etc. And don't forget special gift items and mementos for your guests.

SUPPLIES

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DECORATIONS

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Note: Group's retreat kits include pre-made lists for your supplies and decorations. Retreat themes also offer participant items that are customized for the retreat. And since they're priced affordably, you can really pamper your guests.

STEP EIGHT: GATHER ANY LAST-MINUTE SUPPLIES

Make sure any additional items you'll need are borrowed or purchased.

LAST-MINUTE CHECKLIST:

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STEP NINE: PREPARE CHECK-IN ITEMS

Set up your welcome table. Make sure to include name tags, pens/markers, important information, extra Bibles, and participant materials.

Note: the detailed Director Guide found in Group's retreat kits includes instructions and printable check-in items for the retreat.

RETREAT DAY: ENJOY!

Pray! Have fun! Make friends! And watch for what God does in your midst.

Start planning your best women's retreat yet with an all-inclusive kit



www.group.com/retreats