

The graphic features the words "ALL ABOUT THAT GRACE" in a bold, black, serif font. The text is arranged in four lines: "ALL", "ABOUT", "THAT", and "GRACE". A white cross with a thin black outline is superimposed over the text, with its vertical bar passing through the center of the words and its horizontal bar passing through the middle of "ABOUT" and "THAT". The letters have a slightly distressed or hand-painted appearance.

“THE GRACE OF OUR LORD WAS POURED OUT ON ME ABUNDANTLY, ALONG WITH THE FAITH AND LOVE THAT ARE IN CHRIST JESUS.”- 1 TIMOTHY 1:14

“All About That Grace” confirmation retreat: Explore the truth and beauty of the sacraments, looking deeply into the mystery and reality of the Lord’s presence in each sacrament as well as the graces and effects of living a ‘sacramental life.’ Our hope is that this retreat will allow the students to develop a deeper love for all the sacraments of the Church.

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CONFIRMATION RETREAT STEP 1

Welcome: These guidelines have been written as a resource to deliver a spiritual and fruitful confirmation retreat.

- The Students will explore the significance of the sacraments, particularly the sacrament of Confirmation, considering the great gift of being anointed and sealed with the Holy Spirit.
- The Students will consider how the grace of the sacraments can transform and empower them to live as a disciple of Jesus Christ.
- The Students will have the guidance to become more conscious of what is happening in the 'hidden' mystery of the sacraments.

Theme: "All About That Grace" is a retreat theme that explores the truth and beauty of the sacraments, looking deeply into the mystery and reality of the Lord's presence in each sacrament as well as the graces and effects of living a 'sacramental life'.



"THE GRACE OF OUR LORD WAS POURED OUT ON ME ABUNDANTLY, ALONG WITH THE FAITH AND LOVE THAT ARE IN CHRIST JESUS." - 1 TIMOTHY 1:14

Who Comes on Retreat: The retreat is mandatory for 8th graders or students receiving confirmation in the upcoming year. An invitation is extended to 7th grades depending on the program at the parish.

DIOCESAN & PARISH REQUIREMENTS:

Office of Child Protection and Safety (OPCYP): Youth leaders and overnight security must comply with the diocesan policy for protection of children and virtue. They must be OPCYP compliant. Speak with your parish liaison to check on the status of your youth leaders or when bringing on new youth leaders.

Visit FAQs of the Office of Child Protection and Safety (OPCYP)

<https://www.arlingtondiocese.org/Youth-Ministry/RM OPCYP FAQ.pdf>

Visit the Child Protection Policy, OPCYP Compliance Requirements and Mandatory Training Resource for more guideline. <https://www.arlingtondiocese.org/Youth-Ministry/RM Notification of Child Protection.pdf>

Ratios: For every 5 students attending, you must have one youth leader, 1:5. If your parish chooses not to have an overnight the ratio is 1:10.

Sleeping arrangements & security: See tools for maintaining a safe environment:

<https://www.arlingtondiocese.org/Youth-Ministry/RM Tools for Maintaining a Safe Environment.pdf>

Forms: Visit the Arlington Diocese website - Risk Awareness Agreements and Permission Slips <https://www.arlingtondiocese.org/Youth-Ministry/RM Risk Awareness - Permission Slips.pdf>

Cost: This depends on the youth coordinator's budget. Work with your business manager to finalize a price.

CONFIRMATION RETREAT STEP 2 PREPARATION & MEETINGS

Recruiting leaders: Most of the time, you will already have a core-team/catechists who has been with the young people for the year preparing them for their confirmation. If not, first reach out to the youth coordinator to find leaders who are already OPCYP compliant and have experience volunteering with young people.

Leader meetings: Schedule leader meetings 2-3 months in advance. If budget allows, provide snacks and drinks for your leaders.

Meeting 1 agenda example: time needed 1 ½ - 2 hours

- opening prayer
- introduction to the chosen theme or vote on a theme
- draft schedule
- delegate roles – give deadlines of when you need items by
- plan leader adoration
- closing prayer

Meeting 2 agenda example: time needed 1 ½ - 2 hours

- opening prayer
- review schedule
- leaders updated everyone on their role / present items that were assigned
- finale deadline of when everything must be turned in
- reminder of adoration
- closing prayer

Meeting 3 agenda example: time needed 1 hour

- plan a holy hour for the leaders to spend time in prayer and to prepare them to be fully present at the retreat for the young people

Communication: Don't forget to plan a parent meeting to involve parents and to walk them through the theme and agenda of the retreat. The best way to communicate with your volunteers and parents is through email and phone calls. Send very detailed emails to parents and volunteers of what you need from them and deadlines. Another tool to communicating with your volunteers is sharing a google doc where everyone is able to see the schedule, talks, challenges/ ice breaker, small group questions, etc. by sharing a folder everyone will be updated with the materials as you add / updated items. example of a parent email:

Confirmation Parents,

Parent Retreat Meeting: This Sunday, March 19th 7:00-8:30 in Benedict Hall this is mandatory for 8th grade parents & optional for 7th grade parents. If you plan to send your 7th grader to the retreat please be sure to attend or let the parish coordinator know if you are unable to attend the meeting.

Confirmation Retreat: Friday, March 31st- Saturday, April 1st Mandatory for all 8th graders and students receiving Confirmation optional for 7th graders.

- **Permission Slip & Theme Attached. Please fill out and bring to parent meeting**

Location: Some parishes go away for a weekend while others only have an opportunity to plan a day retreat or an overnight lock-in at your parish. If you are planning to go away for the weekend see the youth ministry resource for more details <https://www.arlingtondiocese.org/Youth-Ministry/Resource-Manual/> The examples on page 5 are for a lock-in at your parish.

Schedule: Example of an overnight lock-in.

CONFIRMATION RETREAT SCHEDULE			
Date	Time	Activity	Assigned Volunteer's Name
Friday	6:30 PM	Check-In	
Friday	6:45 PM	Introduction & Rules	
Friday	7:00 PM	Opening Prayer	
Friday	7:05 PM	Dinner	Parent Volunteers
Friday	7:30 PM	Challenge 1:	
Friday	8:00 PM	Confession Video	
Friday	8:10 PM	Adoration	Priest
Friday	8:15 PM	Adoration Talk	Priest
Friday	8:30 PM	Confession, Praise & Worship	
Friday	9:30 PM	Small Group Time (Girls & Boys groups)	
Friday	10:30 PM	Get Ready for bed	
Friday	11:00 PM	Lights Out	
Saturday	7:00 AM	Wakeup Call	
Saturday	7:30 AM	Mass	Priest
Saturday	8:00 AM	Breakfast / Free time	Parent Volunteers
Saturday	9:00 AM	Challenge 2:	
Saturday	9:30 AM	Talk 1 - Ultimate Love Story	
Saturday	10:15 AM	Break	
Saturday	10:30 AM	Talk 2 - God's Presence	
Saturday	11:15 AM	Small Group Time	
Saturday	12:00 AM	Lunch / Free time	Parent Volunteers
Saturday	12:45 AM	Challenge 3:	
Saturday	1:15 AM	Talk 3 - Grace	
Saturday	2:00 AM	Break	
Saturday	2:15 AM	Talk 4 - Live it	
Saturday	3:00 AM	Small Group Time	
Saturday	3:15 AM	Large Group Questions / Snacks	
Saturday	4:00 PM	Pickup	

CONFIRMATION RETREAT STEP 3 PREPARATION DETAILS

Talk Topics: Help your leaders understand the theme and the take away intended for the retreat. Review your leader talks a couple of weeks before the retreat to edit and give feedback. Make sure the theme is used throughout the talks. There are a few examples below.

Confirmation Retreat- Talk 1 “The Ultimate Love Story”

Written by [Francesca Gross]

Resources: FORMED – Sacraments

Intro: “Ultimate Love Story” - 5 Minutes (10:00- 10:05)

SAY: The relationship between God and man is the ultimate love story. As it says in the beginning of the Catechism of the Catholic Church: “God, infinitely perfect and blessed in himself, in a plan of sheer goodness freely created man to make him share in his own blessed life” (CCC 1).

Activity 1: [Watch Video 1]

Watch Video 1 - 5 minutes (10:05-10:10)

Materials: Session 1 Part 1

<https://formed.org/courses/#/course/lesson/565dfebc8d0f20c00f10757c?programId=54ee2abf40cc1e74115a5955&courseId=565dfd8e8d0f20c00f10757a>

Small Group Conversation - 15 minutes (10:10-10:25)

Review “The Story of Adam & Eve” **Genesis 2** - briefly review

Ask: Do you think this is the Ultimate Love Story? Why?

Ask: What do you think the meaning of Love is? Why is it so important?

Key Points: Self-sacrificing love body & soul God is love (1 John 4, 16) and we are made in his image. Plain, infinite, perfect, total, and pure love! Love in a way we can't even imagine! God is the creator of all that is, whose power can be seen in everyday life. It is more than a mere quality, it is His divine nature- His essence! The love we experience in our lives is a mere spark of His tremendous love for us. Holiness requires love! We are created for love and in fact, when we die and meet God, we will be judged on love. “In the evening of life, we will be judged on love alone.” St. John of the Cross. Nothing else will matter!

Ask Group: The Lord was not going to allow our sin to derail His plan of our sharing in His own blessed life. Therefore He says to Satan in Genesis 3:15: “I will put enmity between you and the woman, and between your seed and her seed; he shall bruise your head, and you shall bruise his heel.” How is this a foreshadowing of the sacraments of the Church?

Key Points: (The Paschal Mystery is God’s plan to restore our relationship with Him and make it possible to share in His own blessed life. The Paschal Mystery is the

passion, death, and resurrection of Jesus, which definitively defeats Satan. This saving work of Jesus is made present and active in our life by the power of the Holy Spirit through the sacraments.

Ask: What is Ultimate Plan? Where do we play a part in the story?

Key Points: God has planned that we still know him through the sacraments. Physical & Spiritual. God speaks in our language. Again, The Paschal Mystery.

Regroup: (5 minutes 10:25-10:30)

Say: The sacraments are God's promises to us. Sacrament comes from the Latin word sacramentum, which means an oath. To make an oath is to make a promise and to invoke God's Holy Name to that promise. For example, when people are sworn in under oath, they put their hand on the Bible and say, "I promise to tell the truth, the whole truth, and nothing but the truth. So, help me God." When Jesus makes a promise, He does so in His Holy Name, so Jesus' promises are His oaths. Jesus swears by His own name that we receive divine life through the sacraments.

Small Group Conversation - 15 minutes (10:30-10:45)

Materials: Bibles

Read: Give each student scripture to read: Jesus gave the "keys of the kingdom" to Peter [**Matthew 16:18**] and He commissioned all the Apostles to baptize [**Matthew 28:19**], forgive sins [**John 20:23**], celebrate the Eucharist [**Luke 22:19**], and anoint the sick [**Luke 9:1**]. He taught His Apostles the true meaning of marriage—that it is God and not man who joins husband and wife so that the two become inseparably one [**Matthew 19:6**]. And, He taught them to pray over others to receive the gift of the Holy Spirit [**Acts 8:17**]

Ask: After each reading ask students what sacrament is it referring to? Discuss each for 2-3mins

God's Promises to us

Journal - 5 minutes (10:45-10:50)

Materials: Scripture Handout for each group to read

Description: On your handout you will find ten verses from Sacred Scripture. These verses are promises that we have from God. After reading them, please write down in your journal which promise is the most comforting or meaningful to you right now in your life. Allow time for everyone to read and contemplate the verses.

Small groups: Example of small group spread sheet. Use sheet as a check-in and put one in all of the leaders' folders to use throughout the retreat.

#	Small Group	Notes	Allergies	T-Shirt	Male / Female
	Group RED: Leader Name	Overnight		S	F
1	Teen's Name	Overnight		S	M
2	Teen's Name	No Overnight		M	M
3	Teen's Name	No Overnight		M	F
4	Teen's Name	No Overnight		M	F
5	Teen's Name	Overnight		L	M
6	Teen's Name	Overnight		M	F
7	Teen's Name	Overnight		S	F
#	Small Group	Notes	Allergies	T-Shirt	Male / Female
	Group GREEN: Leader Name	Overnight		S	M
1	Teen's Name	Overnight		S	F
2	Teen's Name	Overnight		M	M
3	Teen's Name	No Overnight		M	F
4	Teen's Name	Overnight		S	F
5	Teen's Name	Saturday		M	M
6	Teen's Name	Overnight		S	M
7	Teen's Name	Overnight		S	M

Challenges & Ice breakers

Tic Tac Toe Race

Explain the activity to the groups: Teams will play tic tac toe against each other using plates as pieces. Organize small groups into their respective tic tac toe "board," two groups per "board." After the first round, the winning teams will receive candy. Winning teams will "stay put" at their board, and the other teams will rotate to the left board so there will be new matchups for the next round. Continue to do new rounds and rotate the teams until time runs out.

Supplies needed: candy, masking tape to create the boards on the gym floor, and 2 different colors of plates as the pieces - enough for at least 5 boards (~25 plates total of each color)

Prep needed: set up the tic tac toe boards on the gym floor with masking tape prior to starting our activity

Hungry Hungry Hippos

- Organize small groups into corners, 4 on one half of the gym and the other 4 on the second half.
- Explain activity: Each group will have 2 people play per round, 1 person being the driver and 1 being the “scooper” or hippo.
- Rounds will last until all the balls are taken from the area of play. The teams who grabbed the most balls win.
- Rotate teams within groups after each round (i.e. each round should have a new driver and scooper).
- Continue to do new rounds and rotate the teams until time runs out
- Winning teams will receive candy.

Supplies needed: Laundry baskets, balls, roller boards

Prep needed: Set all the balls in the middle of the playing area, set roller boards and laundry baskets along the outsides of the playing area

Dodgeball:

- Have teams evenly split on both sides of half court line.
- Explain activity: Dodgeballs will be placed at half court. Game will start and players race to half court to pick up balls to throw at the other team.
- Throws will need to be kept below the other player’s head, high throws will be called.
- A player is eliminated if he/she is hit by a ball (must be below the head) or if their ball they threw was caught by the opposing team.
- When a ball is caught, bring the player who was the first one out back into the game.
- If there is extra time we can play different variations of the standard elimination game.
- Winning players receive candy.

Supplies needed: Dodgeballs & Cones

Prep needed: Set all the balls in the middle of the playing area, clean a space for playing area

Small group questions & booklets: Each young person receives a small group booklet with all the needed information of the retreat. Example of some pages from a retreat booklet.

OTW Retreat 2017



“The grace of our Lord was poured out on me abundantly, along with the faith and love that are in Christ Jesus.” 1 Timothy 1:14

Friday, March 31st - Saturday, April 1st

NAME: _____

Thought Questions:

Have you been to Adoration before?

How did you feel during Adoration? Did you feel God's presence?

Do you have any questions?

Prayer:

Notes:

Friday, March 31st

8:00 PM - Adoration & Confession

What is Adoration?

Adoration of the Blessed Sacrament is a form of prayer than began centuries ago. The word adoration means "to pay honor or homage to someone or something." The same Jesus, whom we receive in the Eucharist at Mass is who we worship in Adoration. Adoration is a time to sit face to face with Jesus and deepen and strengthen your relationship with Him.

What is the Blessed Sacrament?

Once a host has been Consecrated at Mass, we call it the Blessed Sacrament, or the Eucharist, or a Sacred Host, because it is no longer bread but Jesus' body.

What is a Holy Hour?

A Holy Hour is when we spend a set amount of time (like an hour) in Eucharistic Adoration where a priest has Exposed the Blessed Sacrament and we pray together with other people. A Holy Hour will often begin with Exposition and ends with Benediction.

What is Exposition?

Exposition is when a priest starts a Holy Hour by taking the Host out of the Tabernacle and placing it in the Monstrance. We call this exposing the Eucharist. We usually sing the song *O Saving Victim* during Exposition.

What is Benediction?

Benediction is when we close a Holy Hour with special prayers. The word Benediction means blessing, and we are blessed with the Eucharist by the priest. We usually sing the song *Down in Adoration Falling* during Benediction.

What is a Monstrance?

A Monstrance is a special stand that looks like a golden sunburst which holds the Eucharist up high so everyone can see it.

CONFESION GUIDE

Examination of Conscience

Catholics for centuries have found it profitable to examine their consciences in light of the Ten Commandments. Penitents are encouraged to expand on them in their prayerful review of their conduct.

FIRST COMMANDMENT

"I am the Lord your God.

You shall not have strange gods before Me." (Ex 20:2,3)

- Have I really loved God above all things or have I made other things — money, clothes, sports, TV, music, pleasure, peer approval, or a famous celebrity — more important than God?
 - Have I made time for God each day in prayer? Do I pray only when I need something or do I also seek to praise and thank Him, too?
 - Have I made a serious effort to get to know my faith well, since my relationship with God is supposed to be the most important thing in my life?
 - Have I endangered my faith in God by superstitious or evil practices, like witchcraft, wicca, ouija boards, fortune tellers and so on?
 - Am I wholehearted in accepting and following God's teaching or do I only pick and choose only the parts of His message that please me?
-
- Do I believe the false idea that one religion is just as good as another?
 - Have I denied my faith before others? Have I been willing to affirm, defend and practice my faith before others and not just in private?

Small Group Discussion Questions:

Think about the passage you just read and the idea of believing something without having to see evidence or proof.

- Who or what would you believe the most?
- What would convince you to believe that someone really came back from the dead?
- What was Thomas saying when he said, "Unless I see the nail marks in his hands and put my finger where the nails were, and put my hand into his side, I will not believe it."
- Who does Thomas remind us of in this story? What would we do and how would we act in this situation?
- How do you think Jesus feels when we have doubts about our faith?
- What do you rely on for spiritual "proof"?
- When you have struggles or doubts in your faith, what have you found helpful?
- How would you rate your spiritual life right now?

Notes:

Saturday, April 1st

9:30 AM - Talk 1

The Ultimate Love Story

Which sacrament resonates most with you after having heard them in scripture?

How does God tangibly love us through the sacrament?

How are we better off having this wonderful gift, than knowing his love in some other, less tangible way?

Prayer/Notes

1:15 PM - Talk 3

Grace: A Reflection for Confirmation Candidates

What is your favorite "comeback" or story of people overcoming adversity, challenges, heartbreak, suffering, or long odds?

What do you enjoy about this story? What lesson do you think it teaches?

Review the following verses. Think about how they fit with the definition of "grace":

- "For the wages of sin is death, but the free gift of God is eternal life in Christ Jesus our Lord." (Romans 6:23).
- "And of his fullness we have all received, grace for grace. For the Law was given through Moses; grace and truth came through Jesus Christ." (John 1:16-17).
- "And he said, 'This is why I have said to you, 'No one can come to me unless he is enabled to do so by my Father.'" (John 6:66).
- "But by the grace of God I am what I am, and his grace in me has not been fruitless — in fact, I have labored more than any of them, yet not I, but the grace of God with me." (1 Corinthians 15:10).
- "For by grace you have been saved through faith; and this is not your own doing, it is the gift of God." (Ephesians 2:8-10).

The Bible often describes grace as a "gift." What are the characteristics of a "gift"?

Paul makes a distinction between the "law" and "grace and truth." How is the law different from grace?

Do we need grace, or is it optional?

Can we save ourselves?

Can you think of activities, prayers, or resolutions in your daily life that could make you more open to receiving grace? Would you have to change the way you do them, or your attitude toward them?

Leader folders: Create folders that have all the details for each leader. schedule, small group questions, retreat rules, parking permit if needed for overnight, master list and assigned small group list of teens.

Name tags: Pre-print name tags ahead of time for teens and leaders with their name and assigned small group on the back or front.



Mass – Confession – Adoration: Talk to your pastor and schedule the times you need him to be present. Schedule at least 3 months before your retreat date and schedule at least one daily mass. A lot of young people have not experienced adoration or have been to confession in a long time. Have materials or talks to help prepare them on what to expect and provide books, rosaries, or their booklet for them to use during adoration. Don't forget to prepare your leaders as well to answer questions the young people may have.

Praise and worship music: Ask your music director if they know of a praise and worship band that you can book. Start your search at least 3 months before your retreat date. Most bands will have music sheets that you can print or add to your retreat booklet. Work with the band to determine the song list that is appropriate for the theme selected.

T-shirts: T-shirts and apparel are not mandatory; however, if the budget allows for it, then ordering t-shirts with your theme and logo can be a way to unite your young people and for them to remember their confirmation. Order apparel at least 5 weeks before the retreat date. Custom Ink has a great design team that can walk you through designing and ordering t-shirts. Visit <https://www.customink.com/> or call 800-293-4232.



Food: Create teams of parents who will shop, cook, serve, and cleanup for the retreat. If you do not stay at your parish, you will need to work with the site coordinator of the facility you are staying with. Ask parents to create a menu and shopping list. Give deadlines of when you need the items and a budget. Example of a menu and shopping list.

BREAKFAST	#	LUNCH	#	SNACKS	#
Scrambled Eggs		Penne Pasta		Fruit Snacks	1 box
Bacon and Sausage		1 box gluten free		Chips	1 pack
Bagels with Cream Cheese		pasta sauce		Water	1 Pack of 24
Mini muffins		Caesar salad			
Bananas		Caesar salad dressing			
Clementine		croutons			
Orange and apple juice		parmesan cheese			
Milk		Garlic bread			
Coffee with cream and sugar		Bowls			
Coffee Cups with lips		Tin Foil pans	6		

CONFIRMATION RETREAT STEP 4 FINAL PREPARATIONS

Registration Forms: Give deadlines when forms need to be returned by.

As the parent/legal guardian of _____ permission is hereby given for my child to participate in the Spiritual Lock-In at St. Charles Church, 3304 Washington Blvd, Arlington, VA 22201 from Friday, March 31st, Drop Off 6:30pm – Saturday, April 1st, Pick-up 4:00 pm. Retreat Cost **\$10.00**

I understand and acknowledge that participation in the activities involves inherent risks of injury to my child. I agree to indemnify the Parish, Youth Ministers, Volunteers, and the Diocese of Arlington for any costs or expenses arising out of my child's participation in the activities including the cost of any medical care given my child or any expenses or fees incurred in any lawsuit arising as a result of any damage or injuries caused by my child in the course of his or her participation in the activity.

I further give my consent that in my absence the above-named minor be admitted to any hospital or medical facility for diagnosis and treatment. I request and authorize physicians, dentists, and staff, duly licensed as Doctors of Medicine or Doctors of Dentistry or other such licensed technicians or nurses, to perform any diagnostic procedures, treatment procedures, operative procedures and x-ray treatment of the above minor. I have not been given a guarantee as to the results of examination or treatment. I authorize the hospital or medical facility to dispose of any specimen or tissue taken from the above-named minor.

Also, I authorize the Diocese of Arlington and its parishes or schools to use my child's picture or video recording for educational and/or marketing purposes, including the parish website, bulletin, pamphlets or social networking sites such as Facebook or Twitter. Parents/guardians who do not wish their child to be photographed or filmed should notify the parish youth ministry staff and/or volunteers in writing. I understand that in the event my child becomes ill with a communicable illness during the trip, I have to make immediate arrangements to retrieve my child from the trip location.

Date of Birth (mm/dd/yyyy):		Date of last Tetanus Booster (mm/yyyy):
Known allergies including any allergies to medicine:		
Any other medical problems which should be noted:		
Name of Parent/Guardian:		
Phone Home	Work	Mobile
Person responsible for charges (if different from above):		
Person to notify if parent/guardian is unavailable:		
Phone Home	Work	Mobile
Family Physician Name:		
Insurance Carrier:	Policy Number:	
Signature of Parent	Date (mm/dd/yyyy)	

Packing List: Example of a packing list

Sleeping Bag or Blanket

Pillow

Towel

Toiletries

Warm, Comfortable Clothes (no sleeveless shirts, no see through clothing, fully clothed PJs)

Tennis shoes and warm clothes for outside

Water Bottle

Bible, Journal/Pen, Rosary, Spiritual Reading

DO NOT BRING

Cell Phones, iPod, Tablet, Video Games, Laptop, etc.

Drugs, Tobacco, Alcohol, pocket knives, weapons, etc.

Retreat Rules: Example of retreat rules

No cell phones or electronics of any kind

Pack modest clothing

Wear name tag during retreat hours 6:30 PM – 10:30 PM & 7:30 AM – 4:00 PM

Sit with you group during talks and small group discussions

No guys in girls sleeping area after lights out

No girls in guys sleeping area after lights out

Lights out means lights out. No sneaking out...We will find you!

Respect your fellow small group members and your leaders

Be polite: don't forget your please, thank you to our cooks, leaders, and your small group members

Free time – stay in the given areas

Be on time

Tell your leader if you are feeling sick or need to leave early

Prescription meds (except inhalers, epi-pen) must turn in to your leader

Every single adult on retreat is your leader. To be kind and listen to them

Most of all have FUN!

CONFIRMATION RETREAT STEP 5**CLOSING**

Follow-up: with your leaders before they leave from the retreat site. They may have run into some issues that you would need to communicate with parents or follow-up later.

File all registration forms.

Thank you: Send thank you emails out to all your volunteers. It is important to let them know they are appreciated!