



RETREAT

CONTACT

PERSON

MANUAL



**THANK
YOU**

**FOR BOOKING A
NET TEAM**



DOING SOMETHING AMAZING...

Welcome to the NET Canada family! We believe that this year you are truly "doing something amazing" for the young people in your diocese that are starving for the message of Jesus Christ.

All of us here at NET Canada are here because this message has touched us in some way and when it did, we knew it was something we could not keep to ourselves. Faith is a gift that is kept alive by being given away and this year you are giving the young people in your diocese the opportunity to receive this gift.

This manual is intended to serve as a guide for the team's retreat in your parish or school. Please read the instructions below. It'll be worth your time – we promise! It will make your role as the Retreat Contact Person (RCP) a lot easier, as they contain specific guidelines we ask you to follow. If you have any questions, please contact our Scheduling Administrator.

Again, we're absolutely thrilled that you've joined us in this mission of bringing young people to Jesus this year. If you let the Lord work, your life will never be the same. There really is nothing quite like NET and we believe that through you, the God of the universe will "do something amazing" in your parish or school. We'll be praying for you!

- Garth Pereira

PROGRAM DIRECTOR



CONTENTS

PREPARING FOR YOUR RETREAT - PAGE 7

- *Preparing for Your Retreat*
- *Retreat Fee Structure*
- *How Retreat Fees are Paid*
- *Fundraising Retreats*

HOSTING - PAGE 12

- *Host Homes*
- *Alternate Hosting Options*

CANCELLATIONS - PAGE 15

- *Inclement Weather*
- *Cancellations*

LOGISTICS - PAGE 18

- *Age and Group Size*
- *Retreat Themes*
- *Choosing a Retreat Facility*
- *Publicizing Your Retreat*
- *Retreat Checklist*

SAFE ENVIRONMENT - PAGE 24

- *Team Member Recruiting, Screening, and Training*
- *Safe Environment Protocol*
- *Confidentiality*

FAQ - PAGE 28

“

MODERN MAN

**LISTENS MORE
WILLINGLY**

to witnesses than

to teachers

**and if they
listen to teachers**

it is because

they are

WITNESSES

”

- Evangelii Nutiandii, Pope Paul VI



MISSION STATEMENT

CHALLENGING

young Catholics

TO LOVE CHRIST

*and embrace the life
of the Church*

THIS IS ACCOMPLISHED BY

PROCLAIMING

*the Gospel of Jesus Christ through a
personal witness of faith*

INVITING

young people to live for Christ

FORMING

*young people in Christian character
through the study and practice of our faith*

EQUIPPING

*youth workers and young adults with the
ministry skills needed for evangelization*



CORE VALUES

COMMITMENT TO CHRIST

Christ is the beginning and end of our ministry. It is Christ who guides all our decisions. All of our efforts are aimed at assisting young people to entrust their lives to Christ and live as His disciples.

CATHOLIC

We are under the authority of the local bishop in the diocese of our head office and conduct ourselves in a manner consistent with Holy Scriptures and the teaching magisterium of the Roman Catholic Church.

EVANGELISTIC

We are part of the Church's urgent mission of evangelization to awaken the faith of those we serve by inviting them to live as Christ's disciples.

PROCLAMATION

We understand that evangelization begins with an explicit proclamation of God's merciful love through both word and personal witness.

CHARISMATIC

We understand that conversion is the work of the Holy Spirit in the heart. We strive to rely on the Holy Spirit and His gifts as we reach out to others.

COMMUNITY

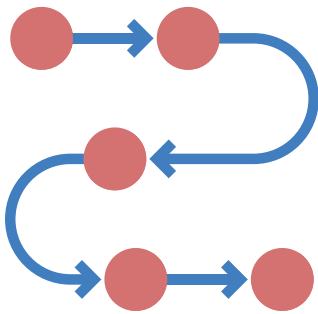
We are a relational ministry that emphasizes reaching out to those we serve with relationships marked by welcome, kindness, and mercy.



PREPARING FOR YOUR RETREAT

*Preparing for Your Retreat • Retreat Fee Structure •
How Retreat Fees are Paid • Fundraising Retreats*

PREPARATION



Preparing for Your Retreat

STEP BY STEP

By now you have already worked with the Diocesan Contact Person (DCP) to book a specific date and time for the NET team to come to your parish or school. Now it's time to take care of the details.

STEP 1 - RETREAT INFORMATION SHEET

Completely fill out the [Retreat Information Sheet \(RIS\)](#) using a separate retreat information sheet for each retreat you are hosting. Please only complete the RIS once you have confirmed your retreat date with your DCP. Complete the form by the established deadline set by your DCP. Submitting the RIS on time confirms your retreat date and enables the DCP to complete the other arrangements for the team's schedule.

STEP 2 - HOSTING

Find 3-4 host homes to accommodate the missionaries. You will have received a team information sheet from your DCP.

STEP 3 - REVIEW THE FOLLOWING

- The ideal length of a one-day NET retreat is six hours
- We recommend that a retreat be at least four hours, but not longer than 10 hours unless it is an overnight or weekend retreat
- Our scheduling staff will follow the guidelines below to show courtesy to host homes and ensure adequate rest for the team.
- NET teams may not travel before 7:00 a.m. or after 10:00 p.m. (including pickups from host homes in the morning).
- The team must arrive at the retreat site a minimum of one hour prior to the start of the retreat
- Retreats cannot begin before 8:30 a.m. The team may only do one retreat with one group of youth on any given day
- The team cannot travel more than 400 kilometers on a retreat day
- The team cannot travel more than 800 kilometers on any day
- You can decide the times of meals, Mass, and recreation on retreat; the team will build the retreat schedule around those times

PREPARATION



Retreat Fee Structure

F E E S

NET Canada depends on retreat fees to continue operating as a ministry. When determining fees we must consider the cost of purchasing vans, vehicle insurance, gas, medical insurance for team members, administrative costs, training and supervision of team members, retreat materials, etc.

TYPE/# YOUTH	0-60 YOUTH	61-100 YOUTH
4-12 HOURS	\$800	\$1000
OVERNIGHT	\$1200	N/A
WEEKEND	\$1600	N/A

Multiple Retreats (same school/parish)

- 2 Retreats: \$100 off (\$1600 - \$100 = \$1500)
- 3+ Retreats: \$250 off (\$2400 - \$250 = \$2150)

If you have questions about other events that the NET retreat team may be able to offer, and any associated fees, please contact schedule@netcanada.ca

PREPARATION



How Retreat Fees Are Paid

PAYMENT INFO

NET Canada will directly bill each parish/school hosting a retreat. Payment is due to NET Canada no later than two weeks after the date of the retreat invoice.

We do not want a parish or school's financial situation to prevent them from hosting a NET retreat. If a parish or school truly cannot afford the full cost of a retreat and have explored other avenues of funding, we will work with them to adjust the fees accordingly.

Please note, however, that the agreement for adjusting the retreat fee must be made prior to the retreat date and can only be made by the Scheduling Administrator at NET Canada.

The retreat fee covers less than half of the expense incurred when sending a NET team to your diocese. If you are able to pay more than the requested fee, it would help cover the costs for parishes and schools unable to pay the retreat fee. You may even consider taking up a second collection in support of the retreat ministry.

PREPARATION



Fundraising Ideas for Retreats

HOW TO

We suggest you begin considering how your retreat will be financed as soon as you receive confirmation of your retreat date. Explore any possibilities for assistance if the retreat fee is an obstacle to your hosting a retreat. If you are unable to afford the entire retreat fee and have been unsuccessful in raising money for the retreat, please get in touch with your DCP to explore any diocesan possibilities for assistance. Here are some fundraising ideas:

- Take a second collection at Mass. If the team is present, consider having them share a testimony. If they are not present, perhaps some of your young people who have been on NET retreats in the past could share what the retreat meant to them and why they would like the NET team to come back.
- Talk with your pastor to see if there are individuals in your parish you can ask to underwrite the cost of the retreat. These contributions are tax deductible if your pastor allows the parish to collect them for you.
- Request money from parish organizations such as the Knights of Columbus, the Catholic Women's League, etc.
- The ever-popular Bake Sale can bring in some extra money. Start early in the year, giving yourself time to have more than one.
- Ask the young people to brainstorm ideas to pay for the retreat. This is a great way to prepare them to participate in the retreat because they have already invested in it.
- Consider charging each young person a small fee to help defray the cost of the retreat. It is not unreasonable to expect a young person to put up part of the cost.
- A couple of smaller parishes can come together for the retreat and pool their resources.



HOSTING

Host Homes • Alternate Hosting Options

HOSTING



Host Homes

HOW TO

You are responsible for securing housing for the team the days that your DCP has assigned your parish. This may seem like a daunting task, but it's really not that difficult! You will be provided with a list of the team members' names and ages grouped by gender. Please arrange housing so that a minimum of two team members of the same gender can be housed together at all times.

No one team member can ever be housed alone! The team leaders will inform you on the day they arrive which team members will be staying with which host homes. They will take into account team member allergies when making these assignments.

Please consider the team's commute to and from the retreat sites when arranging hosting. If the team will be placed in host homes, please have the host homes go over any details such as doors to be locked, location of light switches, times of the meals, etc.

You may want to let the host homes know that simple breakfast options are appealing to most team members.

HOSTING



Alternate Hosting Options

HOW TO

We're flexible! Team members travel with their own sleeping bags and are flexible with where they sleep for the night. Host homes are the ideal because they provide additional ministry opportunities for the team, but you may also house them in rectories, convents, retreat centres or gyms.

If the team will be housed in a rectory, convent, retreat centre, or school gym, please make sure that the team has been made aware of the following:

- Doors, windows, and locks to be secured
- Lights to be on/off
- Meal arrangements and kitchen expectations
- Shower and bathroom availability
- Any room access limitations
- Fire exits and emergency procedures

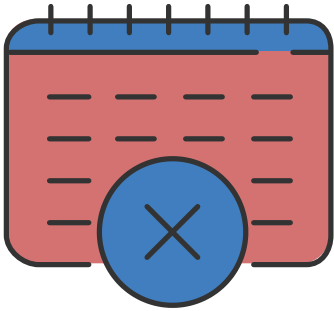
Please fill out the [Hosting Information sheet](#) and send it to your DCP. With the exception of limited food allergies, the team will be happy to eat whatever food is made available for them.



CANCELLATIONS

Cancellations • Inclement Weather

CANCELLATIONS



Cancellations

CONSIDERATIONS

If a parish or school finds it necessary to cancel a scheduled retreat, they are to contact the Scheduling Administrator no less than four weeks before the scheduled retreat date. The Scheduling Administrator will work with you to (hopefully) find another parish or school to fill that date.

For reasons other than inclement weather, any parish or school canceling a retreat less than four weeks before the scheduled retreat date will be required to pay a cancellation fee of \$350.

NET Canada will bill the parish or school directly for that amount. The housing and meal obligations originally assigned by the DCP will remain the responsibility of the canceling parish.

CANCELLATIONS



Inclement Weather

CONSIDERATIONS

In the event that severe weather threatens a scheduled retreat, the team and the RCP will determine together if the retreat needs to be canceled.

Notifying the Scheduling Administrator at NET Canada will allow them to work with you to see if the retreat can be scheduled for another time.

There is no charge for a retreat canceled due to inclement weather.



LOGISTICS

*Age and Group Size • Retreat Themes • Choosing a Retreat Facility •
Publicizing Your Retreat • Retreat Checklist*



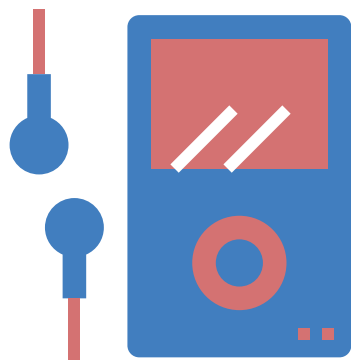
Age and Group Size

CONSIDERATIONS

The size of the group greatly affects the quality of the retreat and the experience the youth have on the retreat. Please consider the following:

- The ideal size is 60 youth
- The absolute maximum is 100 youth.
- If your group has less than 20 youth, you may want to consider inviting youth from a neighbouring parish to join your retreat
- If your group has more than 100, you must schedule multiple retreat days and divide your group accordingly
- We recommend you provide separate retreats for junior high (grades 6-8) and senior high (grades 9-12), allowing the team to focus all retreat content to a particular maturity level.

LOGISTICS



Retreat Themes

AVAILABLE OPTIONS

NET conducts junior high, senior high, Confirmation, and mixed-age retreats. Our themes can be tailored to that group. We provide a variety of retreat themes, dramatic skits, and lively songs, making every retreat a unique experience. More retreat experiences are available on request.

A Quiet Place

Young people lead noisy, busy lives filled with expectations - from friends, family, teachers, and more. In this retreat, we take a break from the noise to experience a moment of silence, where we can encounter God and know His peace.

The Gift Received

Most youth see Confirmation as just another obligation being forced on them. In this retreat, we aim to give candidates a chance to reflect on who they are & who they want to be, and how their Confirmation is a pivotal step towards becoming the best version of themselves.

Underlying Truth

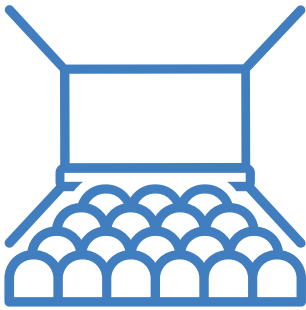
Youth today are flooded with messages about their self-image: "You're perfect just the way you are." "You are loved." "It's okay to be not okay." ... But do we really believe them? In this retreat, we aim to create an authentic experience of being seen & known through activities, sharing, and then experiencing God's LOVE.

Why Me?

In difficult times like these, many young people find themselves asking the question "why?" God does not cause our suffering, or want it to happen, but He permits it. If we unite our suffering to Christ, He will use it to restore us and the whole world! In this retreat, young people discover that God never said it would be easy; He promised He'd be with us.

Living for Greatness (Weekend/ Overnight Retreat)

Society tells us that the purpose of life is to get a good job, start a family, make lots of money, and be happy. But what happens once we achieve that? Is that true greatness? God has a plan for each of us... How do we hear Him, and how do we have the strength to follow?



Choosing a Retreat Facility

CONSIDERATIONS

It is most helpful to have a facility that includes:

- A large enough meeting room for all of your youth
- Enough chairs for everyone
- Ten spaces such as small rooms or hallways that can be used for small group discussions
- A chapel or the main church for prayer ministry at the end of the retreat
- If you are hosting an overnight retreat, please choose a site that will provide hot water showers for the team and at least two separate sleeping areas for the men and women.



Publicizing Your Retreat

CONSIDERATIONS

Your Diocesan Contact Person will send you a digital photo of the team that will be coming to your parish along with a listing of the names, ages, and hometowns and allergies of each team member. This same information is also available on our website. You can use this photo to make your own posters or to send along to parents or host families.

More promotional materials can be found [here](#).



Retreat Checklist

CONSIDERATIONS

Facility

- Obtain necessary keys
- Verify the times site is available
- Verify availability of cooking facility/equipment (if needed)

Meals

- Prepare menu
- Purchase Groceries
- Verify availability of cooks and clean-up staff
- Prepare bag lunches for team (if needed)

Housing

- Confirm housing with the host homes
- Fill out the Host Home Worksheet with all the requested info except the team members' names.
- Hold onto the worksheet until the team arrives.
- The team leaders will assign team members to the homes.

Connect with NET Team Leader

- Contact NET Team Leader (He or she will call 7-10 days before the retreat.)



SAFE ENVIRONMENT

*Team Member Recruiting, Screening, and Training •
Safe Environment Protocol • Confidentiality*

SAFE ENVIRONMENT



Recruiting, Screening, & Training

NET TEAM MEMBERS

NET Canada thoroughly screens and trains every NET Team member prior to their work with young people. All of our team members go through a comprehensive scrutiny to ensure their suitability for work with youth prior to their conducting any ministry.

- In the initial screening and selection process, NET requires several references for each potential NET Team member, references who can testify to the suitability of a prospective team member. Each reference is originally submitted in writing, and then followed up by our selection committee with a verbal verification. This is part of the extensive application process which includes 2 live interviews. All NET team members are at least 18 years of age.
- NET conducts a criminal background check and vulnerable sector screening of each prospect, specialized to accommodate the young age of the NET Team members.
- NET Team members are also required to successfully complete NET's five week training process, which is conducted prior to and during their ministry. During this training, the NET Team members receive instruction concerning:
 - Appropriate standards of conduct for those working with youth
 - Inappropriate speech, touch, and relationships with youth
 - Requirements for creating a safe environment for all retreatants
 - Guidelines for ensuring their own personal safety.
- Team members acknowledge annually, by their signature, that they have received, understood, and intend to conduct themselves in accordance with NET Canada's' Personal Conduct Agreement. This policy is reviewed and updated annually.

Once the NET team members are in active ministry with NET, they continue to receive ongoing training and supervision by NET staff members, which includes monthly contact and bi-monthly onsite visits. Personnel records, including the above mentioned paperwork, are kept on each individual team member at NET Canada's Headquarters and are available upon request.



Safe Environment Protocol

OUR PRACTICES

It is the intent of NET Canada to act responsibly with information a young person openly reveals to a team member that the team member recognizes as harmful or potentially harmful. This includes informing appropriate paid parish/school personnel from the hosting parish/school and any local authority as necessary and appropriate. NET team members are not professionals.

Therefore, it is not appropriate (and in fact may be harmful) for a team member to attempt to “counsel” a young person in a dangerous or potentially dangerous situation. The goal of the NET team member is to help the young person identify where help is available to them.

There must be a paid contact person present at every NET Retreat in case of a special need situation. NET team members are trained to respond to situations where a young person is in a harmful or potentially harmful situation by clarifying the information the young person has shared and then taking appropriate action.

SAFE ENVIRONMENT



Confidentiality

OUR PRACTICES

Team members respect confidentiality by handling information in a responsible manner. They do not promise to keep as anonymous the identity of a young person who is in a potentially dangerous situation.

At the earliest opportunity after identifying a situation as potentially dangerous, the goal of the team member is to get the young person connected to a resource that can help him/her. The team member will try to get the young person to talk to the contact person identified by the parish/school for that retreat.

Some examples of situations where there is potential danger are allegations of physical abuse, sexual abuse, or suicide.



FREQUENTLY ASKED QUESTIONS

FAQ's

Will NET contact me before the retreat?

One of the NET team leaders will contact you two to four weeks prior to your NET Retreat. Using a copy of the Retreat Information Sheet you filled out, he or she will confirm the details of the retreat and answer any questions you have. If you haven't heard from the NET team at least five days before the retreat, please contact the Scheduling Administrator (schedule@netcanada.ca) at NET Canada.

When will the NET team arrive for the retreat?

Teams will arrive at the retreat site no later than one hour prior to the start of the retreat. This allows enough time to meet you, get acquainted with the facility, set up for the retreat, and pray before the young people arrive. The team may wish to arrive a few hours before the retreat to allow time for them to have a meeting, drama practice, music practice, etc. If this is the case, the team leaders will make these arrangements with you when they call. The team leaders will not, however, change the meal arrangements made by the DCP. If the team runs into unexpected difficulties and their scheduled arrival time is in jeopardy, they will call and give you an update on their situation. Together you will decide on the best course of action.

How many adults do you need present at the retreat? (Catechists, teachers, parents, etc.)

At least one contact. Other adults are welcome to attend but not required. Please let the team leader know if they would like to have their own adult small group during the retreat. When planning to invite adults to the retreat, please follow the same guidelines found in the "Age and Group Size" section of the Retreat Contact Person Instructions.

FAQ's

What is a team supervisor visit?

Each NET team has two supervisors (one male and one female) who oversee the team's work and provide ongoing training and care. The Supervisors are typically young adults who have been team leaders in the past. They work out of our main office in Ottawa and periodically visit their team. If a Supervisor visit is going to occur while the team is at your parish or school the DCP will notify you. For all practical purposes, it's just like having an extra two people on the team (i.e., they are housed with the team, go on retreat with the team, etc).

What equipment will the team need for their NET retreat?

Every NET Team is equipped with their own sound system and supplies. They may ask to use a photocopier but are otherwise self-sufficient.

What is a Team Day?

It's a day (once a week) with no retreats. Due to the intense lifestyle the NET team members lead, it is necessary to schedule a day off each week to allow them to rest. If you are asked to host a team during their team day, the DCP will inform you of the team's meals and housing needs. Please provide a room for the team to meet in for about three hours that day. The team leaders may ask you for ideas of fun things to do in your area. Please don't misinterpret this to mean the team is asking you to plan their team day—they're just looking for ideas.

