

# A GUIDE TO WOMEN'S RETREATS



Version 1.3

12 Nov 2017

# WOMEN'S RETREATS

## Check list for Retreat Kit

1. List of Attendees with their special room requests, dietary requirements and monies owing
2. 3 copies of list of attendees with their status i.e. Cp= Cooperator, S=Supernumerary
  - a) 1 copy for Directress
  - b) 1 copy for Sub-Directress
  - c) 1 copy for the Priest
3. Copy of Floor Plan to make Room Assignments
4. Copies of Retreat Schedule
5. Job list for the Retreat
6. Examination of Conscience for Day 1 and Day 2 and Day 3 (for a 3 day retreat)
7. Guide to a Women's Retreat as a reference

## **Things to Organise Prior to the Retreat**

1. Room Allocation
2. List of people that have monies owing
3. Lis of chat assignments

4. Talk assignments

The Directress and Sub-Directress give a talk each at midday during the retreat. These talks go for 30 min in length. Please be mindful of the fact that the ladies come from varied backgrounds. Therefore, your talk should be at a level that can be understood by everyone. Define your terms and be clear. People appreciate talks that are straight to the point and logical in its progression of ideas.

5. Introductory Talk

## Important Things to Know:

### 1. How to contact Priest:

In between the phone booth and the Room Albany is a phone contained inside a glass panelled cupboard. Dial 268 to get in touch with the priest.

Begin by greeting "Pax" or if the priest greets first, respond with "In Aeternum"

### 2. Inside the directress' room;

a. On the bookshelf behind the desk is a phone that provides a "**direct line to Admin**". When contacting Admin, greet "Pax" and respond with "In Aeternum"

b. On the directress' table is a white circular dish that has the keys to the ff

1. Medicine drawer which is the top left drawer of the directress' desk
2. Lower left drawer contains the rectangular case which holds the key to the tabernacle
3. Internal doors i.e. the Main Lounge, The Tutorial Room and The Study Room.
4. External doors i.e. The Front Door and the Back Door leading out into the Veranda
5. The Shrine
6. The Cottage
7. The key to the priest's flat is in a maroon leather key case on the directress' table.

c. The numbers for confessions are on the right drawer of the directress' table.

3. To turn on the sound system, flick on the switch located above the floor's skirting board on the left side upon entry into the Crying Room of the oratory. Please ensure that this is switched off after every use. The microphone is kept on top of the brown wooden box placed on top of the floor. Inside the brown box is the battery for the microphone.

### 4. Lights in the Oratory

The switches are located on the rightmost side of the wall nearest the door hinge. During the meditation, the lights of the altar and the pews are lit. Press the lower three buttons.

During mass, all the lights are lit. The upper three buttons and lower three buttons are all pressed.

5. Candles in the Oratory

During Meditation, the candles on the back altar are lit.

During Mass, the 2 innermost candles on the front altar are lit. On Feast Days, all 4 candles on the front altar are lit.

During Benediction, all the candles are lit.

6. Setting the Altar for Mass:

The flowers are found in a basket placed in the sacristy. Arrange the flowers on the main altar.

The wooden panel at the back altar is slid to cover the tabernacle prior to the mass.

Note: The following directions are given on the premise that the person is facing the people.

The lectern is moved to the right front section of the sanctuary. The Sacramentary (Red book) is placed on the lectern opened to the Order of the Mass. The Lectionary (Black Book) and the Presider's Book (Black leather clear book) containing the Prayers of the Faithful are left on the right credence table.

The Missal Stand is held using the 2 small velvet cloths and moved from the left credence table to the left side of the altar.

The Chalice is held with a white cloth and placed on the right side of the altar off centre.

The ciborium paten containing the hosts to be consecrated are placed to the left of the chalice assembly. Note that on the right credence table is the host container with a number on its lid. That number is the number of hosts placed on the ciborium paten. Check the number of attendees against that number because people come and go.

The finger bowl containing water and towel are placed above the cruets.

7. Ringing of the Bell

The bell is found usually on the first rightmost pew.

The bell is rung on the ff: instances:

- a. During the Eucharistic Prayer, the Priest folds his hands into a dove and says 'Be pleased, O God we pray to bless, acknowledge and approve this offering in every respect'... Eucharistic Prayer 1 or When he says "Make Holy therefore, these gifts we pray, by sending down your Spirit upon them like the dewfall" in Eucharistic Prayer 2 or when he says "Therefore, O Lord, we humbly implore you by the same Spirit graciously make holy these gifts brought to you for consolation...Eucharistic Prayer 3

- b. After he raises the host after saying "Take This All of You and Eat of It, for this is my body which will be given up for you"...
- c. When he kneels right after raising the host
- d. After he raises the chalice after saying "Take this all of you and drink from it..."
- e. When he kneels after raising the chalice
- f. When the priest kneels after saying prayers following Lamb of God

#### 8. Prayers After Mass

A period of 10 minutes individual quiet prayer is allowed to finish with Holy Mary, Our Hope Handmaid of the Lord

#### 9. For Benediction

- a. The Crucifix is removed from the main altar and put on the left bench.
- b. The humeral veil, burse containing the corporal cloths and books with the prayers are prepared by Admin and laid on the sanctuary stool. This sanctuary stool is moved from the left side of the sanctuary to the right of the spot where the priest kneels when he recites the Divine Praises.
- c. The burse contains 2 corporal cloths. One corporal is laid on the centre of the front altar and the other corporal is laid on the centre of the back altar.
- d. The key to the tabernacle is placed on the side of the tabernacle.
- e. The bell is rung when the priest raises the monstrance or ciborium.

#### 10. Opening and Closing the Door for the Priest

A few minutes before the priest is due to hear confessions, preach a meditation or celebrate Mass, the door to his flat is unlocked by 2 women, usually the Directress and Sub-directress. The door is locked immediately after the priest exits. When the priest has to return to his flat, the door is **unlocked and locked** in the same fashion.

## **Meet and Greet on the First Night**

It is important to create an atmosphere of warmth and cordiality. Attendees have to feel welcomed and attended to. Personal attention, pleasantries, offers of help with their luggage and directions to their room are all essential. SMILE.

## **Talk on the First Night**

### **A. Introduction**

A retreat is a special encounter with Our Lord that we make once a year, to refresh, renew and revisit our most important relationship. It is a time to keep silent and respect the silence of others so that we can reflect on ourselves, our lives and the direction to which we are heading. More importantly, we need that silence to discern what Our Lord is asking of us. He speaks to Us through the readings at Mass, through the meditations, talks and through the acts of piety during the retreat. We have to be properly disposed to hear His words. Therefore, it is important to make an effort. Take notes if it helps. Avoid making unnecessary phone calls or communication. Try to disconnect from pressing problems or issues. Switch on to the moment.

Take advantage of the fact that we are near Our Lord. Spend time in front of the Blessed Sacrament, Pray the rosary at the Shrine of Our Lady. Read the spiritual books available. Feel free with the schedule of activities. You are not obliged to attend everything.

Over the course of the retreat, we strongly recommend that you go for confession. Please take note of the confession times. It is also good to talk to the person running the retreat for spiritual direction.

## **B. General Housekeeping**

1. Kindly submit your dietary requirements if you haven't done so.
2. There is a jobs list at the table near the oratory for those who want to help out. Please switch off mobile phones especially in the oratory.
3. Please note that the fire and smoke alarms are very sensitive. Leaving the door open while you shower sets it off. Spraying aerosols in that direction inadvertently sets it off too. We appreciate your cooperation so that we don't incur steep fees for the fire brigade to pay us a visit.
4. At Kenthurst, we are looked after very well but we try to make the job of the staff easier too. Please make your bed and respect Cleaning in Progress signs. On the morning of the last day of retreat, please strip your beds.
5. We have a 7:30 am start for the retreat activities. You are free to choose what time to get up.

## **C. During the retreat activities please note**

1. We take numbers for confession
2. We say an aspiration Holy Mary Hope Handmaid of the Lord to close activities
3. We have 10 minutes of thanksgiving after mass
4. We make the visit to the Blessed Sacrament to return the visit He gave us during Holy Communion
5. To facilitate the silence during meal times, CDS are played
6. If you need to breastfeed, you may use the Crying Room.
7. There is a kitchenette near the dining room. Feel free to use it, make coffee or tea during breaks but ensure that all the utensils are cleaned after use.
8. Ironing facilities are available. It is located in the cupboard to the left of the top of the back stairs.
9. There are toiletries and stationery available for purchase. These supplies are stored in a cupboard on the second floor along the hallway from the room Minnamurra. All monies are paid into the money box in the cupboard.
10. There are spiritual books available for purchase. These books are in a cupboard along the hall leading to the dining room. All monies are paid into the money box in the cupboard.
11. There are spiritual books for general use during the retreat. These books are stored in the cupboard to the left of the entrance to the oratory. Please ensure that these books are returned at the conclusion of the retreat.

12. As the retreat comes to its end, kindly return keys to the Cottage and Shrine to the directress. All books and publications have to be returned to the cupboard. All confession numbers have to be handed in. Please strip their beds on the morning of the last day to make it easier for the staff.

**For the Directress/ Sub-directress:**

**At the start of each day of Retreat:**

1. Make sure that all internal doors (i.e. Lounge Room, Tutorial Room and Study Room) are unlocked
2. Make sure all external doors (Front and Back) are unlocked
3. Open all curtains/blinds in the ground floor
4. Open the curtain in the small living room to the left of the main entrance. On the right of the window is a round knob. Turn the knob clockwise to open the roller shutter. Return the knob to 12 o' clock position.

**At the end of each day of Retreat:**

1. Make sure all internal doors are locked.
2. Make sure all external doors are locked.
3. Close all curtains/blinds in the ground floor.
4. In the living room to the left of the main entrance, make sure the roller shutter is closed. Turn the knob to bring the shutter down and return the knob to the 12 o' clock position

**During the retreat:**

1. Make sure that the timetable is lived. It helps to have the start times of activities and times when you have to lock/unlock for the priest on your phone alarm so that you can keep track of it even while catching up with the ladies. It minimises having to keep checking the time while in conversation.
2. Encourage an environment of prayer.
3. Individually remind each Supernumerary to chat with the priest, to use the internal publications and write letters to the Father.
4. Follow up new ladies and make sure everyone is connected and looked after. Find out where they live and if possible connect them with someone of the centre that is attending the retreat.
5. Before meals, make sure the diet numbers go to the corresponding persons. Watch the time because Admin operates on a strict schedule. Play the CDs to keep the silence.

**At the conclusion of the retreat:**

1. Ensure that people have returned books, internal publications and confession numbers.
2. Ask the ladies to fill up feedback sheet.
3. Login to the google drive. Fill in the attendance checklist and specify if partial or full attendance or any exceptions made.
4. Write experiences, suggestions and notes of experience. Send them to the Advisory for information immediately after the retreat. This may include feedback on classes given, general environment, household administration and any other useful information.

**A Special Note for The Directress and Administration**

If maintenance work has to be carried out while the retreat is in progress and electric cords or wires are to be laid across the path along which people walk, appropriate signs of CAUTION have to be in place. These present a serious Occupational Health and Safety Hazard for which Kenthurst could be held liable in an event of injury/accident.

## JOB List

Description

Name

Setting Flowers at the Altar	
Meditation Table/Chair/Lamp and Microphone	
Lighting of Candles and Turning On/Off lights at Oratory	
Helping with Altar Setting	
Handing out Mass books, Hymn books/Way of the Cross Books and Benediction Guides	
Readings at Mass	
Prayers Before and After Meals/ Examination of Conscience	
Holy Rosary	
Way of the Cross	
Opening/Closing of Curtains in Lounge, Tutorial Room and Study Room	
Opening/Closing of Curtains along halls of the 2 <sup>nd</sup> Floor	
Turning On/Off Lights on the 2 <sup>nd</sup> Floor	
Book Monitor: Make sure all books are returned	
Timekeeper: Signal Start/End of Activities when necessary	
Opening/ Closing of the Shrine	



# Glossary

## Objects

- Ambo/lectern; stand from which Scripture is read and where the homily is preached
- Credence table: small table or shelf for holding sacred vessels and books
- Presider's chair: Chair for the Priest
- Sanctuary stool: stool over which humeral veil, burse and benediction prayer books are laid
- Sacristy: room for storing items for mass

## Items

- Sacramentary: The red book containing the prayers for the mass
- Lectionary: The black book containing the Scripture Readings
- Presider's Book: A book containing special prayers for the Mass

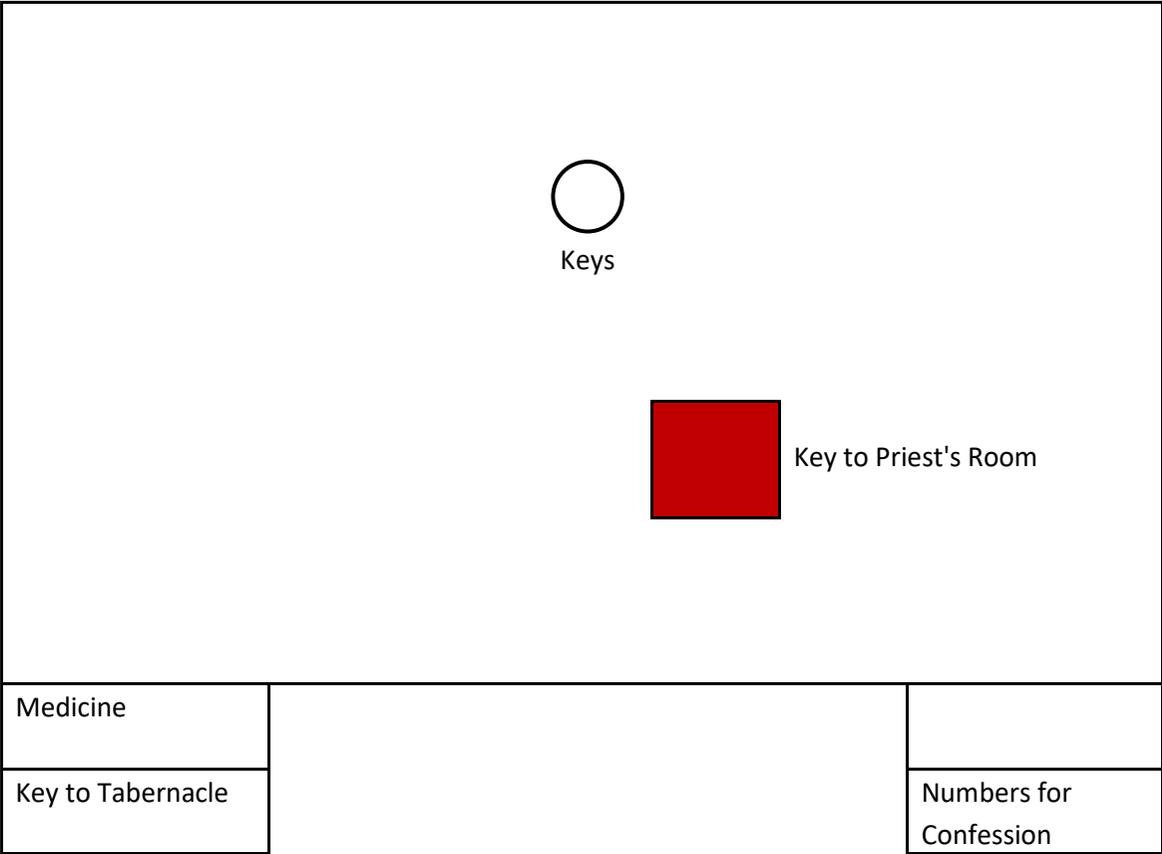
## Vessels

- Chalice: Cup for holding the Precious Blood
- Ciborium: a covered container used to hold the consecrated small Hosts. It is similar to the chalice but is covered and larger.
- Paten: A flat plate of precious metal on which the large host is placed
- Communion Paten: a small saucer shaped plate used by the altar server to protect the consecrated hosts from falling to the ground
- Cruet: small containers holding water and wine
- Finger bowl: clear glass bowl with water for the priest to wash his fingers

## Vestments/Materials

- Burse: white cloth pouch containing corporal
- Corporal: white linen cloth for the altar used because of reverence for the Blessed Sacrament
- Finger towel: for drying the Priest's hands
- Chalice veil: A cloth covering used to hide the chalice and paten up to the offertory and after Communion
- Pall: a square piece of cardboard covered by linen used to cover the chalice during the celebration of the Eucharist
- Purificator: a small white linen cloth used by the priest to wipe the chalice and other containers which held the consecrated bread and wine.

# DIRECTRESS' TABLE



**Keys**

To internal doors  
(Tutorial Room, Study and Lounge)

To External Doors (Back and Front)

To  
Shrine

To Cottage

To Medicine Drawer

To Drawer with key to tabernacle

# ALTAR Setting



Missal Stand



Ciborium plate



Chalice Assembly



Finger bowl with towel



Cruets with spoon

## KENTHURST STUDY CENTRE RETREAT TIMETABLE

### First Day

8.00	Arrive and supper
8.30	Talk
8.50	Meditation

### Full day (s)

6.45	Rise
7.15	Confessions available
7.30	Meditation
8.00	Mass
8.45	Breakfast
10.00	Meditation
12.00	Talk (in the Study Room)
12.45	Examination of conscience
1.00	Lunch
1.30	Visit to the Blessed Sacrament
2.00	Way of the Cross
4.00	Afternoon Tea
4.30	Meditation
5.00	Benediction
6.00	Rosary
6.30	Dinner
8.00	Meditation
9.00	Examination of conscience
	Retire

### Last Day

6.45	Rise
7.15	Confessions available
7.30	Meditation
8.00	Mass
8.45	Breakfast
10.00	Meditation
11.30	Rosary
12.00	Talk (in the Study Room)
12.45	Examination of Conscience
1.00	Lunch
1.30	Visit to the Blessed Sacrament
2.45	Meditation
3.15	Benediction
3.30	Afternoon tea
4.00	Leave

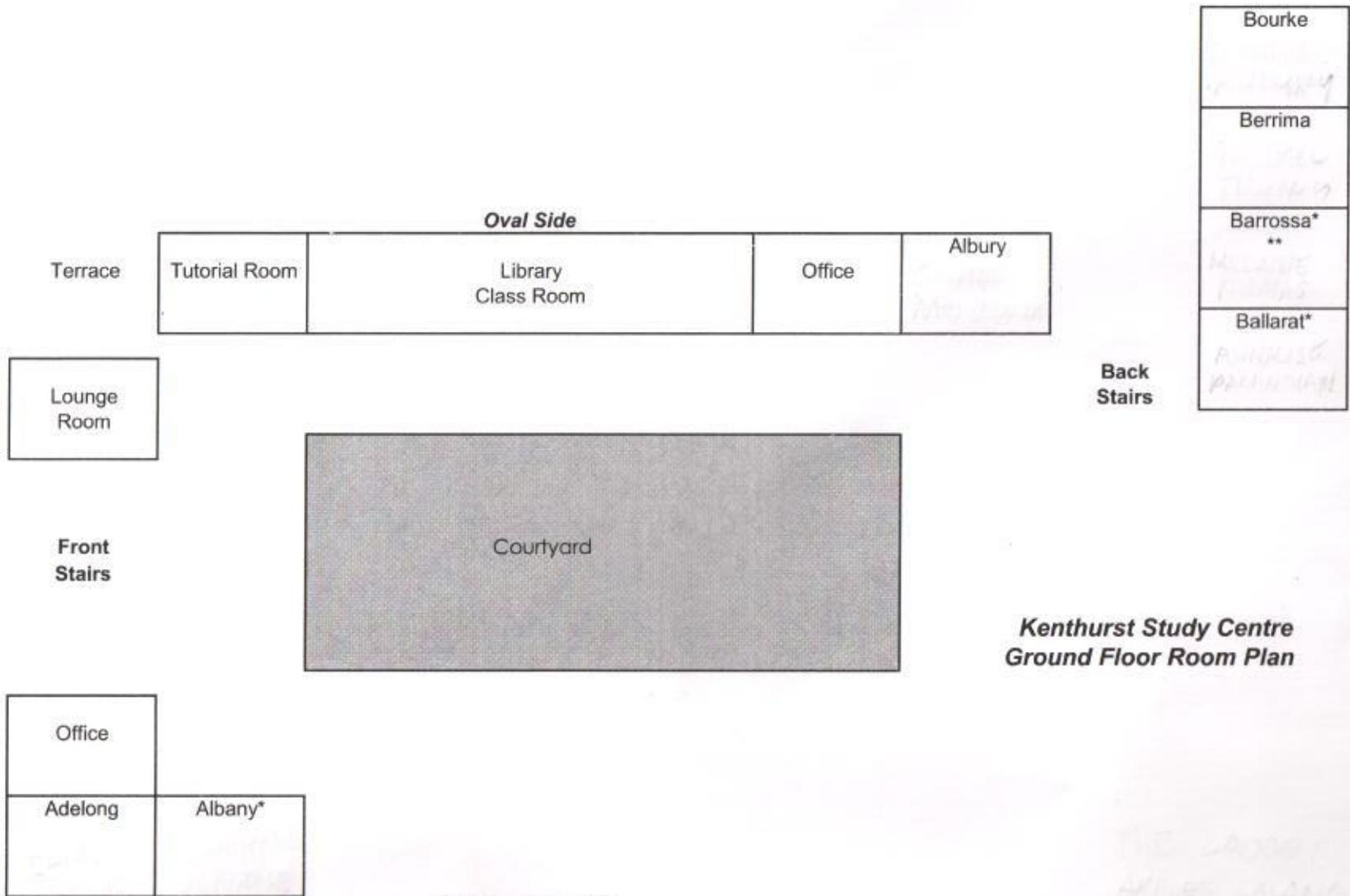
*The priest will be available to hear confessions:*

#### Full day(s)

10.35 to 12.00 noon  
3.00 to 4.00 pm  
5.15-6.30 pm

#### Last Day

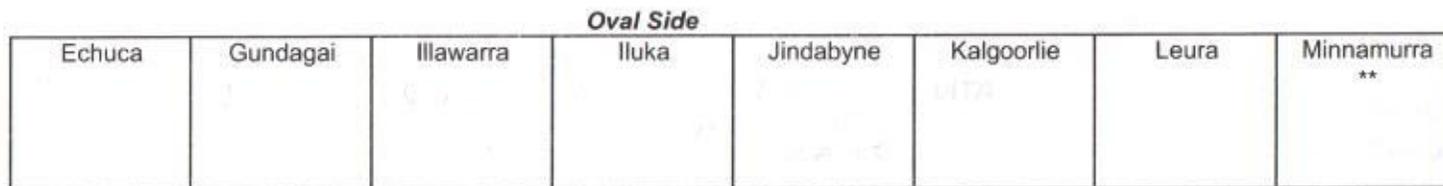
10.30 to 12.00 noon  
1.50-2.45 pm



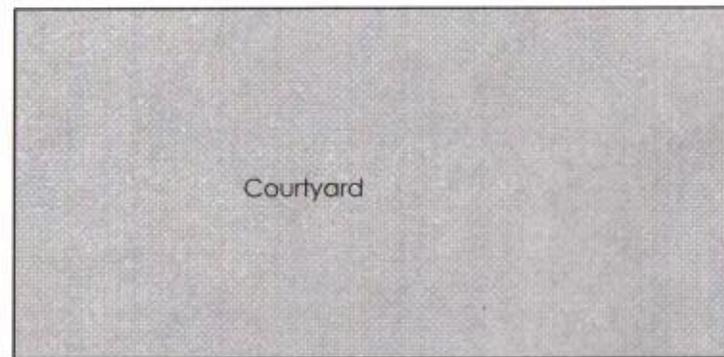
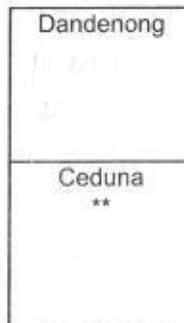
**Kenthurst Study Centre  
Ground Floor Room Plan**

\*Buzzer  
 \*\*Extra long beds  
 \*\*\*Shared room

THE LADDER  
 AFTER LUNCH  
 LADDER ROOM  
 (MAY BE MOVED)

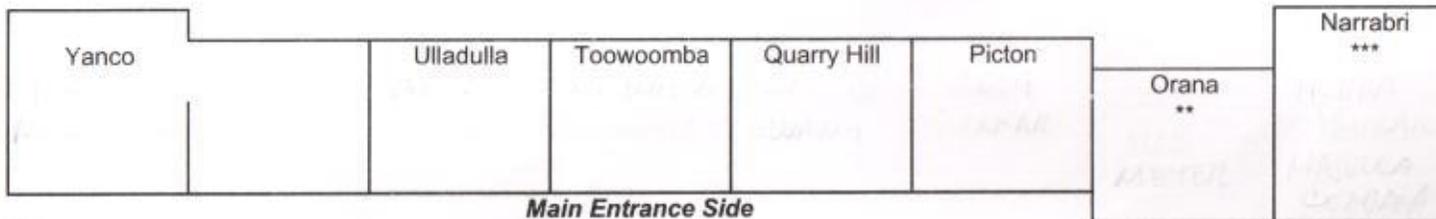


**Back Stairs**

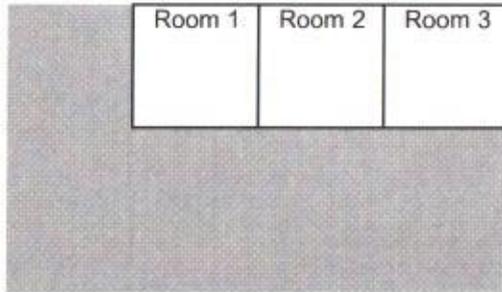


**Kenthurst Study Centre  
First Floor Room Plan**

**Front Stairs**



- \*Buzzer
- \*\*Extra long beds
- \*\*\*Shared room



Room 1	Room 2	Room 3
--------	--------	--------

***Kenthurst Study Centre  
Cottage***

Rooms do not have ensuites. There is a common bathroom available.

## Examination of conscience

Act of the presence of God

crt sg/day 1

1. "He said to them, 'Come away by yourselves to a lonely place, and rest a while'" (Mk 6:31). Am I trying to speak to Jesus during these days of prayer and silence? Do I open my heart and share my cares and concerns with him? Do I pray before our Lord in the tabernacle, where He is really present?
2. Am I listening to the Holy Spirit and asking for the light, strength and readiness to change whatever I have to change in my life? Am I confident that during this retreat the Paraclete will help me make a deep conversion, for my own good and the good of the whole Church?
3. "See what love the Father has given us, that we should be called children of God; and so we are" (1 Jn 3:1). Do I speak to God as my Father, who loves me more than anyone else and is interested in the smallest aspects of my life? Do I abandon myself in his hands? Do I face up to family, professional and social difficulties with the assurance that He is always with me?
4. Through baptism all the faithful "are one in Christ Jesus" (Gal 3:28). Do I see others as brothers and sisters, children of God like myself? Do I ask Jesus to cleanse my heart of prejudice, critical spirit and selfishness? Am I concerned for the spiritual and material welfare of all souls?
5. "This is the will of God, your sanctification" (1 Th 4:3). Do I really want to be a saint? Am I aware that holiness is the only way to be happy both in this life and in the next? Do I realize that holiness does not consist in doing extraordinary deeds, but in doing the little things of every day with more love for Jesus and for others?
6. Do I see my life as a gift from God, and do I thank Him for everything He has given me? Do I respond to His love by trying to stay close to Him throughout the day by means of some devotional practices?
7. "Brethren, the appointed time has grown very short" (1 Cor 7:29). Am I aware that God will ask me to account for how I use my talents? Am I preparing serenely for that moment, examining my conscience daily with sincerity and contrition?
8. In the sacrament of Penance do I see God as a merciful Father who forgives my sins, no matter how great they are? Do I go to confession, "the sacrament of joy," frequently and humbly, and do I encourage my friends and family members to take advantage of this sacrament?
9. Thanks to the communion of saints, we Christians are never alone. Do I realize that I need the help of other souls, and they need mine? Do I pray for all souls, including the holy souls in Purgatory, and do I have recourse to their intercession? Do I place my talents at the service of the people I live with?
10. "Well done, good and faithful servant; you have been faithful over a little, I will set you over much; enter into the joy of your master" (Mt 25:21). Am I inspired by the thought that, one day, with God's help and the help of others, I will get to heaven where I will enjoy forever God's company and the company of those I have loved here on earth? Am I confident that while here on earth I will never lack His help and that of my Holy Mother Mary?

Act of contrition

## Examination of conscience

crt sg/day 2

### Act of the presence of God

1. "In this the love of God was made manifest among us, that God sent his only Son into the world, so that we might live through him" (1 Jn 4:9). Do I strive to become Jesus' friend? Do I read and meditate on the Gospel daily in order to get to know him better?
2. Do I strive through daily prayer to strengthen my friendship with Jesus? Do I ask myself what he would do in my situation? Do I compare his reactions to mine, and humbly ask him to help me become more like him?
3. When contemplating Christ's poverty in Bethlehem, do I realize that I need "a heart in love, not an easy life, to achieve happiness" (*Furrow*, no. 795)? Do I place my trust in God, and not in material things? Do I believe that Jesus is always close beside me, especially when I experience financial, family or health worries?
4. Am I detached from my belongings and am I generous in sharing them with those in need? Am I on guard against consumerism, so that it does not hinder my openness to God and to my neighbor? Do I foster a temperate lifestyle at home, beginning with my own example?
5. Do I relish my vocation as wife and mother? Am I aware of how much my family needs a bright and cheerful home? Do I spend time talking with my children? Do I know them well—how they spend their free time, who their friends are, what they read, how they use the Internet? At the same time do I balance parental concern with a respect for their freedom and the desire to help form their conscience? Do I spend enough time with them?
6. Am I resolved to nurture my love for and fidelity to my husband, trusting in the special grace we received in the sacrament of marriage? Do I renew our love every day with a smile, listening attentively, and showing affection in practical ways? Do I appreciate how essential holy purity is in helping that love grow?
7. Jesus was known as the carpenter's son (cf. *Mt* 13:54). Do I try to work like Christ would in my place? Do I try to be exemplary in my professional and social dealings, observing the law, etc.? How do I treat the people I work with?
8. "What will it profit a man, if he gains the whole world and forfeits his life?" (*Mt* 16:26). Do I preserve a proper order of priorities in my work, ensuring that professional ambition doesn't harm my relationship with God and others? Is my family my number one priority; if necessary am I prepared to renounce some professional plan, despite its appeal?
9. Do I set high goals in my work, out of love for God and a spirit of service? Do I realize that the fruitfulness of my work does not depend on being successful, but on working conscientiously and offering it up to God? Do I see apparent failures as a pathway to conversion and growth?
10. As a help to live my faith well in the midst of earthly concerns, do I attend means of Christian formation and go to spiritual direction regularly? Do I make my own what I learn there and apply it to my daily life?

### Act of contrition

## Examination of conscience

crt sg/day 3

### Act of the presence of God

1. "Come and see" (*Jn 1:44*): Philip invited Nathanael to come and meet Jesus. Am I eager to share with the people around me, starting with my own family, the joy of being close to Jesus? Do I try to have many friends, and do I speak to them about God and the Church?
2. "Jesus wept. So the Jews said, 'See how he loved him!'" (*Jn 11:35-36*). Do I truly love my family members and friends? Do I support them with my prayer, especially in sorrow or illness? Am I forgiving; am I grateful; do I say sorry whenever necessary; am I quick to acknowledge my mistakes?
3. In daily life am I sensitive to the needs of others, especially my husband and children? Do I "discover" Jesus in the people who ask me for help? Am I charitable with everyone without exception? Do I aspire to imitate Jesus, who "went about doing good" (*Acts 10:38*) in the world?
4. "This is my body which is given for you. Do this in remembrance of me" (*Lk 22:19*). Do I give great importance to Sunday Mass? Do I take all the steps possible to get there, together with my family? Do I really participate, listening to the Word of God and uniting myself to the Sacrifice of the Altar?
5. Do I hunger for the Eucharist? Do I see it as food for my soul? Do I receive Holy Communion frequently, and do I prepare myself well? Do I spend some minutes in adoration and thanksgiving after Mass, opening my heart to our Lord and sharing my joys, plans and concerns with him?
6. "If any man would come after me, let him deny himself and take up his cross daily and follow me" (*Lk 9:23*). Do I offer to God small sacrifices throughout the day that make life more pleasant for others, such as smiling when I am tired, spending less time on my own things in order to be with my husband and children, controlling my bad temper, etc.?
7. Through his Passion and Death, Jesus changed suffering into a path of salvation. Do I see the illnesses and difficulties God sends me as an opportunity to be united to Jesus on the Cross? Do I contemplate Christ crucified in order to understand the meaning of pain, offering it for the salvation of souls?
8. "The Lord has truly risen" (*Lk 24:34*). Does Christ's resurrection fill me with hope, and do I communicate this to others? Does it inspire me to struggle against whatever separates me from God and imprisons me in myself? Do I have a winning mentality and fight against any pessimism?
9. Do I trust in the grace of the Risen Christ to be an apostle and bring the joy of the Gospel to all sectors of the world? Do I joyfully let down the nets in my apostolate, realizing that God counts on me to seek souls, one by one?
10. "With one accord [they] devoted themselves to prayer, together with the women and Mary the mother of Jesus" (*Acts 1:14*). Do I have recourse to our Lady, like the first Christian community, when faced with the exciting panorama of holiness that awaits me? Am I placing in Mary's hands the resolutions of this retreat, trusting in God my Father?

### Act of contrition