**SAMPLE RETREAT PLANNING GUIDES (4hr)**

**Including Mass:**

1. Opening Prayer/Reflection
2. Statement of goals and outline of the day
3. Content
   1. Presentation (15-20min)
   2. Small group discussion (15-20min)
   3. Large group share (10-15min)
4. Break (prepare for Mass – no food)
5. Mass
6. Lunch
7. Content
   1. Presentation (15-20min)
   2. Small group discussion (15-20min)
   3. Large group share (10-15min)
8. Group Activity
   1. 3-2-1 Reflection
      1. 3 - Key points or takeaways.
      2. 2 - Questions you still have.
      3. 1 - Way you would like to continue to grow on your faith journey.
9. Final Reflection and Prayer

**Schedule without Mass**

1. Opening Prayer/Reflection
2. Statement of goals and outline of the day
3. Content
   1. Presentation (15-20min)
   2. Small group discussion (15-20min)
   3. Large group share (10-15min)
4. Break
5. Meditation Activity(s) (30-45min)
   1. Lectio Divina
   2. Group Rosary
   3. Individual prayer journaling
   4. Reflection with music
   5. Prayer Walk
6. Large Group sharing (5-10min)
7. Break/Lunch
8. Content
   1. Presentation (15-20min)
   2. Small group discussion (15-20min)
   3. Large group share (10-15min)
9. Group Activity
   1. 3-2-1 Reflection
      1. 3 - Key points or takeaways.
      2. 2 - Questions you still have.
      3. 1 - Way you would like to continue to grow on your faith journey.
10. Final Reflection and Prayer

**Notes:**

* This format is for suggested use only; other formats, times, activities, or retreat plans may be approved by the Catholic Schools Office upon submission of the Catechetical Certification Program Pre-Approval Form.
* It is recommended to include Mass in the Retreat Day, which could take place at any point during the day and would be part of the formation hours of the retreat.
* Ice breakers, breakfast/lunch, breaks, and similar activities can be included in the day, but are not considered formation hours.