

HOPEWELL RETREAT PLANNING PACKET



Hopewell Camp and Conference Center
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Conferences
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Why Retreat?

Our Biblical and Church roots affirm the values of occasional retreats for spiritual renewal. There were three annual worship/renewal pilgrimages expected of God's people; Passover in the Spring, The Feast of Weeks (Pentecost) in the summer, and The Festival of Booths in the Fall. On the American frontier, week-long camp meetings became the primary annual spiritual pilgrimage. Gradually these were replaced by annual revival services and church camp programs. God has often chosen to use retreats, revivals, pilgrimages, and even the "wilderness" to inspire, call, instruct, and/or renew people for service.

The advantages of retreats are numerous. Here are a few reasons to consider a retreat.

- Distractions are greatly reduced.
- Extended period of time to focus on a selected subject, issue or need.
- Time for relaxation and reflection.
- Time and setting which encourages physical activity and fun.
- The common experience and shared time helps strengthen the community and teamwork.
- A natural environment is loaded with images and metaphors useful for teaching.
- Hopewell offers many services to enhance the success of your program.

10 Quick and Effective Keys to Successful Retreats

1. **START PLANNING EARLY!** We recommend making reservations between three months and up to one year in advance. Choose your first, second, and perhaps third choice for dates. Involve some of the proposed participants in setting goals and planning activities. They know their own needs and can be your best recruiters of their peers. Set a realistic goal for the number of participants.
2. **IDENTIFY YOUR PURPOSE:** What needs will be met or what issues or subjects will be addressed during the retreat? What will be gained by attending the retreat?
3. **PLAN ACTIVITIES:** Make sure planned activities fit the purpose. If time for personal reflection is needed, schedule accordingly. If improving cooperation and communication are objectives, you may want to arrange for some challenge course low elements.
4. **KNOW THE PLACE:** Visit Hopewell with some of the planning team. The setting will suggest many ideas. One of our staff will be happy to give you a tour and brainstorm program ideas with you. Ask about special services like hey! rides, horses, etc..
5. **BUDGETING:** Budget carefully. Your budget should include such items as:
 - Site costs for room, food, and other services as reserved.
 - Honorarium and expenses for outside leadership and program supplies.
 - Give-a-ways. (Some groups give special caps, bandanas, or t-shirts as mementos of the retreat.)
 - Add 10% for unexpected expenses or for seed money for the next retreat.
 - Set fees accordingly.
 - Determine and communicate your policies about refunds & cancellations.
 - Determine your policy about scholarships.
6. **PROMOTION:** Promote your event by direct communication with the people who will benefit from attending. Well in advance:
 - Line up persons to call and invite potential participants.
 - Hand out and mail out invitations with application forms.
 - Announce the retreat weekly until all spaces are full.
 - Prepare a fun promotional skit for an assembly, church supper, or worship.
 - Recruit marginal members or non-members to draw them into the full life of the church or your group.
 - And finally . . .
 - Do not cancel! because of low numbers. Do the retreat with the remnant and make sure they have the time of their lives. They will come back so excited everyone will wish they had been there.
7. **RESOURCES:** Start planning and gathering resources early and continue right up to the event. There will likely be surprises during the retreat so plan to be flexible but don't lose sight of the goals.
8. **CREATIVITY:** Be creative with your program but maintain some traditions which are meaningful to participants.
9. **EVALUATION:** Plan and prepare an evaluation process. How well were goals met? What was especially meaningful? What could be done better next time?
10. **YOUR NEXT RETREAT:** Start planning your next retreat now. Reserve space soon.

RETREAT PLANNING PACKET **GUEST POLICIES AND INFORMATION**

THANK YOU for choosing Hopewell! Please call or write if you have any questions about accommodations or services available. We are happy to serve you and glad to help provide the best possible event for your group. **Once you have selected a date for your event, call us** so we can discuss the accommodations and services you need. We will send you a reservation agreement listing the dates and services you have requested. Your reservation is confirmed when you have signed and returned the duplicate copy of your reservation agreement with the appropriate reservation fee.

FEES, REFUNDS AND CANCELLATIONS

A current rate sheet is enclosed with this packet. A *Non-Refundable, Non-Transferable* Reservation fee (minimum of \$5.00 per person for the number of spaces reserved for each overnight) is required to hold your reservation on our books and should be paid upon receipt of your reservation agreement. This fee is applicable toward your total rental fee. The balance of the entire rental fee should be received in our office 10 days prior to your reserved arrival date and we ask that you guarantee your reservation numbers with us at that time. We will guarantee food service for up to a 10% increase in the number of guests for which you have reserved and you will be billed accordingly. We will adjust your billing up to a 10% decrease in the number of guests for meal cancellations, but you will be charged in full for any meal cancellations beyond 10%. No additional refunds (such as on lodging) will be made for cancellations that occur within this 10-day period. We're glad for you to use the buildings, property or equipment as reserved. However, deliberate damages such as graffiti or unnecessary discharge of fire equipment are costly to repair. Any damages beyond normal wear and tear will be billed to you at a minimum of \$100 (for each incidence) and up to cover repair costs.

LEADER PLANNING INFORMATION

We wish to welcome you personally, so **please stop by the office upon arrival and before departure. "Check in" time for overnight accommodations is after 1:00 pm and "check out" time is 11:00 am.** A brief orientation to Hopewell's safety procedures and hospitality guidelines will be accomplished as soon as possible after your group's arrival. We want you to be comfortable while you are here and invite you to "make yourself at home" at Hopewell. Help us keep your rates low by cleaning any area or building used during your stay, especially sweeping and picking up litter. **Comfortable** walking shoes and clothing are appropriate attire. Evenings may be cool or cold in winter and rainstorms sometimes come unexpectedly, so plan accordingly. Overnight guests will need to **bring towels, twin size bed linens, pillow and blanket** unless you have rented linen service. Also, a **flashlight** will come in handy at night.

If you are being served meals, please assist the kitchen staff by setting and clearing tables as needed. Just ask, if you're not sure what to do to help. Does your group have special dietary needs? (Diabetic, allergies, etc.) If so, please let us know in advance. We'll gladly modify our menus accordingly.

If you have reserved **Challenge Course** as part of your program while here, please be sure to have all participants complete and sign the "Challenge Course Informed Consent" form provided with your reservation confirmation. You may make as many copies of the form as you need. Please bring the completed forms with you when you arrive at Hopewell. **more . . .**

For your safety, **smoking** is not permitted inside any of the buildings. Smokers are asked to use outside porches for this purpose, then to extinguish and dispose of used materials in trash receptacles. Please refrain from smoking in the presence of nonsmokers and children when they are on site.

There is a **soft drink machine** available to guests on the back porch to the office. We recycle aluminum. Please help by placing cans only in the containers marked for recycling. Please do not take food or drinks to cabins. Food in cabins attracts mice.

Please report any maintenance problems, repairs, or supplies needed to the Directors so we can serve you better. **Written procedures for handling emergency situations** are posted in each building for your information and safety.

A courtesy telephone is available for our guests' use at the office building just inside the camp store. Since this is a business line, please keep your calls brief. Calls may be received for emergency purposes on this line which is the **Site and Program Directors' office #(662)-236-4411** or at the main **Administrative Office phone # (662) 234-2254**. Personal long distance calls are not to be charged to the camp telephone.

Meeting rooms will be assigned to your group according to your group size and program needs. You are provided one meeting space with your overnight reservation. Additional meeting spaces may be reserved at the building rental rate and on a space available basis.

Small groups, not using all the facilities, may need to coordinate activities with other guests. Activities of youth will be supervised at all times by adult members of the group. All youth groups must be accompanied by **adult chaperones** who will stay the entire time and will live in the cabins with the youth. The required minimum ratio is one adult to seven campers or any portion thereof. (For groups of youth ages 8 and under additional ratio policies apply. Please ask if this applies to your group.)

In the event of emergency, accident or illness of any person, detailed reports will be filed on forms provided by the camp. Please gather the following information on all members of your group: name, address, emergency contacts, allergies or other health conditions requiring care or accommodation, and for minors without parent on site, signed permission to seek emergency treatment. Your cooperation is appreciated. **First aid treatment, supplies and emergency transportation** are *not provided* by Hopewell and are the responsibility of each guest group. We will be glad to telephone ambulance service for you if you wish. Costs are the responsibility of the individual. **Accident and illness insurance** for guests is *not* provided by Hopewell and is the responsibility of each group or individual. We advise guest groups to provide adults with current CPR certification, and additionally, for youth groups, current First Aid certification, to be on duty for emergency care.

For your safety and the safety of all our guests, please **report any intruder** or suspicious unidentified person to the Directors *immediately*.

Ongoing maintenance of facilities is the responsibility of Hopewell. Hopewell Camp and Conference Center staff retain the right of entry to all facilities for any reason at any time.

Build "camp fires" and cook-outs only in designated areas. We will be glad to assist you in locating areas appropriate for your fire. Split wood is normally available for fireplaces.

Alcoholic beverages are not permitted on the camp property at any time due to the nature of the guests we serve which include many children, youth and others who would find its use inappropriate. For your

safety and the safety of other guests, groups are not permitted to have **firearms** on camp property. Possession or use of illegal **drugs** is also prohibited.

If you plan to bring any **personal sports equipment**, please make arrangements in advance to assure safe storage and handling for everyone's protection. For the safety of your pets and our guests, please leave **pets** at home.

Please use designated **parking** areas for vehicles and observe the 6 mph speed limit on camp property. For your safety, guests are requested to walk to the side of the road when vehicles approach. Hopewell does not permit the transportation of **persons in nonpassenger vehicles** and requests guest groups' cooperation with this policy. This means persons shall not ride in the back of any pickup truck nor ride while hanging on to the back or side of a golf cart, gator or tractor. Passengers participating in "**hey rides**" must remain seated at all times on the floor of the wagon or on bales, if provided.

For the safety of our guests, **wheelchairs in aquatic areas** are not permitted beyond indicated boundaries. For your convenience, a designated boundary is marked at the pool. Wheelchairs are not permitted on docks or lake shores. A guest should be assisted and removed from his or her wheelchair in order to safely participate in activities in any aquatic area. If you have a member of your group in a wheelchair that would like to participate in aquatic activities, please notify a director for assistance.

Regarding **use of watercraft** on the lake -- for YOUTH groups, we provide a certified lifeguard for an hourly fee. Groups of ADULTS, FAMILIES, AND STAFF, may provide their own certified lifeguard or implement the following procedures: a) wear PFDs at all times; b) follow posted safety regulations; and c) use the designated checkout system. For your safety, guest groups are advised to provide a person to be on duty and accessible to each separate boating location who has certification in first aid and CPR (including training on bloodborne pathogens and use of pocket masks). Please note that swimming is not permitted in the lake.

Please be aware that during periods of sustained cold weather **when the lake freezes over**, walking on ice out in the lake is not permitted.

Hopewell Camp and Conference Center agrees to provide the facilities and services reserved as reflected in the attached "Reservation Agreement" and "Retreat Planning Packet."

Signature of Hopewell
representative _____

Ann Houston Kelly, Associate Executive Presbyter for Camps & Conferences

Hopewell Guest Rates, effective 1/1/07

(All fees are subject to change upon 3 months notice)

Overnight Guests

Rates are listed
per building

Cabins (16-20 beds)

Tree House (20-24 beds)

Health Center

2 rooms with shared bath (6 beds including 2 upper bunks)

2 rooms each with private bath and 3 beds including 1 upper bunk

Suite (includes meeting space, separate bedroom with 3 beds
with one being an upper bunk and one queen size)

For private use of kitchen area meeting space must rent entire building

Cornerstone Lodge (20 beds, loft, meeting room, heat & air conditioning, kitchen, outside deck)

Overlook Lodge (28 beds)

Linens may be provided for any buildings at \$7.00 per set per bed.

Extra mattresses for the floor are available at \$10.00 each/night

Outpost Camping

Non-St. Andrew Presbyterian

Basic Rate

\$295 1st night then \$285/night

\$330 1st night then \$320/night

\$90/night

\$72/night per room

\$100/night

\$335 1st night then \$325/night

\$400 1st night then \$390/night

\$590 1st night then \$580/night

\$10.00 per person

St. Andrew Presbyterian

Discount Rate

\$260 1st night then \$250/night

\$290 1st night then \$280/night

\$80/night

\$65/night per room

\$90/night

\$300 1st night then \$290/night

\$350 1st night then \$340/night

\$520 1st night then \$510/night

\$8.00 per person

Day Use / Non-Overnight Guests will pay an insurance fee of \$2.00 per person and a service fee for program services reserved and buildings used:

O'Dell, Edwards or Church

\$100.00 per day/bldg.

\$80.00 per day/bldg.

Program Services

Swimming (up to 25 people)

\$60.00 per hour

Same

Swimming (26-50 people)

\$80.00 per hour

Same

Swimming (51-75 people)

\$100.00 per hour

Same

Swimming (76-100 people)

\$120.00 per hour

Same

(A Certified Staff Lifeguard is provided for every 25 people (minimum two staff). The pool is open for guests' use June 1-August 31 except when camp is in session.)

HeyRide (approx. 40 people)

\$65.00 per wagon load

\$55.00 wagon load

Challenge Course "LOW"

\$16.00/person/half day*

\$14/person/half day*

Challenge Course "HIGH"

\$23.00/person/half day*

\$20 person/half day*

*(The minimum charge is for 12 persons. Authorized Staff Leadership is required for use of any Challenge Course activity.)

Canoeing must be supervised by an adult with American Red Cross lifeguard certification or equivalent. There will be no charge for use of canoes by overnight guests unless staff supervision is required. When staff supervision is requested, \$60/hr. will be charged.

Other program leadership such as Bible study, worship, storytelling, and recreation for guest groups may be negotiated. Program leadership will be normally charged at the rate of \$60.00 per hour plus expenses.

Meals

Adult: Breakfast

\$6.00 per person

\$6.00 per person

Lunch

\$7.00 per person

\$7.00 per person

Supper

\$9.00 per person

\$9.00 per person

Snack

\$3.00 per person

\$3.00 per person

Child (4-11 yrs. with parent only - does not apply to groups of youth)**

Breakfast

\$3.00 per person

\$3.00 per person

Lunch

\$3.50 per person

\$3.50 per person

Supper

\$4.00 per person

\$4.00 per person

**For children 3 years and younger there is no charge

24 County Road 231 ◦ Oxford, MS 38655

Phone: 662-234-2254 ◦ FAX: 662-234-4150

Rev. Ann Houston Kelly

Associate Executive Presbyter for Camps & Conferences

Allyson Ashmore, Program Director

Darren Ashmore, Site Director