White House Jesuit Retreat

*The Captain’s Mission*

 Our Mission is to help men and women grow spiritually by attending a retreat focusing on the Spiritual Exercises of St. Ignatius.

 Central to our Mission is recruiting. We recruit past retreatants and always look for new retreatants, understanding that we carry the “Gift of Peace” to all who want to deepen their spiritual life and release the tensions and fears they may have themselves or in their life situation.

**We need to ask and they will receive.**

*The Captain’s Responsibilities*

I will recruit on a continuous basis at my church, in my family or at work.

I will alert my Parish Priest as to the dates of our retreat and invite him to the closing Chicken Dinner.

I will recruit to 100% of my allotment (an agreed number of retreatant rooms for my group).

I will maintain periodic communication with the White House office and my lead Captain on my status of reaching or surpassing my allotment and if support materials are needed.

I will follow the “Recruiting Timetable” to the best of my ability.

I will appoint Co-Captains as needed for my group, or at least one for every 10-15 retreatants.

I will notify White House office immediately if one of my retreatants passes into the next life or becomes seriously ill. (White House will include their name in Masses and Daily Prayers.)

I will be attentive to the pre-retreat Quarterly Meeting (30-60 days out) either in person or viewed at the White House website.

I will ensure that my retreatants are familiar with the “Rules of Occupancy” and that all 1st timers review the “Welcome to White House” video on line on the White House Retreat website at [www.whitehouseretreat.org](http://www.whitehouseretreat.org) .

I will support the Lead Captain Position either by volunteering as Lead Retreat Captain, and/or by continually updating him/her to my group status.

I will continue my leadership role during the retreat by communicating any issues that may arise (i.e. coffee is out; room is too hot or too cold; tapes not loud enough or too loud, etc.)

I will encourage retreatants to remain silent … as needed.

**The Captain’s Recruiting Timetable**

**Six Months** Before Your Retreat

* The Office mails out a “Save the Date” postcard to everyone on your invite list. If a person is labeled in our system as a member of your group they should received this reminder.
* Captains: begin to let your retreatants know about the date as well.
* Seek out upcoming opportunities to talk to groups and ministries in your parish about the upcoming retreat. Mention it to your parish priests as well.
* Give brochures or send links to our website …. to friends or co-workers you feel might be interested.
* Meet with Co-Captains and map out a marketing & recruitment strategy utilizing Ads in bulletins, and/or Church displays.

**Three Months** Before Your Retreat

* You will receive a “retreatant report” from the White House office either at the Quarterly Meeting or by Mail showing you who has registered, declined, cancelled and who we have not yet heard from. You can work off of this list and update our office/online database as needed.
* Place your first and second ad in your parish bulletin.
* Begin inviting people who have never been to White House. Always be on the lookout for potential first-timers!
* Call all people on your invite list to confirm or decline them.
* As registrations come in, update the office either by phone, email or online through our database so we can see who/how many people are registered. \*Remember, your allotment only guarantees rooms for your group up until 45 days before the Retreat begins.
* Schedule to have a White House display at your parish for a weekend. This is a table & banner display that can be picked up from the White House office by appointment. We suggest you ask your parish for permission to have it set up in the vestibule or at the back of church for a weekend to help promote the retreat.

**45 Days** Before Your Retreat

* Any open spaces within your group … are now open to anyone who can use them.
* Call the office to report any additional registrations or declines.
* If the retreat still has space available, please continue to recruit.

**Ten Days** Before Your Retreat

* Call all people registered for your group to verify that they have received a confirmation letter and fully intend to attend. Make sure they know where they are going and the hours of check-in. Finalize any carpooling needs, etc. IF ANYONE HAS NOT RECEIVED A CONFIRMATION LETTER, notify the office immediately to make sure we received their registration.
* Make sure the office is aware of any medically necessary dietary requests or handicap room requests from your group. (The rooms will be pre-assigned when you arrive)
* Keep the office informed of any cancellations up to and including the day of your retreat so that those on the waiting list may have an opportunity to attend.

**Day of Retreat**

* Registration takes place on the main driveway from your vehicle.
* Registration goes from 4:30 pm – 6:30 pm for Weekend Retreats and from 11:30 am – 12:30 pm for Weekday Retreats. Anyone not able to make it during those hours will need to contact the office to make other arrangements as our gates will be closed outside of those hours.
* **During check-in: take a moment to touch base with any of your first-timers on site and make sure they are getting acclimated. This is a great time to give them a quick tour and make sure they know where to go next!**

**VERY IMPORTANT: If you or your group as a whole decides that you are not going to attend this year, please let White House know ASAP because there are spaces that are being held for you.**

**Rules of Occupancy For Retreatants**

All retreatants are asked to follow these “Rules of Occupancy”.

* All Retreats are **Silent.** What this means is that we ask you to “Give the Gift of Silence” by refraining from all talk during the retreat except during emergencies or during “Fellowship” periods. (After evening dinner as noted on your schedules.) Talking during the fellowship period is limited to our library and patio areas and away from Chapel and sleeping room areas.
* Please alert us to any Medically Necessary Dietary Needs and any Physical needs (i.e. wheelchairs access, grab bars, CPAP stands, etc)
* **No Smoking** in any of the buildings. Smoking is only permitted outside on sidewalks and the street.
* **No Firearms** are allowed on the property.
* Unauthorized use of **Alcohol** is strictly prohibited.
* Retreatants must be **18 years of age** by the retreat date.
* Retreatants are asked to make a **Free Will Offering** for their Retreat. Our tradition is to welcome everyone, whatever their financial need. Because Retreatants ask, White House averages about $375 per retreatant in expenses for a 3 day Retreat or $125 per day. You keep the tradition of White House alive and strong with your Generosity.
* **Retreatants who disrupt others** can be asked to leave.

Our rules are kept simple and basic, as our Mission is to bring men and women closer to God.