

# Castaway Handbook



We are so glad you are interested in Castaway! Enclosed you will find all the information to get your parish started, there is a lot of information.

We are here to help! Please contact the Catholic Education Ministries Office with any questions:

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# Castaway Camp

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# Castaway Camp Goals and Expectations

*The overall goal of the Castaway Retreat is to assist parishes  
in their efforts of fostering Discipleship.*

## Castaway Participants will:

- Experience the love of God
- Deepen their relationship with Jesus
- Experience a sense of friendship and belonging to a universal Church
- Strengthen parish relationships with youth
- Encourage and foster youth to become active at home with their parish
- HAVE FUN!

## Attending Parish Expectations:

- Each parish will have one contact person, the Parish Leader (see job description on next page).
- Each parish will bring adult volunteers in a ratio of one adult to every five youth. Ratios need to reflect gender breakdown of youth.
- Adult volunteers will fulfill the job descriptions as listed under Parish Volunteer and Small Group Leader.
- Parish adults may help prepare preapproved skits performed only by adults during the Friday night entertainment.
- All designated parish leaders must attend an orientation meeting.
- Each parish leader is responsible for their parish youth and adult leaders throughout the entire Castaway weekend.
- All parish leaders and parish volunteers are expected to participate fully in the actual retreat, and to take responsibility for the oversight and safety of all youth during the weekend through their arrival home.
- Parish leaders are responsible for paying the initial deposit (\$90.00 per camper at time of registration deadline) and balance is due prior to the retreat. All checks will be paid to the Diocesan Retreat Director and made out to CEM.

## Campers and Parish Volunteers Medical Need Expectations:

- Any and all injuries/illnesses will be reported to the parish leader immediately. If parish leader is not available, notify co-coordinators.
- Volunteer medical staff will be contacted if needed.
- An injury/illness form will be completed.
- Youth are responsible to notify parish leader when injury/illness occurs.

# Castaway Camp Parish Leader Description (APL)

*The parish leader is the contact person and visible leader of the parish in preparing for and being at Castaway. The parish leader must be at least 21 years of age and designated by the Parish Pastor as the parish leader and fulfilling all Safe Environment requirements.*

## Parish Leader Responsibilities

- Serve on a committee for planning.
- Register campers and adult chaperones; forward proper information to camp director by the deadline.
- Attend Castaway planning meetings or send a parish representative if the leader is unable to make it (i.e. parent volunteer, Priest).
- Must attend (and ensure the attendance of adult chaperones at) the training session that is held one-two weeks prior to the Castaway weekend.
- Assist with an approved adult skit for Friday night and pass skit idea along to entertainment committee.
- In case of medical emergency follow instructions below.
  - Review all medical needs of campers (allergies, medications, etc.)
  - Notify parent/guardian as you deem necessary.
  - See that injury/illness form is completed.
  - Follow up with youth about continued needs regarding injury/illness.
  - Involve volunteer medical staff as appropriate.
  - Give one copy of medical forms for all campers and volunteers from your parish to the co-coordinators and keep a copy for yourself.
  - Defer to medical personnel in medical emergencies.
  - Be aware of special medical concerns of campers and volunteers. Notify medical personnel and co-coordinators at the beginning of the weekend.
  - Be aware of housing locations of co-coordinators and medical personnel and notify all adult volunteers. In case of emergency you are to go directly to these locations for help or dial 911 as situation warrants.
- Ensure that all electronic medical and registration forms have been completed. CEM will help provide documentation for each participant to have in their lanyard.
- Parish Leaders are responsible for all Expectations for Participating Parishes.

# Castaway Camp Adult Chaperone Job Description

*The parish volunteer is recruited by the parish leader and must be at least 21 years of age and fulfill all Safe Environment requirements.*

1. Prepare for the weekend and maintain a positive approach to leadership:
  - “God loves me... how do I pass this along to young people?”
  - “Am I ready to give?”
  - Listen, listen, listen, listen, and listen.
  - Recognize your own personal/private reason for being a part of Castaway and set them aside.
  - Complete the Safe Environment Training provided by the Diocese of St. Cloud.
  - Be an un-anxious and validating presence to the youth of the diocese.
2. Meeting at bus and bus ride:
  - All adults must ride the bus unless approved by the director.
  - This is a great time to get to know campers. Introduce yourself to campers and aid the parish leader in any way.
  - Adult leaders should be spread out throughout the bus.
3. Arrival:
  - Aid in unpacking and showing campers around camp.
  - Listen carefully for unloading directions.
  - Note any damage in rooms and write it down on paper, with building and room listed. Give to coordinators at first club session.
4. Meals:
  - ½ of Parish leaders/adult chaperones go in before campers-spread out-one per table. (other ½ stay with the youth waiting outside).
  - Help with clean-up as directed after meals.
  - Maintain discipline at table (cheering is acceptable at appropriate times; noises during announcements and food throwing are never acceptable!)
  - Keep campers at table until signaled to go.
5. During Team Activities
  - Encourage cooperation; listen to all suggestions.
  - Don't make a big deal about win/lose; do make a big deal about FUN!
  - If appropriate, join in.
6. Lead a Small Group:
  - Attend training before the weekend.
  - Read and understand small group sessions.
  - Ask parish leaders if you have questions.
  - If needed, help assemble small group totes (supply lists will be provided).

## Castaway Camp Adult Chaperone Job Description (cont.)

### 7. During Club:

- Sit with the campers and participate-you model for the campers.
- Avoid sitting next to another adult, spread out throughout the campers.
- Check that all of your campers from your small group are present

### 8. Adult Leader Skits:

- Adults may help perform an approved skit during Friday night entertainment.
- A limited number of skits will be performed.
- Each skit group is responsible for own clean up.

### 9. Parish Leader and Chaperone Meetings:

- Have parish representation at each meeting.
- Take time to reflect and pray.
- Listen for schedule/program changes.

### 10. Free Time:

- Try to spend it with campers and not just with adults.
- Monitor the camp, looking for campers in cabins, lounge, hallways, etc.
- Be available and visible.

### 11. General Cabin Rules/Bedtime:

- Make sure all the campers are in their room. If not-wait until staff member comes around and notify them or call their cell number. Staff members will look for the missing campers. Don't leave room unattended.
- Allowing time for cabin time is encouraged.
- Be courteous to other campers by maintaining quiet in your rooms after lights out and by following wake-up rules. Do not shower until after 7:00 a.m.
- Make sure to always use bathrooms designated as adult bathrooms.

### 12. Cabin time:

- Follow the cabin time format given to you by your parish leader.
- Make sure everyone has a chance to share.
- End with a prayer.

### 13. In a medical emergency, for youth or adult:

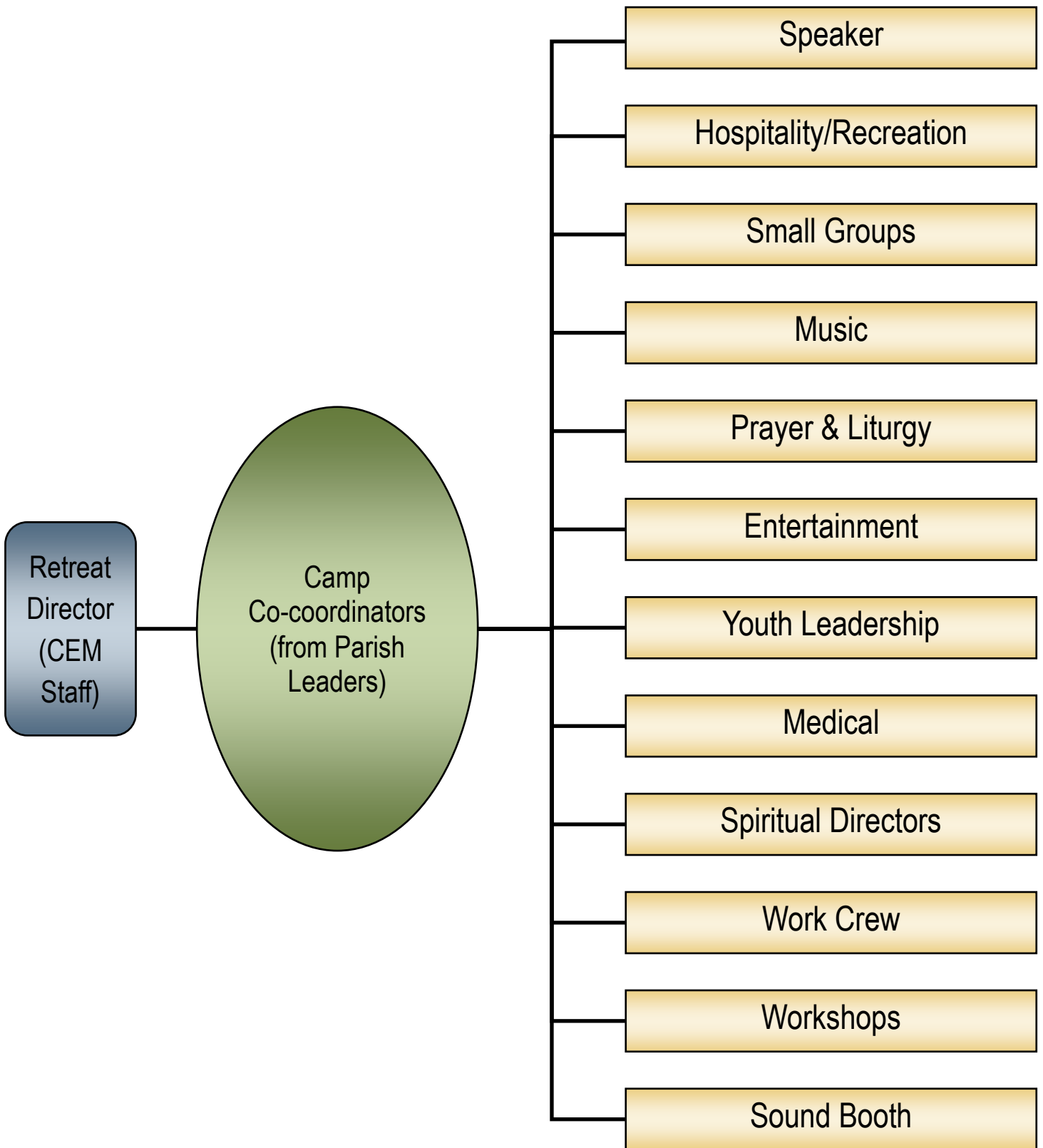
- Contact and report injury/illness to parish leader.
- Parish Leader will find medical personnel, coordinator, and/or director.
- Do not leave the person unattended.

### 14. Clean Up:

- Designate campers to do specific tasks in cabin and camp. (Litter, linens to laundry, clean up the room; check bathrooms, hallway, etc.)

### 15. Follow up with your campers in the days/weeks following Castaway

# Castaway Leadership Structure



All positions in this column are filled by Parish Leaders or adult chaperones from within the attending parishes.



# Castaway Camp Co-Coordinator Job Description

*The Camp Co-Coordinators are selected by the Diocesan Retreat Director with possible assistance from the Castaway Leadership Team comprised of parish leaders.*

## Overall Functions: (Under Administrative Direction of CEM)

- Ensure that all areas of weekend are covered by someone-delegate!
- Arrange housing for total camp
- Assist with budget of weekend
- Coordinate schedule and all activities
- Make decisions when necessary in conversation with other staff
- Supervise work crew

## General Responsibilities:

- Plan agenda, help facilitate all Castaway Planning meetings.
- Oversee all committees.
- Monitor # of campers from all parishes.
- Obtain housing map from Castaway, allocate housing.
- Recruit work crew; supervise work crew director's planning as necessary.
- Check when store is open; incorporate hours into schedule.
- Plan counselor meetings as necessary throughout the weekend.
- Present planned schedule.
- Get a needs list from all committees and arrange to meet all needs.
- Final numbers of people attending Castaway weekend must be called into Castaway ONE WEEK prior to weekend. This includes ALL leaders, volunteers, and campers: check contract for work crew and staff spots.
- Assist and help schedule and conduct Leadership Training Session.
- Check and double-check schedule and duties. Is everything covered?
- Insure schedule goes to all staff, volunteers, work crew and Castaway Club.
- Provide a plan of action in case of tornado, blizzard or fire, etc...

## General Responsibilities on Weekend:

- Arrive early (Thursday late afternoon) to inspect and prepare camp.
- Finalize housing plans and post parish names on doors.
- Facilitate unloading of buses.
- Welcome campers, establish camp guidelines.
- Keep weekend on schedule.
- Supervise work crew as necessary.
- Blow horn when necessary.
- Arrange for before meal prayer.
- Take care of property/logistic complaints.
- Lead counselor meetings.
- Arrange for camp clean-up and luggage loading.
- Make all necessary up-front announcements.
- Be sure that all parish leaders and chaperone's know where the Retreat Director and Coordinators are being housed in case of an emergency.
- Be sure that all medical/injury needs of campers are met.

# Castaway Speaker Job Description

*The speaker is an integral part of many aspects of Castaway. The person who fulfills the role of speaker must be responsible to other members of the group in creating a series of talks that express the Gospel clearly and effectively.*

## Preparing Talks:

The primary need is to prepare five talks, one at each of the clubs on the weekend. The talks form a logical progression inspiring the campers to reconsider their relationship with God and others. The suggested outline is listed below. Talks are generally fifteen to twenty minutes in length and are personal, anecdotal, Gospel-orientated, and faith witnesses.

## Before Weekend:

- Provide an outline of talks to other committees and directors to aid in their planning.
- Meet with Small Group Team and assist with small group process and packet materials.

## Tasks on weekend:

- Deliver five messages-one at each club.
- Each “talk” should be approximately 15 minutes long.
- Assist the co-coordinators whenever an extra person is needed, especially when tracking down campers at small group time, etc. This is negotiable depending on speaker’s parish set-ups, leadership and general needs.
- May meet with Work Crew staff as part of their retreat.

## General Outline for Talks

- Club 1: The Person of Jesus— Intro to the retreat, you and your relationship with Christ
- Club 2: The Challenge of Sin— Obstacles and challenges to our relationship
- Club 3: Provision: God’s Plan for Us in Jesus— Reconciliation and forgiveness
- Club 4: Community, Liturgy, and Celebration— Together as Body of Christ & Living Eucharist
- Club 5: Participation: Christian Lifestyle— Wrapping it up and taking it all back home

# Castaway Entertainment Committee Job Description

*The entertainment committee is responsible for keeping youth busy during down and prep times as well as organizing parish and leader skits.*

## Responsibilities:

- Friday Afternoon – beginning activity
- Walk-on entertainment during clubs
- Adult skits on Friday Night

## Adult Parish skits

Parishes will be invited to help prepare appropriate skits from approved list (check with co-coordinators) to be performed only by adults for the amusement of all! If the skit is messy, plan on cleaning it up. Remember to keep these short and sweet. A limited set of skits will be allowed in order to stay on schedule. These skits will last a total of no more than 1 hour.

## Before Weekend:

- Parishes select from an approved list of skits and sign-up for a skit they are doing to avoid any duplication. Skits are to be appropriate for a retreat setting and must be from the approved list on page 25. New skits can be approved by CEM by sending the script to the Diocesan Retreat Coordinator no later than 1 week prior to the retreat.
- Develop order for skit performances and post backstage in the Anchor prior to the event. Also, develop a way for introducing skits, etc. during Friday Entertainment.
- Coordinate someone to open and shut the curtains.

## Walk-ons

### Before weekend:

- Develop theme into an entertaining plot or series of sketches (see ideas on page 25).
- Walk-ons are performed during club. Sketches ought to last no more than 5-7 minutes each per club.
- Develop list of all needs- submit pre-approved expenses to coordinators.
- Recruit other walk-on performers as needed.
- Be prepared if performers need to be replaced. You never know what can happen.

### During Weekend:

- Work with sound booth as necessary.
- Perform walk-ons. No more than 5-7 minutes each.

# Castaway— Liturgy & Worship Coordinator Job Description

*The Liturgy and Worship Coordinator's job is to coordinate who is bringing what for the liturgy and worship services throughout the weekend. They do not need to bring it all from their parish, but rather coordinate with the Retreat Director, Music Director, and Co-Coordinators.*

## Before the weekend:

- Collaborate with Music Committee on details for service/liturgies.
- Connect with CEM for Liturgy Items – Vessels, Linens, Books, etc...
- Possibly help secure a Priest/Bishop for weekend.
- Help to create the involvement in liturgy-in conjunction to small groups and dependent on talks and in collaboration with speaker, presider, music, and all small groups.
- Plan the liturgy for Saturday night.
- Recruit all ministers necessary (Lectors, Eucharist Ministers, Servers, Ushers, Hospitality, etc.— See page 37 for Mass Planning Guide).
- Check for opportunities to use drama during prayer or worship.
- Provide theme and space appropriate props.
- Help secure a Monstrance for Adoration – Make sure Priest is aware of needing a consecrated host for Luna and will explain Adoration and Reconciliation during Club on Saturday morning.

## During the weekend:

- Coordinate the Saturday evening liturgy—See Liturgy Planning Guide on page 37.
- Coordinate set-up before Mass and clean up afterward
- Assist the Spiritual Director and Retreat Co-Coordinators with prayer services to do with Youth Leadership.
- Assist the Spiritual Director and Retreat Co-Coordinators with Adoration set-up and schedule.
- Help to ensure adults are signed up for Adoration times by creating a sign up for the weekend.
- Coordinate reconciliation set ups and schedule.
- Help to ensure adults are signed up for Reconciliation times by creating a sign up for the weekend.

# Castaway— Liturgy & Worship Coordinator Check Lists

## Adoration

### Adoration Check List:

- Set up in the Hold in Windjammer
- 6-8 foot table from Castaway
- Altar Cloth
- Altar Candles
- Lighter
- Monstrance
- Consecrated Host in Luna
- Adults to be present during Adoration
- Prayer cards, bibles, rosaries
- Copies of "What is Adoration and prayers for Adoration"
- Priest or someone to expose and repose Blessed Sacrament

## Reconciliation

### Reconciliation Check List:

- Set up in Windjammer Dining Hall – 1-3 stations. Usually on each side of stage on main floor near windows.
- Use 1 barrel and chairs on each side per station
- Cloth for each barrel
- Candle or crucifix or Bible per station
- Copies of Act of Contrition
- Signs in Hallway with times of Reconciliation
- Near entry to dining hall set up several chairs along windows for those waiting to go to confession.
- In waiting area need copies of How to go to Confession sheets.
- Bottle of water for Priest.

## Liturgy

### Check list for Liturgy:

- Stole, vestments
- Eucharistic regular size hosts and 2-3 Large Hosts
- 1 Bottle of Sacramental Wine
- Communion vessels (Chalice/Large Plate or Ciborium/Wine Carafe, distribution cups, distribution plates, towels to clean after Mass)
- Cruets
- Corporal and purificators
- Altar cloth and candles
- Roman Missal and Lectionary and Book of the Gospels
- Power Point Slides—coordinate with Music Director
- Collection Buckets

# Castaway Music Coordinator Job Description

*The Music Coordinator works with the Liturgy and Worship Coordinator and the speaker to arrange music for the individual club sessions as well as the weekend liturgy. This person is also responsible to gathering a group of musicians. This group typically consists of :3-5 Guitars/Bass, 1 Drummer, 1 Keyboard player, and 2-4 Song Leaders.*

## Before the Weekend:

- Recruit musicians and song leaders. It is important to be aware of new team members with musical gifts and work them into the program. If hiring is necessary, check with coordinators. Be open in allowing high school aged musicians to join the group while being sensitive to them participating in the rest of the weekend schedule.
- Get together with other musicians to practice & decide on music for weekend. (Music planning sheets on pages 34-37 of this handbook.)
- Usually 2-4 rehearsals are held outside of regular meetings to rehearse music.
- Check on the computer data base, and add music as needed. Make sure lyrics on the computer match the lyrics you are singing. All music must be properly licensed in order to be used for this retreat.
- Visit with the speaker to see if there are particular songs they want played with their talks.
- Create a stage set up map with placement of musicians for the sound booth
- Plan clubs- what songs, what order, song leaders & musicians for each—See page 34
- Provide copies of all music as needed for the song leaders and musicians
- Make sure PPTS are ready with licensing info on first slide of each song
- Check transportation plans for musicians with coordinators and transportation committee.
- Arrive at Castaway early! Music set-up takes at least an hour.
- Be sure to submit any pre approved expenses to Director.

## During the Weekend:

- Provide music at club, Mass, prayer, and other times if necessary.
- Provide Music PPTS to Sound Booth
- Coordinate with Sound Booth and Coordinators timing of Clubs as time may need to be adjusted as needed.
- Musicians Club Checklist—SEE PAGE 34
- Tune & Check instruments before each club.
- Check song list. Make sure booth list agrees with stage list.
- Confirm lead guitar or musician and song leaders.
- Do sound check with sound booth.
- During club, be responsive to needs of coordinators and speaker.
- Keep back stage area clean and tidy.
- Go with the flow; remember that high energy captures the campers' attention. After the skit, slow things down and get focused to hear the message.

## Useful Resources

**USCCB.org**

<http://www.wlp.jspaluch.com/>

**OCP.org**

**GIAMusic.com**

<http://www.pdhymns.com/>

## Castaway Music Coordinator Job Description (cont.)

### Typical order of Club:

- Sound booth operator starts taped music or musicians begin upbeat music. Campers are let in. (If weather is bad or too cold we will need to let the campers in perhaps during end of set up and rehearsal)
- Upbeat songs led by musicians
- Skit arranged by entertainment committee
- Walk on skit by entertainment committee
- Announcements by co-coordinators
- Slow/mellow/serious music
- Someone introduces speaker
- Someone will often lead prayer over speaker-it is nice if Youth Leadership are able to do this.
- Speaker delivers message
- Speaker sends participants to small group

## Castaway Sound Booth Operator Job Description

*The Sound Booth Operator is responsible for all lights, sound, microphones, amps, media, music and electronic files along with live music, computer operation, and possibly sound for meals.*

### Tasks before the weekend:

- Be in touch with entertainment committee about needs for weekend. Musicians, workshop presenters, speaker, and others may be in touch with sound booth operator directly to discuss needs.
- Review schedule to note weekend needs.
- Review Stage set-ups/map  
Ensure there is music for dance on Saturday evening. In recent years a DJ has been hired and Sound Booth Operator is not responsible for dance in this case.

### During the weekend:

- In collaboration with the Coordinators and Director the Sound Booth Operator is in charge of the Anchor.
- Arrive at weekend early to set up for first club with musicians.
- Work with musicians on sound check before all clubs.
- Run recorded music before all clubs (optional).
- Run sound board and lights during all clubs, entertainment, liturgy, dance and any workshops that are held in Anchor.
- Run computer for lyrics during club.
- Keep others out of sound booth—sound booth is off-limits to all but designated workers.
- Ensure there is music and/or a DJ Saturday evening dance.  
Usually there is an assistant Sound Booth helper primarily to run PPT slides.

# Hospitality and Recreation

*Work with Co-coordinators to create a fun and welcoming activity mixer for participants in Castaway once they arrive to camp. A primary focus is to introduce the parishes and allow participants to get acclimated to the camp. Most often the Carnival has been used as part of a mixer preceded by a short welcoming program in the Anchor. Creative homemade videos, Car Karaoke, music, leaders dancing in a parade have been used as elements of welcoming activities.*

- Create welcome packets/bags prepared for each participant to be placed on dorm beds. In recent years small zip lock bags containing a prayer and some candy has been used. Welcoming signage and other fun and creative ideas are welcomed.
- Work with camp director to create a balanced menu for Saturday snack times.
- Organize Saturday afternoon and night free time activities: dance, coffee house, bonfire, board games etc.
- Create sign-up sheets for various areas during free times
- Work with entertainment committee to help fill in sign up sheets on page 30-32 and ensure there is coverage from parish leaders for the following areas during free times: *Purple Patrol, climbing wall, swing, gym, game room, coffee shop, and outside areas.*
- Assist with any on-site shirt sales.
- Help with any lost and found items.
- Connect with parish leaders for any other needs in cabins (beds, extra blankets, etc.).

## Saturday night activities

Do the following *before the weekend*:

- Arrange all activities for free time before and after the Liturgy: Dance, Coffee house, bon fire, etc...
- Dance: Help with choosing a theme for the dance if your weekend would like one.
- At leadership meeting, fill in the sign-up sheets located on pages 30-32 for monitoring all areas of camp during the evening's free time. This is called purple patrol. Need to secure enough flashlights for night patrols.

During the weekend:

- Dance: help DJ if needed.
- Give directions for other activities to supervising adult.
- Ensure proper clean-up.
- Those staffing dance are to make sure behavior and attire are appropriate.



# Castaway Small Group Planning Committee Job Description

*Develop questions and activities for small group discussion time during the retreat based on the points of the main speaker's talks. Coordinate with the speaker for questions specific to talks.*

## Before the Weekend:

- Design icebreaker activities and questions for parish small groups to get acquainted and other discussion materials for leaders to use as fillers if needed.
- Provide a needed supply list for parish leaders.
- Help to plan Small Group Leadership aspect of Training Day:
- Prepare folders for leaders with small group hand-outs. These handouts can be copied at CEM. (Check with other committees for any other hand-outs.)
- Assist training on how to lead a small group. (Sample flyers to be handed out following this job description.)
- Provide specific information about this weekend's small group activities including ground rules for small groups.
- Gather parish group information about leaders and campers from the coordinators.
- Obtain a list of the number of small groups/leaders and total number of campers from the coordinators.
- Small Groups and small group leaders will be divided by their parish leader.
- Using map of camp, and the availability of spaces, camp coordinators and directors will determine the location of small groups.
- Coordinators and director will record the small groups, leaders and participants, on master list with locations; and perhaps produce individual list for each leader and coordinators. If this is delegated to small group team be sure to have this all approved by your weekend coordinators.

## During the weekend:

- Prior to first small group ensure all are aware of location of all small groups.
- Provide small group leaders with resources/supplies that are arranged for and provided by the Diocese and check in as necessary throughout weekend.

# Castaway Small Group Leader Job Description

*Since all small groups are parish specific and designated by each parish leader, the following guidelines for small group leaders are general guidelines designed to compliment guidelines set by parish leader for their own groups.*

The exception to this is that all small groups need to stay in designated small group location during each entire small group scheduled time.

## During the Weekend:

- At no time should groups be left unattended, if there is an emergency send two youth to find another adult.
- Review the Tips for Small Group Leaders on pages 41-42.
- Check that all of your small group members are in the proper group. Staff members are available by cell phone.
- Begin your small group with introductions as outlined in your schedule.
- Learn everyone's name as soon as possible; use names frequently.
- Establish ground rules. Some suggestions are provided below:
  - \* Respect and be non-judgmental of what others say.
  - \* What is said in the group stays in the group. The exceptions to this rule are situations where the safety of the individual is in question and proper authorities will be contacted. The policy at Castaway and the Diocese is that cases of physical, sexual or emotional abuse or suicidal inclinations must be reported to Coordinators and Retreat Director and the appropriate Parish leader, who will pursue necessary steps for reporting. State law requires that the proper authorities be notified.
  - \* Have a listening attitude and model good listening skills.
  - \* Accept the truth in what each person says, whether you agree or not. This is an open and focused approach to leadership.
  - \* Participate fully in the small group experience; equally with the campers.
- Prepare for the weekend and constantly maintain a positive and focused approach to leadership on the weekend.
- Recognize your own personal/private reasons for being a part of Castaway and set them aside.

# Castaway Youth Leadership Job Description

*The primary responsibility for the Coordinator of Youth Leadership is to work with young people in planning and executing morning, meal, and evening prayer experiences during the Castaway retreat. A secondary responsibility is to assist retreat coordinators in helping find youth for testimony opportunities over the weekend and to assist with activities such as the carnival or other mixer type activities.*

## Main Responsibilities:

- To recruit youth (generally in 11<sup>th</sup> -12<sup>th</sup> grade) to participate in a Youth Leadership role during the Castaway Retreat.
- To plan and execute Meal and Evening Prayer on Friday, Morning, Meal and Evening Prayers on Saturday, and Morning and Meal Prayer on Sunday.
- To provide materials and resources to help Youth Leaders prepare prayer sessions. Collaborate with Music and Liturgy Coordinators as needed.
- To engage Youth Leaders in the process for planning prayer.
- To set up a meeting with a group of Youth Leaders prior to Castaway to create an outline for the different prayer sessions during the weekend
- To meet with Youth Leaders during the Castaway weekend to ensure they are prepared and ready to lead a prayer session. (2 or 3 times during the weekend)
- To empower Youth Leaders to lead the prayer session they are responsible for during the Castaway weekend.
- To ensure that all Youth Leaders have all the materials necessary for the different prayer opportunities.
- To provide Youth Leadership participants with the tools and expectations to reach out youth who are on the fringes. To advise these young leaders to assist adult leaders in small group sessions and cabin time sessions.
- To prepare and organize Youth Leadership participants for the Carnival after the opening session.
- To communicate with different Youth Ministry Leaders (i.e.- musicians) if Youth leaders have special requests.
- Communicate with the speaker to find out if Youth Leaders are needed in the speaker's presentation.

## Deadlines:

- Get names and contact info of youth by first week of February.
- Set meeting for these youth prior to Castaway and send notices to youth inviting them to meeting – do this by 3<sup>rd</sup> week of February.
- Have at least 1 meeting before Castaway weekend.
- Give Coordinators a general outline of YL plan 1 week before Castaway weekend. More specific outline is also nice if possible.

# Medical Coordinator Volunteer Job Description

*As staff nurse or medical volunteer, you must be available 24 hours (or on split shift if more volunteers are available) for emergencies at Castaway.*

## Before Weekend:

- Review schedule, note times of particular danger to campers. Note especially meals, bed-time, free time, and recreation time.
- Review medical procedures at orientation meeting or leadership meeting as necessary.
- Castaway provides a well stocked First Aid area.
- Leadership from Castaway will review all medical procedures and protocols with medical person.
- Preview list of medical needs (allergies/Medications/dietary issues.)
- Review Incident Report sample on pages 39-40.

## During Weekend:

- Have injury/illness report forms.
- Review medical needs list.
- You will receive a radio/walkie for communication with Retreat and Castaway Leadership.
- Establish emergency procedures as necessary: locate landline telephones, hospitals in area, etc... (Consult with Castaway upon arrival.)
- Keep in contact with co-coordinators so your where-a-bouts are known. All adult leaders will know where you are in case of an emergency. This is easily accomplished with radios and cell phones.
- Set aside extra time for R & R – your duties as medical volunteer may require you to give up valuable sleep time!
- It may be necessary to phone parents in cases of emergency—particularly when it is necessary to explain an injury or illness to a parent.

# Spiritual Director/Presider Job Description

*As a Spiritual Director/Presider for Castaway your role is to be present with the youth during their liturgical and spiritual needs throughout the weekend. This includes, but is not limited to Eucharistic Adoration, Reconciliation and Mass.*

## Before the weekend:

- Connect with and give guidance to Diocesan Retreat Director.
- Work with the Liturgy Committee to plan the weekend services/liturgy.
- If Bishop is not presiding, plan homily to tie into themes and messages of weekend.
- Check that all Mass and Adoration supplies will be available.
- If special transportation plans are needed, check with coordinators.
- Check any budget needs with coordinators.

## During the weekend:

- If Bishop is not present to preside at liturgy.
- Preside at Individual Reconciliation at various times throughout the weekend.
- Be available for spiritual guidance.
- Help explain and set-up Eucharistic Adoration for Saturday afternoon or other times adoration is available.
- Participate in weekend activities as able and to degree of comfort. (Club, Small Groups, Recreation, Meals, Adult Leader Meetings, etc.)
- Take the lead with brother priests, who are participating in the weekend in the areas listed above.
- May spend some intention time with the Work Crew.

## Other Details to Note:

- All Priests are provided separate housing in one of the cottages at Castaway.
- The majority of the liturgical supplies: Linens, vestments, dishes, cups, Roman Missal, lectionary, Book of the Gospels, and candles are provided by the Diocese with the exception of a Monstrance.
- There is another volunteer minister designated for Liturgy, Prayer and Worship who will collaborate with the Priest(s) for set-ups and needs in this area.
- For Adoration a Consecrated Host is needed. Some Priest(s) have brought a consecrated host with them from their parish and others have Mass at Castaway in their cottage to consecrate the host.

# Workshop Coordinator OR Large Group Session Job Description

## Duties:

- Work with Co-Coordinator and weekend group to choose workshop sessions or one large group presentation and interactive session.
- Help recruit workshop presenters.
- Work with presenters to make sure sessions are prepared.
- With Co-Coordinator assign locations for workshop sessions.
- Create brief descriptions of each workshop session to be shared with the young people.

## Sample Workshops Session

### **Session: Relationships**

#### Icebreaker: Most Blessed

Hand out a baggie with 5 paperclips to each person. I will start by stating something I've have done or is about myself, such as "I am the oldest in my family", or some other true statement about myself that I would think would apply to others in the group. Then, if there is anyone that is NOT the oldest in their family – they would pay (in paperclips) each person that is the oldest in their family. Keep playing until everyone had a turn to share or someone runs out of paperclips. Obviously the idea is to come up with the most paperclips and be the most blessed.

#### Prayer:

*This will either be from scripture or from a prayer that is found in my files...*

#### Activity: Question / Answer

I will come up with a list of questions in advance and place those questions on cards. They will be in the middle of the group. On each card will be a question regarding one of the following topics:

- Friend relationships: example question would be "what do you value most in a friend?"
- Life goals: example question would be "what do you want to accomplish in 10 years?"
- Family relationships: example question would be "what do you value most about your family?"
- Fears about the future: example question would be "what is one of your biggest fears about the future?"
- Relationship with God: example question would be "Do you see your relationship with God as which...very strong, strong, medium, weak, very weak?"

## Work Crew Leader Description

*The work crew coordinators work with the camp retreat director and retreat coordinators to determine the number of crew members needed and the numbers that are available. The parish leaders are responsible for recruiting, but the work crew coordinator has typically taken some initiative. [An objective in recruiting could be to have a good variety of work crew and perhaps 1/3 of the work crew, who are new to the work crew from participating parishes.]*

### Before the weekend:

- Receive packet of information regarding weekend from camp coordinator.
- Collect Work Crew shirt sizes and get to camp coordinators by deadline.
- Maintain contact with camp coordinator.
- Have work crew members sign code of conduct.
- Arrange transportation for crew members.
- Plan/assist WC Spiritual Director with small group retreat activities for WC.

### During the weekend:

- SERVE in any capacity necessary to meet the needs of the camp.
- COMMUNICATE with camp coordinators throughout weekend.
- LEAD work crew in prayer, sharing, and work.
- If necessary, work with Castaway Club Staff to open kitchen and Windjammer.
- Prepare and clean-up all meals throughout weekend.
- Participate in weekend activities when possible.
- It may be necessary to do emergency clean-up in areas of the camp besides the kitchen, but these tasks are second priority to meals and kitchen tasks.

## Work Crew Team Description

*As a Work Crew Team member you will help to prepare and clean up after meals, as well as prep different areas of camp for the youth. Spiritual retreat opportunities are available for work crew as well.*

### Before the weekend:

- Check transportation plans with work crew coordinators.
- Complete all necessary forms for the Sexual Misconduct Policy.
- Sign Code of Conduct.

### Task on weekend:

- SERVE in any capacity necessary to meet the physical needs of the camp.
- COMMUNICATE with work crew director and work crew team throughout the weekend.
- Be a TEAM PLAYER in prayer, sharing, and work.
- If necessary, work with Castaway Club Staff to open kitchen and Windjammer.
- Prepare and clean-up all meals throughout the weekend.
- Participate in weekend activities when possible. It may be necessary to do emergency clean-up in areas of the camp besides the kitchen.

# Castaway Samples and Appendix

## Volunteer Screening Process

- Seek volunteers who are at least 21 years of age and can fulfill all Safe Environment requirements.
- Seek volunteers who have a natural connection to young people.
- Interview them, asking questions about their background/experience with young people, their faith life, their own past experiences of retreats, and their strengths and weaknesses as leaders. Determine their competency in small group leadership.
- Have them do the safe environment training and fill out necessary diocesan forms on sexual misconduct. (see below)
- Make expectations very clear and provide them with job description for adult chaperones.
- Young adults – ages 18-20 have much needed gifts in the Church and at Castaway we welcome them to assist their parishes. Young Adults will abide by the adult code of conducts – however – are not allowed to serve as an official chaperone. Young adults are also needed and welcome to serve on the Work Crew. See section on Work Crew page 23 for more details.

## Diocesan Sexual Misconduct Policy

*All those who are not in high school who are age 18 or older in leadership positions, adult chaperones and work crew person must have completed the Diocesan Safe Environment Training. **High school students, even if age 18, do not need to complete the training, however, Catholic Mutual recommends that these students only volunteer or participate with adult supervision.***

1. Training and Background Checks are now synced, and will be renewed together every 5 years. This is done online at <https://stcloud.cmgconnect.org>.
2. They are required for all employees and for any volunteer working regularly with minors and/or vulnerable adults before they begin their ministry.
3. New staff and volunteers should 'Register for a New Account.' Those who have an account need to use it. If in doubt, or if you forgot your username or password, check with your site administrator.
4. See details in the the new [Revised Sexual Misconduct Policy 2019](#) (and the [Standard of Ministerial Behavior and Boundaries 2019](#)) as well as the Spanish versions, [Poliza de Ética Ministerial En Relacion a Inapropiada Conducta Sexual y Abuso Sexual 2019](#) (y [Ética Ministerial de Comportamiento y Límites Ministeriales Código de Conducta para todo el personal de la Iglesia 2019](#)).

*Please plan on the training taking about 90 minutes to complete. You can log out between segments and return later, without repetition. However if you log out, any uncompleted segments will start from the beginning, so make sure you have time to watch each complete segment.*



# Castaway Camp Walk-On Ideas

## Olympic Games

The entertainment person provides different Olympic events for teams to do. Each team is made of parishes grouped together. Audience members cheer for their team to win.

## Castaway Relived

Grandma and Grandpa are sitting on rocking chairs remembering how Castaway used to be. Walk-on's were guests from previous Castaway Retreats including: Blues Brothers, Village People, etc...with fog machine. Key phrase: "Honey, remember when..."

## The Babysitters

Child locks them self in the bathroom.. The Babysitter tries to get the door unlocked. The child has a great time for each walk-on the child tells a reason why he/she does not like the babysitter and how mean the sitter can be, only to find out later the babysitter had a fun activity planned for the weekend. Key phrase, "I'm not unlocking this door because ..."

## List of Approved Skits for Castaway – Friday evening

- Dirty Socks
- Clumsy Grocery Guy/Gal
- Dog Poop
- Freaky Fishing
- The Grape Store
- The Invisible Bench
- JC Penny
- Motorcycle Gang
- Pick Pocket
- Pebbles
- Rewind Please
- Sock Soup
- He Said He's Met You Before
- Thirsty?
- We Don't Have a Skit
- Where Did You Come From?
- Your Dog Dies
- Dueling Bango's/Nostrils
- The Vegimatic
- Hungry Truck Drivers/Travelers
- Dancing Fountains
- Is it Time Yet?
- Dr. Office – Contagious
- Not Enough Parachutes
- What's Up There?
- Caterpillar Skit
- Chicken Farmer
- First Date
- Fluff and Jelly Skit

If you would like to do a skit not on this list please submit your skit to CEM for approval at least one week prior to your retreat weekend.

## Registration Procedures

1. Parish Registration—this form is online and can be found at <https://forms.gle/tiwFh2CpbD8WgRsd9>.
2. Share Castaway fliers and interest forms with youth, adults and work crew.
3. Email PermissionClick forms those who turn in interest forms.
4. Download a copy of student forms (electronic is fine), for you to have access to during the weekend.

## Castaway “DRAFT” Friday & Saturday Schedules

| <b>Day/Time</b> | <b>Activity</b>   |
|-----------------|---|
| Friday          | Daily Theme:  |
| 1:00 - 2:30 PM  | Campers arrive/Check-into Cabins  |
| 2:45            | All in Anchor for Welcome   |
| 3:15            | Free Time: Gym Carnival, Game RM & Coffee Shop in Windjammer, (Possibly Climbing Wall, Swing) |
| 4:30            | Club 1 – Talk 1 in Anchor   |
| 5:15            | Small Group 1   |
| 6:00            | Supper  |
| 6:45            | Free time/Club 2 set-up   |
| 7:15            | Club 2 – Talk 2   |
| 8:15            | Small Group 2   |
| 9:15            | Free Time/Break/Adult Leader Skit Prep<br>and possibly Reconciliation                         |
| 9:45            | All to Anchor – Adult Leader Skits  |
| 10:45           | Evening Prayer in Anchor  |
| 11:00           | Cabin Time  |
| 11:45 PM        | Lights Out  |

| <b>Day/Time</b> | <b>Activity</b>   |
|-----------------|---|
| Saturday        | Daily Theme:  |
| 7:30 AM         | Adults up   |
| 8:35            | Wake up Youth   |
| 8:45            | Adult Mtg and prayer  |
| 9:30            | Adults Check Youth – send to Anchor   |
| 9:45            | Morning Prayer – Explain Adoration and Reconciliation that will be available during afternoon opportunities |
| 10:15           | Brunch  |
| 11:00           | Club 3 – Talk 3   |
| 12:00 PM        | Small Group 3   |
| 1:00 -1:30      | Youth Leadership Prep/Music Practice option   |
| 1:00 -3:00      | Free Time: Snack, Adoration, Reconciliation, Swing, Coffee Shop, Game Room, Gift Shop, Hot tubs             |
| 3:00 – 5:00     | Workshops or Large Group Session  |
| 5:00            | Supper  |
| 5:45            | Club 4 – Talk 4   |
| 6:45            | Small Group 4   |
| 7:45            | Mass in Anchor  |
| 9:15            | Free Time – Dance and etc   |
| 11:45           | Evening Prayer in Barquentine Gym   |
| 12:00 AM        | Cabin Time  |
| 12:30 AM        | Lights Out  |

## Castaway “DRAFT” Sunday Schedule

| <b>Date/Time</b> | <b>Activity</b>                     |
|------------------|-------------------------------------|
| Sunday           | Daily Theme:                        |
| 7:00 AM          | Adults up                           |
| 7:30             | Wake up Youth                       |
| 7:40             | Adult Leader Mtg in Windjammer Hold |
| 8:15             | Clean – up Cabins -etc              |
| 9:00             | Morning Prayer - Anchor             |
| 9:30             | Brunch                              |
| 10:15            | Club 5 – Talk 5                     |
| 11:15            | Parish time                         |
| 12:15 PM         | Closing Remarks –Send off           |
| 1:00             | Load Busses – Head for home         |
| 4:00             | All Campers Home                    |

## Work Crew Schedule Draft

| Day/Time        | Activity                                | Location                 |
|-----------------|---|--------------------------|
| <b>Friday</b>   | <b>What's Happening</b>                 | <b>Castaway Club</b>     |
| 1-2:30pm        | Work Crew (WC) arrive/check-in          | Parking Ring             |
| 2:45            | Welcome & Assignments                   | Windjammer               |
| 3:15            | Set dining hall WC Skit?                | Windjammer               |
| 4:30            | Carnival Tear Down                      | Barquentine              |
| 5:00            | WC Supper                               | Windjammer               |
| 6:00            | Camper Supper                           | Windjammer               |
| 6:45 – 7:15     | Clean up Reset for AM                   | Windjammer               |
| 8:15            | WC Small Group/<br>Reconciliation Music | Dining Hall              |
| 9:15            | Free Time Skit Prep                     |                          |
| 9:45            | Adult Leader Skits                      | Anchor                   |
| 10:45           | Evening Prayer                          | Anchor                   |
| 11:00           | Cabin Time WC Hot Tub?                  | Windjammer<br>Sea Breeze |
| 11:45 pm        | Lights Out                              |                          |
| <b>Saturday</b> | <b>What's Happening?</b>                | <b>Castaway Club</b>     |
| 7:30 am         | Wake Up                                 |                          |
| 8:35            | Coffee/Cups                             | Hold                     |
| 8:45            | Adult Mtg./Prayer                       | Hold                     |
| 9:15            | WC Brunch                               | Windjammer               |
| 10:15           | Camper Brunch                           | Windjammer               |
| 11:00           | Clean Up/Re-set                         | Windjammer               |
| 12:00           | Prep Supper                             | Windjammer               |

|               |   |                      |
|---------------|---|----------------------|
| 1:00-2:00     | WC Small Group  | Windjammer           |
| 2:00-3:00     | Free Time – watch snack table   | Windjammer           |
| 4:00          | WC Supper   | Windjammer           |
| 5:00          | Camper Supper   | Windjammer           |
| 5:45          | Clean up/Re-set   | Windjammer           |
| 6:45          | Breakfast/Snack Prep/ WC Small Group  | Windjammer           |
| 7:45          | Mass  | Anchor               |
| 9:15          | Free Time – watch snacks  | Windjammer           |
| 11:45         | Evening Prayer  | Barquentine          |
| <b>Sunday</b> | <b>What's Happening?</b>  | <b>Castaway Club</b> |
| 7:00 AM       | First wake up – 2 piles of laundry – WHITES AND BLUES                       | Gym                  |
| 7:30          | Coffee/Cups   | Hold                 |
| 7:40          | Clean Cabins  | Hold                 |
| 8:30          | WC Brunch   | Windjammer           |
| 9:30          | Camper Brunch   | Windjammer           |
| 10:15         | Deep Clean  | Dining Hall/Kitchen  |
| 11:15         | Cleaning done? Closing/Send off – WC stay in kitchen until meeting send off | Kitchen              |
| 1:00 pm       | Load Buses  | Parking Ring         |

# Castaway “Free Time” Adult Leader Sign-ups

## Friday

### Game Room 3:15-4:15 pm

Name

Cell Number

- 1.
- 2.
- 3.

### Swing 3:15-4:15 pm

Name

Cell Number

- 1.
- 2.
- 3.

### Climbing Wall 3:15-4:15 pm

Name

Cell Number

- 1.
- 2.

### Coffee Shop 3:15-4:15 pm

Name

Cell Number

- 1.
- 2.

### Purple Patrol 3:15-4:15 pm

Name

Cell Number

- 1.
- 2.

### Reconciliation 9:15 – 9:45 PM

Name

Cell Number

- 1.
- 2.

### Other

Name

Cell Number

- 1.
- 2.

Ks 12/17/18

# Castaway "Free Time" Adult Leader Sign-ups

## Saturday Afternoon

### Reconciliation

**1:00-2:00 pm**

Name

Cell Number

- 1.
- 2.

**2:00 – 3:00 PM**

Name

Cell Number

- 1.
- 2.

### Adoration

**1:00-2:00 pm**

Name

Cell Number

- 1.
- 2.

**2:00 – 3:00 PM**

Name

Cell Number

- 1.
- 2.

### Climbing Wall

**1:00-2:00 pm**

Name

Cell Number

- 1.
- 2.

**2:00 – 3:00 PM**

Name

Cell Number

- 1.
- 2.

### Swing

**1:00-2:00 pm**

Name

Cell Number

- 1.
- 2.
- 3.

**2:00 – 3:00 PM**

Name

Cell Number

- 1.
- 2.
- 3.

### Purple Patrol

**1:00-2:00 pm**

Name

Cell Number

1.  
(Female)
2.  
(Male)

**2:00 – 3:00 PM**

Name

Cell Number

1.  
(Female)
2.  
(Male)

### Gym

**1:00-2:00 pm**

Name

Cell Number

- 1.
- 2.

**2:00 – 3:00 PM**

Name

Cell Number

- 1.
- 2.

Ks 12/17/18

**Castaway "Free Time" Adult Leader Sign-ups**  
**Saturday Night**

**Reconciliation**

**9:15-10:15 PM**

Name

Cell Number

- 1.
- 2.

**10:15-11:15 PM**

Name

Cell Number

- 1.
- 2.

**Adoration**

**9:15-10:15 PM**

Name

Cell Number

- 1.
- 2.

**10:15-11:15 PM**

Name

Cell Number

- 1.
- 2.

**Purple Patrol**

**9:15-10:15 PM**

Name

Cell Number

1.  
(Female)
2.  
(Male)
3.  
(Female)
4.  
(Male)

**10:15-11:15 PM**

Name

Cell Number

1.  
(Female)
2.  
(Male)
3.  
(Female)
4.  
(Male)

**Gym/Dance**

**9:15-10:15 PM**

Name

Cell Number

- 1.
- 2.
- 3.

**10:15-11:15 PM**

Name

Cell Number

- 1.
- 2.
- 3.

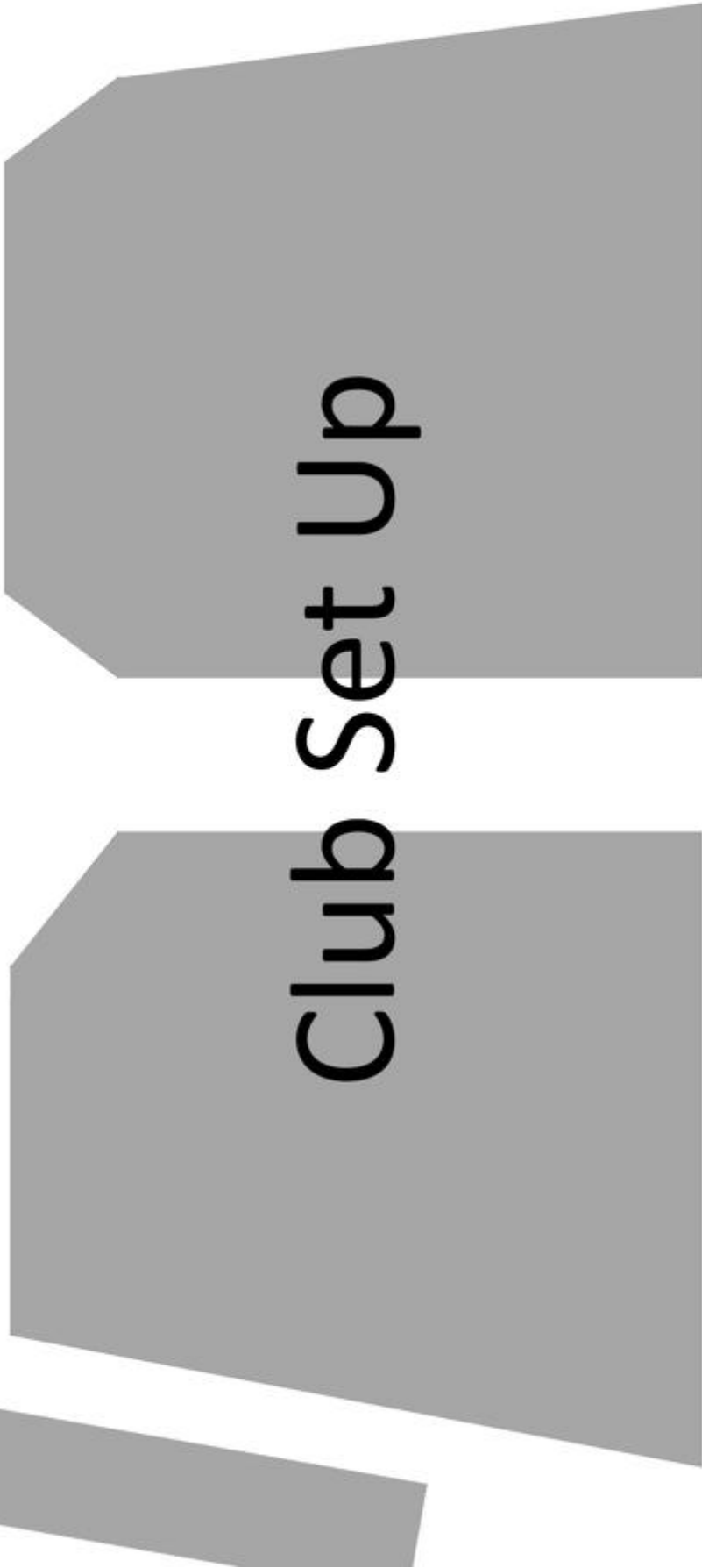
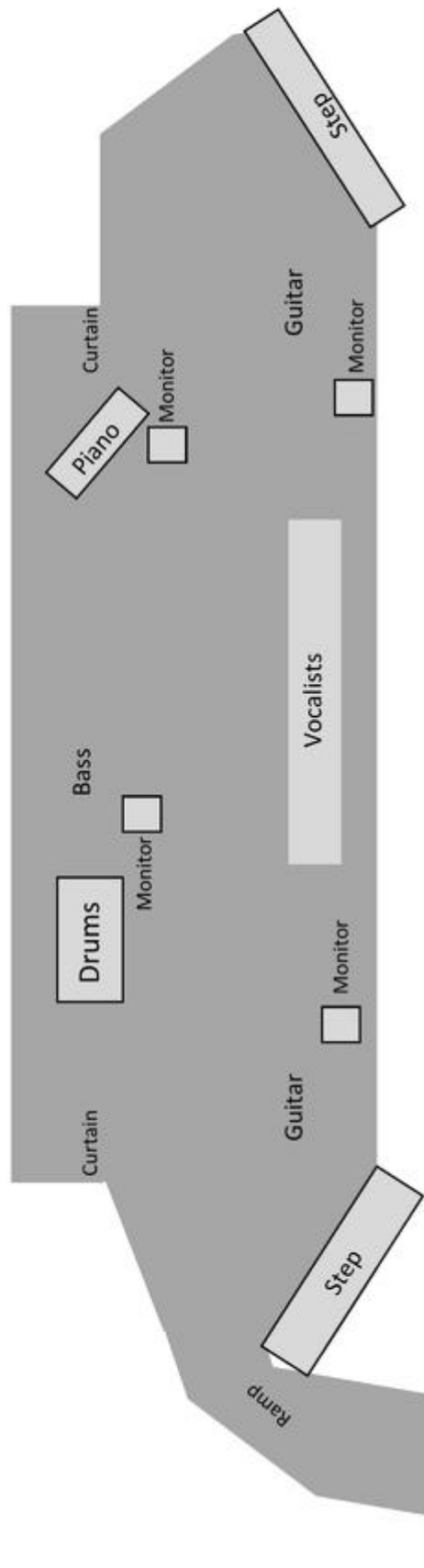
Ks 12/17/18

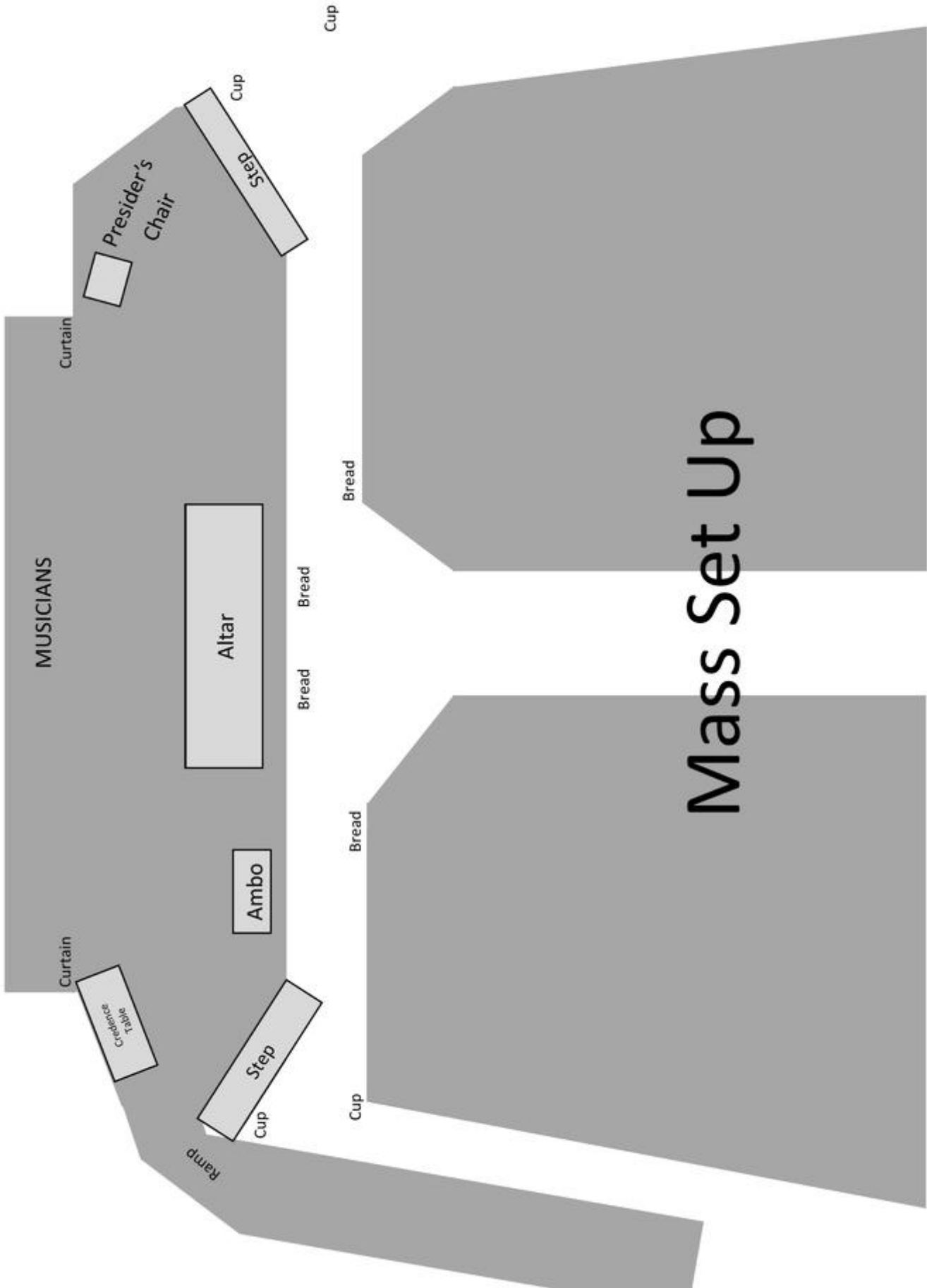




# Castaway Club Music Planner

|   |  |
|---|--|
| <p><b>Friday Afternoon Welcome</b></p> <p>Song leader</p> <p>Musicians:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> </ol> <p>Director and Co-Coordiators</p>   | <p><b>Friday - Club 1</b></p> <p>Song Leader</p> <p>Musicians:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>* Skit: #1 Walk on-5 minutes</li> <li>* Announcements - Co-Coords</li> <li>3.</li> <li>4.</li> <li>* Intro Speaker - Talk #1</li> </ol>      |
| <p><b>Friday - Club 2</b></p> <p>Song Leader</p> <p>Musicians:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>* Skit: #2 Walk on-5 minutes</li> <li>* Announcements - Co-Coords</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>* Talk #2</li> </ol>                                       | <p><b>Saturday Morning – Club 3</b></p> <p>Song leader</p> <p>Musicians:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>* Skit: #3 Walk on-5 minutes</li> <li>* Announcements</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>* Talk 3</li> </ol> |
| <p><b>Saturday Afternoon – Club 4</b></p> <p>Song leader</p> <p>Musicians:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>* Skit: #4 Walk on - 5 minutes</li> </ol> <p>Announcements</p> <ol style="list-style-type: none"> <li>4.</li> <li>5.</li> <li>6.</li> <li>* Talk 4</li> </ol> | <p><b>Sunday Morning - Club 5</b></p> <p>Song leader</p> <p>Musicians:</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>* Skit: #5 Walk on-5 minutes</li> <li>* Announcements</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>* Talk #5</li> </ol>  |





# Castaway Liturgy Music and Minister Planning Guide

Date/Time of Liturgy: \_\_\_\_\_

Celebration: \_\_\_\_\_

    Presider: \_\_\_\_\_

Gathering Song: \_\_\_\_\_

    Sung By: \_\_\_\_\_

Sprinkling Rite/Penitential Act: \_\_\_\_\_

Glory to God: \_\_\_\_\_

    Sung By: \_\_\_\_\_

First Reading \_\_\_\_\_

    Proclaimed by: \_\_\_\_\_

Psalm \_\_\_\_\_

    Sung by: \_\_\_\_\_

Second Reading: \_\_\_\_\_

    Proclaimed by: \_\_\_\_\_

Gospel Acclamation: \_\_\_\_\_

    Sung By: \_\_\_\_\_

Gospel: \_\_\_\_\_

Homily \_\_\_\_\_

Universal Prayers: \_\_\_\_\_

    Proclaimed by: \_\_\_\_\_

Preparation of Gifts: \_\_\_\_\_

    Sung by: \_\_\_\_\_

    Gift Bearers: \_\_\_\_\_

Eucharistic Acclamations Setting: \_\_\_\_\_

    Memorial Acclamation: \_\_\_\_\_

    Sung by: \_\_\_\_\_

Eucharistic Ministers (7 Needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Communion Procession Song: \_\_\_\_\_

    Sung by: \_\_\_\_\_

Communion Song #2: \_\_\_\_\_

    Sung by: \_\_\_\_\_

Song of Sending Forth: \_\_\_\_\_

    Sung by: \_\_\_\_\_

# Packing List

Please remember as you pack that we will only be gone from your homes 2 days! Everything should fit into 1 soft-sided duffel bag or small suitcase. **We need to be mindful that as people of God our dress should be reflective of such. We dress in a manner that is respectful of others and ourselves. Any inappropriate clothing (or lack of clothing) will call us to remind one another of our respect for our bodies. Please no low-cut shirts, or overly tight fitting clothes, or pants that sag. Thanks for planning in advance to bring appropriate attire.**

## ***Things to bring along:***

- **Twin Size Sheets or sleeping bag and a pillow (THESE ARE NOT PROVIDED AS IN YEARS PAST)**
- **Bath Towel (NEW)**
- Comfortable clothing
- Jacket or sweatshirt as weather indicates
- Shoes-slip on are usually best
- Extra shoes or boots for outside
- Pajama's or sleeping attire
- Personal underclothing
- Toiletries: Soap, shampoo, deodorant, toothbrush, tooth paste, contact stuff and all the fun stuff you need to be clean and smell good enough to be around for a few days.
- If you like, money for some snacks/drinks/gift shop.
- \$5-\$10 for Mass Collection for: **Generation Next Youth Fund**
- Reusable Water bottle
- Bible
- A watch
- A camera – if you won't have your phone to use.
- A great "we" and positive attitude

## ***DO NOT BRING:***

- Alcohol, Tobacco or drugs of any sort, in any amount!!
- Weapons of any kind
- Homework (you really won't have time to do it)
- Expensive valuables (buildings are not locked)
- Your pet! 😊

## ***Medications***

If you have **prescription medications**, bring only the amount needed for the weekend with 1 extra day supply in case of a typhoon or snowstorm.

## Injury/Illness Form

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

**Affected Person:**

First and Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Parish: \_\_\_\_\_

Parish Leader: \_\_\_\_\_

**Type of Incident:**

Back Injury: \_\_\_\_\_

Bruise: \_\_\_\_\_

Burn: \_\_\_\_\_

Cut/Abrasion: \_\_\_\_\_

Fall: \_\_\_\_\_

Illness: \_\_\_\_\_

Other (If other please specify): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Incident Facts** – In your own words, describe what happened, why you think it happened, what you think caused it to happen, etc...

\_\_\_\_\_

\_\_\_\_\_

Name of Witness(es) \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

Signature of person preparing report: \_\_\_\_\_

*See back for medical information/treatment/follow up.*

First Aid/Treatment Given:

---

---

---

---

---

If a minor, were parents called: \_\_\_\_\_ (yes or no)

Date and time of notification: \_\_\_\_\_

Notes from conversation:

Did person require further treatment/ care?

If so, provide details:

Who/ what /where/when/how

Other documentation:

Is information to be reported to Catholic Mutual?

If so, who completed report: \_\_\_\_\_

Follow-up contact person:

Kws12/22/17



# Tips for Small Group Leaders

## Some practical aids in questioning:

### **“Wh/h” is the Key**

The best questions used in the small group begin with “wh” or “h”. They are the questions that start with these words: Who, what, when, where, why, and how.

### **Yes/No Questions Require “why”?**

Many questions that begin “Is...?” and “Are...?” can only be answered with a yes or no. They are not very productive. They should be followed with “Why?” or “Why do you think so?”

### **Avoid “Can you/Do you” Questions**

Many teachers unwittingly focus on students’ ability when they ask a question that begins: Can you? Do you know? Do you remember? The student then has to ask him/herself whether he/she does know, whether he/she can, and whether he/she remembers. Thus he/she is asked to perform at least two operations: analyzing his/her own ability, plus offering more data in response to the question. The “can you” and “do you” question can almost always be avoided.

### **“Can You Tell Me”?**

Teachers frequently exhibit the mannerism of asking students repeatedly: “Can you tell me...?” Their real questions follow. This is doubly offensive to students. They have to think of whether they can or can’t “tell” what is desired.

### **“Would You Like”?**

Teachers make a mistake in asking their students whether or not they would like to take off their coats or do their assignments. What if students say no? Since the teacher obviously expects a yes, it is better for them to ask student politely to follow instructions rather than to use “Would you like?”

### **“Do you think? Don’t you think?”**

These are poor questions, and they supply a teacher with nothing more than the chance to say what he or she does or doesn’t think (in question form). Students are merely being asked whether they do or don’t agree with their teacher. It is much better to ask simply, “What do you think?” Followed by a “Why?” Respect for students’ opinions will not be exhibited by ponderous “Don’t you think?” questioning.

### **Probe for More**

Once a student has responded to a given question, the teacher should ask him/herself: Is there more on this student’s mind? Has this student something else to share? How can I reach it? This is where the teacher senses the need to ask other questions, to dig for more “gold” from students’ insights. “Why?” is one of the key probing questions. But other kinds of questions may also be pursued.

# Tips for Small Group Leaders (cont.)

## **Call on All Before Calling on One**

A good rule that has been around for a long time is simply stated: Pose questions to whole group before calling on any one member to respond individually. Still, many teachers break this rule consistently- and it means that the group “tunes out” most of the questions that are not being addressed at all. Furthermore, it tends to embarrass the person called upon if he or she is not yet read to respond. Students need time to think.

## **Don't Repeat Student Responses**

ONE OF THE hardest habits to break is that of repeating verbatim every response made by students. NO one in normal conversation would think of repeating everything his/her friends said in response to questions. Yet teacher after teacher will do this with students. Why? It simply interrupts the flow of the discussion and makes students feel uneasy; also, it makes a teacher sound like some sort of echo.

## **10. Accept Answers**

Nearly every answer given can be used in some way. Most responses to questions are not “wrong” for the students who give them, however wrong they may sound to the teacher. If a wrong response is given, the chances are great that it is due to a misunderstanding, faulty instruction, or wrong learning stored up in the past. So it is wise not to say too quickly that a student is wrong. Accept the response tentatively and work with it to see why it was given. Learn to “listen with a third ear,” as Theodore Reik once put it.

## **11. Puzzle Things Through**

Let a question that seems very difficult become a puzzle that both teacher and students will work through together. Ask students to help “puzzle through” a difficult question.

## **12. Ask Yourself the Questions**

Teachers should avoid asking students questions that they (the teachers) wouldn't know how to answer. Each teacher should listen to his/her own questions and wonder to him/herself: Would I be able to answer this intelligently, given all that the student has learned up to this point? If the answer is no, then a new question, or series of questions, is called for.

## **13. Avoid the Vague**

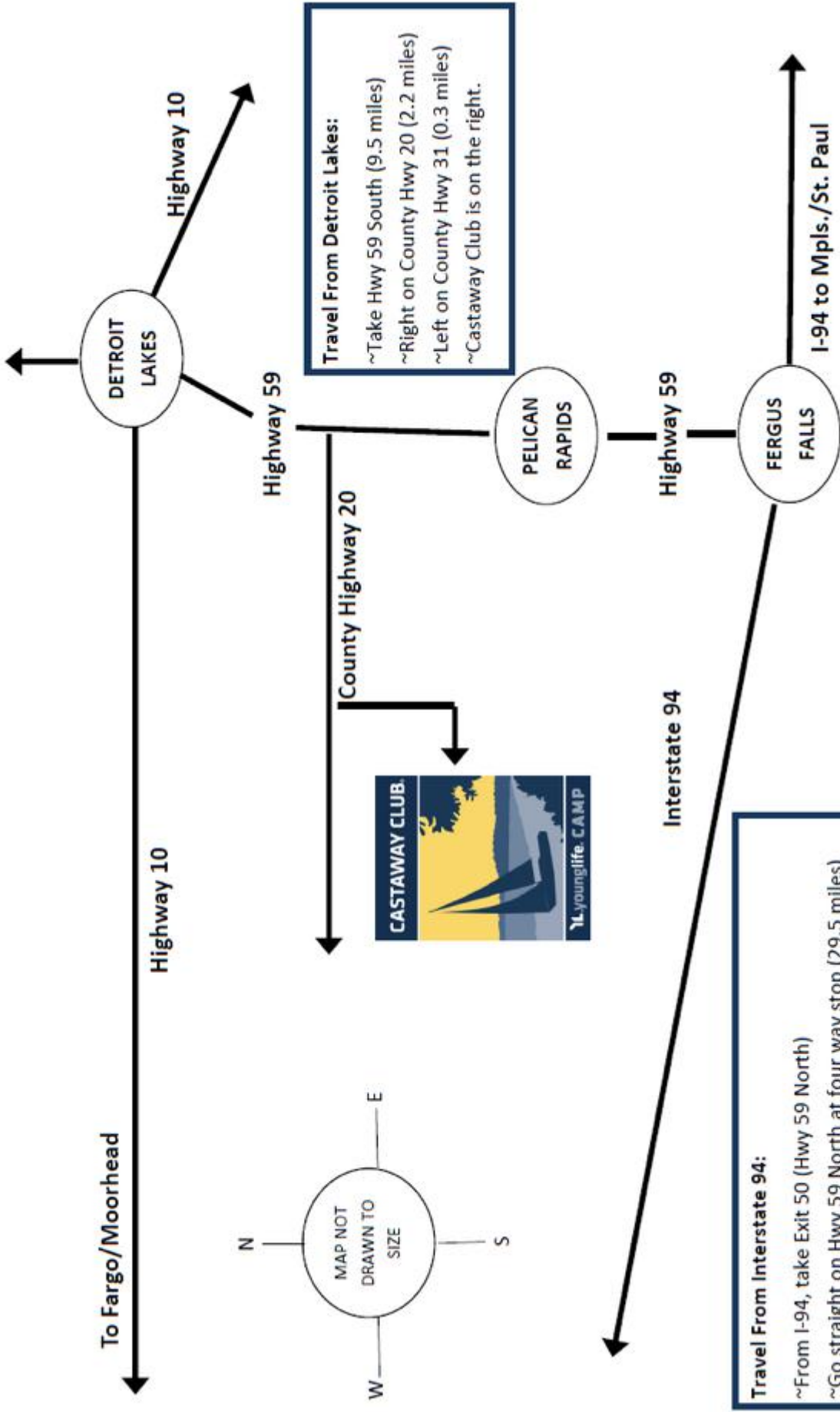
Many questions are put vaguely. For Example, “What about the fact that ...?” How does the teacher expect a student to respond to such a question? It is unlikely to elicit very much.

## **14. AVOID Questions in Paragraph Form**

Sometimes news reporters will ask questions at news conferences that turn out to be long speeches in question form. Teachers sometimes do it too. Long, indirect, heavily qualified questions are of little value. Use short, direct questions that get straight to the heart of the issue.



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# Castaway Camp Map

