

ACTS RETREATS AT THE PALLOTTINE RENEWAL CENTER

Welcome to the Pallottine Renewal Center! We look forward to hosting your upcoming ACTS retreat. We know how much planning, work, and prayer goes into leading an ACTS retreat and we consider it our ministry to support you in your leadership by making the retreat center as welcoming, comfortable, and prayerful as possible. This document has information that will be helpful to you in your planning, and helpful to us as we prepare for your time here.

In preparation for your retreat

- We always enjoy speaking with people from upcoming retreats and welcome the opportunity to **answer any questions** that you have. Please don't hesitate to contact us at 314-837-7100 or office@pallottinerenewal.org
- As different parts of the retreat get planned, many groups want to **visit the facility** (sometimes several times) to examine the spaces available and make plans for different setups and activities. We are happy to host tours upon request. For your own convenience, please call in advance to schedule the tour.
- During the planning period leading up to your retreat, please consider designating one specific person (usually the leader of the retreat) to be **the contact person** for the retreat center and communicate that with your leadership team.
- At the PRC, you are welcome to move furniture to allow for the setup of the retreat center to be most useful for your retreat. If you communicate with us in advance of the retreat, we are happy to set up spaces like the main conference room, chapel, lower level conference room, etc. to your specifications. We have several types of tables to choose from. The only room that has limitations on how the furniture may be moved is the dining room (see "From the Dining Room" below).
- Please keep the PRC posted about the number of retreatants you expect will participate. The final count is due to the retreat center seven days before your retreat begins. Once we receive the number, we will send you a room chart identifying which rooms are available for use. If you let us know in advance what type of accommodations you need (for example, retreatants in single occupancy, team on a separate floor, etc.), we will do our best to accommodate it. Please note that on occasion we may have to change the rooms that are in use due to unexpected maintenance needs. However, we always do our best to accommodate your requests for rooms and ensure that the facility meets your needs.
- Please provide the PRC with a copy of your retreat schedule.
- Sound equipment available in the conference room, gymnasium, dining room, and chapel, including microphones and CD/Mp3 player capabilities.
- The PRC has a number of supplies available for use by ACTS groups. Please see the final page for a list of items that you might find useful.

During your retreat

The following information will be helpful to know while your retreat is taking place.

- While your retreat takes place, we have staff available on the premises 24 hours a day to respond to any needs that you have. Our office is open from 8am-6pm each day that you are here. Our Overnight Assistants are live-in staff members who are available by cell phone (provided to the retreat leader) from 6pm-8am. If you need anything at all, please see the office or contact the overnight assistant.
- Our front door locks at approximately 10pm while ACTS retreats are taking place. The group leader will have the code that can be used for reentry and is encouraged to share that with the larger group. An information sheet with the door code and overnight assistant cell phone number can be provided to the whole retreat group if desired.
- Please be advised that our two overnight assistants live on the second floor of the building. You may see them from time to time in the hallway as they work to ensure that the building is secure and everything in order.
- We are happy to adjust the temperature in the conference room, chapel, gymnasium, etc., upon request. Since people have different levels of comfort regarding temperature, it often works best for one person from the group to be responsible for asking the office staff or overnight assistant to adjust the temperature when there is general consensus that the temperature should be changed.
- ACTS groups will be given a set of keys that will allow them access to the interior and exterior doors.
- Room keys can be provided to everyone at the discretion of the retreat leaders. Many groups choose to refrain from giving out room keys and people keep their doors unlocked during the retreat. Since it is possible to accidentally lock yourself out of the room, the retreat leader has a key that will unlock the room doors.
- No need to strip your bed when checking out of your room. We will take care of all linens and towels.

From our Dining Room

We consider it our mission to pamper you with delicious and filling meals while you are on retreat. Our dining staff takes great pride in planning and serving extraordinary meals. Please be aware of the following items regarding food and dining.

- We offer coffee and tea from breakfast until dinner and can set it up near the conference room if you would like. If you want coffee at other times (late at night or very early in the morning), please let the retreat coordinators know and we will be happy to arrange for it.
- We want to make sure that every person on retreat has delicious food at every meal. If anyone in your group has special dietary needs, like food allergies or medical concerns, please let us know in advance so we can prepare special menus for them.
- We can tailor our food service specifically to your retreat. For instance, if you prefer a heavy lunch and light dinner on the same day as Agape, we can do that.

- We have a refrigerator and freezer available for your use in the employee break room next to the dining room.
- We can plan all meal times around your schedule. Please communicate in advance what times you would like your meals served.
- If you are arranging for your own meal at some point, please let our retreat coordinators know in advance so we can provide disposable dishes. Our dining staff is not on site outside of meal times, so we are unable to provide dish service.
- If your group plans to use the dining room for a portion of your retreat, please be advised that the furniture in the dining room cannot be removed from the dining room. It may, however, be moved to the one side of the room. The food serving wagon may only be moved by kitchen staff, and it may only be moved to the front of the sideboard. The beverage dispenser and dishes must remain on their serving table. All of these items may be covered with a sheet if desired. Please return dining furniture to original place to ensure that it is ready in time for the next meal. We appreciate your understanding as we continue to hold food safety as a top priority.

Supplies available from PRC

The Pallottine Renewal Center has a number of items available for use by ACTS groups upon request. We are happy to supply any of the items listed below. Please let us know when you talk with our retreat coordinator if you would like any of these items so we can arrange to put them out for your retreat before you arrive. If there are other supplies you need, please ask. We may have them and are happy to accommodate any requests that we are able.

- Oil candles for candle cross
- Candles for candlelight service (inquire in advance)
- Extra Kleenex
- Fire pits & firewood
- Extra towels for foot washing ceremonies
- 4 basins and pitchers handmade by our artist-in-residence, Sr. Lisa
- Two music stands in the chapel
- All supplies for mass, including hosts and wine. Low gluten hosts are available upon advance request. We also have vestments, but presiders may want to bring their own alb to ensure that it fits them properly.

Supplies available for use from other ACTS groups

- **Large wooden crosses**

Holy Spirit Parish has generously offered to share their large wooden crosses with other ACTS groups as they are needed. Please confirm with the Pallottine Renewal Center in advance which crosses are available. Please note that no modifications may be made to the crosses without express permission from Holy Spirit Parish. Please contact Fr. Rich Bockskopf (rbockskopf@holyspiritstl.org) directly with any questions pertaining to the large crosses.

- **Large Oil Christ Candle and Two Holders**

The St. Louis chapter of the ACTS mission has provided one large Christ candle and two candle stands for use by ACTS groups. Oil for this refillable candle will be provided by the Pallottine Renewal Center. Instructions for use will be provided with the candle.