

Youth Ministry Weekend Retreat Planner Template

Trip Overview

Trip Name:

Dates:

Location:

Student Cost:

Pre-Trip Preparations

Big Rocks

- Pick dates for retreat
- Make reservations with campground and send initial deposit
- Recruit/hire a teacher
- Recruit/hire a worship leader or band
- Plan trip budget and decide on cost for students
- *List any details to coordinate within church staff – communicating dates between ministries, needs for church-wide announcements, etc.*

Transportation

- Reserve or rent vehicles
- If renting vehicles, send in payment(s) when they are due
- Assign or recruit drivers

Communication & Promotion

- Promote via student ministry and church-wide channels
 - *List specific details here*
- Send reminders as capacity fills up or deadlines approach

Volunteers

- Recruit additional leaders as needed
- Have leaders complete needed training materials and screening
- Plan a pre-trip leaders meeting
 - Print and go over leader packet with schedule, policies, expectations, roles, campground map, small group questions, and assignments for cabins, teams, and/or small groups

Registration

- Build a registration form

- Collect additional forms as needed (medical release, forms from camp, etc.)
- Use registration list to send out packet with details and packing list to parents before the trip
- Send in payment(s) and final numbers to campground when they are due

Schedule

- Plan out weekend schedule and activities
- Coordinate with campground for room setup, facility use, and dining times
- For large group sessions:
 - Plan out each large group session, assign emcees, etc.
 - Make a music playlist to play as students arrive
 - Communicate with worship leader about what songs will be played
 - Make a slideshow for each session
- For games:
 - Assign students and leaders to color teams
 - Buy bandanas or other identifying item for every team member
 - Design a scoring system and sheet to track points
 - Decide on games for each large group session and for Saturday afternoon
 - Prep supplies for Saturday afternoon outdoor games
 - Prep supplies for session games
 - Plan who leads which games and the details for each game
 - Test out games as needed
 - Buy supplies for all games

T-Shirts

- Design and order retreat t-shirts
- Arrange for pickup or delivery

Teacher

- Communicate weekend details with speaker
- Get any slides or other technology needs prepared for speaker's lessons
- Get small group questions to go with each lesson, and give these to leaders
- Pay the speaker

Miscellaneous

- Write devotionals and print out for each participant
- Coordinate any special dietary needs
- Prepare materials and details for check-in and departure
- Assign student small groups and/or rooms
- *List additional details that don't fit in the above categories*

Trip Schedule & Details

Items To Bring

- Printed documents
 - *List all here – such as check in list, trip schedule, allergy information, devotional sheets*
- First aid kit
- Game supplies
 - *List all here*
- Megaphone
- Sound equipment and supplies for worship team
 - *List all here*
- Trash bags
- Bonfire supplies
- Extra bibles and pens
- Laptop, charger, and video cord
- Clipboards
- Paper towels
- *List additional items needed*

Break down the entire schedule of the event, with details to follow during the trip and notes for any instructions you will give to students. You can print this off and have it with you during the trip, using it as a “cheat sheet” that reminds you what needs to be done and said, enabling you to be more present during the trip.

For example:

Friday

4:30pm - Pickup rental vehicles and load up equipment

5:30pm - Setup for check-in

-Shirts, check-in list, forms and waivers

6:00pm - Students arrive for check-in

6:30pm-ish - Once everyone arrives:

- Introduce leaders, go over trip rules, and collect electronic devices
 - *List trip rules here*
- Pray together as a group
- Tell students to go to the bathroom
- Lock up the building & depart

7:30pm - Arrive at [campground, address]

_____ unload supplies and setup meeting space

Students and rest of leaders take luggage and go to cabins

8:00-9:30pm - Large Group & Small Groups

Running slides/tech:

Emcee(s):

Play music as students arrive

Welcome, Announcements/Rules

List details

Divide teams and play [game]

List details

Worship

Introduce teacher

First lesson

Explain small group assignments

Explain what's next on the schedule (cabin, lights out, wake up, breakfast)

9:00pm - Split for small group discussions

10:00pm - Everyone to cabins

10:30pm - Lights Out

Saturday

7:30am - Wake Students Up

8:00am - Breakfast

Dismiss from breakfast to quiet time/devotionals, followed by free time

9:00-10:30am - Large Group & Small Groups

Running slides/tech:

Emcee(s):

Play music as students arrive

Announcements/Updates on Team Scores

List details

[Game]

List details

Worship

Second lesson

Explain what's next on the schedule after SGs

- *free time & lunch, outdoor recreation & what to wear and bring to it*

10:00am - Split for small group discussions

10:30am - Free Time

During free time, _____ setup for outdoor games

12:00pm - Lunch

12:45pm - Outdoor Games

Supplies needed:

Roles:

List details for outdoor games

Dismissal and instructions

3:30pm - Showers and free time

5:30pm - Dinner

6:30-8:30pm - Large Group & Small Groups

Running slides/tech:

Emcee(s):

Play music as students arrive
Announcements/Updates on Team Scores

List details

[Game]

List details

Worship

Third lesson

Explain what's next on the schedule after SGs

- *Instructions for bonfire and night game*

8:00pm - Split for small group discussions

8:30pm - Bonfire

Who starts fire:

Supplies needed:

9:00pm - Night Game

List details

10:00pm - Everyone to cabins

10:30pm - Lights out

Sunday

7:30am - Wake Students Up

8:00am - Breakfast

Dismiss from breakfast to quiet time/devotionals, followed by free time

9:00-10:30am - Large Group & Small Groups

Running slides/tech:

Emcee(s):

Play music as students arrive

[Game]

List details

Worship

Fourth lesson

Announce team scores/winner

Explain what's next on the schedule after SGs

- *Instructions for packing up/leaving*

10:00am - Split for small group discussions

10:30am - Packing up

_____ pack up big supplies

11:00am - Depart

12:00pm - Arrive at church

Post-Trip

Evaluation

Plan a post-trip evaluation with all your leaders. You may have leaders stay behind once everyone returns and debrief over a meal (go out to a restaurant everyone would like, or pre-order food to meet you at the church), or you could meet another time. You may get the most feedback by both using written forms and having discussion. After gaining feedback from your leaders, make notes for next time below.

- What went well:
- What could be improved:
- For next time:
- *Save this completed document for future reference. If planning this trip again, make a new copy and adjust based on the evaluation notes.*

Other Post-Trip Details

- Balance budget
- Any follow up with students or families (needs, lost items, follow-up discipleship conversations)

Weekend Retreat Parent Packet Template

[Name of Retreat]

Date:

Location:

Cost:

Any final payments can be paid online, dropped off at the church during business hours, or brought during check-in.

What to Expect

The weekend includes times of worship, teaching, and small group discussions, as well as organized fun and free time.

Travel Details

Arrive at the church on Friday at 6:00pm to check-in before departure. Students should eat dinner prior to arriving. We will return to the church at 12:00pm on Sunday.

Packing List

- *Include packing list*
- *If you have electronic device policies, include a note about electronic devices in the packing list.*

Leaders and Contact Info

List all trip leaders. For main leaders and designated parent contacts, include roles and phone numbers

[Name of campground]

[Address for camp]

[Phone number for campground]

Weekend Retreat Leader Evaluation Form Template

Which students did you connect with the most?

Where did you see God the most in your time with students?

Are you concerned about any students?

Were there any personal or spiritual issues that students brought up that need follow-up?

Do you have any feedback about any ways we can improve this trip from our end?

What was the highlight/most memorable moment of the trip in your opinion?

Any other comments you'd like to share: