

Day of Rest & Healing

Personal Retreat Day Request – Summer/Fall 2022

at the Bergamo Center for Lifelong Learning

The Bergamo Center welcomes individuals seeking a personal day of retreat. In the interest of creating the best contemplative environment for a Personal Retreat Day of Rest & Healing the Center selects and offers a certain day each month for personal retreats.

Please complete the following request form and submit two weeks ahead of your desired personal retreat day at the Bergamo Center. There are no guarantees that the Center can accommodate all requests for individual retreats. The recommended offering for this Day of Retreat is \$50 which includes a box lunch. Please share any dietary restrictions below. The opportunity for Spiritual Direction is offered at an additional cost.

Day of Retreat Sample Schedule:

- 9:00** Arrival, Visit Room, short self-guided tour
AM Optional Spiritual Direction, Use of Mary Mother of Mercy Chapel
- 12:00** Box Lunch
PM Optional Spiritual Direction, Walk the property, Grotto, Room rest
- 4:00** Close the day

Optional Dates for Individual Retreats (Please Circle Selected Date):

Weds. June 29 Tues. July 19 Tues. Aug. 16 Weds. Oct 19 Tues. Nov. 22 Fri. Dec.. 9

Last Name _____ First Name _____

Address _____ Phone _____

City/State Zip _____

Email _____

Denomination _____ Diocese _____

Your position (paid or volunteer) within the Church _____

Clergy are asked to attach a letter of suitability from their bishop or religious superior. Samples from the USCCB may be used as a model: <http://trci.org/sites/default/files/suitability/trs.pdf>

Spiritual Direction Are you interested in the opportunity for Spiritual Direction for an additional fee? Yes No

Needs (Please list any health concerns or dietary, accessibility needs): _____

Please list 2 references/emergency contacts:

Reference/Emergency.	Contact Name	Position	Email	Phone
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

Retreat Plan – Briefly share a rough outline of the plans for your personal retreat.

Signature _____ Date _____

Day of Rest & Healing

Personal Retreat Day Request – Winter Spring 2022

at the Bergamo Center for Lifelong Learning

The Bergamo Center welcomes individuals seeking a personal day of retreat. In the interest of creating the best contemplative environment for a Personal Retreat Day the Center selects and offers a certain day each month for personal retreats.

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AM Optional Spiritual Direction, Use of Mary Mother of Mercy Chapel
12:00 Box Lunch
PM Optional Spiritual Direction, Walk the property, Grotto, Room rest
4:00 Close the day

Optional Dates for Individual Retreats:

Weds. Jan. 12 Mon. Feb. 14 Weds. March 2 Weds. April 13 Weds. May 11

Last Name _____ First Name _____

Address _____ Phone _____

City/State Zip _____

Email _____

Denomination _____ Diocese _____

Your position (paid or volunteer) within the Church _____

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Spiritual Direction Are you interested in the opportunity for Spiritual Direction for an additional fee? Yes No

Needs (Please list any health concerns or dietary, accessibility needs): _____

Please list 2 references/emergency contacts:

	Reference/Emergency. Contact Name	Position	Email	Phone
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

Retreat Plan – Briefly share a rough outline of the plans for your personal retreat.

Signature _____ Date _____

Personal Retreat Day Request – Fall 2021

Bergamo Center for Lifelong Learning



and

Bergamo Center welcomes individuals seeking a personal day of retreat. In the interest of creating the best contemplative environment for a Personal Retreat Day the Center selects offers a certain day each month for personal retreats.

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AM Optional Spiritual Direction, Use of Mary Mother of Mercy Chapel
12:00 Box Lunch
PM Optional Spiritual Direction, Walk the property, Grotto, Room rest
4:00 Close the day

Optional Dates of Retreat: Fri. Sept. 3 Weds. Oct. 20 Weds. Nov 20 Weds. Dec. 8

Last Name _____ **First Name** _____

Address _____ **Phone** _____

City/State Zip _____

Email _____

Denomination _____ **Diocese** _____

Your position (paid or volunteer) within the Church _____

Clergy are asked to attach a letter of suitability from their bishop or religious superior. Samples from the USCCB may be used as a model: <http://trci.org/sites/default/files/suitabilityltrs.pdf>

Spiritual Direction Are you interested in the opportunity for Spiritual Direction for an additional fee? Yes No

Needs (Please list any health concerns or dietary, accessibility needs): _____

Please list 2 references/emergency contacts:

	Reference/Emergency. Contact Name	Position	Email	Phone
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

Retreat Plan – Briefly share a rough outline of the plans for your personal retreat.

Signature _____ **Date** _____

Please Return Request to Bergamo Center ino@bergamocenter.org or Fax 937-426-1090

Personal Retreat Day Request – 2020-21

Bergamo Center for Lifelong Learning

Bergamo Center welcomes individuals seeking a personal day of retreat. In the interest of creating the best contemplative environment for a Personal Retreat Day the Center selects and offers a certain day each month for personal retreats.

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Optional Dates of Retreat:

Dates for 2020 have been cancelled.

Dates for 2021 have yet to be announced.

Last Name _____ **First Name** _____

Address _____ **Phone** _____

City/State Zip _____

Email _____

Denomination _____ **Diocese** _____

Your position (paid or volunteer) within the Church _____

Clergy are asked to attach a letter of suitability from their bishop or religious superior. Samples from the USCCB may be used as a model: <http://trcri.org/sites/default/files/suitabilityltrs.pdf>

Spiritual Direction Are you interested in the opportunity for Spiritual Direction for an additional fee? Yes No

Needs (Please list any health concerns or dietary, accessibility needs): _____

Please list 2 references/emergency contacts:

Reference/Emerg. Contact Name	Position	Email	Phone
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7. _____

8. _____

Retreat Plan – Briefly share a rough outline of the plans for your personal retreat.

Signature _____ **Date** _____

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Personal Retreat Day Request - 2019

Bergamo Center for Lifelong Learning



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Optional Dates of Retreat:

Tues Jan. 8, 2019 Mon. March 11 Fri. May 17 Tues. July 9
 Weds. Feb. 20 Tues. Apr. 16 Tues. June 4 Weds. Aug. 28

Last Name _____ **First Name** _____

Address _____ **Phone** _____

City/State Zip _____

Email _____

Denomination _____ **Diocese** _____

Your position (paid or volunteer) within the Church _____

Clergy are asked to attach a letter of suitability from their bishop or religious superior. Samples from the USCCB may be used as a model: <http://trci.org/sites/default/files/suitabilityltrs.pdf>

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Needs (Please list any health concerns or dietary, accessibility needs): _____

Please list 2 references/emergency contacts:

	Reference/Emerg. Contact Name	Position	Email	Phone
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9. _____

10. _____

Retreat Plan – Briefly share a rough outline of the plans for your personal retreat.

Signature _____ **Date** _____

Personal Retreat Day Request - 2018

Bergamo Center for Lifelong Learning



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Optional Dates of Retreat:

Tues May 1, 2018
Mon. Sept. 17

Fri June 8
Tues. Oct. 16

Fri. July 6
Tues. Oct. 23

Tues. Aug. 21
Mon. Dec. 3

Last Name _____ First Name _____

Address _____ Phone _____

City/State Zip _____

Email _____

Denomination _____ Diocese _____

Your position (paid or volunteer) within the Church _____

Clergy are asked to attach a letter of suitability from their bishop or religious superior. Samples from the USCCB may be used as a model: <http://trci.org/sites/default/files/suitabilityltrs.pdf>

Spiritual Direction Are you interested in the opportunity for Spiritual Direction for an additional fee? Yes No

Needs (Please list any health concerns or dietary, accessibility needs): _____

Please list 2 references/emergency contacts:

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11. _____

12. _____

Retreat Plan – Briefly share a rough outline of the plans for your personal retreat.

Signature _____ Date _____

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Personal Retreat Day Request

Bergamo Center for Lifelong Learning

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Optional Dates of Retreat:

Tues. Feb. 27

Weds. March 28

Tues. May 1

Tues. June 19

Last Name _____ **First Name** _____

Address _____ **Phone** _____

City/State Zip _____

Email _____

Denomination _____ **Diocese** _____

Your position (paid or volunteer) within the Church _____

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Needs (Please list any health concerns or dietary, accessibility needs): _____

Please list 2 references/emergency contacts:

Reference/Emerg. Contact Name	Position	Email	Phone
13. _____			

14. _____			
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Retreat Plan – Briefly share a rough outline of the plans for your personal retreat.

Signature _____ **Date** _____

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Personal Retreat Day Request

Bergamo Center for Lifelong Learning

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Desired Dates of Retreat: _____

Last Name _____ **First Name** _____

Address _____ **Phone** _____

City/State Zip _____

Email _____

Denomination _____ **Diocese** _____

Your position (paid or volunteer) within the Church _____

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Needs (Please list any health concerns or dietary, accessibility needs): _____

Please list 2 references/emergency contacts:

Reference/Emerg. Contact Name	Position	Email	Phone
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15. _____

16. _____

Retreat Plan – Briefly share a rough outline of the plans for your personal retreat.

Signature _____ **Date** _____

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Desired Dates of Retreat

___ Thurs. June 8, 2017

___ Thurs. July 6, 2017

___ Thurs. Aug. 17, 2017

Last Name _____ **First Name** _____

Address _____ **Phone** _____

City/State Zip _____

Email _____

Denomination _____ **Diocese** _____

Your position (paid or volunteer) within the Church _____

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Needs (Please list any health concerns or dietary, accessibility needs): _____

Please list 2 references/emergency contacts:

Reference/Emerg. Contact Name	Position	Email	Phone
17. _____			

18. _____

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Signature _____ **Date** _____

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Personal Retreat Day Request

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Desired Dates of Retreat

__ Mon. Sept. 11, 2017

__ Mon. Oct. 30, 2017

Last Name _____ First Name _____

Address _____ Phone _____

City/State Zip _____

Email _____

Denomination _____ Diocese _____

Your position (paid or volunteer) within the Church _____

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Reference/Emerg. Contact Name	Position	Email	Phone
1. _____			

2. _____			
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Retreat Plan – Briefly share a rough outline of the plans for your personal retreat.

Signature _____ Date _____

Please Return Request to Bergamo Center ino@bergamocenter.org or Fax 937-426-1090

Personal Retreat Day

(Adapted from the Benedict Inn, Beech Grove Indiana)

Give yourself a gift! Take some time away to spend with yourself and God. Rest, relax, read, walk the labyrinth, pray, just be! It's your day to spend as structured or unstructured as you need. Call to schedule your personal retreat today! Thursday, September 8, 2016-9 AM to 4 PM. Fee is \$35 per person and includes a room for the day and lunch. Spiritual direction is available for an additional fee.

Potential Dates for Personal Day of Retreat

Weds. Sept. 14, 2016

Weds. Oct. 5, 2016

Mon. Dec. 12, 2016

Weds. Jan. 11, 2017

Weds. Feb. 1, 2017

Weds. April 12, 2017

Tues. May 2, 2017

Thurs. June 8, 2017

Steps in the process

Take a phone call or receive a request

Speak with the person. On the phone Stress the importance of references and desires for the program.

Suggest that they complete a request form.

2 references / emergency contacts

Plans for the personal retreat

Background past retreat experience, denomination

Desire for Spiritual Direction (remind of additional fee)

Request form suggests that we narrow individual retreats to selected dates in the calendar when there are no large groups. (Eliminate all the harsh negative discouraging, language/warnings that are in the current form.)

to Carol

Thank you for the feedback.

The language on the introduction came from another retreat center and I agree it does sound inviting.

I agree the language of the form nearly repels anyone from wanting to come on a retreat. The language on the registration or request form is a result of a bad experience at Bergamo some time ago long before I came. The staff have reminded me of this story more than once. Bergamo did offer individual retreat days 10 to 15 years ago. Well, one of the individual retreat guests ended up locking herself in her room and it took days to get her to leave. She was in serious need of psychological support and a day retreat at Bergamo was not the best answer. Since then, only clergy and religious and Marianist personnel have been permitted to stay as individuals at the Bergamo Center. I have tried to ease that narrow audience open to include those lay people who simply want a spiritual day. Hence, the pressure from staff with documentation to assure the guests have the right intentions and come well recommended. I do not believe you saw all the language we needed to put in regarding VIRTUS child protection training if there is any chance of overnight lodging while high school students are here. That is why the daytime option on off days when no high school youth and are present has its advantages. Some of our staff would sooner refer folks looking for an individual retreat to another retreat Center than risk the chance of problems here.

Is there some other less obtrusive way of assuring the guests have sound intentions and a personal day of retreat is the right thing for them?

I like your last two suggestions and will try to include those themes in the material too.

Thanks,

Brent

On Wed, Jun 8, 2016 at 6:06 PM, Carol Jackson <caroljackson@woh.rr.com> wrote:

Brent,

Thanks for sharing this information. I do have a few comments:

- I liked the brief description of the how the day could be used "Take some time away to spend with yourself and God. Rest, relax, read, walk the labyrinth, pray, just be! "
- I am surprised at the extent of the information that is being sought with the registration. It feels daunting. I understand the need for an emergency contact person but references, past experience, plans, denomination begins to feel like a project and not just a day away dedicated to self and God.
- I think mention of the contemplative environment that will be available to them at Bergamo would be appealing too. The quiet because of limited guest in the building, chapel for prayers support, grounds to refresh the spirit, library to browse, lounge to relax in, etc. I can imagine that the people who initially get this notice will be familiar with Bergamo but they may want to pass it on to someone else who is not familiar with Bergamo.
- Maybe something to the effect that we live in "busy times" with 24 hour accessibility and taking time away can be the ultimate gift to ourselves.

Brent, thank you for asking for my input and blessings on this endeavor.

Best regards,

Carol

PS: This may not be a needed suggestion but if you decide to do something like this a brochure in your racks and maybe even placed at some parishes may reach a wider audience for retreat days.

From the Benedict Inn, Beech Grove Indiana

Personal Retreat Day

Give yourself a gift! Take some time away to spend with yourself and God. Rest, relax, read, walk the labyrinth, pray, just be! It's your day to spend as structured or unstructured as you need. Call to schedule your personal retreat today! Thursday, September 8, 2016-9 AM to 4 PM. Fee is \$35 per person and includes a room for the day and lunch. Spiritual direction is available for an additional fee.

Spiritual Direction Internship Program:

SD I is a two-year program designed for a person desires to enrich is/her spiritual life, to discern whether one has a call to become a spiritual director and to develop experientially the skills needed for spiritual direction. The internship is intended to meet the needs of the ecumenical community of Christians in Indianapolis and the surrounding area. If you are interested in the 2016 2018 program please call Sr. Juliana Babcock, OSB at 317-788-7581 at extension three

Register online at www.Benedictinn.org

Dear Frank,

Thank you for your request for a private retreat. We have established a new procedure for having all retreatants complete a request form for private individual retreats.

I am attaching the form and ask that you complete it and send along any other supporting documents either electronically or by mail. We understand and appreciate the time it takes to complete the form, but it is a necessary step to ask all similar requests to be completed.

We are targeting a couple weeks in May 2016 - May 9-12 and May 16-19 that we are inviting individual who have expressed interest in an individual retreat to schedule a retreat. Since there are no high school youth scheduled at that time then there is not the need for the VIRTUS Child Protection Training for those two weeks.

Thank you,

From another Midwest Retreat Center

At Mary & Joseph we welcome private retreatants (PRs) whenever we have the space available. Our main focus is also accommodating groups. And our kitchen is only open when there are 15 guests (sometimes less - it just depends) on the campus.

The groups usually request a certain number of bedrooms. Two weeks before their retreat, they are to contact me with their minimum guaranteed number of guests, plus their requests for shared or single rooms. So, that means that after that time, if they don't use all their allotted rooms, I can take in private retreatants if there are bedrooms available. If I don't have any groups in for some reason, and don't feel like I would get any (such as a holiday weekend), I can take PRs in earlier than the 2 weeks.

We charge \$80 for a one night stay in a single room. We charge \$76/night for a single room if the person stays 2 or more nights (small discount). If we have meals available, they can add them.

If we don't have meals, I have a couple of places where they can keep food refrigerated and a microwave for heating food. Or they sometimes go off site to eat.

I think I have about 5 - 10 PRS in any one month. We do have people here who can give spiritual direction, but I think most come for just the quiet time. They read, write, pray, hike - whatever they might want to do.

Types of Retreats

Personal / Individual Retreats

Retreating by yourself and spending little or no time interacting with other people.

Small Groups Retreats

Retreating with a few other people, like 5 - 10.

Large Group Retreats

Retreating with a dozen or more people.

Social Retreat

Retreating with some social interaction with others.

Silent Retreat

Remaining silent during your entire retreat, or at least portions of it. For example, you may be silent most of the time but participate in seminars and visit over meal times. Or you may have silent meals but meet with a retreat director. There are various degrees of silence.

Solitude Retreat

Retreating in isolation like at a secluded hermitage cabin or a private area in a retreat center. With a solitude retreat you are not only silent with other people, you are not interacting with them at all.

Directed / Guided Retreat

Retreating under the guidance of a person such as a spiritual director, counselor, pastor or retreat director. This may be helpful if a person is new at retreating or unsure how to retreat. This can also be helpful if a person is retreating for a specific purpose such as working through a particular life issue.

Structured Retreat

Retreating with the guidance of a schedule or rhythm. This structure could come from yourself, a book, a retreat director or a religious tradition such as the Benedictine Rule. Retreat structures can range from rigid to flexible, intense to relaxed. An entire retreat can be scheduled or portions can be. Structured retreats may be helpful for people who don't know how to spend time retreating as it gives them a rhythm to feel comfortable with. Structured retreats can also be helpful for people trying to focus on certain spiritual disciplines such as silence, fasting or writing as the schedule ensures these things happen.

Unstructured Retreat

Retreating with little or no structure where you are free to do as you please. This type of spontaneous retreat works well for people who have no problem retreating and filling the time. Not that goal is to "fill" the time, in fact the idea of retreating is to create time and space, not fill it. But some people have no problem allowing things to naturally flow while others prefer some structure to their retreats. Unstructured retreats may be good for people who need rest and relaxation rather than the pressure of following a certain rhythm.

Agenda Retreat

Retreating with a particular agenda or objective. Some people retreat because they want to work through a certain issue, catch up on their writing/journaling, work through a particular book, spend time with a particular person, catch up on some sleep and many other reasons people retreat for. If you go away with a certain goal in mind it is important to be intentional about how you spend your time and where you focus your attention.

Non-agenda Retreat

Retreating for no particular reason, other than to get away and enjoy God's presence for a while. These retreats can be very fulfilling as there is no particular agenda in mind so whatever comes out of the retreat time is gift. There are no specific expectation, just the anticipation of spending time with God and the benefits which flow from that.

Fasting Retreat

Retreating while abstaining from food or activities. Some people fast completely from all foods, while some limit themselves to no sugars, no desserts, no meat etc. Some limit themselves to one meal a day or just bread and water. Some people allow themselves fruit or juice to keep their blood sugars up. It's important to keep up your water intake and consult your physician before doing a fast, especially one lasting more than a few days. Some people fast from other things such as giving up alcohol, sex, T.V., reading or whatever during their retreat time.

Nature Retreat

Getting away into nature to enjoy God's presence in His creation. This might be a retreat center which offer a natural setting or it could be going hiking or camping with the intent of focusing on retreating.

City Retreat

Retreating in the city or town you live in. While it may not feel like the same kind of get away experience you get when you drive into the country or to the mountains, there are some retreat centers, churches and parks in the city which can provide an escape from your usual surroundings.

Marriage Retreat

Retreating with your spouse with the intent of enhancing your relationship. Some couples retreat separately but at the same time and location, spending time alone praying for their spouse and reading about marriage. There are many creative ways to do marriage retreats as individual couples or in groups.

Family Retreat

Retreat with family members with the intent of strengthening family ties as you spend quality time together.

Organized or Preached Retreats

These retreats tend to be in *larger group settings where seminars and activities are planned* in order to help people learn and grow in certain areas. These retreat sometimes feel more like conferences or camps.

Regular Daily Life Retreats

Retreating within your regular life schedule and setting. Rather than taking time to go away to a retreat center some people choose to intentionally build retreating into their daily routine for a few days or weeks. For example, they may take half an hour a day or an hour a week to go to the park over lunch or read quietly at home. To fit the definition of *retreat* this should be a deliberate short term change in routine; if it lasts for years then it is considered a spiritual discipline which you've nurtured into a way of life -terrific!

Day Retreats

Retreating for a day; roughly an 8 - 10 hour day, like a typical work or school day, though there are no specific rules around timing.

Half Day Retreats

Retreating just for the morning, the afternoon or the evening; perhaps 3 -4 hours out of your day.

Overnight Retreats

Retreating for one or more nights in a setting conducive to rest and reflection (ie. an overnight in Disneyland or Vegas might be considered a terrific holiday but not likely a true retreat).

Extended Retreats

Retreating for several days or weeks. People have been known to retreat for weeks or even months at a time. While retreating for a few hours or days provides great benefit, some people suggest going really deep into your heart and soul requires several days or even weeks. The longer you retreat the more of an opportunity you have to open up your heart and soul to God. Some people have planned to retreat for a week and ended their retreat a few days early because they feel all was accomplished more quickly than they imagined. Others have extended their retreats longer than the original plan

because they didn't feel they were done yet. So much of this decision making process is intuitive and depends on what your heart and mind are telling you. If a person retreats for years then it would no longer be considered a retreat but a lifestyle.

Regular Retreats

Retreating on a regular basis. Some people plan retreats monthly, quarterly or yearly, and they plan well in advance so they ensure it happens. Planning regular retreats this way can help build a healthy rhythm in your life rather than just waiting to see if or when a retreat might happen someday.

Church Retreats

Retreating with people from a church, likely sponsored by and organized by that church. Some retreats involve the entire congregation, some just the men or women and some are broken down into other categories, especially in bigger churches where the idea of all 3000 people going on a retreat is impossible. This can be a terrific opportunity to get to know your church family more deeply than possible in the 10 minutes in the foyer on Sunday mornings. You get to see people in a more realistic light as you visit over meal times and hang out together.

Business Retreats

Retreating with your work colleagues for the purpose of team building and/or corporate planning. While the term *retreat* is used for these events some people prefer to use the words *conference*, *seminar* or *workshop* as these events tend to be highly structured without much real retreat time. Other than getting away to a different setting these business retreats often don't look or feel much different than the average work day.

Other

There are literally dozens of other types of retreats you could find out there; everything from Buddhist meditation and yoga retreats to spa weekends and B&Bs. Some people may argue about how *spiritual* or *Christian* some of these retreats are and if they should even be called retreats in the first place, but the reality is you will find them online and hear people talking about them.

This form is a bit less intimidating. I do have a few questions: Will the person requesting the day of retreat know what is offered, e.g. a private room, use of general space, other facilities? Also, why is it necessary to have a letter of recommendation from the bishop or religious superior?

Please excuse the delay in answering you. I'm glad that you asked my opinion.

Feel free to follow up if you wish. I'd like to see your finished product and hear how the retreatants are responding.

Sr. Cory

Personal Retreat Day Request

Bergamo Center for Lifelong Learning

Bergamo Center welcomes individuals seeking a personal day of retreat. In the interest of creating the best contemplative environment for a Personal Retreat Day the Center selects and offers a certain day each month for personal retreats.

Please complete the following request form and submit two weeks ahead of your desired personal retreat day at the Bergamo Center. There are no guarantees that the Center can accommodate all requests for individual retreats. The recommended offering for this Day of Retreat is \$35 which includes a box lunch. Please share any dietary restrictions below. The opportunity for Spiritual Direction is offered at an additional cost.

Desired Dates of Retreat

Last Name _____ First Name _____

Address _____ Phone _____

City/State Zip _____

Email _____

Denomination _____ Diocese _____

Your position (paid or volunteer) within the Church _____

Clergy are asked to attach a letter of suitability from their bishop or religious superior. Samples from the USCCB may be used as a model: <http://trcri.org/sites/default/files/suitabilityltrs.pdf>

Spiritual Direction Are you interested in the opportunity for Spiritual Direction for an additional fee? Yes No

Needs (Please list any health concerns or dietary, accessibility needs): _____

Please list 2 references/emergency contacts:

	Reference/Emerg. Contact Name	Position	Email	Phone
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

Retreat Plan – Briefly share a rough outline of the plans for your personal retreat.

Signature _____ Date _____

Please Return Request to Bergamo Center ino@bergamocenter.org or Fax 937-426-1090

