

ST. ELIZABETH’S DIOCESAN YOUTH RETREAT TEAM
Retreat Policies and Regulations

I. Definitions

DYRT (or “staff”)—St. Elizabeth’s Diocesan Youth Retreat Team, the staff for the retreat from St. Elizabeth’s Catholic Student Center in Lubbock, Texas.

Coordinator—the representative of DYRT who directs all the activities of the staff and is responsible for the administration and supervision of the retreat.

Retreat Leaders—members of DYRT who are responsible for planning the retreat activities and guiding the retreaters throughout the retreat weekend.

Host Parish—church or group registered with St. Elizabeth’s Diocesan Youth Retreat Team for the retreat.

Host Parish Contact—the official adult* representative and contact individual for the Host Parish who holds the ultimate responsibility for all the retreaters.

Contact Representative—adult from the Host Parish whom the Host Parish Contact designates to act as official contact if he or she is absent during any part of the retreat.

Additional Parish—any other church or group invited by the Host Parish to allow retreaters and chaperones to participate in the retreat.

Parish Contact—the adult representative for an Additional Parish present on the retreat, who coordinates the group’s participation in the retreat with the Host Parish Contact.

Retreaters—the adolescent individuals from the Host Parish or any Additional Parish attending the retreat.

Chaperones—those adult representatives of the Host Parish or Additional Parish(es), either professional or volunteer, responsible for the discipline, whereabouts, safety, and well-being of all retreaters during the full extent of the retreat.

Retreat Site—the location chosen by the Host Parish, at a church/camp/retreat center, where the retreat will be held.

* For the purpose of this agreement, “adult” designates a responsible individual who is 21 years old or older and has been designated by the Pastor of the Host Parish as his representative to coordinate the parish aspects of the retreat.

II. Policies and Regulations

GENERAL

1. DYRT will plan and lead the entire retreat. Retreat Leaders and Coordinator are open to suggestions and input before the retreat and will try to accommodate them. The Host Parish Contact should inform the DYRT Coordinator of these requests at least four weeks before the retreat.

2. All the DYRT staff has agreed to abide by the Staff Goals and Guidelines (created by DYRT) during the full extent of the retreat preparation and execution.
3. DYRT retreats are based on Catholic doctrine; however, non-Catholic retreaters are always welcome to attend the retreat with prior approval by the Host Parish Contact.
4. The Host Parish should choose where they would like DYRT to conduct the retreat, as long as it is within the boundaries of the Diocese of Lubbock. The location for overnight retreats should have enough sleeping facilities to separate both males and females, and staff and retreaters (if retreaters are staying overnight). The DYRT Coordinator should confirm the location at least one (1) months before the retreat weekend.
5. DYRT will ideally provide enough staff for a staff-to-retreater ratio of one (1) staff to four (4) retreaters for a smaller retreat and a one (1) staff per five (5) retreaters for a larger retreat, not including the Retreat Leaders.
6. The Retreat Leaders are responsible for directing all activities during the weekend for the retreaters and staff. However, any questions, comments, or problems that arise before or during the retreat should be directed to the Coordinator. The Coordinator will address these concerns to the Retreat Leaders and DYRT staff, if necessary.
7. DYRT plans and presents retreats for junior high youth (6th-8th grade) or high school youth (9th-12th grade).

RETREATERS AND CHAPERONES

1. The Host Parish is responsible for recruiting retreaters and maintaining an accurate contact list. DYRT requests a headcount one (1) month in advance of the retreat and expects it not to change by more than fifteen percent (15%).
2. The maximum number of retreaters from the Host Parish and any Additional Parish(es) allowed on the retreat is sixty-five (65) total. The minimum headcount requirement for the number of retreaters is fifteen (15). If a parish expects the number of retreaters to be low, we encourage considering combining with a neighboring parish.
3. DYRT expects all retreaters to be present during all retreat activities over the weekend. If any retreaters will be arriving late or leaving early, this should be communicated to the DYRT Coordinator. **If a situation arises where a retreaters must leave the retreat site, the chaperones will assume full responsibility for his or her safe departure, knowledge of his or her whereabouts, and his or her safe return to the retreat site or home.**
4. The Host Parish (and any Additional Parish) is/are responsible for providing all the adult chaperones, who must meet the following stipulations:
 - **Must agree to be responsible for the discipline, whereabouts, safety, and well-being of all retreaters during the entire retreat weekend.**
 - Adult to youth ratio for middle school age (6th-9th grade) is at least one (1) adult for every six to seven (6-7) youth.

- Adult to youth ratio for high school age (9th-10th grade) is at least one (1) adult for every eight to nine (8-9) youth.
 - There must be no fewer than two (2) chaperones per cabin or room on overnight retreats who must agree to maintain special responsibility for the retreaters in that cabin or room throughout the weekend, especially nights. As per diocesan guidelines, no adult is allowed to be alone with retreaters at any time.
 - The number of chaperones should be proportional with regard to gender (i.e., one (1) male chaperone for every eight (8) or nine (9) high school male retreaters.)
 - If the Host Parish has invited any Additional Parishes to attend the retreat, the Parish Contact for each Additional Parish should have scheduled male and female adult chaperones in proportion to the number of retreaters from their parish, according to the ratios listed above.
5. The Host Parish will be allowed to rotate chaperones throughout the retreat; however, at no time shall there be fewer than the prescribed number of chaperones (above) at the retreat site. Before the retreat begins, the chaperones should discuss such a schedule with the Coordinator.
 6. If a retreaters brings any recreational equipment on a retreat (i.e., sporting ball, Frisbee), it must be given to a chaperone who will allow its use only during free time.
 7. Retreaters will not be allowed to take any personal food, personal radios, handheld games, cellular phones, or similar items on the retreat. In addition, no drugs, alcohol, or tobacco products are allowed on DYRT retreats. The chaperones will be responsible for enforcing this ban.
 8. During the retreat free time, DYRT staff meetings, and after the conclusion of the day's events, DYRT will not have any activities planned for the retreaters. The chaperones, at this time, will be responsible for directing all the activities of the retreaters.
 9. All retreat site policies and regulations must be followed at all times in addition to these guidelines

LIABILITIES AND RESPONSIBILITIES

1. The Host Parish Contact should designate a Contact Representative in the event that he/she is absent during any part of the retreat weekend. The Host Parish Contact should inform the Coordinator of this chosen representative. The Contact Representative will temporarily possess all of the authority, control, and responsibilities that the Host Parish Contact would normally have, while the Host Parish Contact is absent.
2. The Host Parish Contact and/or Contact Representative will be provided with a complete schedule at the beginning of the retreat. He will have the ultimate authority to halt any DYRT activity should he deem that it presents a risk to the mental and/or physical well-being of the retreaters. **DYRT is not liable for the mental or physical safety or well-being of the retreaters, which includes, but is not limited to, physical injuries or death.**

3. The Host Parish is responsible for the supplies, preparation, serving, and cleanup of all meals. Generally, the chaperones will cook meals for the retreaters, chaperones, and staff or pay the retreat site to provide meals. The Host Parish will supply all meals for DYRT staff from the time they arrive at the retreat site until the time they depart.
4. In the event that the Host Parish requests an activity involving a priest (i.e., Mass, Reconciliation, Adoration, etc.), the Host Parish is responsible for those arrangements. **DYRT will not provide a priest for retreat activities.**
5. The Host Parish is responsible for any damages done to the retreat site, surrounding area, DYRT equipment, or staff belongings in the event that retreaters or chaperones are found liable. If there are any damages, the Host Parish Contact is expected to amend the situation in a timely manner.
6. The Host Parish Contact and/or Contact Representative are responsible for all distribution, coordination, and oversight of all medications including prescriptions.
7. The Host Parish Contact and any additional Parish Contacts are responsible for making sure that all the diocesan guidelines, including safe environment policies, are met and followed.

EXPENSES

1. DYRT requests a donation of \$2 per retreator to cover ordinary expenses that are incurred in the preparation and execution of a retreat. These include, but are not limited to, travel cost and necessary supplies. All expenses for the retreat are kept at moderate levels but can be adjusted to meet the needs of the Host Parish. Any concerns can be discussed with the Coordinator up to three weeks prior to the retreat. If the retreat is outside of the Diocese of Lubbock DYRT requests a donation of \$4 per retreator to cover the extra expenses for travel.
2. DYRT reserves the right to be reimbursed for all reasonable expenses beyond the donation. After these additional expenses are deemed necessary, the Coordinator should submit an estimate of the expenses to the Host Parish Contact for approval prior to the retreat. **Unless previous arrangements have been made, the Host Parish Contact should send the payment payable to St. Elizabeth's Diocesan Youth Retreat Team within two (2) weeks of receiving the list.**
3. In the event that the Host Parish has invited an Additional Parish, it is the responsibility of the Host Parish Contact, not the Coordinator, to collect any payment or reimbursement from the Parish Contact of that Additional Parish.
4. A parish wishing to book a retreat with the Diocesan Youth Retreat Team will be expected to pay a deposit of \$200 to confirm the reservation of the specific weekend for the retreat for the parish. This deposit will be refunded upon the completion of the retreat, or the donation for the performance of the retreat can be deducted from this amount, depending on the preference of the parish. **Failure to exceed the minimum headcount of fifteen (15) retreaters present throughout the retreat or the cancellation of the**

retreat less than 30 days prior to the date reserved will result in the forfeiture of the entire deposit.

ADDITIONAL GUIDELINES

1. The Host Parish Contact is responsible for informing the Coordinator with the names and contact information of any Additional Parish they have invited. Each participating parish must agree to these Retreat Policies and Regulations. However, the Host Parish Contact will still retain the broad responsibility over all the retreaters and chaperones.
2. The Host Parish and any Additional Parish taking part in the retreat must sign and agree to these Retreat Policies and Regulations, using Section III or IV of this document, before the retreat begins.
3. DYRT's services are frequently requested. Therefore, if it becomes necessary to cancel a retreat, the Host Parish Contact will make every attempt to inform the Coordinator as soon as possible.
4. Failure to comply with any of the above statements could jeopardize DYRT's participation on current and/or future retreats with the Host Parish and/or any Additional Parish involved.
5. Exceptions to most of the policies and regulations stated in this document can be made by the Director and/or Coordinator's approval.

This is the official retreat contract for the St. Elizabeth's Diocesan Youth Retreat Team as of July 2017.

