

PALM COAST AREA

SPIRITUAL RETREAT

SUBCOMMITTEE GUIDELINES



Purpose

1. This body shall be known as the Palm Coast Area Spiritual Retreat (PCASR) Subcommittee and is directly responsible to the PCA service subcommittee.
2. The purpose of the subcommittee is to coordinate the annual Spiritual Retreat held on the third weekend of January.
3. The purpose of the PCASR is to celebrate recovery and explore various types of spirituality through various meetings and activities, and to promote unity among all NA members.
4. To fulfill this purpose, the subcommittee is established, consisting of the following positions and subcommittees:
 - a. Chair
 - b. Vice chair
 - c. Treasurer
 - d. Registration
 - e. Programming
 - f. Merchandising
 - g. Camp Liaison
 - h. Fundraising
 - i. Communications
 - j. Subcommittee member

General Requirements

1. All positions, except chair, will be elected at an open meeting to be announced by the newly elected chairperson.
2. Any subcommittee chair or subcommittee member who is absent for two consecutive meetings without prior notification to the chairperson will have their position open for re-election at the third meeting and will be removed from all committee communications.
3. Must have a willingness to serve for one year, except the vice chair, who must have the willingness to serve for two years.
4. The first responsibility of the subcommittee is the selection of the theme and logo. See theme and logo criteria.

Meeting Format

Good morning, everyone and welcome to the Palm Coast Area Spiritual Retreat Subcommittee. My name is _____ and I am an addict.

Let's open this meeting with a moment of silence followed by the Serenity Prayer.

This is a subcommittee of Narcotics Anonymous, and our purpose is to support NA's primary purpose — to carry the message to the addict who still suffers. We achieve this through organized service efforts, in line with the Twelve Traditions and Twelve Concepts of NA.

We ask that everyone here respect our spiritual principles, including anonymity, mutual respect, and unity. We conduct our business using consensus-based decision-making (CBDM), a collaborative

43 decision-making process in which a group works together to reach an agreement that everyone can
44 support or live with, rather than relying on a majority vote. It emphasizes participation, mutual
45 understanding, and shared responsibility.

46 We welcome input from all participants.

47
48 Readings:

- 49 1. Reading of the 12 Traditions (ask a volunteer)
- 50 2. Reading of the 12 Concepts (ask a volunteer)
- 51 3. We would like to open the floor to any NA members.

52 (General Members Open Floor)

- 53 4. Reports (Chair, Vice Chair, Secretary, Treasurer, etc.) -- Based on Rotating format
- 54 5. Old Business
- 55 6. New Business
- 56 7. Wrapping Up:

57 As members of this subcommittee, we are trusted servants carrying out an important task. To do this
58 effectively, we need to ensure we're practicing the principles outlined in the Twelve Traditions and
59 the Twelve Concepts for NA Service.

- 60 • Have we put NA's primary purpose first?
- 61 • Have we placed principles before personalities?
- 62 • Have we made space for unity, inclusion, and spiritual guidance in our decisions?"

63 [Pause for 15–30 seconds of silence.]

64 "Are all hearts and minds clear"

65 (Pause for sharing or move on if no one speaks.)

- 66 8. Closing Summary & Next Meeting Info
- 67 9. Close with NA Prayer (Serenity or Third Step Prayer)

68 **Consensus-Based Decisions**

- 70 1. It is suggested that all subcommittee members:
 - 71 a. Should strive to remember that our personal recovery depends on unity.
 - 72 b. Should strive to incorporate their personal recovery into all discussions, remembering that
73 part of effective communication is listening with an open mind to all viewpoints.
 - 74 c. Strive to establish unity, common respect, and trust for one another.
- 75 2. Whenever possible, the subcommittee chair shall seek a plan of action that all subcommittee
76 members can "live with." This plan may not be ideal for everyone, but if all members can live
77 with it, we can move forward in unity.

- 78 3. The chair shall encourage members with opposing viewpoints to suggest compromises that they can
79 support. This type of discussion shall be encouraged until common ground is discovered and
80 adopted.
81 4. If, after extensive discussion, common ground cannot be reached, the chair shall suggest prayer
82 and meditation on the issue and shall table the discussion until later in the meeting or until the
83 next meeting.
84 5. If, after extensive discussion, prayer, and meditation, common ground still cannot be found,
85 the subcommittee will resort to the proposal and voting guidelines below. However, all
86 members should remember that by resorting to these guidelines, we risk losing unity.

Proposals

- 87
88 1. A proposal can be made by any subcommittee member, including a general
89 member.
90 2. Proposals will be decided based on the consensus of the subcommittee.

Voting

- 91
92 1. Voting will be held specifically for the following reasons:
93 a. elections
94 b. logo and theme
95 c. Main speaker selection
96 d. Fundraising Event Speaker Selection
97 2. In the event of a tie, further discussion will be warranted.
98

Theme and Logo Criteria

- 99
100 1. Logo design must incorporate the NA symbol, a butterfly, and the dates of the upcoming retreat.
101 2. Flyers requesting ideas are submitted to the ASC to be dispersed throughout the area.
102 3. The subcommittee will determine the deadline for submitting these ideas.
103 4. The person whose theme and logo idea is selected will receive a t-shirt with the approved logo.
104 5. The theme and logo will be voted on as previously indicated.
105

Position Qualifications

SPIRITUAL RETREAT CHAIRPERSON QUALIFICATIONS

- 106
107
108 1. Minimum four years clean time.
109 2. One-year prior retreat experience or prior experience as a retreat
110 chairperson.
111 3. Resides in the PCA

SPIRITUAL RETREAT VICE CHAIR QUALIFICATIONS

- 112
113 1. Minimum three years clean time.
114 2. Two-year commitment.
115 3. Fulfill responsibilities of subcommittee chairs in their absence until replacements are
116 found.
117 4. Resides in the PCA

118 ***SPIRITUAL RETREAT SECRETARY QUALIFICATIONS***

- 119 1. Minimum one-year clean time.
120 2. Secretarial skills (i.e. take notes, type minutes, etc.)

121 ***SPIRITUAL RETREAT TREASURER QUALIFICATIONS***

- 122 1. Minimum four years clean time
123 2. Accounting skills.
124 3. Prior experience helpful.
125 4. Resides in the PCA

126 ***SPIRITUAL RETREAT CAMP LIAISON QUALIFICATIONS***

- 127 1. Minimum one-year clean time.
128 2. One-year prior experience at retreat helpful.
129 3. Business skills, professional manners, and negotiating skills.

130

131 ***SPIRITUAL RETREAT REGISTRATION CHAIR QUALIFICATIONS***

- 132 1. Minimum four years clean time.
133 2. Prior retreat or convention experience is helpful.
134 3. Resides in the PCA

135 ***SPIRITUAL RETREAT PROGRAMMING CHAIR QUALIFICATIONS***

- 136 1. Minimum one-year clean time.
137 2. Prior retreat or convention experience is helpful.

138 ***SPIRITUAL RETREAT MERCHANDISING CHAIR QUALIFICATIONS***

- 139 1. Minimum four years clean time.
140 2. Prior retreat or convention experience is helpful.
141 3. Resides in the PCA

142 ***SPIRITUAL RETREAT FUNDRAISING CHAIR QUALIFICATIONS***

- 143 1. Minimum four years clean time.
144 2. Prior retreat or convention experience is helpful.
145 3. Resides in the PCA

146 ***SPIRITUAL RETREAT COMMUNICATIONS CHAIR QUALIFICATIONS***

- 147 1. Minimum four years clean time.
148 2. Prior retreat or convention experience is helpful.
149 3. Working knowledge of website building and online communication systems (including social media
150 and email) is helpful.

151

Duties of Spiritual Retreat Subcommittee Chairs

152 ***SPIRITUAL RETREAT CHAIRPERSON DUTIES***

- 153 1. Facilitates all spiritual retreat subcommittee meetings.
154 2. Attends all PCASC meetings, acting as primary liaison between the subcommittee and
155 the ASC.
156 3. Responsible for signing the following year's contract after approval from the groups and the

- 157 PCASC.
- 158 4. Prepares an agenda.
- 159 5. Ensures subcommittee members are informed of any sudden changes in meeting time or
160 place.
- 161 6. Is a cosigner on the bank account.
- 162 7. Gives updated report to ASC, including treasurer's report, bank statement with reconciliation,
163 and inventory.
- 164 8. Provides clarification on guidelines in collaboration with the subcommittee and
165 with reference to the 12 Traditions and 12 Concepts.
- 166 9. Allows subcommittees to do their job while supplying guidance and support.
- 167 10. Allows discussion on major issues before calling for a consensus.
- 168 11. Helps to resolve personality conflicts.
- 169 12. Will assist the treasurer in the collection and deposit of funds at fundraisers and
170 retreats.
- 171 13. Has access (username and password) to the online bank account.

172 ***SPIRITUAL RETREAT VICE CHAIR DUTIES***

- 173 1. Will assume responsibilities of chair in the event of their absence.
- 174 2. Assist the chair in overall coordination.
- 175 3. Second liaison for the Spiritual Retreat Subcommittee and to the PCASC.
- 176 4. Coordinates with subcommittees to make sure deadlines are met.
- 177 5. Attends as many subcommittee meetings as possible to ensure they have the support they need.
- 178 6. Assists in signing the following year's Retreat contract.
- 179 7. Present at the closing meeting with the camp.
- 180 8. Coordinates the fulfillment of responsibilities of subcommittee chairs in their absence until a
181 replacement is found.

182

183 ***SPIRITUAL RETREAT SECRETARY DUTIES***

- 184 1. Shall record minutes at all Spiritual Retreat Subcommittee meetings.
- 185 2. Minutes should include:
- 186 a. Attendance
- 187 b. Submitted reports
- 188 c. Meeting summary notes
- 189 3. Will maintain all spiritual retreat minutes and distribute them to the spiritual retreat members within two
190 weeks of the meeting.
- 191 4. Maintain contact information for subcommittee members.

192 ***SPIRITUAL RETREAT TREASURER DUTIES***

- 193 1. Shall maintain the spiritual retreat bank account.
- 194 2. Is a cosigner on the bank account.
- 195 3. Keeps records of all income and expenditures.
- 196 4. Coordinates with subcommittee chairs in the preparation of budgets for each subcommittee.
- 197 5. Is responsible for the payment of all spiritual retreat expenses.
- 198 6. At the spiritual retreat, collaborates with the chair and is responsible for the collection and deposit of
199 all funds received.
- 200 7. Coordinates with fundraising chairperson for the collection of funds at fundraisers held up to the
201 Spiritual Retreat and at the Spiritual Retreat.

- 202 8. Coordinates with the merchandising chairperson for the collection of funds from the sale of
203 merchandise at spiritual retreat fundraisers and at the spiritual retreat.
- 204 9. Prepares a financial statement at the end of the spiritual retreat to be given to the chairperson for the
205 ASC meeting.
- 206 10. Should assist the chair and vice chair in the signing of next year's contract.
- 207 11. Maintains the subcommittee bank account. Does the monthly reconciliations and prepares a monthly
208 report for the PCASC, including copies of receipts, bank statements (with account numbers redacted),
209 and check registers.
- 210 12. To furnish financial transaction information to the ASC Treasurer in the format requested.
- 211 13. As of 2025, the PCASR-approved seed money amount is \$6,000, plus the cost of one registration.

212 ***SPIRITUAL RETREAT PROGRAMMING CHAIR DUTIES***

- 213 1. Responsible for the selection of topics, chairpeople, and times of all meetings held at the spiritual
214 retreat.
 - 215 a. Main speaker requirements:
 - 216 i. clean time: 5 years
 - 217 ii. previously attended the retreat
- 218 2. A schedule must be developed and once approved, printed to be put in registration packets.
- 219 3. Should coordinate with other subcommittees so that their events are also included in the program.
- 220 4. The Spiritual Retreat Subcommittee will approve the program.
- 221 5. Maintain all items, formats, and music from programmed events. Return all items, formats, and music
222 to the incoming chair at the end of the retreat.

224 ***SPIRITUAL RETREAT CAMP LIAISON CHAIR DUTIES***

- 225 1. Sets up dates and times.
- 226 2. Obtains contract from camp and maintains contact throughout the year.
- 227 3. Presents contract to the PCASR subcommittee.
- 228 4. Coordinates the food vendor contract, if applicable
- 229 5. Provides programming agenda to camp, if requested.
- 230 6. Keeps the camp director informed of the number of people attending the
231 retreat.
- 232 7. Ensures upon arrival to camp that supplies and facilities are stocked and in working condition.
- 233 8. Is a liaison between the camp and spiritual retreat attendees.
- 234 9. Will inspect the camp after the spiritual retreat and complete the final walkthrough
235 with the camp staff.
- 236 10. Ensures all trash has been appropriately removed at the end of the retreat.

237 ***SPIRITUAL RETREAT REGISTRATION CHAIR DUTIES***

- 238 1. Registration flyers should be done well in advance (at least six months).
- 239 2. After the subcommittee has approved flyers, they need to be distributed to PCASC and all GSRs.
- 240 3. The registration chair is responsible for notifying all NA service levels – from groups up to and
241 including NAWS- regarding information about the Spiritual Retreat.
- 242 4. A clear understanding should be reached among the spiritual retreat subcommittee, the registration
243 chair, and the treasurer regarding the procedures for handling registration fees.
- 244 5. Registration forms should be maintained weekly, and all money received should be transferred to the

245 treasurer before the next spiritual subcommittee meeting.

- 246 6. As registrations are received, a record should be made indicating information about the registrant and
247 all money received.
- 248 7. A member of the registration subcommittee will attend all fundraisers to sell registrations.
- 249 8. If scholarships are awarded at fundraisers, the registration chair should keep careful records of what
250 has been provided and to whom.
- 251 9. Final preparations for the spiritual retreat include purchasing all necessary supplies for the registration
252 table, assembling packets and subcommittee ribbons, and ensuring that all records are up to date.
- 253 10. Is responsible for setting up a table well in advance of the opening time of the spiritual retreat on
254 opening day.
- 255 11. It is the responsibility of the registration chair to find volunteers who are willing to work a suggested
256 two-hour shift at the registration table.
- 257 12. Will follow the outlined scholarship process below:
 - 258 a. Set a date by which all submissions are required.
 - 259 b. The subcommittee will set the requirements annually. This could include writing a letter,
260 etc.
 - 261 c. In an effort to utilize spiritual principles, scholarships will be selected using a random
262 selection process. For example, utilizing an electronic name pulling system or pulling
263 names out of a hat.

265 ***SPIRITUAL RETREAT COMMUNICATION CHAIR DUTIES***

- 266 1. Maintain PCASR.COM website, including editing information throughout the year regarding
267 registration opening, events, packing lists, etc.
- 268 2. Ensure ease of use for registration and merchandise transactions via the PCASR.COM website.
- 269 3. Send out recurring emails regarding PCASR events, registration openings, and reminders.
- 270 4. Maintenance and informational posts of PCASR Social Media, taking into consideration the respect of
271 members' anonymity.
- 272 5. Collaborate with the Chair and Registration Chair to manage the opening and closing processes of
273 PCASR Registration.
- 274 6. Maintain communication channels for subcommittee members, such as WhatsApp.
- 275 7. Maintains electronic repository of past retreat information, i.e., minutes, programs, etc.
- 276 8. Ensures that flyers created by the subcommittee follow the following guidelines
 - 277 a. Name of the retreat with years across the top of the flyer (e.g., Palm Coast Area Spiritual
278 Retreat #)
 - 279 b. Name of the event.
 - 280 c. Date and time of the event.
 - 281 d. Event location.
 - 282 e. The time the speaker will be speaking.
 - 283 f. The time food will be served.
 - 284 g. Event cost (including no addict turned away).
 - 285 h. Contact name(s) and phone number(s).
 - 286 i. If the event has a registration form, please indicate the final payment deadline.
 - 287 j. Event flyers are compliant with NAWS trademark usage guidelines and include the
288 registered trademark symbol. ®
 - 289 k. All flyers must say NA is not affiliated with location of the event.

- 290 l. Add to PCA’s website on upcoming events page.
- 291 m. Give flyers to RCM member to have them added to regional calendar

292 ***SPIRITUAL RETREAT MERCHANDISING CHAIR DUTIES***

- 293 1. The merchandising efforts of the retreat should be based solely on the need to generate funds to ensure
294 the event’s success.
- 295 2. Careful consideration should be given to selecting items to be sold at the retreat and determining the
296 quantity of each item to be ordered. There should be records of the previous year, including the
297 number of attendees and the number of items sold.
- 298 3. Careful consideration should be given to negotiating the purchase price for items selected to sell.
299 Competitive proposals should be solicited and offered on company letterhead. All items selected must
300 be approved by the Spiritual Retreat Subcommittee.
- 301 4. The merchandising subcommittee should submit a comprehensive summary of information regarding
302 the ordering, marketing, and shipping of the items selected for sale at the retreat, as well as the time
303 frames for obtaining these items.
- 304 5. The merchandising chair will sell items at fundraising events and the spiritual retreat. They will gather
305 volunteers as needed to assist in selling merchandise at events and the retreat.
- 306 6. Obtains approved supplies for individual registration packets.
- 307 7. Will assist programming and registration chairs with assembling registration packets for attendees.

308 ***SPIRITUAL RETREAT FUNDRAISING CHAIR DUTIES***

- 309 1. This subcommittee is responsible for the fundraising before the retreat.
- 310 2. If the event requires a speaker, the following requirements are:
 - 311 a. clean time: 1 year
 - 312 b. preferred previous retreat attendance, if applicable
- 313 3. Per our Traditions, we are fully self-supporting.
- 314 4. Fundraising records should be maintained, and all money received should be transferred to the
315 treasurer.
- 316 5. The purpose of our fundraising efforts is to provide scholarships for the spiritual retreat.

317
318 ***SUBCOMMITTEE MEMBER DUTIES***

- 319 1. Shares ideas, concerns, and experiences relevant to the subcommittee’s purpose.
- 320 2. Attends meetings regularly and follows the group’s agreed-upon processes.
- 321 3. Does not hold a specific elected position.
- 322 4. Participates in tasks or roles as necessary for the subcommittee’s purpose.

323
324 ***GENERAL MEMBERS***

325 Any NA member who attends a subcommittee meeting but has not committed to serve on that
326 subcommittee. General members may observe and participate in discussions at the chair's discretion but are
327 not considered part of the decision-making body unless otherwise specified.

**Appendix A
CHAIR REPORT SCHEDULE**

<p align="center">JANUARY</p> <p>CHAIR VICE CHAIR TREASURER REGISTRATION COMMUNICATIONS PROGRAMMING MERCHANDISE CAMP LIASON FUNDRAISING SECRETARY</p>	<p align="center">FEBRUARY</p> <p>CHAIR VICE CHAIR TREASURER MERCHANDISE REGISTRATION COMMUNICATIONS FUNDRAISING PROGRAMMING CAMP LIASON SECRETARY</p>	<p align="center">MARCH</p> <p>CHAIR VICE CHAIR TREASURER FUNDRAISING MERCHANDISE COMMUNICATIONS PROGRAMMING CAMP LIASON REGISTRATION SECRETARY</p>
<p align="center">APRIL</p> <p>CHAIR VICE CHAIR TREASURER FUNDRAISING MERCHANDISE COMMUNICATIONS PROGRAMMING CAMP LIASON REGISTRATION SECRETARY</p>	<p align="center">MAY</p> <p>CHAIR VICE CHAIR TREASURER FUNDRAISING MERCHANDISE COMMUNICATIONS PROGRAMMING CAMP LIASON REGISTRATION SECRETARY</p>	<p align="center">JUNE</p> <p>CHAIR VICE CHAIR TREASURER FUNDRAISING MERCHANDISE COMMUNICATIONS PROGRAMMING CAMP LIASON REGISTRATION SECRETARY</p>
<p align="center">JULY</p> <p>CHAIR VICE CHAIR TREASURER FUNDRAISING MERCHANDISE REGISTRATION COMMUNICATIONS PROGRAMMING CAMP LIASON SECRETARY</p>	<p align="center">AUGUST</p> <p>CHAIR VICE CHAIR TREASURER REGISTRATION CAMP LIASON FUNDRAISING MERCHANDISE COMMUNICATIONS PROGRAMMING SECRETARY</p>	<p align="center">SEPTEMBER</p> <p>CHAIR VICE CHAIR TREASURER REGISTRATION PROGRAMMING CAMP LIASON FUNDRAISING MERCHANDISE COMMUNICATIONS SECRETARY</p>
<p align="center">OCTOBER</p> <p>CHAIR VICE CHAIR TREASURER REGISTRATION PROGRAMMING CAMP LIASON FUNDRAISING MERCHANDISE COMMUNICATIONS SECRETARY</p>	<p align="center">NOVEMBER</p> <p>CHAIR VICE CHAIR TREASURER REGISTRATION PROGRAMMING CAMP LIASON FUNDRAISING MERCHANDISE COMMUNICATIONS SECRETARY</p>	<p align="center">DECEMBER</p> <p>CHAIR VICE CHAIR TREASURER PROGRAMMING REGISTRATION COMMUNICATIONS CAMP LIASON FUNDRAISING MERCHANDISE SECRETARY</p>