PALM COAST AREA

SPIRITUAL RETREAT

COMMITTEE GUIDELINES

REVISED JULY 2025

Spiritual Retreat Subcommittees:

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
    a. Treasurer
    b. Registration
    c. Programming
    d. Merchandising
    e. Camp Liaison
    f. Fundraising
    g. Communications
    h. Subcommittee member

General Requirements

i. All positions, except chair, will be elected at an open meeting to be announced by the newly elected chairperson.
ii. 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.
iii. Must have a willingness to serve for one year, except the vice chair, who must have the willingness to serve for two years.
iv. 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 decision-making process in which a group works together to reach an agreement that everyone can support or live with, rather than relying on a majority vote. It emphasizes participation, mutual understanding, and shared responsibility.

We welcome input from all participants.

Readings:

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

(General Members Open Floor)

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

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

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

[Pause for 15–30 seconds of silence.]

"Are all hearts and minds clear"
(Pause for sharing or move on if no one speaks.)

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

Consensus-Based Decisions

1. It is suggested that all subcommittee members:
   a. Should strive to remember that our personal recovery depends on unity.
   b. Should strive to incorporate their personal recovery into all discussions, remembering that part of effective communication is listening with an open mind to all viewpoints.
   c. Strive to establish unity, common respect, and trust for one another.
2. Whenever possible, the subcommittee chair shall seek a plan of action that all subcommittee members can "live with." This plan may not be ideal for everyone, but if all members can live with it, we can move forward in unity.
3. The chair shall encourage members with opposing viewpoints to suggest compromises that they can support. This type of discussion shall be encouraged until common ground is discovered and adopted.
4. If, after extensive discussion, common ground cannot be reached, the chair shall suggest prayer and meditation on the issue and shall table the discussion until later in the meeting or until the next meeting.
5. If, after extensive discussion, prayer, and meditation, common ground still cannot be found, the subcommittee will resort to the proposal and voting guidelines below. However, all members should remember that by resorting to these guidelines, we risk losing unity.

Proposals

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

Voting

i. Voting will be held specifically for the following reasons:
   A. Elections
   B. Logo and Theme
   C. Main speaker selection
   D. Fundraising Event Speaker Selection

ii. In the event of a tie, further discussion will be warranted.

Theme and Logo Criteria

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

Position Qualifications

SPIRITUAL RETREAT CHAIRPERSON QUALIFICATIONS

1. Minimum four years clean time.
2. One-year prior retreat experience or prior experience as a retreat chairperson.
3. Resides in the PCA

SPIRITUAL RETREAT VICE CHAIR QUALIFICATIONS

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

SPIRITUAL RETREAT SECRETARY QUALIFICATIONS

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

SPIRITUAL RETREAT TREASURER QUALIFICATIONS

1. Minimum four years clean time
2. Accounting skills.
3. Prior experience helpful.
4. Resides in the PCA

SPIRITUAL RETREAT CAMP LIAISON QUALIFICATIONS

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

SPIRITUAL RETREAT REGISTRATION CHAIR QUALIFICATIONS

i. Minimum four years clean time.
2. Prior retreat or convention experience is helpful.
3. Resides in the PCA

SPIRITUAL RETREAT PROGRAMMING CHAIR QUALIFICATIONS

i. Minimum one-year clean time.
ii. Prior retreat or convention experience is helpful.

SPIRITUAL RETREAT MERCHANDISING CHAIR QUALIFICATIONS

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

SPIRITUAL RETREAT FUNDRAISING CHAIR QUALIFICATIONS

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

SPIRITUAL RETREAT COMMUNICATIONS CHAIR QUALIFICATIONS

4. Minimum four years clean time.
5. Prior retreat or convention experience is helpful.
6. Working knowledge of website building and online communication systems (including social media and email) is helpful.

Duties of Spiritual Retreat Subcommittee Chairs

SPIRITUAL RETREAT CHAIRPERSON DUTIES

1. Facilitates all spiritual retreat subcommittee meetings.
2. Attends all PCASC meetings, acting as primary liaison between the subcommittee and the ASC.
3. Responsible for signing the following year's contract after approval from the groups and the PCASC.
4. Prepares an agenda.
5. Ensures subcommittee members are informed of any sudden changes in meeting time or place.
6. Is a cosigner on the bank account.
7. Gives updated report to ASC, including treasurer's report, bank statement with reconciliation, and inventory.
8. Provides clarification on guidelines in collaboration with the subcommittee and with reference to the 12 Traditions and 12 Concepts.
9. Allows subcommittees to do their job while supplying guidance and support.
10. Allows discussion on major issues before calling for a consensus.
11. Helps to resolve personality conflicts.
12. Will assist the treasurer in the collection and deposit of funds at fundraisers and retreats.
13. Has access (username and password) to the online bank account.

SPIRITUAL RETREAT VICE CHAIR DUTIES

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

SPIRITUAL RETREAT SECRETARY DUTIES

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

SPIRITUAL RETREAT TREASURER DUTIES

1. Shall maintain the spiritual retreat bank account.
2. Is a cosigner on the bank account.
3. Keeps records of all income and expenditures.
4. Coordinates with subcommittee chairs in the preparation of budgets for each subcommittee.
5. Is responsible for the payment of all spiritual retreat expenses.
6. At the spiritual retreat, collaborates with the chair and is responsible for the collection and deposit of all funds received.

7. Coordinates with fundraising chairperson for the collection of funds at fundraisers held up to the Spiritual Retreat and at the Spiritual Retreat.
8. Coordinates with the merchandising chairperson for the collection of funds from the sale of merchandise at spiritual retreat fundraisers and at the spiritual retreat.
9. Prepares a financial statement at the end of the spiritual retreat to be given to the chairperson for the ASC meeting.
10. Should assist the chair and vice chair in the signing of next year's contract.
11. Maintains the subcommittee bank account. Does the monthly reconciliations and prepares a monthly report for the PCASC, including copies of receipts, bank statements (with account numbers redacted), and check registers.
12. To furnish financial transaction information to the ASC Treasurer in the format requested.
13. As of 2025, the PCASR-approved seed money amount is $7500, plus the cost of one registration.

SPIRITUAL RETREAT PROGRAMMING CHAIR DUTIES

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

SPIRITUAL RETREAT CAMP LIAISON CHAIR DUTIES

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

SPIRITUAL RETREAT REGISTRATION CHAIR DUTIES

1. Registration flyers should be done well in advance (at least six months).
2. After the subcommittee has approved flyers, they need to be distributed to PCASC and all GSRs.
3. The registration chair is responsible for notifying all NA service levels – from groups up to and including NAWS- regarding information about the Spiritual Retreat.
4. A clear understanding should be reached among the spiritual retreat subcommittee, the registration chair, and the treasurer regarding the procedures for handling registration fees.
5. Registration forms should be maintained weekly, and all money received should be transferred to the treasurer before the next spiritual subcommittee meeting.
6. As registrations are received, a record should be made indicating information about the registrant and all money received.
7. A member of the registration subcommittee will attend all fundraisers to sell registrations.
8. If scholarships are awarded at fundraisers, the registration chair should keep careful records of what has been provided and to whom.
9. Final preparations for the spiritual retreat include purchasing all necessary supplies for the registration table, assembling packets and subcommittee ribbons, and ensuring that all records are up to date.
10. Is responsible for setting up a table well in advance of the opening time of the spiritual retreat on opening day.

11. It is the responsibility of the registration chair to find volunteers who are willing to work a suggested two-hour shift at the registration table.
12. Will follow the outlined scholarship process below:
    A. Set a date by which all submissions are required.
    B. The subcommittee will set the requirements annually. This could include writing a letter, etc.
    C. In an effort to utilize spiritual principles, scholarships will be selected using a random selection process. For example, utilizing an electronic name pulling system or pulling names out of a hat.

SPIRITUAL RETREAT COMMUNICATION CHAIR DUTIES

1. Maintain PCASR.COM website, including editing information throughout the year regarding registration opening, events, packing lists, etc.
2. Ensure ease of use for registration and merchandise transactions via the PCASR.COM website.
3. Send out recurring emails regarding PCASR events, registration openings, and reminders.
4. Maintenance and informational posts of PCASR Social Media, taking into consideration the respect of members' anonymity.
5. Collaborate with the Chair and Registration Chair to manage the opening and closing processes of PCASR Registration.
6. Maintain communication channels for subcommittee members, such as WhatsApp.
7. Maintains electronic repository of past retreat information, i.e., minutes, programs, etc.
8. Ensures that flyers created by the subcommittee follow the following guidelines
    a. Name of the retreat with years across the top of the flyer (e.g., Palm Coast Area Spiritual Retreat #)
    b. Name of the event.
    c. Date and time of the event.
    d. Event location.
    e. The time the speaker will be speaking.
    f. The time food will be served.
    g. Event cost (including no addict turned away).
    h. Contact name(s) and phone number(s).
    i. If the event has a registration form, please indicate the final payment deadline.
    j. Event flyers are compliant with NAWS trademark usage guidelines and include the registered trademark symbol. ®
    k. All flyers must say NA is not affiliated with location of the event.
    l. Add to PCA's website on upcoming events page.
    m. Give flyers to RCM member to have them added to regional calendar

SPIRITUAL RETREAT MERCHANDISING CHAIR DUTIES

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

SPIRITUAL RETREAT FUNDRAISING CHAIR DUTIES

1. This subcommittee is responsible for the fundraising before the retreat.
2. If the event requires a speaker, the following requirements are:
   a. clean time: 1 year
   b. preferred previous retreat attendance, if applicable

   Per our Traditions, we are fully self-supporting.
4. Fundraising records should be maintained, and all money received should be transferred to the treasurer.
5. The purpose of our fundraising efforts is to provide scholarships for the spiritual retreat.

SUBCOMMITTEE MEMBER DUTIES

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

GENERAL MEMBERS

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