

Christ the King Passionist Retreat Center
Meeting of the Board of Directors
October 12, 2022

Retreat Director's Monitoring Report

Introduction

I CERTIFY THAT THE FOLLOWING INFORMATION IS TRUE AND CORRECT AS OF October 5, 2022.

This is the 2nd Board meeting in FY 2023 and represents the continued development and use of the *Policy Governance Model* for the governance of the retreat center. According to this model, the Retreat Director's monitoring report to the Board is to be based on a selection of the policies that have been designed to govern the retreat center and have been approved on the Annual agenda by the Board of Directors. Therefore, this report will be formed around the following selected Executive Limitations policies, all the Ends, Governance Process and Board-CEO Linkage policies:

EXECUTIVE LIMITATION POLICIES

EL13: Long Range Planning

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The CEO shall consider the elements of the Ends Policies when developing a plan for the long-term viability of the Retreat Center. Furthermore, the CEO shall report to the Board on the work conducted in this regard. Reporting shall occur no less than two times per year.

CEO Interpretation:

The long term viability of the center is important to the future of the Passionist Charism, and spirituality to the various stakeholders and community members, local and abroad. All ends policies are to be taken into consideration when addressing the retreat center longevity.

The interpretation is reasonable because we are currently including lay people in our administration and ministry. Hosted groups continue to expand and Passionist programs continue to be developed based on the current times and the retreat center is in good standing financially.

Current Situation:

- a.) The retreat center is fully operational with Hosted groups and Passionist offerings held onsite.
- b.) **Grounds:** A secondary groundsman has been hired, the grounds are currently tended to by four individuals, two volunteers and two part time groundskeepers. The grounds have been assessed for vulnerabilities with safety and security. These efforts will go towards completing an application for a CalOES Grant (State funding). The sick oak tree next to the La Casa has been removed and no other trees have been identified as being an issue. Weekly and Monthly assessments are conducted for general landscaping issues.
- c.) **Maintenance:** Rooms in the Holy Cross building are being serviced for filters and bathroom fans. The Holy Cross lobby roof which has had issues with leaks will be worked on within the month. Plans continue to be developed to address faulty lighting around the grounds. Moving forward, all light fixtures are being updated and replaced with LED lights. General maintenance of the buildings and equipment are being attended to on a regular basis.
- d.) **Preached Retreats:** Future programs on calendar: Institute for the Study of the Passion-Fall session, Women’s Recovery Retreat, Bereavement day of reflection is scheduled for November, Advent day of reflection- December, and the annual New Years’ Retreat. The Director of Ministry and Retreat team continues to work on the Passionist Parish retreat program offerings and upcoming season. Fr. Phillip Donlan, Associate Director of Ministry has been introduced to the parish coordinators and will continue to foster a relationship with the individuals. Additionally, a reconnection with the young and married group will be scheduled (the group stopped meeting once the pandemic occurred). 127 participants attended Passionist Preached Programs, July through September. These programs consisted of the Marian Grotto Men Prayer Group, Institute for the Study of the Passion-Mary Magdalene Series and Summer Series, Married Couples Retreat, and Recovery Men.
- e.) **Hosted Groups:** The table below is a comparison between 2022 and 2021 number of guests between August- September.

| Hosted Groups | 2022 (August-September) | 2021 (August- September) |
|--------------------------------------|--|---|
| High Schools | 5 school groups= 332 students | 5 school groups=297 students |
| Diocese (Sacramento, Reno, Stockton) | 9 groups= 193 | 6 groups=170 guests |
| Other Hosted Groups | 3 groups= 96 Guests <ul style="list-style-type: none"> ● Two Groups canceled, various reasons | 3 groups=89 Guests <ul style="list-style-type: none"> ● Two groups canceled due to Covid |
| TOTAL | 621 Guests | 556 Guests |

- f.) **Community Events/Diocese Collaborations:** Carmelite Sisters from Georgetown sought accommodations at the center during their evacuation from the Mosquito Fire. The retreat center was able to host them for 5 days. Additionally, for the second year in a row, CTK served as the background for the Annual Catholic Appeal with Bishop Soto. A community meeting was held to discuss the safety and security of all the properties surrounding our immediate grounds (Diocese, Water District, Library, CTK, Parks and recreation). CTK Staff and volunteers attended the Diocesan Ministry Days, we promoted the retreat center and our Passionist programs throughout the event.
- g.) **Hispanic Ministry** met in-person on August 2022, it was the first time since the pandemic that the group came to the retreat center. Fr. Phillip Donlan, CP was introduced to the group and will continue to lead the efforts to bring the group together. The group plans to meet in person once a month and online for the additional weeks in the month. For the first time since the Pandemic, Las Posadas will be scheduled.
- h.) **Development and Diamond Jubilee Capital Campaign-** Development efforts continue with seasonal newsletter, appeal letters and fundraising plans. We will begin raising funds for Phase Three of the Diamond Jubilee Capital Campaign, the fire door addition in the dining room to increase the capacity. In order to use the room at full capacity (120 people) the dining room will need an additional exit inside the room. Efforts to raise funds will be driven at the Gala. Final numbers are still yet to be determined. However, an anonymous donor did provide a matching of up to \$10,000. The project is estimated to cost \$21,000. The addition to the Parson's fire escape staircase has been redirected. The Fire Marshall has approved the plan to decrease the capacity, to adjust for the existing single exit from the room. Currently, groups who use the room do not go over the capacity of 49.
- i.) As for long term viability, the retreat center is looking beyond day to day tasks and more long term fixes for the retreat center buildings and grounds. A capital projects plan will be developed to identify areas of need, for the future. Additionally, the Executive Director is participating in a task force led by the Province to focus on the next steps for the Province Retreat Center Board (PRCB) group which directly affects the retreat center and provides an opportunity to discuss the future vision for the retreat center and Passionists. The Executive Director also attends charism education/formation sessions with the board to become more familiarized with the Passionist charism.

I report that the Retreat Center is in Compliance with this policy.