



R³: REFLECT • REALIGN • RENEW

Women's Retreat FACILITATOR'S GUIDE

*A sacred pause for women
who lead*

DEAR FACILITATOR,

R³ (Reflect • Realign • Renew) is a faith-centered leadership retreat designed to give women who lead the space to pause, listen, and regain clarity before moving forward into the next season, particularly as they prepare for the opportunities and responsibilities for the year ahead.

The intended experience is not information-heavy or performance-driven. The goal is not to complete every prompt. Instead, it is a guided environment where participants can:

- Reflect honestly on their recent season of life, leadership, and faith
- Realign their priorities, decisions, and direction with God's wisdom
- Renew their clarity, confidence, and energy so they lead forward with peace and focus

As a facilitator, your role is to create a calm, supportive atmosphere that encourages reflection, spiritual attentiveness, and practical leadership clarity. The goal is not to fix participants or give them all the answers, but to help them notice where God may already be speaking and guiding.

Participants should leave the retreat feeling:

- Refreshed spiritually and emotionally
- Clear about their leadership priorities
- Encouraged by sisterhood and shared experience
- Confident about their next faithful steps forward

Above all, R³ is meant to be a sacred pause that equips women leaders to return to their lives and work aligned, grounded, and renewed. I hope this guide helps you create the environment that does just that.

Praying for your success,

Dr. Andrea

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1. Facilitator Role & Philosophy

Primary Role

You are not a lecturer.

- You are a guide, space-holder, and spiritual leadership companion.
- Your responsibility is to:
 - Create psychological and spiritual safety
 - Guide reflection without forcing outcomes
 - Encourage clarity without pressure
 - Honor each woman's leadership journey

Core Facilitator Principles

Presence Over Performance

- Authentic connection matters more than perfect delivery.

Listening Over Fixing

- Avoid solving participants' challenges.
- Ask reflective questions instead.

Clarity Over Complexity

- Keep exercises simple and purposeful.

Faith Integration Without Pressure

- Invite prayer and reflection.
- Never force spiritual expression.

2. Pre-Retreat Preparation

Facilitator Spiritual Preparation

- Pray for participants before arrival
- Review Scripture anchors thoughtfully
- Reflect on your own alignment

Suggested prayer focus:

- Wisdom
- Discernment
- Humility
- Sensitivity to participants' needs

Logistical Preparation Checklist:

- ✓ Participant workbook printed
- ✓ Journals/pens available
- ✓ Scripture slides or handouts ready
- ✓ Schedule visible
- ✓ Quiet reflection spaces prepared

Before each session ask:

- Am I present, not performing?
- Am I listening more than speaking?
- Am I protecting the atmosphere?
- Am I pointing participants toward clarity, not pressure?

3. Creating the Environment**Atmosphere Goals****Participants should feel:**

- Welcomed, not evaluated
- Safe, not exposed
- Inspired, not overwhelmed
- Rested, not over-programmed

Facilitator Tone**Speak:**

Calmly

Warmly

Confidently

Without urgency

Avoid:

Rushing sessions

Over-teaching

Oversharing personal stories

SAMPLE SCHEDULE**Friday (ARRIVE & EXHALE)**

6:00 PM — Welcome Dinner

7:30 PM — Game Night & Icebreakers

Saturday (CLARITY & ALIGNMENT)

8:00 AM — Breakfast

8:30 AM — Workout or Nature Walk

10:00 AM — REFLECT Session

12:00 PM — Lunch / Break

1:00 PM — REALIGN Session

3:00 PM — Rest / Free Time

5:30 PM — Dinner

6:30 PM — RENEW Session

8:30 PM — Closing Reflection

9:00 PM — Celebration

Sunday (SEND FORTH)

8:30 AM — Breakfast

9:00 PM — Bible Study/Prayer

11:00 AM — Departure

4. Session Facilitation Guides

REFLECT SESSION FACILITATION

Purpose

Help participants gain clarity by looking back prayerfully.

Scripture Anchor

Deuteronomy 8:2

Facilitator Opening Script (Example)

"This is a moment to look back with compassion, not criticism. We're not evaluating performance — we're noticing growth, lessons, and God's faithfulness."

Facilitation Flow

Short teaching (5–7 minutes)

Guided journaling (30–40 minutes)

Quiet prayer

Optional small-group sharing

Facilitator Tips

- Allow silence; don't rush it.
- Some participants may experience emotion.
- Normalize reflection as a leadership strength.

REALIGN SESSION FACILITATION

Purpose

Help participants reorder priorities and reconnect leadership with faith.

Scripture Anchor

Proverbs 3:6

Facilitator Opening Script

"Alignment isn't about doing more — it's about centering what matters most and releasing what doesn't."

Facilitation Flow

1. Alignment teaching (5–7 minutes)
2. Guided reflection exercises
3. Personal prayer time
4. Boundary/priorities identification

Watch For

Participants may:

- Recognize burnout
- Identify misalignment
- Feel relief or uncertainty

Respond with:

- Affirmation
- Gentle encouragement
- No judgment

RENEW SESSION FACILITATION**Purpose**

Translate renewal into leadership clarity for the coming year.

Scripture Anchor

Proverbs 16:3

Facilitator Opening Script

“Renewal positions us to lead forward with clarity, confidence, and peace. Today we move from reflection into direction.”

Facilitation Flow

1. Leadership clarity teaching
2. Strategic focus exercise
3. Next-step identification
4. Closing commissioning prayer

Facilitator Emphasis

Participants should leave with:

- ✓ One leadership focus
- ✓ One clear next step
- ✓ Renewed confidence

Not:

- ✗ A long to-do list
- ✗ Pressure to fix everything

5. Managing Group Dynamics

Encourage:

- Respectful listening
- Confidentiality
- Balanced participation

Address Gently:

- Dominant participants
- Emotional overwhelm
- Disengagement

Suggested phrase:

“Let’s make space for every voice.”

6. Time Management Guidance

Build in:

- Quiet pauses
- Movement breaks
- Informal connection time

Never:

- Cut reflection short abruptly
- Rush prayer time
- Overload teaching content

7. Closing the Retreat

Final Facilitator Responsibilities

Reinforce:

- Clarity gained
- Community built
- Confidence moving forward

Encourage:

- Continued reflection
- Accountability partnerships
- Follow-up check-ins

Closing Commissioning Example

“You leave this retreat not just rested, but renewed – grounded in faith, clear in direction, and confident in how you will lead into the coming year.”



R³: REFLECT • REALIGN • RENEW

Women's Retreat PARTICIPANT GUIDE

*A sacred pause for women
who lead*

DEAR SISTER,

Welcome to R³ — Reflect • Realign • Renew. As a woman who leads, you carry a great deal of responsibility and pour out daily. You are invited to slow down, reflect honestly, realign intentionally, and renew your strength and clarity for the year ahead.

This time together is not about striving or fixing; it's about being. It's about listening, receiving, and allowing God to guide you gently. The exercises, conversations, and moments of stillness are designed to create space for wisdom, understanding, and renewed vision to surface.

I encourage you to pray. Ask God for wisdom and understanding. Ask Him to guide your thoughts, illuminate what needs attention, and meet you personally throughout this experience. Pray that He would speak clearly, restore what feels weary, and bring alignment between your faith, your leadership, and what's next.

Expect clarity, encouragement, and connection, not only with God, but with a circle of sisters who understand the weight and the calling of leadership.

With love and expectation,

Dr. Andrea

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REFLECT

Purpose: Gain clarity by looking back with God, not in judgment.

Reflection Scripture: *Remember how the Lord your God led you all the way in the wilderness these forty years, to humble and test you in order to know what was in your heart, whether or not you would keep his commands.* - Deutoromy 8:2

Directions: You're invited to slow down. This is not an evaluation of performance but a reflection to gain wisdom. Answer each reflection prompt with honesty, compassion, and gratitude. Share your responses with the group. Be sure to capture what you hear from God.

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1. The Season Behind You

Where did I grow last year — personally, spiritually, professionally?

Where did I feel most alive in my leadership?

Where did I feel most drained or misaligned?

2. The Weight You've Carried

What responsibility felt heavy?

What decisions required faith and courage?

What have I been holding that God never asked me to carry?

3. God's Faithfulness

Where did I see God show up?

What Prayers were answered or reshaped?

What lessons did the season hold?

The wisdom I gained from this exercise.

REALIGN

Purpose: Restore order by centering leadership around God's voice.

Reflection Scripture: *Trust in the Lord with all thine heart; and lean not unto thine own understanding. In all thy ways acknowledge him, and he shall direct thy paths.*

- Proverbs 3:5-6

Directions: Alignment isn't about doing more. It's about doing what matters most. Using what you learned from the previous session, it's time to adjust your positioning. Just as a bird flies in formation to decrease the headwind, when you move into alignment, you gain momentum when moving forward. Complete the assessments and prompts and share your responses with the group. Be sure to capture what you hear from God.

R³ Alignment Assessment

Purpose: This assessment is not about grading your life. It is an invitation to notice where alignment is present, and where gentle adjustment may be needed. Debrief with the group

Rate each statement on a scale of 1–5

1 = Not at all true | 5 = Very true

1. Spiritual Alignment

_____ I make regular space to hear God's voice.

_____ My decisions are guided by prayer, not pressure

_____ I feel spiritually grounded, not rushed or disconnected.

Reflection Prompt:

Where do I sense closeness with God? Where do I feel distant or hurried?

2. Emotional and Mental Alignment

_____ I am aware of my emotions and respond to them with wisdom.

_____ I feel at peace more often than overwhelmed.

_____ I allow myself rest without guilt.

Reflection Prompt:

What emotions have I been carrying that need attention or release?

3. Physical Alignment

_____ I listen to my body's signals and honor them.

_____ My energy levels support my daily responsibilities.

_____ I prioritize movement, rest, and nourishment.

Reflection Prompt:

What has my body been asking for lately?

4. Relational Alignment

_____ My closest relationships feel life-giving and supportive.

_____ I communicate honestly and with boundaries.

_____ I feel seen and understood by at least one person.

Reflection Prompt:

Where do I feel connected? Where might boundaries or conversations be needed?

5. Leadership Alignment

_____ My work reflects my values and calling.

_____ I feel clear about what matters most in my leadership.

_____ My workload is aligned with my capacity.

Reflection Prompt:

Where does my leadership feel aligned – and where does it feel heavy?

6. Pace & Priorities Alignment

- _____ My schedule reflects what I value most.
- _____ I have margin in my life, not just obligations.
- _____ I am present in the moments that matter.

Reflection Prompt:

What is currently driving my pace — purpose or pressure?

7. Future Alignment

- _____ I feel hopeful and clear about the season ahead.
- _____ I trust God with what's next.
- _____ I am open to change and redirection.

Reflection Prompt:

What am I anticipating, and what am I anxious about?

Areas of strongest alignment: _____

Areas inviting adjustment: _____

Let's Go Deeper...

1. Leadership Alignment

What has my leadership been centered on?

Where have priorities drifted?

Where might God be inviting a shift?

2. Faith & Work Integration

Where do I sense tension between faith and responsibility?

What would it look like to lead with more trust and less control?

3. Release & Reorder

What needs to be laid down from the previous year?

What must remain non-negotiable?

RENEW

Purpose: To leave renewed with clarity, focus, and confidence to lead forward into 2026.

Reflection Scripture: *Commit thy works unto the Lord, and thy thoughts shall be established.* - Proverbs 16:3

Directions: Renewal is not simply rest; it's readiness. This is a moment of blessing and commissioning. I invite you to hold your work, responsibilities, and influence before God, because renewal positions us to lead with steadiness, not striving. Share your responses with the group. Be sure to capture what you hear from God.

1. Leadership Clarity. *Seeing forward with focus.*

As I look forward, what feels most important to steward well in the coming year?

Where do I sense clarity beginning to form?

What kind of leader am I being invited to become in this next season?

2. Strategic Focus. *From many priorities to the right ones.*

What is the primary focus God is highlighting for my leadership/my business in the coming year?

What outcomes matter most, spiritually and strategically?

What will this focus require me to simplify or release (see your response from the previous exercise)?

3. Sustainable Leadership. *Renewing how leadership is carried.*

What pace can I sustain with faith and health?

Where do I need clearer boundaries or better systems?

What does faithfulness look like at a sustainable pace?

4. Faithful Next Steps. *Turning clarity into action.*

What is one decision I need to make with confidence?

What is one faithful next step I will take in the next 30–60 days?

How can I invite God into this step intentionally?

Habits Inventory

“We are what we repeatedly do. Excellence then, is not an act, but a habit.” - Aristotle

It's a process to move from where you are today, Point A, to where you want to be, Point B. What steps must you take (beginning today) to start changing your situation? Responsibility is the first step in learning. Do an inventory. What behaviors do you need to STOP/START? What can you do to be deliberate about the change?

My Behavior / Habit	Context (job, personal, etc.)	Impact of this behavior/action?	What new behavior can I adopt?

Action & Accountability Plan

Develop a single Action Plan and Accountability structure against your key goals. To stay on task, establish quarterly Key Deliverables and set a date to review your progress each quarter.

____ Goals (year)	How will I hold myself accountable?	KEY DELIVERABLES			
		3 Months	6 Months	9 Months	12 Months

Need additional help with your strategy? Book a complimentary "My Possibilities" Session (<https://calendly.com/andreabowensjones/30min>).

My _____ Declaration (year)

I _____ decree and declare...



*Commit thy way unto the Lord; trust also in him; and
he shall bring it to pass. - Psalm 37:5 KJV*