

SILVER BAY YMCA

Pastoral Respite Ministry



PASTORAL RESPITE MINISTRY

Brookside Community House and Trinity House at Silver Bay YMCA's Spiritual Life Center provide opportunities for personal growth, solitude, study, prayer, and peaceful nourishment of the soul.

As part of Silver Bay YMCA's mission to have a positive impact on our global community, Silver Bay is pleased to offer the Pastoral Respite Ministry, which provides rest and renewal for those who minister to others. Pastors and their immediate families, as well as other people who are involved in ministry, are invited to stay in Brookside Community House or Trinity House, two facilities that are dedicated to the spiritual growth of all who come to stay and also serve those in need of short-term emergency housing.

Many clergy make use of the beautiful surroundings and amenities for a time for prayer, sabbaticals, reflection and centering. For those who would like, there is an opportunity to meet with a member of the Spiritual Life staff for spiritual direction or pastoral support. Silver Bay has two ordained ministers on staff who are both available to provide care and support to respite participants during their stay.

FOR MORE INFORMATION OR QUESTIONS, PLEASE CONTACT:
Spiritual Life Office at pastoralrespite@silverbay.org or 518-543-8570.

THIS PROGRAM IS FUNDED BY THE GENEROSITY OF OUR DONORS

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POLICIES AND PROCEDURES

Because Silver Bay YMCA's Pastoral Respite Ministry is a 100% donor-funded program, we have implemented the following policies and procedures in order to best serve those who are in greatest need of the rest and renewal provided by the Pastoral Respite Ministry.

ELIGIBILITY

To participate in the Pastoral Respite Ministry, one must be involved in ministry meeting one or more of the following criteria:

- Pastors or other clergy
- Missionaries
- Active participants in a para-church ministry

PARTICIPATION

1. To participate in the Pastoral Respite Ministry, individuals must provide the following:
 - A completed Pastoral Respite Ministry application.
2. All required documentation must be submitted to the Silver Bay YMCA Spiritual Life office at least 30 days before the preferred dates of stay.
3. Individuals approved to participate in the Pastoral Respite Ministry may bring immediate family, defined as partners or spouses, parents and/or children.
4. Participation in the Pastoral Respite Ministry is an opportunity available to qualifying participants twice per calendar year.

ACCOMMODATIONS AND RESERVATIONS

1. Once approved to participate in the Pastoral Respite Ministry, participants are provided with a free stay at Silver Bay YMCA, which covers all reservation costs, meals served in the Dining Hall, and access to Silver Bay YMCA activities and programs available to guests.
2. Each visit may last from a minimum of 2 nights to a maximum of 6 nights.
3. Accommodations are based on availability and on a first-come, first-served basis. Silver Bay YMCA will assign accommodations for the participant's preferred dates of stay based on availability. Should no accommodations be available during the preferred dates, Silver Bay YMCA will work with the participant to find dates and accommodations that are agreeable to both parties.
4. Participants may book up to 6 months in advance. If a participant chooses not to book a reservation upon approval, their application will be valid for up to 6 months. A new application will be required to participate after 6 months of submitting the original application.
5. Participants will be responsible for any additional charges that are not covered by their reservation, including but not limited to: Silver Spirit tours, gift shop purchases, additional meals, craft shop purchases, and purchases made at The Store.
6. Stays through the Pastoral Respite Ministry may not be used in conjunction with a conference or group stay.

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MODIFICATION POLICY

Silver Bay YMCA understands that participants may need to cancel or reschedule their reservation to stay at Silver Bay YMCA. The following cancellation policy applies for participants in Silver Bay YMCA's outreach programs.

1. Changes to reservation must be done no less than 14 days prior to check-in date.
2. Silver Bay YMCA cannot guarantee any requested changes.
3. Any cancellation less than 14 days prior to check-in date will require a 3 month wait before rebooking.
4. Exceptions may apply to this policy in extraordinary circumstances.

OTHER POLICIES AND PROCEDURES

1. Participants must arrange their own transportation to and from Silver Bay YMCA.
2. If the participant will be arriving early or late on the day of check-in, they must notify the front desk at 518-543-8833 ext. 219.
3. Outreach program stays are non-transferable. There is no cash value and unused portions of the credit revert back to Silver Bay YMCA.
4. Participants must adhere to all Silver Bay YMCA policies and guidelines throughout their stay, a copy of which is available upon check-in. Failure to do so may result in termination of their stay.
5. Other restrictions may apply. Terms and conditions may change with or without notice.



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PASTORAL RESPITE MINISTRY APPLICATION

CONTACT INFORMATION

Please provide the contact information for the individual active in ministry.

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Ministry Setting/Employer: _____

Ministry Role: _____

Website link for verification: _____

New Guest: No Yes (How did you hear about the program?) _____

FAMILY MEMBERS

First & Last Name/Relationship/Age

First & Last Name/Relationship/Age

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

RESERVATION DATES

Requested Arrival Date: _____ Requested Departure Date: _____

SPECIAL REQUESTS

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Desk | <input type="checkbox"/> Mobility/Accessibility needs |
| <input type="checkbox"/> Pack-n-play | <input type="checkbox"/> Refrigerator for medication/special food needs |
| <input type="checkbox"/> Tub | <input type="checkbox"/> For people sharing a room: <input type="checkbox"/> One bed <input type="checkbox"/> Two beds |
| <input type="checkbox"/> Shower chair | <input type="checkbox"/> Other _____ |

Would you like spiritual direction or pastoral support during your stay? Yes No

By signing below, you agree to the policies and procedures of this program and that you have provided Silver Bay YMCA with up to date and accurate information on your application.

Signature: _____ Date: _____

**If you have any questions about the application or the reservation process,
please contact the Spiritual Life Office at 518-543-8576**