



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 316<sup>TH</sup> CAVALRY BRIGADE  
10308 13<sup>TH</sup> ARMORED REGIMENT ROAD, BUILDING 5142  
FORT BENNING, GEORGIA 31905-4500

REPLY TO  
ATTENTION OF

ATZK-SBZ-CH

23 July 2013

MEMORANDUM OF INSTRUCTION

SUBJECT: Sightseeing Road (SSR) Servants' Retreat at Callaway Gardens

1. Purpose: Establishes guidance for the 20-22 September SSR servants' retreat
2. Overview
  - a. The goal is to refresh and strengthen SSR volunteers and their spouses by the Chaplains leading group sessions on "*unity of service in the Body of Christ*".
  - b. Funding is provided only for volunteers currently serving at SSR chapel (and their spouses). The list of those volunteers will be confirmed after elections in chapel at 1200pm on 11 August. The results will be available via email on 13 August.
  - c. Callaway Gardens Mountain Creek Inn in Pine Mountain will host the retreat. Educational materials, lodging, and most meals are provided as outlined below.
  - d. Bedding in the rooms generally accommodates families of four people or less. The hotel does not provide additional bedding. Therefore, large families must provide their own cots, sleeping bags, etc. as necessary. If current medical conditions require specific accommodations, please coordinate directly with Yolanda Wilson as soon as possible. She will coordinate with the hotel.
  - e. Additional fees (phone calls, movies, room service, any damages, etc.) must be paid by the individual attendee(s) responsible. Note that the hotel may require a personal credit or debit card prior to check-in for any potential extra charges.
  - f. **All adults are expected to attend all sessions. Children under 18 may not attend the sessions. No childcare is provided at any time during the retreat.** The only exception is for mothers who are nursing their infant(s).
  - g. Chaplains Lisa Williamson and Jeff Dillard will lead sessions, group prayer, and Bible study. For worship, attendees may provide a reading, song, prayer, or dance by coordinating with Chaplains before 9 SEP. We will not take an offering.
3. Attendees' Responsibilities
  - a. All attendees must provide their own transportation to and from the retreat. Estimated travel time is approximately one hour from Fort Benning.

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- b. Attendees should arrive for the first large group session no later than 1900 on Friday night. Recommend check-in at the hotel's main desk no later than 6pm. This will allow time for a relaxed dinner and prompt arrival for the first session.
- c. All volunteers are expected in all sessions, prayer, studies and worship.**
- d. All attendees must pay for their lunches and all meals for their children.**
- h. If attendees bring children, please refer to MCoE Regulation 210-5 (February 2012) to guide choices: "A child 9 - 12 years old (based on their maturity level), may be left unattended or home alone for no more than 2 hours . . . A child 13 years of age and older may be left unattended or home alone up to 12 hours."
- i. During the entire retreat, please wear casual, tasteful civilian clothing.
- j. This retreat is funded by Chapel Tithes and Offerings. Attendees should honor the spirit of the retreat: be on time for events, participate fully, and demonstrate the Army Core Values at all times. No alcohol is allowed in any scheduled events.

#### 4. Schedule of Events

Date	Time	Event	Room Location		
20 SEP	1600	Check-in	Front desk, Mountain Creek Inn (MKI),		
	1730-1900	Dinner	The Plant Room, MKI		
	1900-2100	Session 1	Conference Rooms to be announced (TBA)		
21 SEP	0730-0830	Breakfast	The Plant Room Restaurant		
	0900-0950	Session 2	'A's- 'H's (CH D)	'I's-'O's (CH W)	'P's-'Z's (off)
	1000-1050	Session 2	'A's-'H's (off)	'I's-'O's (CH D)	'P's-'Z's (CH W)
	1100-1150	Session 2	'A's-'H's (CH W)	'I's-'O's (off)	'P's - 'Z's (CH D)
		Lunch	on your own		
	1400-1450	Session 3	'A's-'H's (CH D)	'I's-'O's (CH W)	'P's-'Z's (off)
	1500-1550	Session 3	'A's-'H's (off)	'I's-'O's (CH D)	'P's-'Z's (CH W)
	1600-1650	Session 3	'A's-'H's (CH W)	'I's-'O's (off)	'P's - 'Z's (CH D)
	1730-1900	Dinner	The Plant Room		
22 SEP	0730-0830	Breakfast	The Plant Room		
	0830-0850	Prayer	'A's - 'L's (CH D)		'M's - 'Z's (CH W)
	0900-0950	Study	'A's - 'L's (CH W)		'M's - 'Z's (CH D)
	1000-1100	Worship	TBA		
	1100	Check-out			

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5. This retreat package does not provide additional leisure activities. However, attendees are encouraged to enjoy the local sites and events as appropriate. The hotel's website is <http://www.callawaygardens.com/>. Many hotel activities are free.
6. POC for this memorandum is CH (MAJ) Jeff Dillard at [Jeffrey.d.dillard.mil@mail.mil](mailto:Jeffrey.d.dillard.mil@mail.mil) or office (706) 626-8103/8102 or personal cell (229) 314-6239.

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Encl

1. Map
2. Preparing for elections

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