



The Role of the Assistant 'The Journeys' by Elaine Yonge

You as an assistant play an important role in this retreat: You make it possible to create a container where people feel held, safe and seen. You are an important factor in setting the culture and the tone. Thank you for being of service!

Please read all sections and apply only if you feel you are in alignment with this. Let us know if you have any questions. Also, if you haven't already, make sure you are aware of the details of this retreat by reading the web-page about it.

BEFORE THE RETREAT

Team thread on Signal

We as a team will create a communications thread on the app Signal. Please make sure that you have access to it and that you are aware of communications going on there.

Spreading the word

An important part of being an assistant means that you are involved in building the field of participants before the retreat. We envision that what this means may differ, depending on your particular skills and talents. We would ask you:

- Creating posts about the retreat on your Facebook/Insta profile and any pages you manage or know are about Bodywork/Sacred Sexuality/Retreats.
- Sending an invite to your connections on Facebook to the event-page of the retreat with the Facebook button 'invite'.
- Mailing an invite to anyone on databases you have, who you think would be interested in the retreat.

- Generally talking and promoting the event with people who you meet at workshops and courses
- Spreading flyers in relevant places.
- Plus any individual skills you may have to offer.

** For all of these actions, we will provide you with Graphics and printables*

Facebook-group

We will create a hidden and private Facebook-group for the participants before, during and after the retreat. As a kick-off, it is a place where everyone can introduce themselves to the group. Please feel free to jump in as one of the firsts to set the example and tone here.

Zoom-meeting with the team

You will be asked to join a pre-event team meeting on Zoom, where we will set the field and get to know each other a bit (-more). We will talk about roles, tasks and also you will receive further information, particularly how to hold space for your pod during the daily sharings.

Arriving the day before the retreat

We ask every team member to arrive one day prior to the start of the retreat. Times are TBA, in principal between 2pm and 3pm. If you have questions about 'how to get to the venue', read the 'Getting There – section in the Welcome Letter that comes with this specific retreat and/or reach out to the rest of the team if you feel like sharing transport, hiring a car together or join each other on public transport.

On team-arrival-day, we will have a drop in, a sharing and a dividing of tasks. After that, we will set up the group room, share a dinner or vice versa.

It is very important that we all arrive on time, rested and free of (work-)tasks or other stuff that needed to be done in the world outside of our container. To be an assistant at this retreat needs our full attention, time and dedication.

DURING THE RETREAT

Arrival

On arrival day for the participants, we as a team are there to welcome everybody. There could be practical tasks like subscribing participants, showing people to their room, managing parking space etc. Also you might just be there as a reassuring factor for people who just arrive at a new place at the start of an intensive retreat.

Agreements

This container will be supported by a set of group agreements which we will co-create together with all participants on our first day together. An [example of these agreements](#) can be found here. We will speak about it being our highest intention to create a space and journey that is inclusive of diversity and capacity, with regards to sexual orientation, age, gender, religion, ethnicity, those with physical impairments and/or limitations.

We will set the intention that we desire to support every participant on their journey with presence and care. We create and hold a 'safer brave space'; key team members are trauma-sensitive-informed. However, the nature and sensitivity of working with energy and sexuality can bring forward challenges for some participants. While we take our role as guides with full recognition of our responsibilities, we would ask those who join this journey a degree of self-awareness and self-responsibility.

Sessions/Exercises

Most of the time you would be out of the exercises, being of service to the participants. At some times though, you might be in an exercise as well, while at the same time you are of service by setting the example, setting the tone by going fully in. You might be asked to pop in or out of an exercise at each moment. It is important to be flexible at all times. There might be some sessions that would require a team-member who can give a transmission of a certain kind. Elaine will ask you on the day -or sometimes a day prior to - the particular session.

Room setup

Each session or exercise might require a different room setup. You will be asked to change the room in the shorter/longer breaks between the sessions. This could mean your breaks are significantly shorter than the ones of the participants.

Pods

Each team-member is asked to lead a daily small pod of participants. You will be holding time and space at this meeting for all, including for yourself to share. The pod-meeting will usually be scheduled right after breakfast.

Daily team-meetings

Each morning after pod meetings, we will have a team-meeting. In that meeting, we ask you to briefly reflect on yourself and to bring into awareness important issues and things that arise from the field.

There will also be a short team-check-in after each block/session or exercise in the group-room. Make sure you attend to each of these check-ins, even if you were just in a session yourself.

Keeping clean of our Group Space

Each day, one of the pods will be on duty to clear/clean the group-space after pod-meeting. We will create a list of the tasks on the first day. Please inspire, supervise and/or delegate your pod when it is their day.

7 am Sessions

As an assistant, we invite you to propose a structure or activity which you would lead and run for one or two of the 7am sessions. These activities are about 45 - 50 minutes and involve waking up / being in the body, the senses. 7 Am sessions never bring therapeutic or essential pieces. They are always optional for participants.

Emotional Support

We will discuss whether you are able to offer any emotional support / listening time to participants who may need to talk things through with someone.

Time Keeping

As an assistant you set an important example by keeping the time. To arrive at pod-meetings and sessions on time (or before if needed for room-setup) will create clarity amongst participants. At some times, we will have assistants calling in participants, but it is our intention to create personal mindfulness for being on time, rather than ringing bells at all parts of the day.

Setting the example

As said before: You are an important factor in setting the culture and the tone of this retreat. This also goes for setting the example on a practical level. For instance: We ask participants not to bring their bags or their phones into the group space. Of course you as an assistant could be an exception to that, because you would need specific materials for offering a session. But be aware that you don't allow yourself unnecessary phone use for instance, that we would ask participants not to do.

Regarding romantic/sexual connections in the Field

The focus of the team for this journey is to support the group. We as a team are in agreement that no sexual or romantic interactions will take place between members of the team and participants of this journey, during the week and for an agreed time after we close, with the exception of previously existing connections.

We would ask you to bring previous existing connections that will (-or possibly will) be part of this container, into the awareness of Elaine as soon as possible, either with your application or when a connection of yours would subscribe to be a participant. This also goes for connections within the team.

AFTER THE RETREAT

Finishing together

After the finishing of the last session and lunch (usually at 3pm) we as a team will clear the group room. Taking down the Altar, resembling all used materials etc. Also we will have a closing down meeting with the team and share a nice dinner. This means that we ask you to depart from the retreat, one day after we finish. Time is TBA, usually after breakfast.

Reunion Evening

About 2 to 3 weeks after the retreat, we will set up a zoom-space for the participants to see each other again, feel after-care and have some recap on subjects that were important key-parts in the retreat. It is important to have the team on this call to hold the dissolving container.