Dear Prospective Sabbatical Guest,

We bring you warm greetings from Genesis Spiritual Life and Conference Center.

We are sending you the full packet for sabbatical time at Genesis. As you will see from this information, each person designs their own time here with a staff member. It is our experience that persons who come to Genesis for sabbatical time are all in different places and therefore have different needs. Our program is geared to meet each person where they are at and assist them in designing their time at Genesis according to those particular needs. Also, we are fortunate to have a very good relationship with the Westfield YMCA which gives our guests a significant discount on membership. Many of our sabbatical guests have taken advantage of this opportunity.

Our sabbatical season extends from January to June and from September until the 20th of December. Genesis closes a few days before Christmas and reopens again after the first weekend in January. One of the unique aspects of sabbatical time at Genesis is that each sabbatical guest determines their own arrival and departure time as well as their length of stay based on their particular needs.

The Center lends itself to what most sabbatical guests are seeking. In a relaxed and informal atmosphere, we provide the time and space for rest, reading and reflection and discernment, along with opportunities to pursue personal interests and desires. We also have a wonderful selection of program offerings for you to take advantage of during your stay with us.

Hospitality is the hallmark of Genesis. This is reflected in the general atmosphere of the Center and in our welcoming staff.

You will find information including general and financial information, our mission statement, what former guests have shared about their stay, an application form and upcoming programs at Genesis on our website.

We hope the information is helpful to you. We suggest that you read over the material, note your questions, and email or call us with any further information you might need.

In Providence,

The Sabbatical Team

Jane Comerford, CSJ  Elizabeth Oleksak, SP

53 Mill Street, Westfield, MA 01085  P: 413-562-3627  F: 413-572-1060
jcomerford@GenesisSpiritualCenter.org

GenesisSpiritualCenter.org
Mission Statement

Each of us is a seed of God that is meant to grow into the likeness of God. Genesis is a place where the seed can be nourished towards full maturity.

Mission

The mission of Genesis Spiritual Life Center is to create an environment that will reveal the love of God for all creation and bring hope and healing to all who come. Sensitivity to atmosphere, devotion to the land, and attention to program design invite everyone to experience God's providential care and a sense of well-being.

Core Beliefs

God's love is present and active in all creation and in the lives of all persons; therefore all are related and sacred.

Since creation is ongoing, each person has the capacity for awakening and healing, which can impact all levels of our global community.

The warmth of human caring reveals the presence of a loving God. Our reflection on this experience can transform our lives by deepening our prayer and commitment to loving service to others.

A welcoming and supportive community offers gifts of peace and hope in a hectic and materialistic world.

Natural beauty and a reflective atmosphere invite a deeper awareness of the divine presence.

Priorities

Genesis Spiritual Life Center will have as its focus:

Those who are striving for a more holistic life and deeper connection with self: God, and others;

Those who are in need of welcome, nurturing, reflection, and support;

Those who foster a world view that sees all people and creatures as part of one community;

Those who serve others in pastoral ministries, health care, human services, education, and the arts;

Those who are alienated from formal religion but are desiring to fulfill their spiritual yearnings and live a life of loving service, and

Those who are marginalized in our communities.

Strategies

Genesis Spiritual Life Center is committed to:

Creating an atmosphere of hospitality which welcomes persons of all faiths, spiritual paths, and walks of life;

Presenting programs that promote the experience of God's love for all creation, the healing and growth of body, mind, and spirit, and the relationship between individual, community, and Earth;

Inviting resource persons and program leaders who share the values of Genesis Spiritual Life Center, and

Providing hospitality and hosting programs for those church, civic, and community groups seeking accommodations.
GENERAL INFORMATION

We are happy to welcome persons who wish to spend sabbatical time at Genesis. Our sabbatical program caters to persons who wish to create their own program with a staff member. Our experience has been that the person who chooses Genesis for sabbatical is a person who is looking for time and space apart in an atmosphere of quiet beauty. Some want to just rest and relax and take time to process all that has been happening in their lives. Others choose to create their own program by selecting from our extensive program calendar of lectures, workshops, mini-courses and retreats.

Below you will find some basic information in order to plan your stay at Genesis.

ACCOMMODATIONS
Our sabbatical guests have comfortable and attractively decorated private rooms with sinks. In addition, we provide a comfortable private dining room and private TV room for the group. Our guests also have free use of our laundry and other facilities. Genesis has an excellent, up-to-date resource Library of books, video, and audio cassettes, relating to earth literacy and contemporary spirituality. Guests may also wish to take advantage of the many rich historical, cultural and educational events offered in Western Massachusetts.

Spiritual Direction and/or Focusing sessions are available from an experienced staff member during your stay at Genesis. For purposes of integration, we suggest our sabbatical guests consider taking advantage of spiritual direction.

COMPUTER AVAILABILITY
A computer is available to long term guests at Genesis. Wi-Fi is available in the bedroom area.

CULTURAL/SOCIAL/RECREATIONAL OPPORTUNITIES
We advise our sabbatical guests to plan extra money for cultural, social and recreational opportunities in our area (e.g. theater, movies, concerts, etc.). While a car is helpful during your stay, it is not necessary unless you intend to do a lot of traveling. There is local bus access to stores and a large mall. Also, car rental fees are quite reasonable in Westfield. With advance notice and depending on availability, we will get you to various locations in and around Westfield.

As a general rule, Liturgy is not celebrated at Genesis. If you do not have a car and wish to attend daily liturgy, we will provide transportation to one of the local churches.
Westfield YMCA, located a short walk from Genesis, has been very generous to our sabbatical guests. They offer Religious a discounted membership per month. Many of our sabbatical guests have taken advantage of swimming, exercise machines and programs offered at the Y. If this appeals to you, remember to bring your bathing suit.

**MEDICATIONS & HEALTH INSURANCE**
In the USA, it is not possible to get a prescription filled without first visiting a doctor. With this in mind, it is advisable that you bring a generous supply of your medication with you. You will need to have all pertinent health insurance cards with you in case you need to visit a doctor or emergency room during your stay with us. There is a small community hospital located a short distance from Genesis.

**CLOTHING**
We recommend that you bring comfortable clothing, keeping in mind seasonal changes in weather. Remember, this is New England where seasons are often unpredictable.

*Since we are a Retreat/Conference Center, we reserve a certain number of rooms for our sabbatical guests each semester. In light of this, if you are serious about spending sabbatical time at Genesis, I suggest you contact me soon for information on available dates. Space is reserved after we receive your completed application and deposit. Unfortunately, due to the number of requests we are unable to hold space without a completed application and deposit.*

Thank you for considering Genesis for your sabbatical. We hope the enclosed information will assist you with your planning and clear up any questions you may have about your stay at Genesis. If you need further information, please do not hesitate to contact us at Genesis, or visit our website for more information and to view our current Program Calendar.

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1-413-562-3627
GenesisSpiritualCenter.org

5.2019
FINANCIAL INFORMATION

The following information is intended to assist you with financial planning during your Sabbatical at Genesis Spiritual Life Center. As you review this information keep in mind that the monthly total will vary depending on the number of programs you attend and the number of spiritual direction sessions you take advantage of within any given month. At the end of this information, I have worked out a sample of one month’s stay at the Center.

ROOM AND BOARD: $78/NIGHT

SPIRITUAL DIRECTION AND/OR FOCUSING: $45/SESSION

MASSAGE OR REIKI $65/SESSION
(Sabbaticals are encouraged to take advantage of these services as they feel necessary)

DEPOSIT DUE UPON ACCEPTANCE: $200.00
(applied to room and board cost)

REMAINDER OF ROOM AND BOARD FOR FIRST MONTH’S STAY IS DUE UPON ARRIVAL
PROGRAM OFFERINGS

Our sabbatical guests choose from the wide variety of programs at Genesis designed to foster holistic integration of body, mind and spirit. The themes for our program offerings are carefully selected. From time to time, depending on the needs and interest in the group, Gencsis staff will offer programs specifically designed for sabbatical guests.

FEES FOR PROGRAMS ATTENDED WILL FALL WITHIN THE RANGE LISTED BELOW:

Note:
Reflected in the fees listed below is a deduction for the noon meal for day and Saturday programs, and one or two night’s room and board from overnight and weekend programs since these are already included in your daily room and board fee.

Some programs are on the higher end of the range due to supplies, presenter fees, etc.

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>Fee</th>
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<tbody>
<tr>
<td>WEEKDAY PROGRAMS</td>
<td>$35 - $50</td>
</tr>
<tr>
<td>SATURDAY PROGRAMS</td>
<td>$55 - $75</td>
</tr>
<tr>
<td>AFTERNOON &amp; EVENING PROGRAMS</td>
<td>$20 - $35</td>
</tr>
<tr>
<td>SERIES PROGRAMS</td>
<td>$45 - $65</td>
</tr>
<tr>
<td>OVERNIGHT AND WEEKEND PROGRAMS</td>
<td>$175 - $200</td>
</tr>
</tbody>
</table>

DIRECTED RETREAT
May be arranged on an individual basis with the person you are seeing for spiritual direction.

BILLING
Room and board is billed at the end of each month. Tuition for programs attended and spiritual direction sessions each month will be included in the bill at month’s end. After your approval, our finance coordinator will forward the bills to the person you have designated.

If you are away from Genesis for 5 consecutive nights during your stay, we will deduct the cost of meals for that period from your monthly statement. We regret we are unable to do this for less than 5 consecutive nights.
INTERNATIONAL GUESTS: All checks made out to Genesis must be made in US dollars and drawn on a US bank.

SUGGESTIONS: If you are staying at Genesis for a significant length of time we offer the following suggestions for smooth handling of money:

1. Open a checking account at the following bank:

WESTFIELD BANK, 141 Elm St., Westfield, MA 01085  413-568-1911
We suggest Westfield Bank since the bank is a supporter of Westfield. We will gladly bring a sabbatical guest there to speak with a representative.

2. Set up a DIRECT DEPOSIT ACCOUNT with the above bank. This allows your congregation to wire money into the account, which you then access via check or ATM card.

3. Use TRAVELERS CHECKS, drawn on a US bank. Most banks will cash traveler's checks with a proper picture ID. Banks do require a passport to cash traveler's checks.

4. For our International guests, we can provide your congregation with the information regarding electronic transfer directly into our account. Our International guests have found this a helpful way to handle room and board, etc.

**ESTIMATED SAMPLE MONTH’S STAY AT GENESIS**

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Room and Board (30 days @ $78)</td>
<td>2,340.00</td>
</tr>
<tr>
<td>Two weekend programs</td>
<td>400.00</td>
</tr>
<tr>
<td>Two day programs</td>
<td>100.00</td>
</tr>
<tr>
<td>Three spiritual direction sessions</td>
<td>135.00</td>
</tr>
<tr>
<td>Estimated total</td>
<td>$2,975.00</td>
</tr>
</tbody>
</table>

NOTE: The above would vary depending on programs taken.
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1/2020
## Sabbatical Application

<table>
<thead>
<tr>
<th>Your Name</th>
<th>Date</th>
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<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Your Phone</th>
<th>Day:</th>
<th>Evening:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fax/E-Mail</td>
<td>Fax #:</td>
<td>E-mail:</td>
</tr>
</tbody>
</table>

**Member Of**
- Religious Order ☐
- Clergy ☐
- Married ☐
- Single ☐

*If member of religious order or clergy, please provide name of Order/Diocese and person to contact in case of emergency. If married or single, please give us the name of the person to contact in case of emergency:*

<table>
<thead>
<tr>
<th>Contact Name</th>
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<tbody>
<tr>
<td>Address</td>
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<table>
<thead>
<tr>
<th>Contact Phone</th>
<th>Day:</th>
<th>Evening:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival Date:</td>
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<td></td>
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</table>

**How did you hear about Genesis?**

**Please list some of your reasons for considering Genesis for your sabbatical:**

**Do you have any serious medical problems?**
- Yes ☐
- No ☐

*If yes, please indicate below:*
Do you have any allergies – to food, animals, or the environment? Yes ☐ No ☐ If yes, please explain:

Do you have any difficulty walking? Yes ☐ No ☐ If yes, please explain below:

Please list any medications you are currently taking:

Please list any medically related dietary needs:

Please name someone we may call as a reference:

Reference Name

Address

Phone Day: Evening:

To whom should we send your monthly bill during your stay with us?

Billing Name

Address & email or fax number

What is your educational background? (Please check) High School ☐ College ☐ Masters/Doctoral Degree ☐

Please describe your present ministry or occupation:

Please list your past ministries or occupations:

How will you be traveling to Genesis?

Will you have a car available for your use? Yes ☐ No ☐

Are you interested in spiritual direction while at Genesis? Yes ☐ No ☐

How would you describe your spirituality?
Please list your goals and priorities while on sabbatical:

ON A SEPARATE SHEET OF PAPER, PLEASE INCLUDE A BIOGRAPHICAL SKETCH.

If there is anything else you would like to share or that we should know in order to make your sabbatical time more comfortable or meaningful, please note on a separate sheet of paper.

Send completed application and a photo so that we may identify you upon arrival to:

Jane Comerford, CSJ Sabbatical Director
Genesis Spiritual Life Center
53 Mill Street
Westfield, MA 01085 USA

PHONE:  (413) 562-3627    FAX:  (413) 572-1060
WEBSITE:  GenesisSpiritualCenter.org
E-MAIL:  jcomerford@GenesisSpiritualCenter.org

Revised 5.2019
Former Sabbatical Guests Reflect on Their Time at Genesis

How did Genesis enable you to fulfill the goals you had in coming for Sabbatical time?

❖ "I needed time and space. There were no expectations and this was very helpful. I could choose the programs and I felt free of demands. The programs were wonderful, very professional and insightful."

❖ "My needs were very well met through spiritual direction, time for reading and rest as well as excellent program topics."

❖ "As I leave Genesis, I feel that the goals I had in coming were met through:
  o Reverencing the uniqueness of each person
  o Spiritual guidance with experienced directors
  o A relaxed, unstructured and flexible environment
  o Time for prayer, reflection, companionship and laughter
  o Programs fostering integration of body, mind and spirit"

❖ "Genesis enabled me to fulfill my goals through quality programs, supportive directors, reflective environment, healthy meal encouragement, laughter, listening heart in spiritual direction, availability of excellent reading material."

❖ "A gradual recovery of my physical, emotional and spiritual energies. A time to recognize and unpack the heavy baggage I have been carrying."

Would you recommend Genesis to others seeking Sabbatical time?

❖ "Absolutely! This is a place one has the time and space to be with God and oneself."

❖ "Yes, I have already highly recommended Genesis to others."

❖ "I would and already have passed the flyer and program book on to others."

❖ "I would definitely recommend Genesis for its peaceful and beautiful ambiance, along with the welcoming spirit and excellent program offerings."