



THE CERTIFICATE IN CONTEMPTATIVE RETREAT FACILITATION HANDBOOK

(Revised April 2025)

# CERTIFICATE IN CONTEMPLATIVE RETREAT FACILITATION

*The root of prayer is interior silence.*

*-Thomas Keating*

Does your contemplative heart yearn to create a sacred space for others during retreats? Through this Contemplative Retreat Facilitation (CRF) program, participants receive step-by-step guidance on how to help others engage in God's presence. The program is based on Thomas Keating's teachings on the Centering Prayer Method and Human Condition, and other contemplative practices. Through these teachings and practices, participants gain the skills and training to become facilitators of lifegiving retreat experiences.

There are so many details to facilitate a contemplative retreat. Some require administrative skills, while others come out of a growing relationship with God through dedicated prayer practices. This CRF program will focus on taking one's contemplative stance into retreat activities to plan, welcome, meditate, pray, facilitate, teach, encourage, listen and hold space and silence for retreatants. Much of the learning will involve conversations and readings on the retreat activities and how to implement them into a retreat experience that has been proven over the past 35 years to open hearts and minds to remember and find God in the present moment.

The Practicum includes co-facilitating two retreats with the program advisor using Centering Prayer and sharing Thomas Keating's Spiritual Journey teachings. It is a life well lived serving others through silent contemplative retreats, one that can begin with this certificate program.

## **Requirements for Certificate Completion\*\*:**

- I. Successful completion of required courses include:
  - Intro to Contemplative Spirituality
  - Contemplative Living I
  - Contemplative Living II
  - Participating in a minimum of two Five-Day Contemplative Retreat
  
- II. Practicum:
  - Co-facilitating at least two Five-day Intensive Contemplative Retreats offered by the Center for Lifelong Learning at Columbia Theological Seminary, under the guidance of the Program Advisor, Leslee Terpay.
  - Required writing and reading assignments.

\*\*Exceptions may be made at the discretion of the program director.

## Program Fees

Estimated at \$3,730.

The estimated required courses fee: \$2780 (including 2 five-day retreat fees and housing)

Practicum: \$950 (including two 5- to 8-day retreat fees).

NOTE: The program fee for the first two retreats for Practicum (which is usually between \$750-\$1250 each) will be waived if the Practicum is completed through the Center for Lifelong Learning at Columbia Theological Seminary.

## Additional Requirements Before Practicum

- At least two years of regularly established Centering Prayer practice.
- Ability to articulate one's own contemplative stance in everyday life.

## Practicum Advisor



Leslee Anne Terpay is a spiritual director, contemplative teacher, and retreat leader from Lone Tree, Colorado. Leslee is a student of Thomas Keating (1923-2018), and Carl J. Arico who were founding members and spiritual guides of Contemplative Outreach. Leslee has served with Contemplative Outreach in many capacities over the past two decades. Currently she serves as team lead for Contemplative Outreach Retreats Service Team and is also a part of the Q&A team for their online newsletter and website. She is a commissioned presenter for both Lectio Divina and Centering Prayer.

Leslee created and facilitated the year-long program “The Contemplative Journey” in Colorado Springs. Leslee has trained and mentored many Centering Prayer retreat-leaders to serve the Intensive, Post-Intensive and other contemplative retreats. She has been practicing and teaching Centering Prayer and other Christian contemplative practices since 2002.

Leslee studied with Richard Rohr, Cynthia Bourgeault and Jim Finley at the Contemplation and Action's original Living School and received a certificate in Spiritual Direction from Benet Hill Monastery. She experienced the Eckhart Tolle School of Awakening, Michael Brown's Presence Process, and Thich Nhat Hanh's Rocky Mountain National Park retreat.

For retreats and practicum related questions, please contact Leslee Terpay at [co-leslee@comcast.net](mailto:co-leslee@comcast.net).

***Please note that the information and requirements contained in this handbook are periodically revised. When consulting the handbook for program requirements, please refer to the most recently updated edition at [www.CTSNET.edu](http://www.CTSNET.edu). For more information, please email Contemplative Spirituality Programs at Center for Lifelong Learning [lifelonglearning@ctsnet.edu](mailto:lifelonglearning@ctsnet.edu)***

Certificate in Contemplative Retreat Facilitation

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