

We are ready to begin another year's journey! Our 7th year! We are grateful you will be joining us.

1. **Contact Information:** If you need to contact our office, listed are the staff members with their phone number and email
 - Mary Reuter, OSB, Ph.D.: mreuter@csbsju.edu 320-363-5126. Interim Director Companions on a Journey and Corad: Heart Speaks to Heart
 - Gloria (Chick) Hardy: ghardy@csbsju.edu 320-363-2896. Event and Program Coordinator, Companions on a Journey and Corad: Heart Speaks to Heart
 - Jodie Peschl: jpeschl@csbsju.edu 320-363-5939. Administrative Assistant Companions on a Journey and Corad: Heart Speaks to Heart
 - Molly Weyrens: mweyrens@csbsju.edu 320-363-5940. Interim Program Research Assistant

Companions on a Journey Office address is: College of Saint Benedict
Main Building 358
College of Saint Benedict
St. Joseph, MN 56374

2. **Scheduling meetings.** Here is the link to the online meeting request form. <https://www.csbsju.edu/journey/everyone/journeygroupmeetingrequest.aspx>. Please remember: meetings must be scheduled a minimum of 9 days prior to your chosen date. If you need to cancel or change your session a minimum of 2 days is required. Orders placed through CSB must be picked up at Good To Go in Gorecki Dining Center.
3. **Menus and Ordering:** We are happy to announce that we have added options for Kay's Kitchen, Bo Diddley's, and Gary's Pizza. Accounts have been set up at these three locations for you to charge your journey group meal. When you pick up the orders, please make sure you get the receipt (showing items ordered, date, and total). The receipt needs to be submitted to our (Companions) office within a day or two of your group meeting. There is a \$60 order maximum per group per meeting if you order from one of these establishments.
 - The menu options for CSB is in the process of changing. We will post the updated menu as soon as Catering has finalized the changes. The menu options for SJU remains the same as last year.
 - All orders and meeting dates must be scheduled a minimum of 9 days in advance. Cancellations or changes to orders must be placed a at least of 2 days prior. CSB Catering may not honor any order placed less than 9 days or canceled/changed less than 2 days prior to the meeting date.
4. **Delivery:** There is a major change to the delivery of meals. All orders placed through CSB Catering need to be picked up at 'Good To Go' (located in the fireside lounge area at Gorecki Dining Services). CSB Catering will no longer deliver the meals. We encourage facilitators to have one or two of your student group members be responsible for picking up the orders each time.

5. **Meeting Locations:** Space is at a premium on the CSB campus. You have the option of meeting in locations other than Main Building or Mary Commons Lounge at CSB. We have spaces available at St John's University and Saint Benedict's Monastery (for those who are a member). Or you may choose to meet in a student dorm/apartment. Regardless of where you meet we ask that you choose a room that fosters reflection, privacy, and a relaxing intimacy. An interactive map of the common buildings on campus is available on our website. <http://www.csbsju.edu/journey/pdf/CSBMap08BWJG.pdf>.
6. **Housekeeping:** All journey groups will be responsible for cleaning the meetings rooms after each of your sessions. Do not leave food containers in the meeting room garbage bins. We have made arrangements with custodial services to have a recycle bin, food bin (for left over food), and garbage bin on every floor near each of the meeting rooms in a custodial closet. Spray cleaner and a towel will be furnished either in the meeting room or the custodial closet as well. Dining Services/Catering will do their best to serve our meals in recyclable containers.
7. **Online information:** In addition to the session logs, session outline, and a map of meeting locations, we will be adding the rosters to our website. We are in the process of setting up a secure page to protect the privacy of your information. Please take a few minutes to peruse our site. If there is information you would like included please let our office know. Here's the link to the general Journey Groups page
<http://www.csbsju.edu/journey/students/JourneyGroups.htm>.
8. Keep us informed of the status of your students. If any are choosing to stop out please notify us as soon as possible.
9. **Session Logs:** Please keep track of your sessions with your session log. For many of you, the session log is included with your journey group manual. For those who have an older guide we will give you a session log at the opening banquet. You can also find a copy of each year's session log on our website:
<http://www.csbsju.edu/journey/students/JourneyGroups.htm>
10. **“What To Do” and Mandatory Reporting:** We are in the process of researching options and services for a “what to do” guide for students who seem to need help in coping with something going on in their life. These procedures will be sent to you when we have them completed. We will also give you information regarding mandatory reporting.

One again, Welcome! We wish you grace and blessings as you begin your journey!