

Submitting Reflection Papers To Your Reader

The first reflection paper looking back at retreat #1 is due March 19th. It can be emailed to tc17papers@transformingcenter.org. All other papers are due no later than the Friday prior to each “next retreat”.

The TC17 Record Keeper will receive your document, note that you have submitted it, then forward it to your reader. Your reader will respond to you personally in the document itself, save and return it to the Record Keeper who then send it back to you.

Only your reader will open your paper. In order to assure that confidentiality, it is necessary for documents to be named in a certain way. Please use these designations for your papers and emails:

1. **Save your paper as a Word document (.doc)**. Not everyone will be able to open other types of files and your reader’s comments will be made within the document.
2. **The file name of your document** must be: TC17, your LAST NAME, RP (reflection paper) and retreat #, and the date you are emailing your paper

Examples: TC17JonesRP3March19.doc
TC17SmithRP5Nov1.doc

3. **Please include a cover sheet** as page 1 of your paper that includes your name and the books you read during the quarter (required and recommended).
4. **The subject of your email** should be the same as your document name – TC17 – LastName – reflection paper/# – date (ex: TC17JonesRP3March19, or TC17SmithRP5Nov1) then attach your reflection paper to send.

Papers will be read and emailed to you with a personal response intended to encourage you in what you are processing with God. (Note: You might not get your first paper back before the second retreat as the system is just getting set up.) The person who reads your paper will accompany you for the two years and will keep things fully confidential.