



THE CERTIFICATE IN CONTEMPORATIVE

RETREAT FACILITATION HANDBOOK

(Revised July 2026)

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.

The CRF program focuses on bringing a contemplative stance into every dimension of retreat work: planning, welcoming, meditating, praying, teaching, encouraging, listening, and holding space and silence for retreatants. Much of the learning unfolds through conversation and reading on these practices and how to weave them into a retreat experience that has proven 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.

CRF Program Outline

The Certificate in Contemplative Retreat Facilitation begins with a preliminary interview with the Program Advisor, followed by two phases: required coursework and retreats, and the Practicum. Below you will find the requirements, prerequisites, and fees for each phase.

1. Preliminary
 - a. Interview with the Program Advisor
 - b. You will receive a welcome letter from the Program Advisor with a Statement of Intent.
 - c. Submit a Statement of Intent
2. Phase I: Complete all required coursework and retreats
3. Phase II: Complete the Practicum

Exceptions to these requirements may be made at the discretion of the Program Director.

Phase I. Required Coursework & Retreats

Complete the following courses:

- Intro to Contemplative Spirituality
- Contemplative Living I
- Contemplative Living II
- A minimum of two CLL Contemplative Retreats (One Five Day and/or Eight Day)

To Register required course and retreats: Visit <https://ctsnet.edu/events/> to register for these courses.

Phase II. Practicum

Before beginning the Practicum, you must meet the following prerequisites:

- At least two years of regularly established Centering Prayer practice
- Discernment process with the Program Advisor
 - Ability to articulate your own contemplative stance in everyday life
 - Ability to articulate your own sense of call to this ministry
- Register for Practicum (You will receive the Practicum Registration Form from the Program Advisor)

The Practicum itself consists of:

- Co-facilitating at least two 5-Day Intensive Contemplative Retreats offered by the Center for Lifelong Learning at Columbia Theological Seminary, under the guidance of Program Advisor
- Completing all required writing and reading assignments
- Design a retreat for your own particular audience

Program Fees & Financial Information

The total program cost is estimated at \$3,730:

- Coursework Fee: \$2,780 (includes courses, housing, and two 5-day retreat fees)
- Practicum Fee: \$950 (includes two retreat fees)

Fee Waiver: Registration fees for the two Practicum retreats (normally \$750–\$1,250 each) are waived when the Practicum is completed through the Center for Lifelong Learning at Columbia Theological Seminary.

Scholarships: Limited scholarships are available, covering up to 50% of the program fee. Apply here: <https://form.jotform.com/81276262831962>

Program 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 James Finley at the Center for Action and Contemplation’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.

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. For more information, please email Contemplative Spirituality Programs at Center for Lifelong Learning lifelonglearning@ctsnet.edu

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Columbia Theological Seminary
The Center for Lifelong Learning
Contemplative Spirituality Programs
404-687-4557
701 S. Columbia Drive
P.O. Box 520
Decatur, Georgia 30031