



Retreat Team Suggested Roles and Responsibilities

Retreat Team Coordinator

- Contact pastor/staff liaison for permission to schedule a retreat sponsored by *Ministry of Mothers Sharing* for all women in the community. Have a financial plan prepared.
- Secure a date on the parish calendar and reserve space
- Contact retreat director with date, theme, and starting/ending times to receive a contract for pastor or staff liaison to sign
- Gather a retreat team with clearly defined roles and responsibilities
- Schedule and conduct planning meetings
- Review masters of handouts from retreat director and supervise preparing them for retreat
- Supervise the schedule for the day, keeping things on time
- Work with team to set up and clean up retreat space
- Communicate with retreat director on travel, housing, and personal needs

Marketing and Publicity

- Create marketing materials, including a flyer that will be used locally with all other ministries in the community and in electronic format for marketing from the National Office
- Work with staff liaison to have pulpit talks and tables after mass to market retreat
- Distribute all marketing materials to surrounding communities/parishes, schools, child care centers

Registration

- Create a registration spreadsheet with name, contact information, and amount paid by each person
- Make a name tag for each participant and team member
- Staff registration table with a minimum of 4 people to facilitate a smooth welcome and registration
- Set up and oversee retreat director's sales table

Media, Music and Prayer Rituals

- Work with retreat director on music and media before and during the retreat
- Recruit individuals to assist with set up of retreat space and media
- Assist retreat director in handing materials out to participants at retreat

Food Coordinator

- Invite a team to assist with tasks including:
 - Set up food serving space
 - Prepare food and set up food tables throughout the day (i.e., breakfast, snacks, lunch, etc)
- Coordinate with other community groups (i.e. men's club, Knights of Columbus) to assist as able

Financial

- Work with team to create a proposed retreat budget
- Approve all purchases and requests for payment of budgeted items
- Record all income and expenses
- Submit request for agreed upon stipend and give check to retreat director at the retreat

Community Outreach

- Contact local businesses for needed donations – collect and deliver donations as needed
- Communicate to team which grocery store, office supply store, restaurants, etc. is willing to donate

Ministry of Mothers Sharing

An outreach ministry of the Sisters of St. Benedict of St. Paul's Monastery

