

Roles and Responsibilities of Retreat Team Leaders

<u>Activity: Retreat Center</u>	<u>Who?</u>	<u>Volunteers to Assist</u>
Choosing Retreat Center	_____	_____
Interfacing with center personnel	_____	_____
Choosing rooms and lodging	_____	_____
Payment to Retreat Ctr.	_____	_____
<u>Activity: Registration</u>		
Make Fliers	_____	_____
Mailing List/ Mail Fliers	_____	_____
Receive and Compile Registration	_____	_____
Make Bank Deposits	_____	_____
Registration Table	_____	_____
Scholarship/Sponsorship Decisions	_____	_____
Giving Refunds	_____	_____
Greeting Team	_____	_____
<u>Activity: Speakers</u>		
Choose Speakers	_____	_____
Interview Speakers	_____	_____
Choose MC/Host(s)	_____	_____
<u>Activity: Groups</u>		
Pick Group Leaders	_____	_____
Train Group Leaders	_____	_____
Debrief Group Leaders	_____	_____
Configuring Groups	_____	_____
Changing Group Members	_____	_____

Activity	Who?	Volunteers to Assist
<u>Activity: Steps</u> (For retreats that use panel or speakers)		
Chooses Panel Leader/Speaker		
Assist With Steps		
<u>Activity: Materials</u>		
Printed Handouts		
Book Sales		
Snacks		
Coffee and Other Drinks		
Saturday Night Social Time		
<u>Activity: Audio/Visual</u>		
P/A, TV, and Projection		
Record Retreat Speakers		
Sell Recorded Materials		
Play Clarence Video		
Music During Retreat		
Retreat Website		
CTB Website		
<u>Activity: Sunday</u>		
Speaker		
Communion		
Music		
Came To Believe		
Post Retreat Prayer (PRP)		
PRP Music		

Retreat Team Business Meetings

<u>Activity</u>	<u>Who</u>	<u>Who might fill in?</u>
Sets Meeting Agenda	_____	_____
Leads Meeting	_____	_____
Keeps Meeting Minutes	_____	_____
Sends Out Minutes for Review	_____	_____
Stores Minutes	_____	_____
Maintains Monies	_____	_____
Monetary Decisions	_____	_____
Team Training Leader	_____	_____