

Retreat Committee Job Description

Mission: To plan and facilitate an annual all-church retreat that enhances community life and provides opportunity for spiritual growth.

Responsibilities and tentative timeline:

Positions: **Committee Chair (Linda Martin Burkholder)**
 Program Coordinator (Meg Whitman)
 Space/Equipment Coordinator (Dan Beachy)
 Childcare Coordinator (Carissa Sweigart)
 Registration Coordinator (Delo Blough)

December/January

<i>Description</i>	<i>Person Responsible</i>	<i>completed</i>
Discuss last year's retreat evaluations	Committee	
Complete registration form to reserve campground	Chair	

February/March

<i>Description</i>	<i>Person Responsible</i>	<i>completed</i>
brainstorm theme for retreat according to current congregational interests and needs	Committee	
brainstorm resources from CMC or outside congregation to provide input linked to theme	Committee	
make tentative schedule for retreat	Committee	
Make contacts with potential speakers and presenters before next meeting	Various members; Coordinated by Program Coordinator	
Be in touch with food committee to coordinate plans	Chair	
Look at budget	Committee	

April (2 meetings)

<i>Description</i>	<i>Person Responsible</i>	<i>completed</i>
Clarify theme	Committee	
Bring responses from people contacted and make decision about roles	Committee	
Brainstorm theme catchphrases to use in "blurbs"	Committee	
Discuss how to incorporate children into theme	Committee	
Brainstorm special weekend events and people involved (ie. Variety show, contra dance, etc., Sunday worship)	Committee	
Contact people potentially involved in special events	Program Coordinator	
Create tentative schedule of group sessions, worship and activities	Committee	

Date Updated 4/2/09 by Carissa Sweigart

Find resources for each session or activity and make contact	Various Members, Coordinated by Program Coordinator	
Brainstorm space issues (tents, locations for events)	Committee	
Contact people potentially involved in space (ie. tent)	Space/Equipment Coordinator	
Be in touch with food committee to coordinate plans	Chair	
Determine child care needs (meet with representatives from MYF, Venture Club, nursery)	Committee	
Make contacts for child care before end of school year	Child Care Coordinator	

May

Description	Person Responsible	completed
Finalize theme	Committee	
Finalize theme-related activities	Committee	
Bring responses from people contacted about special events and space	assigned	
Determine who else needs to be contacted for theme-related activities, special events, and space and make contacts	Program and Space/Equipment Coordinator	
Create schedule of group sessions, worship and activities related to theme (geared toward varying age groups)	Committee	

June

Description	Person Responsible	completed
Determine location for events (may involve visiting campground)	Committee	
Clarify child care needs	Committee	
Decide on language/passage for theme	Committee	
Be in touch with food committee to set meal schedule	Chair	

July

Description	Person Responsible	completed
Make registration form	Registration Coordinator	
Finalize registration/lodging payment amounts	Committee/ assigned	
Be in touch with food committee to coordinate plans	Chair	

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Last of July/First Part of August

Description	Person Responsible	completed
Registration forms in mailboxes (July 26 or August 2??)	Registration Coordinator	
Registration/collect payment (August 9, 16, 23)	Various members as coordinated by Registration Coordinator	
Sign up forms for campsite/cabins (campsite not designated)	Space/Equipment Coordinator	
Volunteer jobs sign-up	Chair	
Create Nametags	Registration Coordinator	
Sunday morning skits/announcements (3 Sundays prior)	assigned	
Get sound system	Space/Equipment Coordinator	
Finalize child care	Child Care Coordinator	
Cooperate with Retreat Food committee for finalized plans and volunteer sign up	Chair	

Middle/End of August

Description	Person Responsible	completed
Make final contacts with people involved in weekend	assigned	
Create sign with camp rules and first aid contact	Registration Coordinator	
Make signs for campground	Space/Equipment Coordinator	
Create a large and detailed version of weekend schedule to post, including locations/leaders for activities and bring easel along to put it on	Program Coordinator	
Request paychecks for resource people. (need name and mailing address for each person)	assigned	
Remind/announce things to bring (chairs for worship, etc)	assigned	
Plan for/make announcements during retreat	assigned	
Create/print evaluation forms	Registration Coordinator	
Act as Overlook contact	assigned	
Get chairs and tables to retreat	Space/Equipment Coordinator	

CMC Retreat: August 28-30, 2009

Date Updated 4/2/09 by Carissa Sweigart