

Eucharist Retreat Team Roles

Retreat Coordinator – This person facilitates the retreat planning meetings, is the “go to” person for retreat details and answering retreat questions, and also serves as the emcee for the retreat weekend (introducing speakers, activities, etc.). This person also coordinates all the details with the retreat center regarding meals and accommodations.

Liturgy Coordinator – This person is responsible for getting priests for masses and reconciliation. He or she also invites participants to serve as lectors, Eucharistic ministers, and altar servers at masses. This person is also responsible for mass booklets for the weekend. Key tasks include confirming supplies and logistics for mass, reconciliation, and exposition.

Retreat Treasurer – Collects registration forms and money from participants leading up to and on the retreat, and reimburses the team members for any expenses.

Small Group Leaders – Typically, six-eight small group leaders are needed on the retreat to facilitate conversation after talks. Each small group leader will work with five-eight participants, so you can adjust the number of leaders you need based on your anticipated group size.

Talk Team – Three team members are needed to give witness talks on various topics on the retreat.

Music Coordinator – This person forms a music team, picks songs, and rehearses with the music team prior to the retreat. He or she plays music for Masses and sometimes during Adoration on the retreat.