



Mater Dolorosa Retreat Center

Captains:

Commitment for two-three years to be a Retreat Captain.

Have a recruiting plan, including dates and goals for follow-up

Attend a Captains' Meeting prior to retreat weekend

Help to establish realistic quotas which will be met annually

Make an annual retreat with the Parish Retreat Group, and attend the Captains' Meeting during the weekend retreat on Friday of the weekend retreat.

Maintain regular contact with the Weekend VP

Have a minimum of one co-captain (preferably two or more) with one person training as possible replacement for Retreat Captain

Make presentations to parish organizations and network with those groups in order to effectively recruit for the annual retreat

Set up a recruitment table, assisted by the co-captains, in front of the Church for the purpose of signing up retreatants for the coming retreat weekend

Check with the Pastor to see if he has received his letter of invitation and meet with him to discuss the annual retreat

Meet with the parish secretary regarding bulletin retreat announcements

Register retreatants via website and per Captain's guidelines.

If necessary, arrange transportation for retreatant that need assistance.

Follow up on those who missed the retreat for whatever reason and offer alternate

Maintain contact with the retreatants throughout the year