



## Consoling the Heart of Jesus Group Retreat Coordinator Preparation Checklist

This simple checklist is meant to help you prepare to lead your 10-week group retreat based on the book by Fr. Michael Gaitley, MIC, *Consoling the Heart of Jesus*.

You'll want to begin your weekly meetings about 10 weeks prior to your Consoler Celebration Day. And, before you start your weekly meetings, you'll want to get the word out and invite people to the group retreat.

### 6 Weeks Before Your Retreat Begins:

1. Review all the materials
  - a. *Consoling the Heart of Jesus* book
  - b. *Retreat Companion*
  - c. *Retreat Coordinator's Guide*
  - d. The DVD talks
  - e. Information on AllHeartsAfire.org
2. Meet with your pastor and the parish Adult Education Coordinator regarding all that will be coming up: Masses, training of leaders, meetings of participants, Consoler Celebration Day, etc. For this specific meeting, you will want to:
  - a. Print: Hearts Afire brochure
  - b. Print and Review: "Meeting with your Pastor" document
3. Form a core team of 3-6 people passionate, faithful, and on fire people to assist you. Schedule a time to meet with them and assign responsibilities.
4. Begin scheduling with the parish for the whole 10 weeks of the Retreat
  - a. Large Gathering Room
  - b. Small Group locations (rooms if possible)
  - c. Bulletin announcements (see examples and suggestions online)
  - d. Schedule registration weekend
  - e. Schedule training for small group leaders
  - f. Schedule opening Mass and blessing of Participants
  - g. Schedule Consoler Celebration Day Mass and Blessing of the Participants
  - h. Schedule location for the Consoler Celebration Day party
5. Begin advertising in your bulletin, on website, with flyers and posters, answering phone inquiries, and most importantly, with your core team, begin talking about your retreat to all. Your excitement may be the spark that just might light another person on fire!

### 4 Weeks Before Your Retreat Begins

1. Meet with your core team and delegate responsibilities
2. Prayerfully find Small-group Leaders
3. Hold a registration weekend with sign-up after Masses

### **3 Weeks Before Your Retreat Begins**

1. Train Small-group Leaders
2. Order the materials for all participants (consider ordering a few extra packets for any stragglers you may have)

### **2 Weeks Before Your Retreat Begins**

1. Begin parish prayer for the participants from the pulpit during parish Masses
2. Assign participants to Small-group Leaders
3. Have an organizational meeting with Small-group Leaders.
4. Small-group Leaders contact Small-group members and welcome them.

### **A Week Before Your Retreat Begins**

1. Announce the beginning of the Retreat in the parish bulletin  
(Catch the stragglers and sign them up!)