



33 Days to Merciful Love Group Retreat Coordinator Preparation Checklist

This simple checklist is meant to help you as you prepare to lead your six-week group retreat based on the bestselling book by Fr. Michael Gaitley, MIC, *33 Days to Merciful Love*.

You will want to begin your weekly meetings about six weeks prior to your Divine Mercy Consecration Day (see the chart in the book for suggestions on when to begin your retreat). And, before the start of 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. *33 Days to Merciful Love* book
 - b. *Retreat Companion*
 - c. *Retreat Coordinator's Guide*
 - d. The DVD retreat talks
 - e. Information on AllHeartsAfire.org (including promotional material)
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, Consecration Day, etc. For this specific meeting, you will want to:
 - a. Print or order: Hearts Afire brochure (use code HAB)
 - b. Print and review: "Meeting with your Pastor" document
3. Form a core team of 3-6 passionate and faithful people to assist you. Schedule a time to meet with them and assign responsibilities.
4. Begin scheduling with the parish for the whole six 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 weekends
 - e. Schedule training for small group leaders
 - f. Schedule opening Mass and blessing of Participants (optional)
 - g. Schedule Consecration Day Mass and Blessing of the Participants
 - h. Schedule location for Consecration Day party
5. Begin advertising in your parish bulletin, on the parish or diocesan website, with flyers and posters, answer 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 weekend Masses
4. Continue to advertise in the parish bulletin

3 Weeks Before Your Retreat Begins

1. Train Small-group Leaders
2. Continue to advertise in the parish bulletin
3. Hold more registrations after Mass
4. Order the materials for all Small Groups (consider ordering a few extra packets for any late comers 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

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