

HOLY FAMILY PASSIONIST RETREAT CENTER

Parish Checklist

Parish

Chairman

Street

City/State

Zip Code

Telephone

Email

Fax

Retreat Date

Weekend #

Pre-Retreat

- Attend Parish Chairman kick-off meeting at Holy Family Retreat Center
- Read Parish Chairman Guide
- Complete "Parish Information" form contained in this packet
- Develop parish promotion plan:
 - Review Retreatant list:
 - Correct errors, such as addresses, telephone, etc.
 - Delete Retreatants who have moved out of area or are deceased.
 - Make a copy of corrected list and send one to the Retreat Center.
 - Meet with the Parish Retreat Group to develop the Parish Promotion Plan
- Meet with Pastor and Parish secretary:
 - Explain parish promotion plan and ask for support
 - Place Retreat date on parish calendar
 - Place evenings of reflection on parish calendar
- Promote Retreat and Days & Evenings of Reflection with parish group contacts as indicated on Parish Information Form:

Group

Deacons
 Eucharistic Ministers
 Parish Council Members
 Parish Trustees
 Readers/Lectors
 Catechists
 Holy Name Society
 Knights of Columbus
 Social Action Committee
 Collectors/Greeters

Retreat Weekend

Evenings of Reflection

PARISH CHECKLIST



