



23-24 Retreat Captain Position Description

Retreat Captains are the servant leaders who help shepherd the retreat and retreat formation process. This position is a deepening of one's leadership commitment within the retreat program and is for someone who embodies the themes of their specific retreat. This role is part mentor, part cheerleader, part coach, part teacher, and part friend. Responsibilities include, but are not limited to:

Application Timeline

- Captain Applications Open – February 28
- Retreat Captain Applications Due – March 20
- Retreat Captain Interviews – 30 minutes, please schedule between 3/21 and 3/24
- Retreat Captain Decisions Communicated – March 28

Spring/Summer 2023

- Assist with final push for Retreat Leader Applications
- Retreat Captain Formation Dinner: (Tentative) April 11 from 5-6:30 pm
- Assist with Retreat Leader Interviews between April 12-14 and 17 (and as needed beyond)
- Provide input for leader selection prior to April 19
- Retreat Leader Formation Evening: April 24th from 7-8:30 PM
- Optional Summer Book Club with other Retreat Leaders
- **Attend Common Campus Ministry Formation: August 21-23 (Monday through Wednesday) at LUREC**
 - If you are planning on living in a residence hall, and need to move in early to attend the training, you'll be responsible with at least one, 4-hour move-in shift with Residence Life.

Pre-Retreat Expectations

Captains should be prepared for approximately 4-6 hours of work a week during the formation period leading up to their retreat. This breaks down as the following:

- 30-45 minute for weekly check ins with Retreat Director
- 1.5-2.5 hours for Monday evening formation meetings
 - Meetings range in time and frequency depending on the retreat the Captain is leading. Expectation is that Captain will be able to arrive 5-10 minutes early to set up meeting space and welcome other leaders and leave after helping to clean up the meeting.
 - Meetings will ideally be held sometime between 4:30 and 6:30 pm on Monday evenings.
- 1 hour for recruiting activities/mobilizing other leaders with recruitment
 - Captain is primary point person for retreat director to help recruit for their retreat. They check in and hold peer leaders accountable for their recruiting tasks and help with brainstorming for marketing opportunities.
 - 360 retreat leaders are being asked to help with recruitment for all 360 retreats throughout the fall semester.
- 1 hour for weekly checking in with leaders on the team
 - In addition to seeing how team is doing, this also includes planning the additional informal fun meeting (dinner, movie, brunch, etc.) and time spent going over talks with retreat leaders.
- Prepare, develop, and present one of the retreat talks as needed
 - Official practice order: #1 Meet with the Retreat Director once to develop and deliver the talk; #2 Present the talk at a formation meeting; #3 Meet with the Captain to practice the talk
 - Leaders should also be practicing their talks on their own time



On Retreat Expectations

- In consultation with Retreat Director, either help with set up for retreat or run check in for retreat before departure.
- Attend entire retreat
- Support logistics of retreat – this includes facilitating and running various parts of the retreat. This may include serving as the emcee, leading prayer, running activities, or filling into various roles as needed.
- Be hospitable and helpful to all participants and team members
- Sit among the participants during talks and activities (on the floor with them, not behind them)
- Hang out with participants during free time (lead games, activities, converse, etc.)
- Help support all LUREC and retreat guidelines
 - Enforce and follow quiet hours
 - Stay up with students until bedtime – ensure they go to bed AT bedtime
 - Encourage all people to be off cell phones
- Facilitate a small group

Additional Expectations

- Post Retreat Wrap Up and Celebration following your retreat
- Post Retreat Debrief conversation with Retreat Director
- Fill out Leadership Assessment following retreat
- Agape Latte
 - Attend 3 of 4 Agape Latte programs
 - Bring at least one other person with you (student from retreat, friend, etc.)
 - This is intended to bring new people into CM programming in an accessible way
- Continue connections
 - Hang out with your leadership team/small group
 - Have coffee with individuals you connected with
 - Remind participants of other opportunities they might be interested in
 - Encourage individuals to apply to lead
 - Be a resource!