



Position Description – Loyola Campus Ministry Retreat Leader

Retreat leaders are key parts of the Loyola University Chicago Campus Ministry retreat program. Through their leadership, they help accompany and guide participants through community building, reflection, meaningful conversation, and fun while on retreat. This position description is for leadership positions on all non-360 retreats.

Minimum Qualifications:

- Be at least a second year at Loyola, and in good standing with the university
- Be able to fully commit to the retreat planning, implementation, and debrief process.
 - This involves approximately 3-5 hours a week of commitments
- Have previous experience participating in small reflection groups with peers
- Ability to work with participants from diverse backgrounds and religious traditions
- Appreciation for Ignatian Spirituality and Jesuit values
- Past retreat experience

Preferred Qualifications:

- Previous participation on a LUC Campus Ministry retreat
- Previous experience leading or facilitating small group reflections
- Experience building community in large and small groups

Pre-Retreat Expectations

Student leaders are expected to attend all formation meetings.

- Common Campus Ministry Formation Training – August 21-23 at LUREC
 - **This will require coming back early from summer break.**
- Meetings and teambuilding in the weeks leading up to the retreat (number of meetings determined by retreat assignment.)
 - The proposed formation meeting dates are listed on the third page – depending on the retreat, meetings will last for one to two hours and will be held sometime between 4:30 and 8:30 on Monday evenings
 - One additional informal meeting for fun – dinner, movie, brunch, etc. (organized by Captain)
- Help recruit participants for your assigned retreat(s)
 - Utilize personal networks and the organizational involvements
 - Support other recruitment measures – flyers, tabling, The Fest, etc.
- 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

- Attend entire retreat
- Support logistics of retreat
- 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
- Fill out Leadership Assessment following retreat
- Support Agape Latte, through recruitment and participation
 - 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!



Unwritten Retreat

Campus Ministry is planning two Unwritten Retreats for the 23-24 school year. Depending on interest and availability, Claire and Jeff are open to having Unwritten leaders from the Fall 2023 Retreat repeat as leaders on the Spring 2024 retreat (or serve in a Captain role on the spring retreat). Prep meetings will last approximately 75-90 minutes.

Unwritten - Fall	October 13-15
Meeting 1	9/11/23
Meeting 2	9/18/23
Meeting 3	9/25/23
Meeting 4	10/2/23
Meeting 5	Week of 10/9
Celebration	10/16/23

Unwritten - Spring	March 22-24
Meeting 1	2/5/24
Meeting 2	2/12/24
Meeting 3	2/19/24
Meeting 4	3/11/24
Meeting 5	3/18/24
Celebration	3/25/24

Transfer Retreat

While past participation on a Transfer Retreat is not required, it certainly is helpful for leadership applicants. However, our ideal Transfer retreat leader is someone who was a transfer student themselves. Prep meetings will typically last approximately 75 minutes.

Transfer Retreat	September 23-24
Meeting 1	8/28/23
Meeting 2	9/11/23
Meeting 3	9/18/23
Celebration	9/25/23

Días con Dios

This is a Spanglish retreat with components in both English and Spanish. Spanish fluency for leaders is not required, but certainly helpful. Prep meetings will last approximately 60 minutes.

Días con Dios	November 11-12
Meeting 1	Week of October 16
Meeting 2	Week of October 23
Meeting 3	Week of October 30
Meeting 4	Week of November 6
Meeting 5	Optional
Celebration	Week of November 13



Search

The Search Retreat is similar to the Kairos, TEC, or Encounter retreats run at various high schools. Our ideal candidate is someone who has participated previously on Loyola Search retreat. We'll also consider applicants who are strong leaders and went on a Search-esq retreat in high school (ideally even leading the retreat). There is no religion requirement for Search leaders; however, a majority of the retreat is from the Christian perspective so familiarity and comfort leading in this environment is helpful. Prep meetings will last approximately 90 minutes.

Search Retreat	January 19-21, 2024
Meeting 1	10/23/23
Meeting 2	11/6/23
Meeting 3	11/13/23
Meeting 4	11/20/23
Meeting 5	11/27/23
Meeting 6	12/4/23
Meeting 7	Week of 1/15
Celebration	1/22/24

Retreat TBD

We are currently redesigning one of our retreats and will pilot it during September 2023. We are looking for flexible leaders who are willing to help shape the newest LUC retreat from the ground up. Like all retreats, there will be talks from leaders as well as components of community building, reflection. Prep meetings will last approximately 60 minutes.

Retreat TBD	Sept. 15-17
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Formation TBD