

THE RETREAT GURU

# Comprehensive, Step-By-Step Planning Checklist

STAGE 1: SLAM DUNK THE START

STAGE 2: MASTER THE MIDDLE

STAGE 3: FINESSE THE FINALE



# STAGE 1: SLAM DUNK THE START

12 - 6 MONTHS OUT

## 5: BUILDING YOUR TEAM

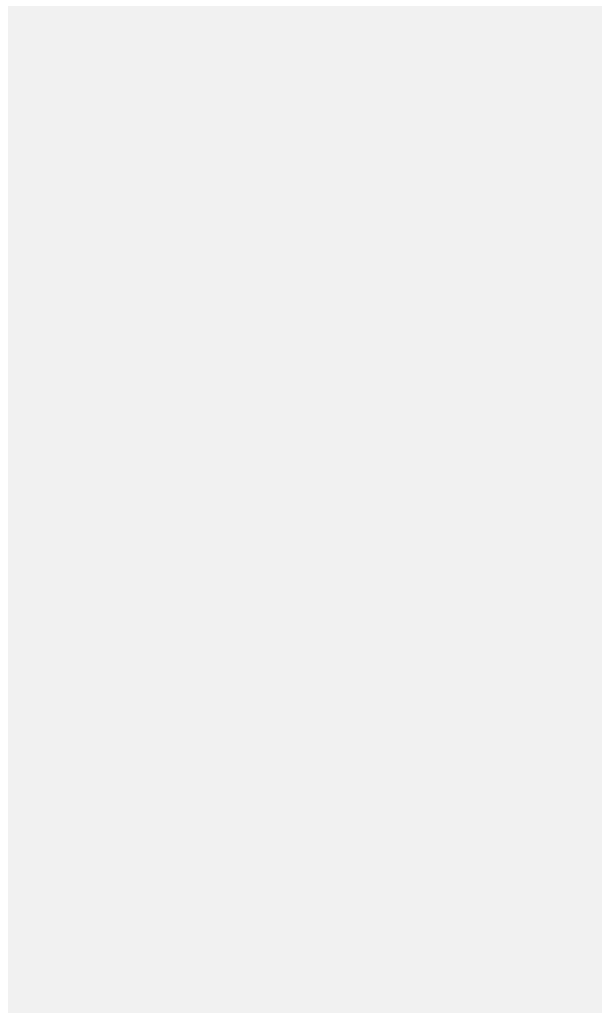
### HOW TO BUILD AN EFFECTIVE VOLUNTEER TEAM

The amount of work it takes to plan a retreat (even a small one!) is truly impressive, and it can be overwhelming if you try to do it alone. That's why it's so important to assemble a team to help carry the load. And don't feel bad asking for help; delegation isn't a way of getting out of work. It is actually a way of empowering someone else to use their gifts while also freeing you up to use yours more effectively! You'll also need people ready to help onsite as part of your retreat (for such positions as greeting/registration, cabin leaders, worship leader, A/V person, etc.), so it will be important to think through those positions as well.

#### CHECKLIST

- Think through your areas of weakness (Logistics? Budgeting? Tedious tasks?) and then ask those you know who are stronger in that area if they'd help.
- Assign every task and element of preparation to a team member (or yourself). Leave no item unassigned! Clarity and ownership are key.
- Get creative! For example, use part of your budget for ice cream or coffee rewards for your team members.
- Be sure to ask your onsite team early to be sure they're able to help.
- Make sure you help your volunteers feel appreciated. A word of praise goes a long way (and so does a small gift card!).
- Don't forget you're as much a team leader as a retreat planner and that this gives you great opportunities to encourage and minister to your team!

#### YOUR NOTES:





RETREAT WITH THE OAKS TO  
ACCESS THE FULL CHECKLIST WITH  
TONS OF ADDITIONAL TOPICS THAT  
TAKE YOU THROUGH THE ENTIRE  
PLANNING PROCESS!