



ST. PHILIP INSTITUTE  
OF CATECHESIS AND EVANGELIZATION

## Retreat Coordinator Job Description

Office of Family Life for the St. Philip Institute

The Retreat Coordinator organizes the various elements of the Three to Get Married marriage formation retreats in the Diocese of Tyler. These retreats provide formation for engaged couples as outlined in Bishop Joseph Strickland's Constitution on Teaching for the Diocese of Tyler. The Office of Family Life provides 8-10 retreat weekends per year. This is a position that could be filled by a couple or an individual.

### Responsibilities include:

- **Retreat scheduling:** Meet with the Director of Family Life and schedule retreats in the diocese online and in person.
- **Retreat coordination:** Plan and execute 8-10 retreat weekends a year. These weekends are scheduled between January-early November. Each weekend runs from Friday night-Saturday evening or all-day Saturday-Sunday afternoon. Coordination of each weekend includes:
  - Recruit and form the retreat team. The team consists of presenting couples and retreat chaplain.
  - Prepare the retreat materials for the weekend.
  - Communicate with registered couples before the weekend.
  - Collaborate with the Events Manager to ensure details for the weekend are covered, such as meals, retreat environment, decorations, and set up.
- **Retreat development:** Evaluate the needs of the retreat ministry and make adjustments to content, team, schedule, etc. as needed.
- **Team formation:** Work with the chaplain to provide ongoing spiritual support for team members, provide training on the retreat materials and presentations, and assess the team needs for the retreat weekend.

The ideal candidate for this position would be a person or couple who is familiar with our marriage formation materials, has a background in theology and/or experience in marriage ministry, has experience coordinating teams/volunteers, has strong writing and organizational skills, and has experience with public speaking. Bilingual is a plus.

This is a contractual position with the St. Philip Institute. Commitment will require 10-20 hours per week on weeks when retreats are scheduled.

Please send resumes and inquiries to Deanna Johnston, Director of Family Life, at [djohnston@stphilipinstitute.org](mailto:djohnston@stphilipinstitute.org).