

## **Hosting Team Monthly Retreat Worksheet - Cincy**

**Hosting Team to arrive by 5:30 PM – MR starts promptly at 6:00 PM with Mass in main chapel**

**Testimony – team member assigned:** \_\_\_\_\_

- A brief 2 to 3-minute testimony or Good News story about being a member of Regnum Christi

**Hospitality (whole team) – note team member assigned for each item**

*Standard:*

- Flowers for Mary: \_\_\_\_\_
- Water and/or soft drinks & cups: \_\_\_\_\_
- Simple snacks (sweet and salty) for refreshments: \_\_\_\_\_
- Napkins, plates, and appropriate flatware for approximately 30 guests: \_\_\_\_\_

*Optional:*

- Something special for designated month: \_\_\_\_\_  
(for example, first monthly retreat is kick-off event with wine and cheese)

**Song Leader:** – team member assigned: \_\_\_\_\_

- Select song based on Mass reading: gathering, offertory, communion, closing
- Lead Mass singing / or contact someone BEFORE the retreat day to ask to lead

**Lector:** - team member assigned: \_\_\_\_\_

- Prepare and proclaim first reading and Psalm during Mass

**Set-up / Clean-up Crew (2)** – team members assigned: \_\_\_\_\_

- Assist with all setup and cleanup duties
- TWO ladies (e.g. little “e” plus one) assist with counting LC/CRC donations

**Greeters (3)** – team members assigned: \_\_\_\_\_

- Members posted at two main building entrances and at dining room to welcome guests

## **Regnum Christi Monthly Retreat Schedule**

### **6:00 PM – 8:30 PM (excluding setup / cleanup)**

(See Emcee notes for suggested announcements)

5:30 – 5:55 PM	Setup by Assigned Team
5:55 – 6:00 PM	Move to Chapel for Mass
6:00 - 6:45 PM	Mass / Reflection on Homily for Meditation <ul style="list-style-type: none"><li>• <i>Announcement after Mass by Emcee (if not done by priest)</i></li></ul>
6:45 - 7:15 PM	Movement to LL Dining Room for sign-in, serve refreshments, fellowship
7:15 – 7:30 PM	Welcome and intro by Emcee <ul style="list-style-type: none"><li>• <i>Welcome &amp; Opening Prayer</i></li><li>• <i>Introduction of theme / topic</i></li><li>• <i>Announce availability and location(s) for Sacrament of Reconciliation</i></li><li>• <i>Brief testimony about RC by hosting team member</i></li><li>• <i>Mention donations for LC and CRC and pass donation boxes or point out location on welcome table</i></li><li>• <i>Introduction of speaker for reflective talk (use speaker bio in emcee notes)</i></li></ul>
7:30 – 8:25 PM	Talk by Designated Speaker (may include opening prayer) <ul style="list-style-type: none"><li>• <i>Talk on Theme of the Month (approx. 40 minutes)</i></li><li>• <i>Breakout or Group Discussion of Reflection Questions (approx. 15 min)</i></li></ul>
8:25 – 8:30 PM	Emcee: Announcements, closing comments, and thank all for coming <ul style="list-style-type: none"><li>• <i>Invitation to come back 2nd Wednesday of the month at 6:00 PM (announce next month's topic provided in emcee notes)</i></li></ul>
8:30 PM	Closing Prayer and Departure
8:30 - 9:00 PM	Hosting Team to assist with clean up and ensure lights out and all have departed by 9:00 PM