



CRC Retreat Partners, Inc
1515 Hughes Rd, Dickinson, Texas 77539
kbrown@retreatcentercrc.org

Mission: To draw souls into a relationship with Jesus Christ and His Church through retreat ministry.
Affordable ~ Largest Capacity ~ 52 Wooded Acres on the Bayou ~ Easily Located Off I-45

dba Christian Renewal Center
www.retreatcentercrc.org
281-337-1312

Coordinator of Mission

Christian Renewal Center (CRC) – Dickinson, TX

The Largest Capacity Catholic Retreat Center in Texas, located Archdiocese of Galveston-Houston

Position Summary

The **Coordinator of Mission** plays a vital role in advancing the mission of the Christian Renewal Center through the coordination of groups using the CRC, marketing, supervision of missionary staff, and hospitality toward all who encounter the CRC. Rooted in the Gospel and guided by the Holy Spirit, the Coordinator serves as both a spiritual leader and operational manager — ensuring each guest experience fosters renewal, community, and deeper discipleship in Christ.

Key Responsibilities

Retreat Group Coordination

- Manage full retreat booking process: proposals, contracts, resource coordination, billing, and final logistics.
- Assign accommodations, coordinate staffing needs, and prepare weekly operations plan and property map.
- Serve as primary point of contact for retreat hosts with a goal of 24-hour response time.

Outreach & Promotion

- Cold-call parishes, schools, and ministries to introduce CRC's retreat offerings and encourage bookings.
- Lead bi-monthly tours that showcase CRC's mission, facilities, and hospitality.
- Coordinate CRC's annual Golf Tournament (sponsors, registration, prizes, advertising, etc.).

Missionary Supervision

- Oversee the residential missionary team, including training, scheduling, and addressing any concerns.
- Foster a culture of mentorship, service, spiritual growth, and teamwork among staff.

Food Service Support

- Serve in food service at least every other weekend as part of CRC's missionary hospitality model and to work side by side with staff you are supervising.

Qualifications

- High School Diploma or GED Equivalent.
- Experience in **clerical** work.
- Experience as a **supervisor** in a Catholic setting (paid or volunteer).
- Proficient in Microsoft Word, PowerPoint, Excel, and other relevant software.
- Excellent verbal and written communication in **English; Spanish** proficiency is a plus.
- A deep personal commitment to the Catholic faith and a lifestyle consistent with Church teaching.

Compensation & Benefits

- **Salary:** \$36,400 - \$41,200 based on experience.
- **Housing:** Provided in missionary residence
- **Benefits:**
 - 401(k) match (CRC contributes \$2 for every \$1 up to 10%)
 - Health, dental, and vision insurance
 - Immersion in a vibrant, mission-driven Catholic community
 - Opportunities for spiritual and professional development

To Apply:

Email cover letter, resume, and 3 professional references to kbrown@retreatcentercrc.org

About the CRC

The **Christian Renewal Center** mission is to draw souls into a relationship with Jesus Christ and His Church through retreat ministry. The Coordinator of Mission will help foster our mission through a variety of ways. Located in Dickinson, Texas, we are proud to be the largest capacity Catholic retreat center in the state, offering a sacred space where hearts are transformed and vocations deepened. In 2024 we had a retreat onsite 2/3 of the year and service 160 retreats. Conveniently located on 52 wooded acres on the bayou and less than a mile away from I-45 and strategically located between Houston and Galveston, we have the best of two worlds by being close to the City but feeling like we are set apart!