

## **Ladies Retreat Coordinator**

### **Position Description:**

Plan and organize the annual October Ladies Retreat.

### **Qualifications:**

- Christian adult female
- Strong leadership and organizational skills
- Ability to work with others and delegate
- Good communication and interpersonal skills
- Capable of team building
- Good money management skills

### **Responsibilities:**

- Determine suitable retreat location and facilities.
- Secure facilities and date.
- Select theme and speakers for the event.
- Identify the participant cost.
- Recruit ladies to lead committees responsible for the various aspects of the retreat.
- Communicate retreat information to committees and congregation.
- Obtain necessary approvals through Ladies Programs deacon.

### **Ministry Deacon Contact:**

Steve Bertini

### **Time Commitment:**

25 hours

*Revised 2/23/11*