

HEARTS AFIRE PARISH-BASED PROGRAMS FROM THE MARIAN FATHERS OF THE IMMACULATE CONCEPTION

RETREAT COORDINATOR SUGGESTED PREPARATION CHECKLIST

Prior to this six-week checklist, you will have prayed about beginning your Hearts Afire Parish-based Program (HAPP), familiarized yourself with the various aspects of HAPP, met with your pastor, and determined your Date of Consecration. For the meeting with your pastor, you can use the downloadable HAPP Powerpoint presentation that Lighthouse has provided.

You will want to begin your weekly retreat meetings on or before your Date of Consecration. Should your last meeting occur prior to this date, prayers for the days leading to Consecration Day are located in your Retreat Companion.

SIX WEEKS BEFORE YOUR RETREAT BEGINS

BEGIN WITH PRAYER

Come, Holy Spirit living in Mary, be my Guide and my Counselor.
Strengthen in me the gifts needed to initiate and complete this work.
I give all to You for the greater Glory of God. Amen.

READ THROUGH ALL THE MATERIALS

- *33 Days to Morning Glory* book
- *Retreat Companion*
- *Retreat Coordinator's Guide*
- DVD talks
- Information on LighthouseCatholicMedia.org/happ

MEET WITH THE PASTOR AND THE ADULT EDUCATION COORDINATOR

Regarding all that will be coming up: Masses, leader training, meetings of participants, Consecration Day celebration, etc.

FORM A CORE TEAM OF 3-6 PEOPLE

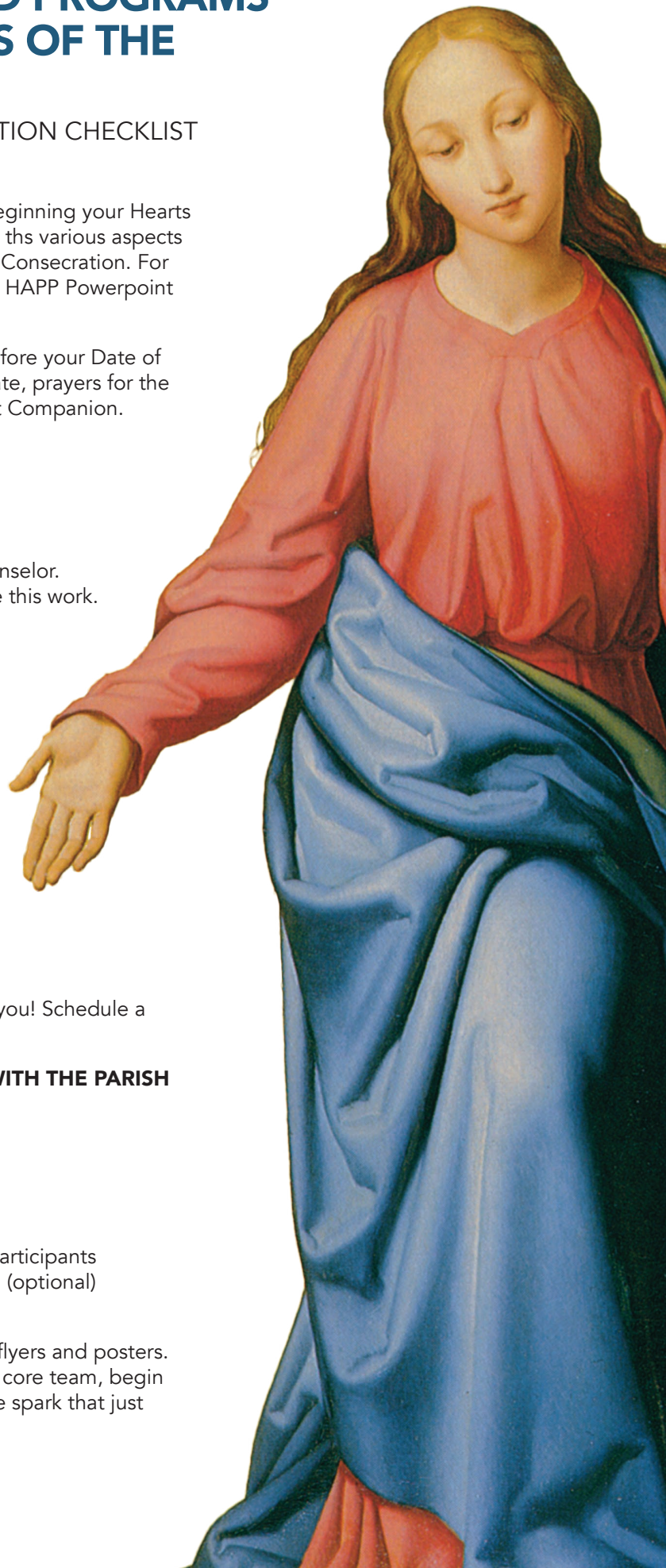
Passionate, faithful, on-fire people who are ready to assist you! Schedule a time to meet with them and assign responsibilities.

SCHEDULE THE WHOLE SIX WEEKS OF THE RETREAT WITH THE PARISH

- Establish a large gathering room
- Establish small group locations (rooms if possible)
- Use the bulletin announcements we provided
- Schedule the registration weekend
- Schedule training for small group leaders
- Schedule an opening Mass and blessing of participants
- Schedule a Consecration Day Mass and blessing of the participants
- Schedule Reunion Day one month after the Consecration (optional)

ADVERTISE

Begin advertising in the bulletin, on the website, and with flyers and posters. Answer phone inquiries. Most importantly, along with your core team, begin talking about your retreat to all. Your excitement will be the spark that just may light another person on fire!



FOUR WEEKS BEFORE YOUR RETREAT BEGINS

BEGIN WITH PRAYER

Come, Holy Spirit living in Mary, be my Guide and my Counselor. Strengthen in me the gifts needed to initiate and complete this work. I give all to You for the greater Glory of God. Amen.

- Meet with your core team and delegate responsibilities
- Prayerfully find small group leaders
- Hold a registration weekend with signup after Masses (see materials in *Setting Up the Parish Consecration*)

THREE WEEKS BEFORE YOUR RETREAT BEGINS

BEGIN WITH PRAYER

Come, Holy Spirit living in Mary, be my Guide and my Counselor. Strengthen in me the gifts needed to initiate and complete this work. I give all to You for the greater Glory of God. Amen.

- Train small group leaders
- Order the materials for all small groups

TWO WEEKS BEFORE YOUR RETREAT BEGINS

BEGIN WITH PRAYER

Come, Holy Spirit living in Mary, be my Guide and my Counselor. Strengthen in me the gifts needed to initiate and complete this work. I give all to You for the greater Glory of God. Amen.

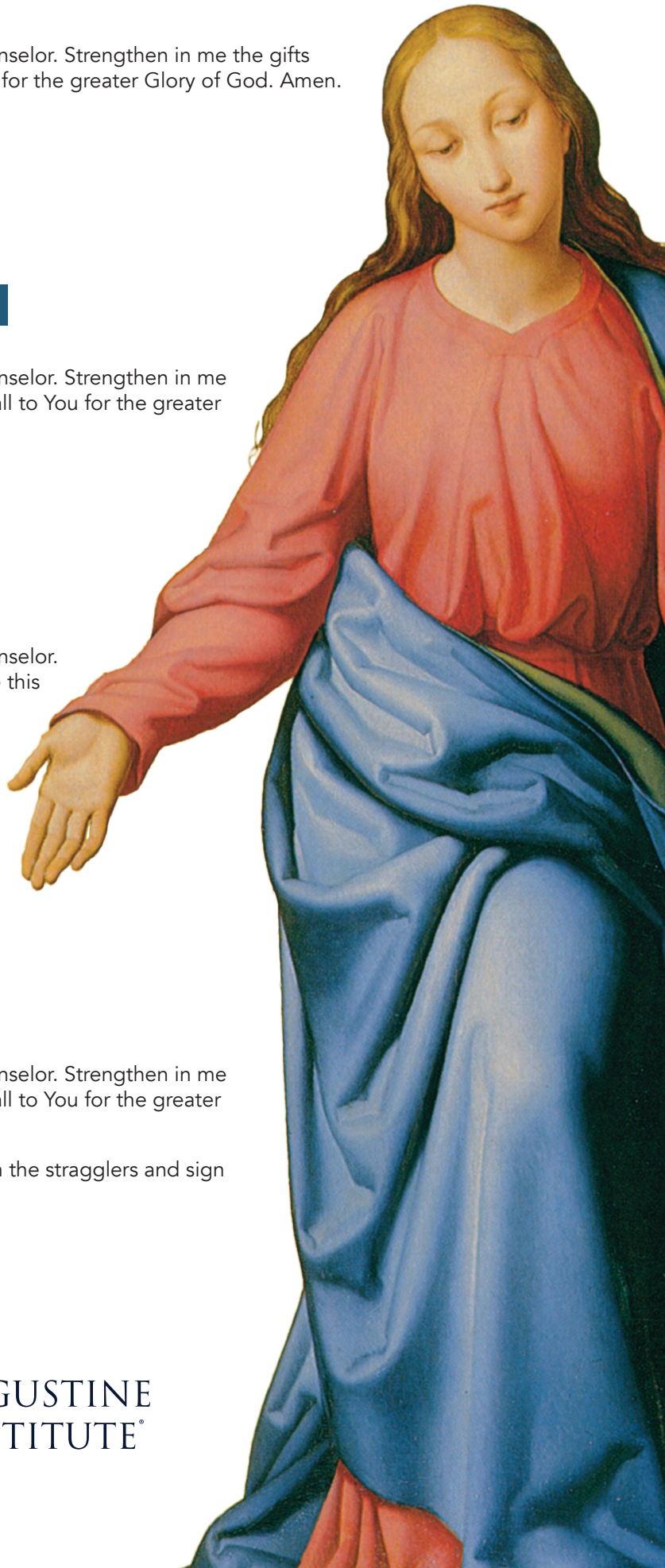
- Begin leading a parish prayer for the participants from the pulpit during Masses
- Assign participants to small group leaders
- Have an organizational meeting with small group leaders
- Have the small group leaders contact the members of their small groups and welcome them

ONE WEEK BEFORE YOUR RETREAT BEGINS

BEGIN WITH PRAYER

Come, Holy Spirit living in Mary, be my Guide and my Counselor. Strengthen in me the gifts needed to initiate and complete this work. I give all to You for the greater Glory of God. Amen.

- Announce the beginning of the retreat in the bulletin (catch the stragglers and sign them up!)



Parish-based Programs from the
Marian Fathers of the Immaculate Conception



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