



ROMAN CATHOLIC
**DIOCESE
OF CHARLESTON**

OFFICE OF SPIRITUALITY AND FORMATION FOR MINISTRY

Retreat /Seminar/Workshop Planning Guide for Adult Faith Formation

This form has been created to help Pastors, Principals and Lay Leaders decide what kind of event their particular group needs at this specific time in their history. There are many different kinds of retreats, seminars and workshops that help in one's formation. If you or your staff can identify what your needs are, the event can then be more focused.

Peace, Sister Kathy Adamski, OSF

Date of Event: _____

Parish/School: _____

Contact Person: _____

Parish/School Contact Number: _____ Cell Number: _____

E-Mail: _____

Describe what kind of event your staff needs based on what is currently happening in the office/school: e.g. is it a seasonal retreat such as Advent/Lent; is it a beginning, middle or end of school year retreat; is it a Pentecost retreat; is it a Marian retreat in honor of Fatima; other special topic: Fear, Becoming Missionary Disciples, etc.

Start/Ending Time of Event: _____ Location of Event? _____

Do you want to have food? Who Will Provide? What about food allergies?

Light Breakfast/Coffee: _____ Light Lunch: _____ Snacks on Table: _____

Some key things you would like addressed:

Anything else you would like to share:
