## FBC Keller Deacons Retreat

The annual FBC Keller Deacons Retreat is held in April of each year. It is the April Deacons meeting and is scheduled on a Friday evening and Saturday morning. The retreat is an opportunity for the deacons and their families to gather for fellowship and a meal on Friday evening and then the deacons and the pastors to meet on Saturday morning for a prayer and working/training time.

**FBC Keller Deacons Retreat Timeline**

February:

* Meet with the Pastor to discuss the topic(s) for the retreat
* Determine the venue for Friday evening – dinner or picnic.
* Determine the type of food that will be served Friday evening
* Contact caterers for a quote on providing the meal
* Schedule and have the first planning meeting with the following people:
  + Gwen Jonigan – facility setup
  + Kathy Johnson - kitchen staffing, food preparation
  + Yvette Hunt – event advertising
  + Rob Eisenmann – AV setup
* Meet separately with the following:
  + Bradley Shook – childcare

March:

* Select caterer and get final quote
* Order the Saturday morning breakfast

April:

* Follow up with caterer on delivery date and time
* Two weeks before the Retreat submit check requests
* Deacon officers host the event – Friday and Saturday