

# Responsibilities of TEC Communities that host a TAP Retreat

Host TEC Community \_\_\_\_\_

Date of TAP Retreat \_\_\_\_\_

TAP Coordinator \_\_\_\_\_

Number of Participants in attendance \_\_\_\_\_

## RESPONSIBILITIES:

1. Copy of Roster of participants and team members sent to the TEC Conference office.
2. Have each participant and team member fill out an evaluation of their experience at the end of the TAP Retreat.
3. TAP Coordinator or someone from the host TEC Community to complete a summary of the evaluations and return a copy to the TEC Conference office.
4. A copy of the evaluation summary should be kept by the host TEC Community and a copy submitted to the Sunflower representatives giving the TAP retreat.
5. An ongoing evaluation by the host TEC Community of the participants of each TAP retreat in the following areas.
  - a. What changes in commitment with the TEC Family has been seen?
  - b. What spiritual changes have been noted that is impacting the TEC Family?
  - c. What additional leadership qualities have been noticed of the participants since participating in the TAP Retreat?
6. A yearly report (using the form below) sent to the TEC Conference from the information gathered from Question #5.

## REPORT:

Question 5 a.

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Question 5 b.

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Question 5 c.

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