



Tres Dias of Southeast Tennessee

Back Up Rector Team Book

This book is intended to *help*. Please forgive its failings. Please help improve it by noting your suggestions on the Area Head Feedback/debriefing sheet and turn it in to the Assistant Head Cha at the end of the weekend. Alternately, you can send your suggestions to the respective Men's or Women's Leaders person.

Facility problems should be reported on the ARC "Facility Problem Report" forms on the ARC office bulletin board.

Thank you,

Tres Dias of Southeast Tennessee Secretariat

Back-Up Rector Job Duties

The Back-Up Rector should be much more than a “couch potato.” You are a source of advice and support to the Rector as well as a trouble-shooter when needed.

Pre-Weekend

1. Understand the Rector’s vision for the weekend so you will be able to carry out his/her plans if necessary.
2. Attend all pre-team meetings: Professors, Chas, Sections, etc. Attend Professors’ section meetings during team meetings.
3. Be ready to follow through with consistent direction if it becomes necessary in preparing for weekend.
4. During team meetings, the Rector may wish to meet with Spiritual Directors, Chas or Kitchen. Be available to lead the Professor’s section meeting.
5. Assist Rector and Spiritual Directors during team meetings with Rollo critiques, communion or whatever they ask.
6. Support the Rector by giving advice for preparing him/her for specific tasks that may arise. However, do not take the place of the Leader’s person in answering questions concerning Secretariat policies or team selection criteria.
7. At team meetings, provide encouragement and training to the Rover. He/she may be lost or not paying attention to the things they should be. Try to sit next to the Rover at times.
8. Provide encouragement and support to the Media Cha.
9. Pray especially for the Rector and Spiritual Directors.
10. Encourage the Rector with phone calls or notes of support.
11. If not done by the Table Chas, obtain signs from Storeroom for chairs in the Rollo Room for: Rector, Head Cha, Asst Head Cha, BUR, Rover Cha, Music Cha, Spiritual Directors, all Table Cha’s, Head Kitchen and Asst. Head Kitchen.

Weekend:

1. Be available for the Rector, Head and Asst Head Cha and Kitchen and Spiritual Directors to answer questions. But do not give instructions to team members unless specifically asked to do so by the Rector.
2. Make suggestions or help out wherever you see a need, but be submissive to the authority of the rector.

3. Usually control of time is the biggest challenge for the Rector on the weekend. You have the authority to step in with specific ways to make up time when necessary, particularly in relation to Serenade and Closing.
4. The Spiritual Directors (especially “first timers”) are often unaware of weekend logistics, The Back-Up Rector can be a great help in communicating with them informally on such matters as time, what’s next, who to do what, etc.
5. During the quiet times, pray for all aspects of the weekend especially for the Rector and Spiritual Directors.
6. Encourage the Rector with observations of how well things are going, how mightily the Lord is working, etc. throughout the weekend. Don’t burden the Rector with petty issues that may be brought to your attention. Try to work with team members to resolve minor problems so the Rector can focus on the spiritual aspects of the weekend.
7. Things can be a bit overwhelming for the Chas on Thursday evening and Friday morning. You can help by anticipating what is coming next and helping them to be in place and ready. Always be careful, however, not to undermine the authority of the Head or Asst. Head Cha or Kitchen.
8. On the weekend, provide encouragement and training to the Rover. He/she may be lost or not paying attention to the things they should be. Try to sit next to the Rover at times.
9. Provide encouragement and support to the Media Cha.
10. You are looked upon as a special leader on the weekend – Let your love shine to all. Be quick to help out in any area where there is a need.
11. Photography on TDSETN weekends is limited to the Fourth Day Couple’s photo taken on Friday mornings. Camera or video use on weekends is prohibited. In no case shall the Fourth Day Couple’s photo from a TDSETN weekend be posted on any website/social media site. We must maintain the confidential cloistered environment of the weekend.
12. All skits are to be reviewed and approved by the BUR before being presented.
13. If it becomes apparent that the Rector must be absent from the Rollo room or other weekend activities, the Back-Up Rector shall, upon consultation w/ the Rector, assume the responsibilities of the Rector and proceed with the weekend activities until the Rector can reassume the responsibilities. This procedure will ensure that the weekend is not interrupted and will enable the completion of activities consistent with the weekend schedule.
14. On Saturday and Sunday afternoons, be sure to check the heat or A/C in the auditorium and turn the appropriate ones on far enough in advance to heat or cool the auditorium for the upcoming activity. On Saturday evening with help of Rover Cha, set up Auditorium for Closing. (Palanca Chas are responsible for bringing the banner to closing and then putting it in storage after closing.) See attached suggested set up for Auditorium.

Place a small table in front of the podium (on a step filler block on main floor) with a table cloth, cross, bible, candle and lighter for closing. Check with Rector for preferences in decorating this table. Remember that Rollo Room decorations and Weekend Banner are not to be removed until after Rector's Rollo and candidates are taken to the Chapel on Sunday for the Cross Ceremony. You may use any floral arrangement, candles, bible and/or picture that were used on weekend. Help rector after closing by assuring that all items from podium and table that belong to him/her actually go home with him/her.

Place two Questions for Candidates on podium – obtain this sheet from the Assistant Head Cha.

Obtain the "Reserved" seat signs for the closing set up from the Auditorium sound cabinet and arrange as necessary. Be sure to collect and return the signs to the cabinet after Closing.

15. Be aware that your commitment to this weekend could include giving the Fourth Day talk in the event that the Rector is unable for some reason to conclude the weekend. Your husband/wife, if you are married, would also need to be available on short notice. Have your talk on the weekend with you.
16. Be prepared to assist the "Smoker Cha" for the candidates during the weekend. Check with the Rector before the weekend so you can be prepared with proper clothing to be outside during breaks. Take care of any other duties between breaks, since you may be tied up during breaks.
17. Be in the Auditorium Hallway for Closing (or arrange for someone) to hold the doors open for the Rector and Candidates when they come in.
18. Complete the Area Head Debriefing Form enclosed in the book by the end of the weekend and turn it in to the Assistant Head Cha. This is extremely important since the Rector was not able to observe all areas of the weekend. Be sure all ARC problems are noted on "Facility Problem Reports" in the office

Tres Dias of Southeast Tennessee Area Head Feedback/Debriefing Form

Weekend # _____ (Men _____ Women _____)

Area _____

Name _____

What was your overall impression of the weekend and team meetings?

Please list any areas that, in your opinion, need improvement.

Please describe any elements of the weekend that you feel were new or particularly successful.

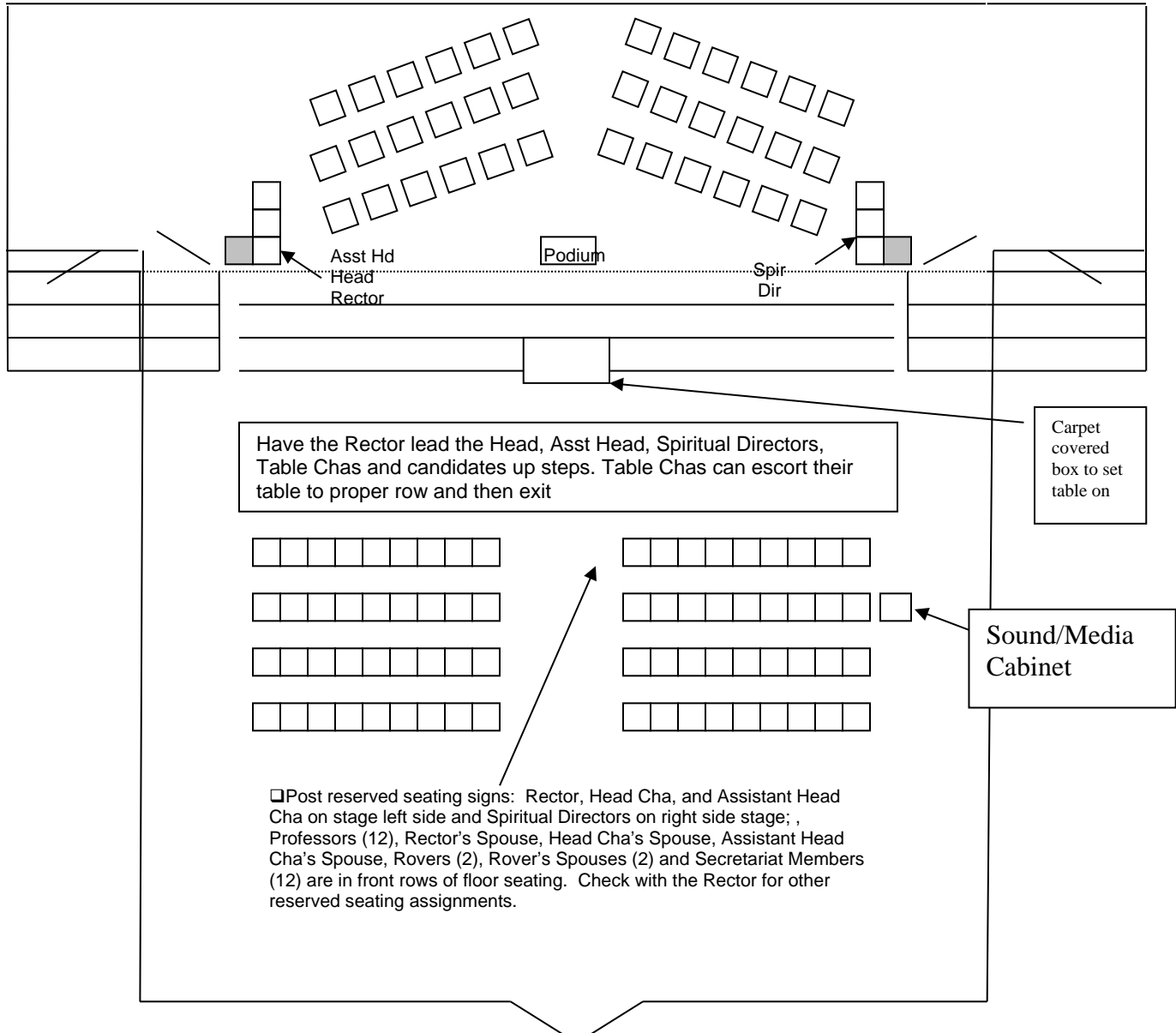
Did you have any problems with any particular team members? (please elaborate on the problem)

Please describe any outstanding efforts or actions by team members in your area.

Please provide any other comments you may have.

Please return this form to the Assistant Head Cha at the end of the weekend; your duty is not complete until this form is turned in.

Suggested Auditorium Set up for Closing



Apison Retreat Center

