

## Rector Training

- Call and arrange a place for the team meetings. You may have them at the ARC if you wish, if ARC scheduling permits – contact ARC Manager.
- Call each area head and give him your specific requests for his area prior to the first team meeting so He can train his team.
- Tell each area head that they may meet with their teams outside the scheduled team meetings if necessary. This is especially helpful for the Kitchen.
- Gopher Cha has prayer palanca sheets – let him know if you will choose people to pray or if they are to do that.
- Have representative of the Secretariat Food Couple meet with the Head and Assistant Head Kitchen – they can be invited to the Area Head’s Training Session and can meet before or after the meeting.
- Make a written agenda for each team meeting with Head & Assistant Head Cha.
- All team members are to hear all practice Rollos. The Spiritual Director’s talks may be abbreviated and can be the team meeting meditations.
- **For Area training purposes, be sure to give out the blank weekend schedule at the first or second team meeting, there is more information in the schedule for each area than is in their Heads material. Do not worry about filling in the blanks with who will do what, only a few people need that information and it can be completed by the Rector, Head and Asst. later.**
- Have a practice session with Leaders Person, BUR, Head Cha and Assistant Head Cha and read the entire script *out loud* before the weekend and decide on the Rector Options.
- Write specific Rector Options and other special instructions into the script and schedule before handing these out to the team. This would include but not limited to items such as the Market Scene, We Prayer, Growth Guides.
- Decide if you want to have a special (color) cover for the Weekend Directory. Have Head Cha get 115 copies to the Fourth Day Couple through the Media Cha.
- Have the professors complete their draft talks at least one week before the first Team Meeting and send a copy to you the Rector, who will forward to the Leader’s Person and Back-Up Rector.
- If you are going to share in Saturday night chapel, the talk must not be over 15 minutes and it must be approved by the third team meeting by the Leaders Person, BUR and the Head Spiritual Director on this weekend.
- Send a copy of the Living in the Fourth Day and the Spouse Talk to Leaders Person and your BUR for review by the third team meeting.

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- You will receive the Candidate list from the Pre-Weekend Couple on Monday before the Weekend.
- You will receive \$200 from Treasurer for expenses. You must account for funds and give receipts to Treasurer through the Assistant Head Cha (Your option) or turn in unused amount.
- Select the songs you want for serenade and someone to lead the serenade before the first team meeting. See the Rectors Manual for Serenade guidelines.
- The Leaders Person will attend a meeting at a later date (usually the second or third team meeting) to discuss their role on the Secretariat, Policies and Practices, to help resolve any disputes or questions that might have arisen, and to encourage payment of Fees if necessary. If the Leaders Person is not available, the Chairman/Vice Chairman will make this visit. – (Practice and Policy Manual page 4.)
- “There shall always be a minimum of one Secretariat member on each Weekend team to answer any specifics regarding Practice and Policy. If more than one Secretariat member is on a Weekend, then the Rector Committee shall designate one as the primary representative. Furthermore, if a “Leaders Person” is part of the Team, this person shall be the primary representative.” (Practice & Policy Manual page 5).
- Scholarships – You are now required to keep track of all scholarship requests (forms) and the money collected to pay for them. These forms and the money accounting (including left over scholarship money) must be turned in to the Treasurer when the team fees and weekend accounting are done.
- Team selection spreadsheet – Please keep up with the people who decline or later drop on the bottom of the spreadsheet. If any reason is given, please add that note too. Provide the final to the Leaders Person after the weekend before or during Debriefing.
- Non-team members are not allowed at the team meetings with the exception of the invited Secretariat Representative. No non-team members are to hear any practice talks.