

Thursday - Weekend Schedule

Planned	Actual	
5:00 PM		<p>ALL TEAM AT APISON RETREAT CENTER Consolidate parking to maximize space for send-off, Serenade and Closing by unloading your car and then parking in the grass by the fence</p> <p>DORM CHAS have nametags on all dorm doors and beds. CHAPEL CHAS arrange Chapel for evening service, have mirrors ready to pass out and prepare for Team Communion prior to Candidates' arrival. KITCHEN CHAS set up reception in Dining Hall - light on podium for Rector.</p> <p>STOREROOM and TABLE CHAS arrange Rollo Room with chairs in rows for Candidates to "Introduce a new friend"</p> <p>There should be exactly the same number of chairs as there are Candidates and Professors (# of Candidates plus 12 Professors)Place extra chairs in back for team & special seating for Rector, BUR,Head Cha, Rover, Worship Chas, Media Cha and Spiritual Directors.</p> <p>ASS'T HEAD CHA puts "Cha Introduction Sign" and bell on the kitchen podium. Make sure the podium light is working.</p>
6:00 PM		<p>ASSISTANT OR HEAD CHA leads the TEAM MEETING in Dining Room HEAD SPIRITUAL DIRECTOR - Team Communion in Dining Room ASSISTANT HEAD CHA puts "Introduce A New Friend" sign on Conference Room podium before Candidates arrive</p>
6:30 PM		<p>HEAD CHA brings Candidate nametags and Prayer Sheets listing the Team and the Candidates to Send-Off. Give to PreWeekend Couple. ASSISTANT HEAD CHA and/or HEAD DORM make sure Professornametags have dorm room assignments on the back HEAD DORM_____makes sure luggage tags are at Dorm end for candidate arrival and luggage unloading DORM CHAS:_____and_____assigned to tag luggage, bring garbage bags for sleeping bags, pillows, etc. PALANCA CHAS_____and_____are assigned to receive and bring the palanca from Send-Off to the Palanca Room HEAD CHAPEL_____prepare for Community communion at Send-Off in Auditorium</p>
7:00 PM		<p>SEND-OFF from ARC Auditorium DORM CHAS Tag Candidate luggage and put it on the Candidates' beds (Women's Weekend - the Set up Team will carry the luggage to the beds) PRE-WEEKEND COUPLE will check the Candidates information and payment, hand out nametags and give a copy of corrected information to Media Cha MEDIA CHA obtains Candidate information changes from Pre-Weekend Couple CANDIDATES begin to arrive at Send-Off Location</p>
7:25 PM		<p>Leave Send-Off at ARC Auditorium for ARC Foyer through main hallway</p>

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<u>Planned</u>	<u>Actual</u>	
7:30 PM		<p>CANDIDATES arrive at Apison Retreat Center Foyer CHAS line the hall and greet Candidates as they arrive (cheering & clapping is Rector's Option) ALL CHAS allow the Candidates to get their food first</p> <p>Reception in Dining Hall (40 Minutes) Pastor _____ says Grace All Team Members attend reception/dinner. All CHA CHAs (except Prayer and Kitchen) and SPIRITUAL DIRECTORS will be introduced</p>
8:10 PM		<p>RECTOR ring bell - First RECTOR'S talk (script) and introduction of CHAS in Dining Hall - CHA CHAS introduce themselves giving their name, church and service area (KITCHEN CHAs will be introduced Friday at breakfast & Prayer Chas on Friday during the Sacred Moments of Grace Rollo) RECTOR introduces SPIRITUAL DIRECTORS</p>
8:30 PM		<p>ALL CHAS line the hall and help direct candidates to their dorms CANDIDATES to dorm rooms to make up beds DORM CHAS lead the way. HEAD DORM CHA _____ and Dorm Chas keep Candidates in their rooms for about 15 minutes MEDIA CHA have power point with "Tres Dias" ready in rollo room</p>
8:45 PM		<p>ASSISTANT HEAD CHA rings bell for Candidates to go to the Rollo Room FLOATERS set up Auditorium for Friday morning team photo STOREROOM CHA makes sure fresh ice water is at podium for Rector</p>
8:55 PM		<p>ASSISTANT HEAD CHA signals RECTOR when all are in Rollo Room Introduction of CANDIDATES and PROFESSORS in Rollo Room</p>
9:40 PM		<p>Second RECTOR'S talk (script) MEDICATIONS CHA _____ and the SPECIAL DIET CHA _____ are in Rollo Room to be introduced ASSISTANT HEAD CHA makes sure Chapel is ready</p>

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9:55 PM		<p>CHAS line hall. ALL begin spiritual retreat. SILENCE! CANDIDATES to Chapel CHAPEL CHAS greet Candidates and Professors as they enter Chapel passing out Pilgrim Guides as they enter. Set the "tone" for the Chapel, by playing soft music, smiling and talking in a soft voice ASSISTANT HEAD CHA signals RECTOR when all are present in Chapel TABLE CHAS check Rollo Room for items left behind and bring to Chapel TABLE, STOREROOM and FLOATER CHAS return to Rollo Room to set up tables for Friday morning - also tables for Rector & Spiritual Directors STOREROOM CHAS have notebooks, pens and table signs ready for TABLE CHAS for Friday morning. DORM CHAS put up "Silence" signs in dorm rooms, halls and bathrooms including Team rooms after Candidates are in Chapel</p>
10:00 PM		<p>RECTOR - Script First Meditation: <u>"Know Yourself" by SPIRITUAL DIRECTOR</u></p>
10:15 PM		<p>RECTOR - Time of Personal Reflection RECTOR - Allow one minute for each person's reflection HEAD CHA - Ring bell gently after each minute and keep track of number of times bell is rung</p>
10:30 PM		<p>Second Meditation: "Prodigal Son" or "Adulterous Woman" by SPIRITUAL DIRECTOR _____</p>
10:40 PM		<p>RECTOR - Script</p>
11:00 PM		<p>CHAS line hall Remember to be SILENT! CANDIDATES and Candidate Dorm Chas to bed PROFESSORS appear to go to bed in Silence CHAPEL CHAS set up for Friday morning HEAD PALANCA CHA _____ takes general palanca letters to Spiritual Director _____ who is giving Holy Spirit Rollo STOREROOM CHAS leave one pot of coffee for Prayer Chas on night duty</p>

Thursday - Weekend Schedule

<u>Planned</u>	<u>Actual</u>	
11:05 PM		<p>ENTIRE TEAM (including Pastors and except for Candidate Dorm Chas)meets in Auditorium EVERYONE - Review Candidates table assignments, announcements and pray for Friday's Rollistas and remainder of Weekend</p> <p>TEAM to bed in Silence ASSISTANT HEAD CHA makes sure Rollo Room is ready for Friday MEDIA CHA makes last minute changes to the Fourth Day Book PRAYER CHAS on first night watch meet with Rector after team meeting to pray over Rector & assume the Mantle for the night DORM CHAS will turn out lights in Team Dorms and turn off hallway lights 30 minutes after the Team Meeting is over (use night lights in hallway)</p>

Friday - Weekend Schedule

<u>Planned</u>	<u>Actual</u>	
5:55 AM		PRAYER CHAS awaken RECTOR, HEAD CHA, ASSISTANT HEAD CHA and HEAD DORM and return Mantle to Rector.
6:00 AM		DORM CHAS awaken Team & Spiritual Directors. Remind Team that we are still to be in Silence! HEAD DORM CHA_____makes sure all Team rooms are awake and quiet DORM CHA makes coffee for dorms/may ask Prayer Cha on night duty to make
6:15 AM		DORM CHAS awaken Candidates. Check all rooms to be certain everyone is up. Get coffee from KITCHEN and take to dorms
6:45 AM		CHAPEL CHAS in Chapel with Communion elements prepared ALL CHAS line hall (or front walkway to foyer) to Chapel
6:50 AM		ASSISTANT HEAD CHA rings bell to go to Chapel CANDIDATE DORM CHAS _____and _____check that all Candidates are on the way to Chapel and report to Assistant Head Cha
7:00 AM		CANDIDATES in the Chapel ASSISTANT HEAD CHA signals RECTOR when all are in Chapel RECTOR script - Prayer and Meditation SPIRITUAL DIRECTOR_____ "Three Glances" Meditation (15 minutes) MUSIC CHA - worship (10 minutes) SPIRITUAL DIRECTOR: _____ Meditation & Communion (30Min). SPIRITUAL DIRECTOR: _____ assists with Communion HEAD CHA notifies ASSISTANT HEAD CHA when Communion begins (note slipped out the chapel door - approx 15 minutes until breakfast) (Assistant Head Cha may use baby monitor instead of notes under the door) ASSISTANT HEAD CHA notifies Kitchen of time of breakfast FLOATERS put "introduction sign" on kitchen podium
7:50 AM		Breakfast (30 minutes) (Optional singing of Blessing Song)/Blessing by Spiritual Director/Eat/Introduce Kitchen Chas/Thanks Prayer by Spiritual Director/Sing Doxology or Thanks Song

Friday - Weekend Schedule

<u>Planned</u>	<u>Actual</u>	
8:20 AM		Restroom Break - DORM CHAS direct Candidates to bathrooms in dorm rooms Smoking Cha to be available ASSISTANT HEAD CHA and DORM CHAS ensure Candidates are in the Rollo Room on time MEDIA CHA makes sure that "Rollo" and "Decuria" words are ready on power point and Directory sheets ready for TABLE CHAS STOREROOM CHAS get notebooks, pens and table name signs ready for TABLE CHAS to hand out and put water on the podium for Rollista PALANCA CHAS make sure palanca and flower for IDEALS Rollista is in Professor Ready Room CHAPEL CHAS prepare Communion elements for Team Chapel
8:30 AM		ASSISTANT HEAD CHA signals RECTOR when all are in Rollo Room CANDIDATES assigned to tables HEAD CHA be sure copy of questions are on podium for candidate introductions CANDIDATES are to stand around room RECTOR to call table and introduce Table Chas MATTHEW / ESTHER _____ MARK / RUTH _____ JOHN / SARAH _____ PETER / RACHEL _____ PAUL / REBEKAH _____ LUKE / ELIZABETH _____ TABLE CHAS make corrections to Fourth Day Directory at their tables MEDIA CHA makes final corrections to Directory and gives to Fourth Day Couple
9:00 AM		ALL CHAS to Auditorium for picture Picture taken by <u>Fourth Day Couple</u> (Team stand to back; CANDIDATES TO FRONT)
9:10 AM		CANDIDATES return to Rollo Room for introductions GOPHER CHA _____ pulls IDEALS ROLLISTA _____ to dress as soon as their table is introduced TEAM CHAPEL/COMMUNION in Chapel/Kitchen with SPIRITUAL DIRECTOR: _____ MUSIC led by _____

Friday - Weekend Schedule

<u>Planned</u>	<u>Actual</u>	
10:00 AM		PALANCA CHAS take Palanca and Boutonnière for SPIRITUAL DIRECTOR _____ (Grace Rollo) to Professor Ready Room
10:10 AM		GOPHER CHA _____ pulls IDEALS Prayer Palanca Team: _____ and _____ and Spiritual Director _____ RESTROOM BREAK
10:20 AM		IDEALS Rollista and Prayer Team in Prayer Room MEDIA CHA - have Spanish words "Rollo" and "Decuria" ready for projection
10:25 AM		RECTOR talk - Explain Rollos and Decuria. MUSIC CHAS _____ and _____ teach the theme song RECTOR explains candles and open Bible
10:30 AM		HEAD GOPHER signals RECTOR when IDEALS Rollista is ready TABLE CHA _____ lights candle and begins the Meditation (On Men's Weekend the Professors read the Meditation) Note: At this point in weekend - only read first part of Meditation IDEALS (30 minutes) _____
11:00 AM		RECTOR script - Directions for discussion GOPHER CHA _____ pulls SPIRITUAL DIRECTOR _____ to dress for Grace Rollo STOREROOM CHAS have poster paper and markers ready for Table Chas; make certain the name of the Rollo and the table name are on the back of each poster (You will do this for each Rollo) CANDIDATES - Table discussion on Ideals HEAD CHA blows out candle after RECTOR announces discussion. TABLE CHAS take drink orders FLOATER - (If available) Be ready to assist with drinks When RECTOR gives two-minute warning, TABLE CHAS get ready to pass out poster paper and pens. Put mints and tissues on tables

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<u>Planned</u>	<u>Actual</u>	
11:15 AM		<p>TABLE CHAS put out poster paper after making sure the name of the Rollo and table name are on the back CANDIDATES - Posters and restroom break - Smoking Cha to be available</p> <p>DORM CHAS to direct them to hall restrooms As soon as posters are taken up, IDEALS Rollista should return to table MEDIA CHA has "De Colores" ready on power point STOREROOM CHAS put fresh ice water at the podium for Rollista</p>
11:20 AM		<p>GOPHER CHA _____ pulls Grace Prayer Palanca Team: _____ and _____ and Spiritual Director _____</p>
11:30 AM		<p>GRACE Pastor and Prayer Team in Prayer Room</p> <p>RECTOR OR ASSISTANT HEAD CHA rings bell to return to Rollo Room RECTOR - Script on "De Colores" after which MUSIC CHA teaches "De Colores"</p>
11:40 AM		<p>HEAD GOPHER signals RECTOR when GRACE Rollista is ready HEAD CHA announces from podium that it is time to begin next Rollo</p> <p>TABLE CHA _____ lights candle and begins the Meditation</p> <p>GRACE (45 minutes): _____</p>
12:25 AM		<p>CANDIDATES Table discussion on Grace HEAD CHA blows out candle after discussion is announced</p>
12:40 PM		<p>When directed by RECTOR, TABLE CHAS hand out posters, making sure name of Rollo and table are on back</p> <p>CANDIDATES - Posters and restroom break - Smoking Cha to be available PALANCA CHAS check with SPIRITUAL DIRECTOR _____ about the banner and palanca to be presented during HOLY SPIRIT Rollo</p>
1:00 PM		<p>RECTOR/ASSISTANT HEAD CHA rings bell to return to Rollo Room ASSISTANT HEAD CHA signals RECTOR when all are in Rollo Room</p> <p>RECTOR OPTION - Introduce DORM CHAS Stretch and MUSIC CHA practices "De Colores" again.</p>

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<u>Planned</u>	<u>Actual</u>	
1:15 PM		PALANCA CHAS make sure palanca and flower for THE CHURCH Rollista are in the Professor Ready Room
1:25 PM		Lunch (Singing "De Colores") (30 minutes) (Optional singing of Blessing Song)/Blessing by _____/Eat/Thanks Prayer by _____/Sing Doxology or Thanks Song /Restroom Break (Gopher - Check with Church Rollista if they desire to be pulled during meal)
1:50 PM		Restroom Break in Dorms - Smoking Cha to be available GOPHER _____ to pull THE CHURCH Rollista _____ to dress GOPHER _____ to pull THE CHURCH Prayer Palanca Team: _____ and _____ Spiritual Director: _____
2:00 PM		RECTOR/ASSISTANT HEAD CHA rings bell to return to Rollo Room THE CHURCH Rollista and Prayer Team in Prayer Room. STOREROOM CHAS put fresh ice water at podium for next Rollista
2:05 PM		CANDIDATES return to Rollo Room ASSISTANT HEAD CHA signals RECTOR when all are in Rollo Room CHAPEL CHAS prepare for THE HOLY SPIRIT Chapel
2:10 PM		HEAD GOPHER CHA signals RECTOR when THE CHURCH Rollista is ready TABLE CHA _____ lights candle and begins the Meditation THE CHURCH (30 minutes): _____
2:20 PM		PALANCA CHAS take palanca and Boutonnière for SPIRITUAL DIRECTOR _____ (THE HOLY SPIRIT Rollo) to the Professor Ready Room
2:40 PM		CANDIDATES - Table discussion on THE CHURCH HEAD CHA blows out candle after RECTOR announces discussion MEDIA CHA have "PALANCA" ready for projection in Rollo Room STOREROOM CHA puts fresh water on the podium for next Rollista
2:55 PM		When directed by RECTOR, TABLE CHAS hand out posters, making sure name of Rollo and table are on back CANDIDATE - Posters and restroom break - Smoking Cha to be available

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3:00 PM		GOPHER CHA _____ pulls SPIRITUAL DIRECTOR _____ to dress for HOLY SPIRIT Rollo
3:15 PM		GOPHER CHA _____ pulls HOLY SPIRIT Prayer Palanca Team: _____ and _____ and Spiritual Director _____ Restroom Break - Encourage Candidates to go before Rollo CHAPEL CHAS prepare for THE HOLY SPIRIT in MAIN CHAPEL. (Make sure the Prayer Charts are set up) THE HOLY SPIRIT PASTOR and Prayer Team in MAIN CHAPEL HEAD PALANCA CHA: _____ has table palanca and banner ready; make sure SPIRITUAL DIRECTOR _____ has the general palanca letters.
3:30 PM		HEAD GOPHER CHA signal RECTOR when HOLY SPIRIT Rollista is ready RECTOR/HEAD CHA announces from podium that it is time to begin next Rollo TABLE CHA _____ lights candle and begins the Meditation THE HOLY SPIRIT (60 minutes): _____ PALANCA CHAS prepared to bring in Banner and Palanca during this Rollo NOTE: Assistant Head Cha – be sure the Prayer Chas and Rollo prayer palanca team are praying in the Chapel since they will be shown and introduced during a Chapel visit during the talk.
4:30 PM		CHAS line hall CANDIDATES to Chapel (Prayer Team still praying) ASSISTANT HEAD CHA signals RECTOR when all are in Chapel RECTOR - Script and then Introduction of theme for Weekend WORSHIP CHAS play weekend theme song ready after Rector introduces theme STOREROOM, FLOATER, DORM and PALANCA CHAS put letters on wall after Candidates leave for Chapel. WORK QUICKLY!!! STOREROOM CHAS blow out candle, put stool on easel next to podium and Piety leg under podium for Rollista to use. Make sure there is fresh ice water at podium for next Rollista PALANCA CHAS make sure palanca and flower for PIETY ROLLISTA is in the Professor Ready Room PRAYER CHAS are introduced and Community Prayer is explained
4:45 PM		CHAS line hall CANDIDATES return to Rollo Room. Bathroom break en route if needed ASSISTANT HEAD CHA signals RECTOR when all are in Rollo Room CHAPEL CHAS prepare for Piety Chapel Table discussion on THE HOLY SPIRIT Table discussion on THE HOLY SPIRIT GOPHER CHA _____ pulls PIETY ROLLISTA:

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5:00 PM		When directed by RECTOR, TABLE CHAS hand out posters, making surname of Rollo and table are on back CANDIDATES - Posters RECTOR OPTION - PALANCA CHAS introduced and bring in palanca GOPHER CHA _____ pulls PIETY Prayer Team: _____ and _____ and Spiritual Director _____
5:10 PM		PIETY ROLLISTA and Prayer Team in Prayer Room
5:20 PM		HEAD GOPHER CHA signals RECTOR when PIETY Rollista is ready TABLE CHA _____ lights candle and begins the Meditation Note: At this point in the weekend - begin reading the complete Meditation. PIETY (45 minutes): _____
6:05 PM		Talk by Rector - Script (Coal Miners story) OPTION - Hallway is dark and chas line hall with flashlights pointed down on floor
6:15 PM		CHAS line hall (OPTION : flashlights shining down) CANDIDATES to Chapel in Silence - No music in Chapel STOREROOM CHA blows out candle when all Candidates are in Chapel ASSISTANT HEAD CHA signals RECTOR when all are in Chapel CANDIDATES in Chapel: RECTOR'S script MUSIC CHAS lead _____
6:45 PM		CHAS line hall (OPTION : flashlights shining down) CANDIDATES return to Rollo Room ASSISTANT HEAD CHA signals RECTOR when all are in Rollo Room ASSISTANT HEAD CHA sends word to KITCHEN - 45 minutes until dinner
6:50 PM		Table discussion on Piety FLOATER CHAS take down the lighted archways and store in Auditorium closet
7:05 PM		When directed by RECTOR, TABLE CHAS hand out posters, making sure name of Rollo and table are on back CANDIDATES - Posters and restroom break - Smoking Cha to be available
7:15 PM		Music Chas practice "De Colores" or lead worship music

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7:30 PM		<p>CHAS line hall - RECTOR OPTION - walk outside to Dinner Dinner (30 minutes) (Optional singing of Blessing Song)/Blessing by _____/Eat/Thanks Kitchen: Explain any Palanca and read accompanying notes Prayer by _____/Sing Doxology or Thanks Song /Restroom Break MEDIA CHA have "DECURIA" ready on screen in rollo room</p>
8:00 PM		<p>CANDIDATES to Rollo Room with a restroom break on the way SMOKING CHA is available TABLE CHAS get materials ready for tables to work on unfinished posters CHAPEL CHAS prepare for evening Chapel</p>
8:15 PM		<p>ASSISTANT HEAD CHA signals RECTOR when all are in Rollo Room MUSIC CHA leads singing (Candidates standing)</p>
8:30 PM		<p>HEAD CHA _____ lights candle and begins the Meditation RECTOR - Script (explanation of Decuria) OPTION: MEDIA CHA and GOPHER CHAS are introduced DECURIA TABLE CHAS put posters on wall as Candidates discuss them</p>
10:20 PM		<p>CANDIDATES, PROFESSORS and TABLE CHAS to Chapel CHAS line hall, then return to their area to make sure it is clean and ready for morning</p> <p>ASSISTANT HEAD CHA signals RECTOR when all are in Chapel STOREROOM/FLOATER CHAS see that Rollo Room is clean and ready for morning</p>
10:40 PM		<p>CHAS line the hall</p> <p>CANDIDATES to dorm rooms - Smoking Cha available CHAPEL CHAS set up Chapel for morning TABLE CHAS return to Rollo Room to straighten up your table and assist STOREROOM CHAS in cleanup (Leave one pot of coffee on for the Prayer Chas on night duty)</p>
10:50 PM		<p>TEAM MEETING in Auditorium - All Team except Candidate Dorm Chas and sleeping Prayer Chas may attend. Mandatory for all Area Heads, Professors, Spiritual Directors and Prayer Chas on duty Review Saturday schedule</p> <p>Pray for Saturday's Rollistas and special needs PRAYER CHAS on first night watch meet with RECTOR after team meeting to pray over Rector and assume the mantle for the night DORM CHAS will turn out lights in Team Dorms and turn off hallway lights 30 minutes after the Team Meeting is over (use night lights in hallway)</p>

Saturday - Weekend Schedule

Planned	Actual	
5:55 AM		PRAYER CHAS awaken RECTOR, HEAD CHA, ASSISTANT HEAD CHA and HEAD DORM and returns the Mantle to Rector
6:00 AM		DORM CHAS make coffee for the dorms/Prayer cha on night duty may make DORM CHAS awaken TEAM and the Spiritual Directors
6:15 AM		DORM CHAS awaken Candidates HEAD DORM verifies that all Team Rooms and Spiritual Directors are awake DORM CHAS serve coffee and juice in dorms
6:50 AM		CHAPEL CHAS in chapel with Communion elements prepared CHAS line the hall (or outside) between the Candidates Dorms and the Chapel ASSISTANT HEAD CHA rings bell to go to Chapel
7:00 AM		CANDIDATES in Chapel ASSISTANT HEAD CHA signals RECTOR when all are in Chapel RECTOR - Script SPIRITUAL DIRECTOR _____ "Figure of Christ" Meditation MUSIC CHAS lead worship (10 - 15 minutes) SPIRITUAL DIRECTOR _____ Communion (30 minutes) Assisted by: _____ HEAD CHA sends message to ASSISTANT HEAD CHA when last group goes up for prayer (approximately 15 minutes until breakfast) ASSISTANT HEAD CHA gives Kitchen 15 minute alert RECTOR -Script
8:00 AM		PALANCA CHAS make sure palanca and flower for STUDY ROLLISTA is in the Professor Ready Room
8:00 AM		Breakfast (30 minutes) (Optional singing of Blessing Song)/Blessing by _____/Eat/Thanks Kitchen: Explain any Palanca and read accompanying notes Prayer by _____/Sing Doxology or Thanks Song /Restroom Break - Smoking Cha available ASSISTANT HEAD CHA discusses with SACRED MOMENTS OF GRACE PASTOR _____ approximately when during talk they will go to the Chapel for Crucifixion Chapel
8:35 AM		GOPHER CHA _____ pulls STUDY ROLLISTA _____ to dress (unless they want to skip breakfast, in which case they can go from the Chapel to dorm) STOREROOM CHAS have Forgiveness Hearts ready for TABLE CHAS

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8:45 AM		<p>STOREROOM CHA be sure there is fresh ice water at podium for SPIRITUAL DIRECTOR CANDIDATES in Rollo Room ASSISTANT HEAD CHA signals RECTOR when all are in Rollo Room MUSIC CHA leads worship - 5 minutes TABLE CHA _____ lights candle and begins the Meditation</p> <p>"INVISIBLE BARRIER" MEDITATION: _____</p> <p>TABLE CHAS have "Forgiveness" hearts ready to pass out when instructed</p>
9:05 AM		<p>GOPHER CHA _____ pulls STUDY Prayer Palanca Team _____ and _____ and SPIRITUAL DIRECTOR _____</p> <p>TEAM CHAPEL/COMMUNION: PASTOR _____ Music: _____ (Chapel and Head Kitchen should coordinate time and location)</p>
9:15 AM		<p>STUDY ROLLISTA and Prayer Team in Prayer Room STOREROOM CHA be sure stool is on easel and put Study Leg under PODIUM IN Rollo Room; be sure there is fresh ice water at podium for next Rollista RECTOR OPTION - introduce STOREROOM & FLOATER SUPPLY CHAS PALANCA CHAS bring in Palanca, as directed by RECTOR</p>
9:25 AM		<p>HEAD GOPHER CHA signals RECTOR when STUDY ROLLISTA is ready RECTOR or HEAD CHA announces from podium that it is time to begin first Rollo of the day TABLE CHA _____ lights candle and begins the Meditation</p> <p>STUDY (30 minutes): _____</p>
9:40 AM		<p>PALANCA CHAS take Palanca and Boutonnière for SPIRITUAL DIRECTOR _____ (THE SACRED MOMENTS OF GRACE Rollo) to the Professor Ready Room</p>
9:55 AM		<p>Table discussion on Study HEAD CHA blows out candle after RECTOR announces discussion GOPHER CHA _____ pulls SPIRITUAL DIRECTOR _____ for SACRED MOMENTS OF GRACE Rollo CHAPEL CHAS prepare for Crucifixion Chapel (May be done earlier if Team Chapel is held in Dining Hall) Check with ASSISTANT HEAD CHA for approximate time of Crucifixion Chapel OPTION: FLOATER CHAS pass out biblical costumes for the market scene</p>

Saturday - Weekend Schedule

<u>Planned</u>	<u>Actual</u>	
10:10 AM		<p>CANDIDATES - Posters and restroom break - Smoking Cha to be available(Tell Candidates that the next rollo will be 90 minutes long)</p> <p>STOREROOM CHA make sure there is fresh ice water at podium for next Rollista</p> <p>CHAPEL CHAS prepare elements of Communion for TABLE CHAS to serve in Rollo Room during next Rollo & take to Storeroom</p>
10:15 AM		<p>GOPHER CHA _____ pulls "SACRED MOMENTS OF GRACE" first Prayer Palanca Team: _____ and _____ and</p> <p>SPIRITUAL DIRECTOR _____</p>
10:20 AM		<p>Rest room break - encourage all to go</p> <p>SACRED MOMENTS OF GRACE PASTOR and Prayer Team in Prayer Room</p> <p>Note: This Rollo will begin in the Rollo Room (5 minutes) and move to the Chapel</p> <p>ASST HEAD CHA – double check the timing and flow of talk to the Chapel</p>
10:30 AM		<p>HEAD GOPHER signals Rector when SACRED MOMENTS Rollista is ready</p> <p>RECTOR/HEAD CHA announces from podium that it is time to begin next Rollo</p> <p>TABLE CHA _____ lights candle and begins the Meditation</p> <p>SACRED MOMENTS OF GRACE (90 minutes): _____</p> <p>OPTION: CHAS line hall in biblical costumes and happy Market Scene, or red footprints (Unnamed and then named)</p> <p>CANDIDATES to Chapel walking through Market Scene or footprints</p> <p>ASSISTANT HEAD CHA signals RECTOR when all are in Chapel</p> <p>TABLE CHAS go to Chapel with Candidates</p> <p>STOREROOM CHAS and FLOATER CHAS straighten Rollo Room</p> <p>ASSISTANT HEAD CHA note exactly when this Rollo begins in order to let Kitchen know when we're getting close to lunch</p>
11:10 AM		<p>GOPHER CHA _____ pulls second SACRED MOMENTS OF GRACE Prayer Palanca Team: _____ and _____</p>

Saturday - Weekend Schedule

<u>Planned</u>	<u>Actual</u>	
11:15 AM (Approx.)		<p>OPTION: CHAS line hall in biblical costumes and weeping softly over crucifixion CANDIDATES return to Rollo Room (OPTION) walking through weeping people for the continuation of SACRED MOMENTS OF GRACE Rollo</p> <p>Second Prayer Team in Prayer Room ASSISTANT HEAD CHA signals RECTOR when all are in Rollo Room COMMUNION to be served during this part of the Rollo in the Rollo Room by TABLE CHAS when instructed by the Pastor OPTION: CHAPEL CHAS get the red cloth & silk rose petals ready OPTION: There is a cobblestone cloth in the banner closet if desired for pavement</p>
12:50 PM		<p>OPTION: CHAS line hall holding Red Cloth CANDIDATES to CHAPEL (OPTION: walking under red cloth and on rose petals) ASSISTANT HEAD CHA signals RECTOR when all are in the Chapel RECTOR - Script</p> <p>MUSIC CHA leads theme song _____ STOREROOM CHA blows out candle after Candidates have left for Chapel</p> <p>STOREROOM/FLOATER CHAS straighten up Rollo Room ASSISTANT HEAD CHA SENDS SOMEONE TO LET Kitchen know how long until lunch CANDIDATES take restroom break on way to lunch</p>
1:00 PM		<p>LUNCH and skit by KITCHEN (45 minutes) Kitchen: Explain any Palanca and read accompanying notes (Optional singing of Blessing Song)/Blessing by _____/Eat/Thanks Prayer by _____/Sing Doxology or Thanks Song</p>
1:45 PM		Restroom Break in Dorms - Smoking Cha to be available
2:00 PM		RECTOR/ASSISTANT HEAD CHA rings bell to return to Rollo Room
2:05 PM		<p>CANDIDATES to Rollo Room ASSISTANT HEAD CHA signals RECTOR when all are in Rollo Room CHAPEL CHAS prepare for Post-Serenade Chapel (Forgiveness cards to be nailed to cross). Check with Rector and Spiritual Director for chair placement and Rector's Preference for Optional Chapel Talk set up PALANCA CHAS make sure palanca and flower for ACTION ROLLISTAis in the Professor Ready Room TABLE CHAS have their Tres Dias Cross in their pockets for "We" Prayer</p>
2:10 PM		<p>RECTOR Script - Explain "We" Prayer RECTOR OPTION - May be done at tables, inside or outdoors</p>

Saturday - Weekend Schedule

<u>Planned</u>	<u>Actual</u>	
2:20 PM		<p>GOPHER CHA _____ pulls ACTION ROLLISTA _____ to dress when their table completes the "We" Prayer</p> <p>CANDIDATES - Upon completion of "We" Prayer, have discussion and poster for SACRED MOMENTS OF GRACE</p> <p>STOREROOM CHAS put ACTION leg behind podium and fresh ice water at podium for next Rollista</p>
2:25 PM		<p>GOPHER CHA _____ pulls ACTION Prayer Team: _____ and _____ and Spiritual Director _____</p>
2:30 PM		<p>CANDIDATES - Posters and restroom break - Smoking Cha to be available</p>
2:45 PM		<p>ACTION Rollista and Prayer Team in Prayer Room</p> <p>RECTOR OPTION - CHAPEL CHAS introduced</p> <p>PALANCA CHAS bring in Palanca as directed by Rector</p> <p>MUSIC CHA to lead singing/stretch</p>
2:55 PM		<p>HEAD GOPHER CHA signals Rector when ACTION Rollista is ready</p> <p>RECTOR/HEAD CHA announces from podium that it is time to begin next Rollo</p> <p>TABLE CHA _____ lights candle and begins the Meditation</p> <p>ACTION (30 minutes): _____</p>
3:15 PM		<p>PALANCA CHAS take Palanca and Boutonnière for SPIRITUAL DIRECTOR _____ (OBSTACLES TO GRACE Rollo) to the Professor Ready Room</p>
3:25 PM		<p>Table discussion on Action</p> <p>HEAD CHA blows out candle after RECTOR announces discussion</p> <p>GOPHER CHA _____ pulls SPIRITUAL DIRECTOR _____ to dress for OBSTACLES TO GRACE Rollo</p>
3:40 PM		<p>CANDIDATES - Posters and restroom break - Smoking Cha to be available</p> <p>GOPHER CHA _____ pulls OBSTACLES Prayer Team: _____ and _____ and Spiritual Director _____</p> <p>STOREROOM CHAS puts fresh ice water at podium for next Rollista</p>

Saturday - Weekend Schedule

<u>Planned</u>	<u>Actual</u>	
3:55 PM		ASSISTANT HEAD CHA signals RECTOR when all are in Rollo Room OBSTACLES Pastor and Prayer Team in Prayer Room
4:05 PM		HEAD GOPHER CHA signals RECTOR when OBSTACLES Rollista is ready RECTOR/HEAD CHA announces from podium that it is time to begin next Rollo TABLE CHA _____ lights candle and begins the Meditation OBSTACLES TO GRACE (45 minutes): _____
4:45 PM		PALANCA CHAS make sure Palanca and flower for LEADERS Rollista is in the Professor Ready Room ASSISTANT HEAD CHA unlocks Auditorium Stage doors to parking lot and ensures heat or A/C is on far enough in advance to heat or cool the auditorium.
4:50 PM		HEAD CHA blows out candle after RECTOR announces discussionTable discussions on Obstacles GOPHER CHA _____ pulls LEADERS ROLLISTA _____ to dress
5:05 PM		GOPHER CHA _____ pulls LEADERS Prayer Team: _____ and _____ and Spiritual Director _____ CANDIDATES - Posters and restroom break - Smoking Cha to be available STOREROOM CHA be sure there is fresh ice water at podium
5:15 PM		PALANCA CHAS be ready with palanca LEADERS ROLLISTA and Prayer Team in Prayer Room
5:25 PM		ASSISTANT HEAD CHA signals RECTOR when all are in Rollo Room HEAD GOPHER CHA signals RECTOR when Rollista is ready RECTOR/HEAD CHA announces from podium it's time to begin the next Rollo TABLE CHA _____ lights candle and begins the Meditation LEADERS (30 minutes): _____ FLOATER CHAS set up drinks (water) for Community in Auditorium FLOATER CHAS be outside and direct traffic and Serenaders (Women's Weekend - may use Set Up Team to direct Traffic)

Saturday - Weekend Schedule

<u>Planned</u>	<u>Actual</u>	
5:55 PM		<p>Discussion on Leaders HEAD CHA blows out candles after RECTOR announces discussion CHAPEL CHAS make sure Rugged Cross, nails, hammers, extra pens and extra Forgiveness Hearts are ready for Chapel visit after Serenade STOREROOM CHAS make sure candles and holders are ready to be distributed at the outside doors by the dorms for Serenaders to use for Candle lighting</p>
6:10 PM		CANDIDATES - Posters and restroom break - Smoking Cha to be available
6:20 PM		<p>TABLE CHAS remind Candidates to take Forgiveness Hearts to dinner FLOATERS remind Serenaders to keep noise down in Auditorium</p>
6:35 PM		<p>CHAS line hall CANDIDATES to dinner - Lead by their Table Cha and sitting with their table TABLE CHAS sit with their table (revealed PROFESSORS and TABLE CHAS sit across from the Candidates, Prayer Chas should be spaced out so as not to be too noticeable when they leave) DINNER - Kitchen: Explain any Palanca and read accompanying notes (Optional singing of Blessing Song)/Blessing by _____ /Eat/Serenade/Thanks Prayer by _____/Sing Doxology or Thanks Song (No Jokes) RECTOR, HEAD CHA, HEAD SPIRITUAL DIRECTOR AND PRAYER CHAS slip out midway of meal to greet Serenaders and give them specific time for Serenade (ROVER to observe) (OPTION - Prayer Chas anoint Serenaders)</p>
7:05 PM		SERENADE - 30-40 Minutes
7:45 PM		<p>Thanks Prayer/Sing Doxology CANDIDATES AND TEAM to follow RECTOR outside through Serenaders lining path to the door near the Rollo Room, weather permitting ASSISTANT HEAD CHA, DORM CHAS, TABLE CHAS direct CANDIDATES to take a quick Restroom Break when they get to the Conference Room</p>
7:55 PM		Rector leads candidates and team to Chapel
8:00 PM		<p>ASSISTANT HEAD CHA signals RECTOR when all are in Chapel CHAPEL - ALL PASTORS and all PRAYER CHAS are present RECTOR - Script SPIRITUAL DIRECTOR _____ leads nailing of Forgiveness Hearts service. _____ and _____ carry in the Cross and place on floor for nailing of Hearts when directed to do so ASSISTANT HEAD CHA thanks Serenaders STOREROOM CHAS collect the Serenade candles from the men (Women's Weekend - A few Men may stay for 1 hour to help clean the kitchen)</p>

Saturday - Weekend Schedule

<u>Planned</u>	<u>Actual</u>	
9:00 PM		<p>CANDIDATES - Restroom Break, then to Rollo Room CHAPEL CHAS prepare for Evening Chapel and check with Head Spiritual Director and Rector concerning the method for revealing burned Forgiveness Hearts ASSISTANT HEAD CHA signals RECTOR when all are in Rollo Room</p>
9:10 PM		<p>OPTION: Decuria or Shortened Decuria or Celebration Music Decuria - Head Cha lights candle and leads the Meditation Shortened Decuria - Candidates choose one poster to present to the group Celebration Music - WORSHIP CHAS lead music in Rollo Room CHAPEL CHAS take Forgiveness Hearts off cross and prepare for burning BACKUP RECTOR and ROVER set up for Closing in Auditorium</p>
9:45 PM		<p>Either in the Rollo Room or go to the Chapel (Option) to close out night If CANDIDATES TO CHAPEL then CHAS line hall, then return to their area to make sure it is ready for Sunday STOREROOM CHA blows out candle after Candidates are in the Chapel ASSISTANT HEAD CHA signals RECTOR when all are in Chapel STOREROOM/FLOATER CHAS see that Rollo Room is ready for Sunday OPTION: DORM CHAS have refreshments in hall for Candidates</p>
10:00 PM		<p>CANDIDATES to bed - Smoking Cha available CHAPEL CHAS prepare Chapel for morning Petition Chapel</p> <p>TABLE CHAS return to Rollo Room to straighten up your table and assist STOREROOM/FLOATER CHAS in cleanup (Leave one coffee pot on for the Prayer Chas on night duty)</p>
10:15 PM		<p>TEAM MEETING in Auditorium/Rollo Room - PROFESSORS, AREA HEADS, SPIRITUALDIRECTORS, PRAYER CHAS on duty, HEAD & ASSISTANT HEAD TEAM is to attend Review Sunday's Schedule, including prayer token distribution Pray for Sunday's Rollistas and special needs</p> <p>ASSISTANT HEAD CHA make sure all Area Heads, including Kitchen, understand that area cleanup is completed before Rector's Sun. Rollo and every AREA HEAD must return to their area after Closing to have their area checked off by ARC Representative PRAYER CHAS on first watch meet with Rector after Team Meeting to pray over the Rector and assume the Mantle for the night DORM CHAS will turn out lights in Team Dorms and turn off hallway lights 30 minutes after the Team Meeting is over (use night lights in hallway)</p>

Sunday - Weekend Schedule

<u>Planned</u>	<u>Actual</u>	
5:45 AM		PRAYER CHAS awaken RECTOR, HEAD CHA, ASSISTANT HEAD CHA and HEAD DORM and return Mantle to Rector DORM CHA make coffee for dorms/Prayer Cha on night duty may make DORM CHAS awaken TEAM and Spiritual Directors
6:00 AM		OPTION: ALL TEAM (except unrevealed professors) serenade Candidates Song to be selected by RECTOR
6:10 AM		TEAM returns to room to pack. Move everything off floor/put luggage on bed DORM CHAS remind Candidates to pack and serve coffee in dorms Hold Candidates in hallway until RECTOR is ready to lead to breakfast
6:55 AM		RECTOR/ASSISTANT HEAD CHA rings bell for breakfast ALL CHAS line hallway to Dining Hall RECTOR leads Candidates to breakfast
7:00 AM		Breakfast (45 minutes) Kitchen: Explain any Palanca and read accompanying notes (Optional singing of Blessing Song)/Blessing by _____/Eat/Thanks Prayer by _____/Sing Doxology or Thanks Song (No Jokes) CANDIDATES -Restroom break - Smoking Cha to be available
7:45 AM		CHAS line hall to Chapel CHAPEL CHAS have ashes ready for PASTOR _____ ASSISTANT HEAD CHA signals Rector when all are in Chapel RECTOR - Script PASTOR _____ Meditation: "Christ's Message to the Pescadore" MUSIC CHAS lead worship PASTOR _____ leads Petition Communion Assisted by _____ and _____ DORM CHAS begin cleaning rooms away from Chapel so as not to disturb with vacuum noise GOPHER CHA _____ pulls ENVIRONMENTS ROLLISTA _____ after they have taken Communion PALANCA, STOREROOM AND FLOATER CHAS begin to pack and clean service area as much as possible
9:15 AM		PALANCA CHAS make sure Palanca and flower for ENVIRONMENTS ROLLISTA are in the Professor Ready Room

Sunday - Weekend Schedule

<u>Planned</u>	<u>Actual</u>	
9:55 AM		PASTOR _____ leads CANDIDATES outside to discuss ashes CANDIDATES - Restroom break and return to Rollo Room STOREROOM CHAS put fresh ice water at podium for next Rollista TEAM CHAPEL/COMMUNION in Kitchen: Spiritual Director: _____
9:55 AM		GOPHER CHA _____ pulls ENVIRONMENTS Prayer Palanca Team _____ and _____ and Spiritual Director _____
10:05 AM		ASSISTANT HEAD CHA rings bell to return to Rollo Room after restroom break RECTOR OPTION - introduce Head and Assistant Head Chas ASSISTANT HEAD CHA signals RECTOR when all are in Rollo Room PALANCA CHAS to bring in Palanca, as directed by RECTOR ENVIRONMENT Rollista and Prayer Team in Prayer Room
10:10 AM		HEAD GOPHER CHA signals RECTOR when ENVIRONMENTS ROLLISTA is ready RECTOR/HEAD CHA announces from podium that it is time to begin the first Rollo of the day TABLE CHA _____ lights the candle and begins the Meditation ENVIRONMENTS (30 minutes): _____
10:30 AM		PALANCA CHAS take Palanca and Boutonnière for LIFE IN GRACE SPIRITUAL DIRECTOR _____ to the Professor Ready Room
10:40 AM		Table discussion on Environments HEAD CHA blows out candle when discussion is announced GOPHER CHA _____ pulls SPIRITUAL DIRECTOR _____ to dress for LIFE IN GRACE Rollo STOREROOM CHAS give Growth Guides to Table Chas and put fresh ice water at podium for next Rollista
10:50 AM		GOPHER CHA _____ pulls LIFE IN GRACE Prayer Team: _____ and _____ and Spiritual Director: _____

Sunday - Weekend Schedule

<u>Planned</u>	<u>Actual</u>	
10:55 AM		CANDIDATES - Restroom break - Smoking Cha to be available PALANCA CHAS bring in Palanca, as directed by RECTOR
11:05 AM		TABLE CHAS have Growth Guides ready to pass out when RECTOR indicates in the script LIFE IN GRACE Pastor and Prayer Team in Chapel
11:05 AM		ASSISTANT HEAD CHA signals RECTOR when all are in Rollo Room RECTOR -Script: Introduction of Growth Guides
11:15 AM		HEAD GOPHER CHA signals RECTOR when Rollista is ready RECTOR/HEAD CHA announces from podium that it is time to begin next Rollo TABLE CHA _____ lights candle and begins the Meditation LIFE IN GRACE (45 minutes): _____
12:00 PM		HEAD CHA blows out candle when discussion is announced RECTOR - Script instructions introducing remaining professors Table discussion on Life in Grace and Growth Guides (20 minutes) PALANCA CHAS make sure Palanca and flower for CCIA Rollista are in the Professor Ready Room GOPHER CHA _____ pulls CCIA ROLLISTA _____ to dress for CHRISTIAN COMMUNITY IN ACTION Rollo
12:35 PM		CANDIDATES - restroom break Smoking Cha to be available GOPHER CHA _____ pulls CCIA Prayer Palanca Team: _____ and _____ and Spiritual Director _____ STOREROOM CHA puts fresh ice water at podium for next Rollista
12:40 PM		RECTOR/ASSISTANT HEAD CHA rings bell to bring Candidates to Rollo Room ASSISTANT HEAD CHA signals Rector when all are in Rollo Room RECTOR OPTION - ROVER and BACKUP RECTOR CHAS introduced PALANCA CHAS bring in last Palanca, as directed by Rector CHRISTIAN COMMUNITY Rollista and Prayer Palanca Team in Prayer Room

Sunday - Weekend Schedule

<u>Planned</u>	<u>Actual</u>	
12:45 PM		<p>HEAD GOPHER signals Rector when CCIA Rollista is ready HEAD CHA announces from podium that it is time to begin the next Rollo</p> <p>TABLE CHA _____ lights candle and begins the Meditation</p> <p>CHRISTIAN COMMUNITY IN ACTION (30 minutes): _____</p>
1:15 PM		<p>Table discussion on Christian Community HEAD CHA blows out candle when discussion is announced ASSISTANT HEAD CHA makes sure TABLE CHAS are ready for Dedication of Growth Guides PALANCA CHAS make sure Palanca and flowers for REUNION ROLLISTA, RECTOR AND RECTOR'S SPOUSE are in the Professor Ready Room</p>
1:30 PM		<p>CHAS line hall Lunch (30 Minutes) Kitchen: Explain any Palanca and read accompanying notes (Optional singing of Blessing Song)/Blessing by _____/Eat/Thanks Prayer by _____/Sing Doxology or Thanks Song /Restroom Break Smoking Cha to be available (RECTOR Option - dedication of Growth Guide in Dining Room)</p>
2:00 PM		<p>GOPHER CHA _____ pulls REUNION GROUP ROLLISTA _____ to dress for Rollo</p>
2:10 PM		<p>RECTOR/ASSISTANT HEAD CHA rings bell to return to Rollo Room DORM CHAS move all Candidates' luggage to hall for pick-up</p>
2:15 PM		<p>CANDIDATES return to Rollo Room ASSISTANT HEAD CHA signals RECTOR when all are in Rollo Room (OPTION: ENTIRE TEAM in Rollo Room to distribute Candidates' Prayer Tokens)</p> <p>GOPHER CHA _____ pulls REUNION GROUP prayer palanca team: _____ and _____ and Spiritual Director _____</p>
2:20 PM		<p>(OPTION - RECTOR leaves to prepare for "LIVING THE FOURTH DAY") GOPHER CHA _____ pulls RECTOR & SPOUSE _____ and _____ to prepare for Rollos ASSISTANT HEAD CHA CHECKS THAT ALL AREAS are completely cleaned TAKE DOWN TEAM - help move luggage, put up tables & chairs, mop, etc.</p>

Sunday - Weekend Schedule

<u>Planned</u>	<u>Actual</u>	
2:30 PM		<p>Rector Option - HEAD CHA takes over the Rollo Room and candidates dedicate growth guides CANDIDATES, PROFESSORS AND TABLE CHAS dedicate growth guides GOPHER CHA _____ makes sure Fourth Day Prayer Palanca Team is at the camp and ready for prayer and Spiritual Director _____ CHAPEL CHAS GATHER Growth Guides, take out any Professors' guides, rubber band the rest by table and keep in Chapel STOREROOM CHAS put fresh ice water on the podium for the Reunion Rollista REUNION ROLLISTA and Prayer Palanca Team in the Prayer Room BUR turn on heat or A/C in auditorium for closing.</p>
2:35 PM		<p>CHAPEL CHAS set up for the Presentation of Crosses in the Chapel HEAD GOPHER CHA signals HEAD CHA when ROLLISTA is ready RECTOR or HEAD CHA announces from podium that it is time to begin next Rollo TABLE CHA _____ lights candle and begins the Meditation</p>
2:40 PM		<p>REUNION GROUPS (20 Minutes): _____</p>
3:00 PM		<p>Table discussion of Reunion Groups Rollo (10 minutes) HEAD CHA blows out candle when discussion is announced</p>
3:10 PM		<p>STOREROOM CHAS put fresh ice water at podium for Rector BACKUP RECTOR assures Auditorium is set up for closing RECTOR, SPOUSE, Spiritual Directors, Head Prayer Cha and Prayer Palanca Team in the Prayer Room</p>
3:10 PM		<p>ASSISTANT HEAD CHA signals Head Cha when Rector is ready HEAD CHA announces from podium that it is time to begin next Rollo HEAD CHA _____ lights candle and begins the Meditation</p>
3:10 PM		<p>LIVING THE FOURTH DAY (30 minutes): _____ Rector introduces spouse and passes cross to spouse RECTOR'S SPOUSE _____ SPOUSE TALK (15 Minutes)</p>

Sunday - Weekend Schedule

<u>Planned</u>	<u>Actual</u>	
3:55 PM		ASSISTANT HEAD CHA sends someone to check with HEAD PALANCA CHA to make sure Palanca Bags are ready BACKUP RECTOR and ROVER check the set up for Closing in Auditorium Making sure seats are tagged for Spouses, Rovers, Secretariat, etc)
4:05 PM		CANDIDATES - Restroom break - Smoking Cha to be available
4:15 PM		CANDIDATES return to Rollo Room ASSISTANT HEAD CHA signals HEAD CHA when all are back in Rollo Room RECTOR returns to Rollo Room Palanca bags passed out by Table Chas with assistance from Palanca Chas
4:15 PM		HEAD SPIRITUAL DIRECTOR to make sure PASTORS know where they are to stand during the Presentation of Crosses and what they are to do ASSISTANT HEAD CHA sends FLOATERS to check on Closing preparations Be sure TWO Questions are on the podium TABLE CHAS clean up Rollo Room as much as possible MEDIA CHA - Ready the two questions for Power Point projection
4:45 PM		RECTOR - Script (Instructions on two questions) CANDIDATES discuss two questions and Restroom Break
5:00 PM		RECTOR - Script
5:10 PM		CHAS line hall ASSISTANT HEAD CHA signals RECTOR when all are in Rollo Room CANDIDATES & TABLE CHAS to Chapel for Presentation of Crosses ASSISTANT HEAD CHA signals RECTOR when all are in Chapel ASSISTANT HEAD CHA signals Community when CANDIDATES are 15 minutes from Closing BACK-UP RECTOR decorates table at Closing and makes sure the two questions are on podium PALANCA CHAS move Weekend Banner to Closing and return it to storage after Closing is over STOREROOM/FLOATER CHAS and professors finish Rollo Room cleanup (Women's Weekend - Set Up Team does this)

Sunday - Weekend Schedule

<u>Planned</u>	<u>Actual</u>	
5:30 PM		<p>CANDIDATES to Auditorium - ROVER assures doors are held open TABLE CHAS lead their table to their seats on the stage in the auditorium BUR CHA _____ lights candle at podium for closing RECTOR - Script</p> <p>CLOSING</p> <p>Reminder: You must not leave your area until your Area Head gives okay.</p> <p>All Area Heads and Professors turn in your debriefing form to the AssistantHead Cha before leaving.</p> <p>All AREA HEADS must return to your area after Closing and have your area inspected by the Weekend Couple or a Representative of the ARC</p>