

Head Chapel Training

- Read your entire manual – most questions will be covered in this manual.
- You are responsible for all chapels. Remember the chapel is a Holy Place and it is important to maintain an attitude of quiet meditation. Discourage team members from gathering in the chapel to talk or do palanca.
- Soft music should be playing at all times unless otherwise directed by script.
- Put labels on chairs for correct seat assignments.
- Never leave a Spiritual Director alone with a candidate or team member – one Chapel Cha should be present.
- Decorate the chapel remembering that the focus should always be on the cross and all decorations should draw attention to it.
- There is a baby monitor transmitter you will need to set up on the Rector table with the receiver on the Assistant Head Cha table in the hallway.
- Assign one cha to handle the lights and music.
- Make sure all supplies are in storage – there is a fixture to burn forgiveness hearts in and a jar for the ashes.
- Check with the Spiritual Directors to find out if they have a preference in set up, music or assistance with the communions at the first team meeting.
- All Chapel Chas should be in the chapel 30 minutes before everyone else.
- Supply communion elements for weekend, including the Community communion at send-off (2 gallons of grape juice and 20 loaves of bread). The Assistant Head Cha will reimburse you up to \$25. You must turn in receipts for all reimbursements.
- Rector's bell will be needed in Chapel on Thursday night – be sure they have it.
- Complete debriefing form and do not leave the camp until you have checked off with the Assistant Head Cha and Weekend Couple.
- Coordinate where the Kitchen Chapel will take place on the weekend. Loud praise and worship, clapping etc., may be heard in the Rollo room where the candidates are. Consider having those chapels in the dining room.