



Tres Dias of Southeast Tennessee

## Head Kitchen Cha 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

## **Kitchen Cha Duties and Responsibilities**

**(Menu and recipes/instructions have been removed and placed in a separate book)**

### **I. General Overview**

You are responsible for planning, preparing, cooking and serving all the meals for the Weekend, as well as decorating the cafeteria for all meals. You are responsible for selecting the themes for each meal, planning a skit for Saturday's lunch, table palanca, music and scripture reading at each meal.

You are responsible for serving beverages to the Community (water only) in the Auditorium for the Serenaders. There is to be no food served. You are responsible for inventorying the food when it arrives at the ARC on Thursday and again on Sunday afternoon. Kitchen Chas are also responsible for the closing down the Kitchen and disposing of all leftover perishable food. Head Kitchen Cha may not leave the camp until the Assistant Head Cha and Weekend Couple and ARC Representative have inspected and approved the Kitchen Areas. See Kitchen Closing Check off list provided by the Weekend Couple.

Remember that God chose you for this purpose: to be a servant and show His love to those making this Weekend. Remember also that God chose the others working with you. They may not do things the way you do, but God knows what He is doing. If we keep a servant's attitude – humble, obedient, and not seeking to receive recognition – God will be glorified in every step.

The key to a successful kitchen team is flexibility. If one team completes their duties early, then they should help another team so everyone may have some free time. **SERVANTHOOD AS A TEAM!**

Wal-Mart/Sam's are the stores used for most purchases. A Tax Exempt form is included for your use. The first trip to Wal-Mart, you must go to the Service Desk and present the Tax Exempt form and get a small card (several are on the Office Bulletin Board that you can use) to show the cashier before you check out items to keep from paying Sales Tax. The Weekend and Food Couple have a tax exempt Sam's card that is not transferable. If expensive items are needed at Sam's, please contact them.

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. We must maintain the confidential cloistered environment of the weekend.

All skits, including Kitchen, are to be reviewed and approved by the BUR before being presented.

## **II. Responsibilities Prior to the Weekend**

### **A. Before Team Meetings**

1. Meet with the Rector to determine any preferences regarding kitchen duties, themes, menus, etc.
2. If you are unfamiliar with the ARC kitchen you may want to inspect the kitchen at the ARC prior to the first team meeting. The ARC Manager can give you and your team specific training if desired.
3. Contact the Assistant Head Kitchen and begin discussing ideas for themes, palanca and kitchen duty assignments.
4. You may want to have a Kitchen meeting prior to beginning team meetings for planning and training purposes.

### **B. During Team Meetings**

1. The Kitchen Chas may be requested to set up, serve and clean up the food served at Team Meetings. Check with the Assistant Head Cha regarding paper plates, cups, utensils, etc. ARC does not furnish any paper goods. You are welcome to use the dishes, as long as they are cleaned and returned to proper storage.
2. You should conduct a section meeting at each Team Meeting to train the Kitchen Chas.
  - a. Pray over the kitchen team at each section meeting.
  - b. Involve the entire kitchen team in planning the themes for each meal.
  - c. It is helpful to select two people to be in charge of each meal. These two people will serve as the Team Leaders for that meal and will be responsible for the decorations, palanca, scripture and music. They do not have to bring everything themselves but are responsible for gathering and coordinating everything needed at that particular meal and reporting their ideas and progress at each Section Meeting. (Check the kitchen closet at the camp and make notes of all the decorations that are available for the themes you have chosen. You should do this prior to choosing your themes so you may utilize these decorations and eliminate any extra expenses.)
  - d. Assign each Kitchen Cha to either the Set-Up, Cooking or Clean-Up Team for each meal of the Weekend. (Cook Team should not be in charge of a meal.)

- i. Set-Up: In charge of setting up the dining room. Arrange tables in the room and set tables with tablecloths, placemats, dishes, glasses, napkins and flatware accordingly, decorate according to Meal Team Leaders' directions, check condiments and arrange palanca at each setting. The Head Table (if desired by the Rector) should be set up with place cards at each meal for the Rector, BUR, Rover, Head Cha, Assistant Head Cha, Worship Leaders and Spiritual Directors. Help serve food and drinks.
- ii. Cooking: In charge of preparing and cooking the meals. The Head Cook should examine the menus and determine if advanced cooking is possible, keeping in mind the storage. The Head Cook should be present during the delivery of food to be familiar with storage of items. Help serve food and drinks as needed.
- iii. Clean-Up: In charge of clearing the tables, washing dishes, pots and pans. Also, re-stack dishes, glasses, flatware, pots and pans for easy access for the next meal. Empty garbage cans (leave tops of bags open to allow air to escape in dumpster). Break down all cardboard boxes and place them in the recycle trailer next to the dumpster. Check floors for sweeping. Leave everything cleaner than before and well organized. Help serve food and drinks.
- e. Instruct Kitchen Chas to arrive at the camp on Thursday as early as possible. The Team Heads need to be at the camp early Thursday morning and if any Kitchen Chas can arrive early, it would be greatly appreciated. However, no Kitchen Cha should arrive any later than 5:00 p.m. All Kitchen Chas are responsible for setting-up, cooking and cleaning on Thursday.
- f. Instruct all Kitchen Chas to line the halls whenever possible. It helps the rest of the Team and promotes harmony among the Team Members.
- g. Instruct the Kitchen Chas about Prayer Palanca as most of the Kitchen Chas will have an opportunity to pray for a Rollista. A Prayer Palanca list should be posted in the Kitchen for easy reference.
- h. Appoint a Special Diet Cha (who will be in charge of all special diet requests from the Candidates and Team including checking with the Rector for information before the Weekend, notifying the Food Couple of special requests, and serving the food), a Drink Cha (who will be in charge of making all coffee, tea and for coordinating the serving of drinks at all meals) and a Head Table Cha (who will be in charge of serving the Head Table at every meal).

- i. Instruct all Kitchen Chas to stay in their assigned areas. The Head and Assistant Head Kitchen Chas should know where you are at all times.
  - j. Kitchen Chas will observe Thursday night Silence with the rest of the Team.
  - k. Instruct Kitchen Chas to complete all palanca and letters before the Weekend so they will have ample rest time. Kitchen duty is especially demanding and they need their rest.
3. Have a sign-up sheet for Oven Palanca for the Weekend at the check in tables during team meetings.
  4. Have a sign-up sheet for Thursday Reception Food if necessary. (Thursday Reception Menu is at your discretion and is not included in the Weekend food items ordered by the Food Couple.)
  5. The Head Kitchen Cha will keep receipts for expenses and is allowed \$400 from the Team Fees and \$150 from the Secretariat for palanca, reception food and any extra items not on the Food Couples' Menu List. Turn receipts into the Assistant Head Cha to be reimbursed.
  6. Assign one Kitchen Cha to be in charge of operating the sound system for the weekend, but also serves tables. The Media Cha can assist in training if requested.
  7. Meet with the Secretariat Food Couple to finalize menu and place food order. Only menu items approved by them will be purchased by them, whether from the food supplier or grocery store.
  8. The ARC Manager can meet with your team to go over kitchen equipment operation and helpful hints if desired.

### **C. Suggested Questions to Ask Prior to the Weekend**

1. Rector preferences for themes for meals, especially for Sunday morning.
2. Rector's specific dislikes concerning themes, mood set in kitchen, food, etc.
3. Rector's preferences for seating at Head Table for meals.
4. Check with the team for items needed for decorations and Palanca

5. Food Order – Food Couple will provide the list of items ordered/brought to the ARC to the Head Kitchen. Be sure to let them know if you want fresh or frozen eggs.

### **III. Responsibilities During the Weekend**

#### **A. Thursday:**

1. Head and Assistant Head should arrive at **the camp to prepare kitchen.**
2. **Designate** a place for Oven Palanca. Have the Sign up Sheet available for Team Members to check off their names as they leave their food and 2-liter drinks.
3. Designate a place for Reception Food. Have the Sign up Sheet available for Team Members to check off their names as they leave their reception food. (Optional)
4. Inventory food and have head cook store food when it arrives. Make sure the Candidates special diet food is delivered. If any food items are missing notify the Food Couple immediately. Bacon, sausage, eggs, English muffins, juice, blueberry muffins and frozen meats should be put in the **Cooler**, not the freezer. Biscuits, cinnamon rolls and bread come frozen, and need to be put in the freezer. Muffin batter should be put in the cooler to thaw.
5. Turn on the warmers if needed.
6. Oversee the food preparation, decorating and setup of the dining hall for the Candidate Reception. Only paper tablecloths are provided for the weekend. If Cloth tablecloths are desired, you should provide them or check to see what is available. There are some cloth table cloths in the chair/table storage closet, which if used must be washed and dried. Check the sound system and the microphone for working condition. Make sure the podium is set up for the Rector and the Spiritual Directors have a designated table or chairs. Remove the Doxology/Blessing/Thanks words from the wall during the reception.
7. Oversee the setting up of the Kitchen table/chair Storage closet for meal decorations and palanca. It is helpful to have one shelf or area for each meal clearly labeled. The table and chair racks can be moved to the rear of the auditorium or front porch to free up space in the storage area. Please move them through the building rather than outside where they may pick up sand or grit in the wheels.

8. Obtain the anti-slip mats from the rack that is stored in outside mop closet and place around kitchen as desired.
9. Post a schedule of Prayer Palanca in the kitchen. This can be obtained from the Head Gopher.
10. All Kitchen Chas attend Team Meeting and Communion around 6 pm.
11. Oversee the Reception and the Reception clean up; and oversee Friday breakfast setup. Put Doxology/Blessing/Thanks words back on wall.
12. Attend Team Meeting and observe Silent Retreat.

**B. Friday:**

1. Smile and oversee the setup, cooking and clean up of every meal.
2. Coordinate Kitchen (Team) Chapel/Communion with the Head Chapel Cha.
3. Palanca may be given beginning at the Dinner meal.
4. Check with head cook for supplies needed and give list to Floater/Supply Chas.
5. Carry Walkie Talkie if desired at all times to keep in touch with the Assistant Head Cha concerning meal times. Some teams prefer to use a runner.
6. Attend Team Meeting.
7. Oversee Saturday preparations and check on lunch skit.
8. Make sure the Kitchen Team is not staying up unusually late to add too many decorating details.

**C. Saturday:**

1. Smile and oversee the setup, cooking and clean up of every meal.
2. Coordinate Kitchen (Team) Communion with the Head Chapel Cha.
3. Check with head cook for supplies needed and give list to Floater/Supply Chas.

4. Carry Walkie Talkie if desired at all times to keep in touch with the Assistant Head Cha concerning meal times. Some teams prefer to use a runner.
5. If lunch is to be served outdoors, do not use the dining room chairs outside, as the feet will pick up grit and damage the floor. Use the chairs from the auditorium for outdoor use.
6. Oversee Serenade beverages – water only please.
7. Oversee the men who help clean up the kitchen after serenade. They may stay up to one hour after the serenade to help in the kitchen only; otherwise they must leave immediately following the candlelight walk. You have the authority to remind these serenaders that they are only permitted in the kitchen and dining hall area for this one hour.
8. Attend Team Meeting.
9. Oversee Sunday preparations.
10. Make sure the Kitchen Team is not staying up unusually late to add to many decorating details.

**D. Sunday:**

1. Smile and oversee the setup, cooking and clean up of every meal.
2. Coordinate Kitchen (Team) Chapel/Communion with the Head Chapel Cha.
3. Check with head cook for supplies needed and give list to Floater/Supply Chas.
4. Carry Walkie Talkie if desired at all times to keep in touch with the Assistant Head Cha concerning meal times. Some teams prefer to use a runner.
5. Remove anti-slip mats and place on rack that is stored in outside mop closet. Roll rack outside on loading dock and hose off with hot water. Store rack with mats in outside mop closet.
6. Wash and dry all towels, aprons (do not wash aprons with towels) etc. used during the weekend. Be sure to start early enough to fold and place on the shelves prior to being checked out. It is suggested to appoint a specific Kitchen Cha that duty. Coordinate with the Dorm Chas since they will be washing bed linens on Sunday morning.

7. Prepare final inventory of food with Head Cook.
8. Oversee final kitchen clean up before Closing.
9. Make sure all perishable food is disposed of or arrangements made with Food Couple for distribution to the needy.
10. Have Assistant Head Cha check closing sheet and sign.
11. Go to Closing.
12. Complete the Area Head Feedback/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.

## Dining Room Sound System Instructions

This sound system is now a multi-component system; the sound board/amplifier now sends unamplified signals to powered speakers on the wall in the dining area and amplified signals to a speaker in the kitchen.

**Please perform these steps in order to turn on systems:**

- 1. Turn on the power strip to power up the sound board/amplifier, then**
- 2. Plug in the 2 powered speakers that are mounted on the dining room wall.**

The feed for the dining room is actually now the “Monitor Master” channels (turquoise knobs). Use the individual knobs on each channel to raise or lower that item’s volume level. Use the “Monitor Main” knob to turn up all the feeds.

There is now a speaker in the kitchen that operates off of the bottom (red) knobs and the “Master” volume.

The powered speakers have a volume control on the back of each speaker, but you should not adjust it.

**When turning off the system after your event, reverse the order and unplug the speakers before you turn off the power strip (board power).**

You can leave the plug strip turned on and the speakers plugged in (turned on) overnight during weekend events.

For best results, please use “direct boxes” when connecting instruments to the system.

Thanks

ARC Management

**IV. Team Information – Make copies for every Kitchen Cha**

**A. Team Assignments:**

**1. Set Up Team:**

**Leader:** \_\_\_\_\_

**Assistant Leader:** \_\_\_\_\_

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\_\_\_\_\_  
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**2. Cook Team:**

**Leader:** \_\_\_\_\_

**Assistant Leader:** \_\_\_\_\_

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**3. Clean Up Team:**

**Leader:** \_\_\_\_\_

**Assistant Leader:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Special Diet Cha:** \_\_\_\_\_

**5. Drink Cha:** \_\_\_\_\_

**6. Head Table Cha:** \_\_\_\_\_

## **B. Set Up, Cook and Clean Up Team Leaders' Instructions:**

1. PRAY! PRAY! PRAY! PRAY!
2. Wake up your team each morning and get them to their proper stations.
3. Organize the day and assign duties. Know where your Team's supplies are located.
4. Each day, your team will be in charge of the area you have been assigned: cooking, cleaning or set-up.
5. Your assigned area is your primary responsibility. If your team is caught up, you may allow up to two Chas to go hear a talk or to rest, but the rest of your team will need to assist the other teams in any way possible. If the other teams do not need help, check with the Head Kitchen Cha before releasing your team to have free time.
6. Set up and Cook Team Leaders should decide in advance how the food will be served at each meal (in bowls, on plates, etc) to prevent the food from getting cold.
7. Setup and Cleanup Leaders should decide in advance who will serve the drinks for the meals – several people are needed.
8. Instruct your Team to serve with love and joy – remember the Kitchen on your Weekend and how it ministered to you.
9. Listen only to the Head or Assistant Head Kitchen when determining the arrival time of the Candidates for meals.
10. The Kitchen Chas will eat together as a group after the Team and Candidates, but before cleanup.
11. Spiritual Directors, Chapel and Prayer Chas may not get to eat with the Team and Candidates due to ministering in the Chapel and Prayer Room. One Cha from the Clean-Up Team should be appointed to check with the Head Chapel and Head Prayer before every meal to determine how many plates to fix and set them aside in a designated area.
12. On Sunday, the Cleanup Team must get the kitchen ready to be checked off by the Assistant Head Cha and the Weekend Couple. No Kitchen Cha may leave the campground until this area passes inspection.

**V. Meal Information:**

**Thursday: approximately 7:30 p.m.**

**1. Meal: Thursday Reception**

**2. Theme:** \_\_\_\_\_

**3. Menu:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Dress:** \_\_\_\_\_

**5. Decorations:** \_\_\_\_\_  
\_\_\_\_\_  
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**6. Music:** \_\_\_\_\_  
\_\_\_\_\_

**7. Special Notes:**

- All Kitchen Teams set up, cook and clean for Reception
- Podium for Rector
- Test microphone and Sound System
- Set up for Friday Breakfast
- Have coffee ready to turn on Friday morning
- Make tea for Friday and store in walk in cooler if desired
- Entire Team attends Team Meeting
- Observe Silent Retreat
- Get plenty of sleep
- Put any frozen bagged products (eggs, chili, and pork loins) in refrigerator vs. freezer to allow time to thaw. (You can do this when unloading the food from the supplier)

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**Friday:**

1. **Meal: Breakfast** – served approximately 7:50 a.m.

2. **Theme:** \_\_\_\_\_

3. **Menu:**  
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\_\_\_\_\_  
\_\_\_\_\_

4. **Dress:** \_\_\_\_\_

5. **Decorations:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. **Music:** \_\_\_\_\_  
\_\_\_\_\_

7. **Scripture:** \_\_\_\_\_

**8. Special Notes:**

- Place cards for Head Table
- Condiments on each table & coffee in carafes
- Coffee cups at each setting
- Tablecloths
- Kitchen Chas will introduce themselves
- Kitchen will eat together before clean up
- Set up for lunch when dining hall clean up is completed

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**Friday:**

1. **Meal:** **Lunch** – served approximately 1:25.

2. **Theme:** \_\_\_\_\_

3. **Menu:**

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4. **Dress:** \_\_\_\_\_

5. **Decorations:** \_\_\_\_\_

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6. **Music:** \_\_\_\_\_

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7. **Scripture:** \_\_\_\_\_

8. **Special Notes:**

- Place cards for Head Table
- Condiments etc. on each table
- Glasses at each place
- Tablecloths
- Kitchen will eat together before clean up
- Set up for dinner when dining hall clean up is completed

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**Friday:**

1. **Meal:** Dinner – served approximately 7:30 p.m.

2. **Theme:** \_\_\_\_\_

3. **Menu:**

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\_\_\_\_\_

4. **Dress:** \_\_\_\_\_

5. **Decorations:** \_\_\_\_\_

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6. **Music:** \_\_\_\_\_

\_\_\_\_\_

7. **Scripture:** \_\_\_\_\_

8. **Palanca:** \_\_\_\_\_

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9. **Special Notes:**

- Place cards for Head Table
- Condiments etc. on each table
- Glasses at each place
- Tablecloths
- Kitchen will eat together before clean up
- Set up for breakfast when dining hall clean up is completed

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**Saturday:**

1. **Meal:** **Breakfast** – served approximately 8:00 a.m.

2. **Theme:** \_\_\_\_\_

3. **Menu:**  
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4. **Dress:** \_\_\_\_\_

5. **Decorations:** \_\_\_\_\_  
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6. **Music:** \_\_\_\_\_  
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7. **Palanca:** \_\_\_\_\_  
\_\_\_\_\_

8. **Scripture:** \_\_\_\_\_

**9. Special Notes:**

- Place cards for Head Table
- Condiments on each table & coffee in carafes
- Coffee cups at each setting
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- Tablecloths
- Kitchen will eat together before clean up
- Set up for lunch when dining hall clean up is completed

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**Saturday:**

1. **Meal:** **Lunch** – served approximately 1:00

2. **Theme:** \_\_\_\_\_

3. **Menu:**  
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4. **Dress:** \_\_\_\_\_

5. **Decorations:** \_\_\_\_\_  
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6. **Music:** \_\_\_\_\_  
\_\_\_\_\_

7. **Scripture:** \_\_\_\_\_

8. **Palanca:** \_\_\_\_\_

9. **Skit:** \_\_\_\_\_  
\_\_\_\_\_

**10. Special Notes:**

- Place cards for Head Table
- Condiments etc. on each table
- Glasses at each place
- Tablecloths
- Oven Palanca on platters and covered with plastic
- Kitchen will eat together before clean up
- Setup Team – Prepare for serenade – Table & water
- Set up for dinner when dining hall clean up is completed

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**Saturday:**

1. **Meal: Dinner** – served approximately 6:35 p.m.

2. **Theme:** \_\_\_\_\_

3. **Menu:**

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\_\_\_\_\_  
\_\_\_\_\_

4. **Dress:** \_\_\_\_\_

5. **Decorations:** \_\_\_\_\_

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\_\_\_\_\_

6. **Music:** \_\_\_\_\_

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7. **Scripture:** \_\_\_\_\_

8. **Palanca:** \_\_\_\_\_

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9. **Special Notes:**

- Candidates to sit by table
- Place cards for Head Table
- Condiments etc. on each table
- Glasses at each place
- Tablecloths
- All Kitchen Team sit and be blessed by Serenade
- Kitchen will eat together before clean up
- Set up for breakfast when dining hall clean up is completed

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**Sunday:**

1. **Meal: Breakfast** – served approximately 7:00 a.m.

2. **Theme:** \_\_\_\_\_

3. **Menu:**  
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\_\_\_\_\_

4. **Dress:** \_\_\_\_\_

5. **Decorations:** \_\_\_\_\_  
\_\_\_\_\_  
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6. **Music:** \_\_\_\_\_  
\_\_\_\_\_

7. **Palanca:** \_\_\_\_\_  
\_\_\_\_\_

8. **Scripture:** \_\_\_\_\_

9. **Special Notes:**

- Place cards for Head Table
- Condiments etc. on each table
- Coffee cups at each setting
- Tablecloths
- Kitchen will eat together before clean up
- Set up for lunch when dining hall clean up is completed
- Begin cleaning up and pack up as much as possible

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**Sunday:**

1. **Meal:** **Lunch** – served approximately 1:45

2. **Theme:** \_\_\_\_\_

3. **Menu:**  
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\_\_\_\_\_

4. **Dress:** \_\_\_\_\_

5. **Decorations:** \_\_\_\_\_  
\_\_\_\_\_  
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6. **Music:** \_\_\_\_\_  
\_\_\_\_\_

7. **Scripture:** \_\_\_\_\_

8. **Palanca:** \_\_\_\_\_  
\_\_\_\_\_

9. **Special Notes:**

- Place cards for Head Table
- Condiments etc. on each table
- Glasses at each place
- Tablecloths
- Kitchen will eat together before clean up
- Complete clean up duties, mop, clean ovens and warmers
- All Kitchen Chas check with Head Kitchen before going to Closing or leaving the campground

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**VI. Ideas for Keeping Ahead – Make copies of pages and give to Cook Team:**

**Thursday**

1. Make sure warmer is turned on about 1 hour before needed
2. Inventory and organize supplies and food.
3. If eggs in bags are not ordered, allow two fresh eggs per person.
4. Get food ready for Reception.
5. You may put butter in bowls for breakfast & store in refrigerator.
6. Thaw any juice, eggs, bacon and sausage for Friday's Breakfast.

**VI. Abbreviated Weekend Schedule – Post in Kitchen & in Kitchen Dorm**

**Friday:**

**7:50 *Breakfast***

**9:10 Team Photo**

**9:20 Kitchen Chapel in Dining Room or Chapel**

**10:30 Ideals – Rollista \_\_\_\_\_**

**11:40 Grace – Rollista \_\_\_\_\_**

**1:25 *Lunch***

**2:10 Church – Rollista \_\_\_\_\_**

**3:30 Holy Spirit – Rollista \_\_\_\_\_  
(Palanca introduced)**

**5:20 Piety – Rollista \_\_\_\_\_**

**7:30 *Dinner***

**Saturday:**

**8:00 *Breakfast***

**8:45 Invisible Barrier – Rollista \_\_\_\_\_**

**9:05 Kitchen Chapel in Dining Room or Chapel**

**9:25 Study – Rollista \_\_\_\_\_**

**10:35 Sacred Moments – Rollista \_\_\_\_\_**

**1:10 *Lunch***

**2:55 Action – Rollista \_\_\_\_\_**

**4:00 Obstacles – Rollista \_\_\_\_\_**

**5:25 Leaders – Rollista \_\_\_\_\_**

**5:25 Kitchen setup for Serenade**

**6:35 *Dinner***

**7:05 *Serenade***

**Sunday:**

**7:00 *Breakfast***

**9:55 Kitchen Chapel in Dining Room or Chapel**

**10:10 Environments – Rollista \_\_\_\_\_**

**11:15 Life in Grace – Rollista \_\_\_\_\_**

**12:45 CCIA – Rollista \_\_\_\_\_**

**1:45 *Lunch***

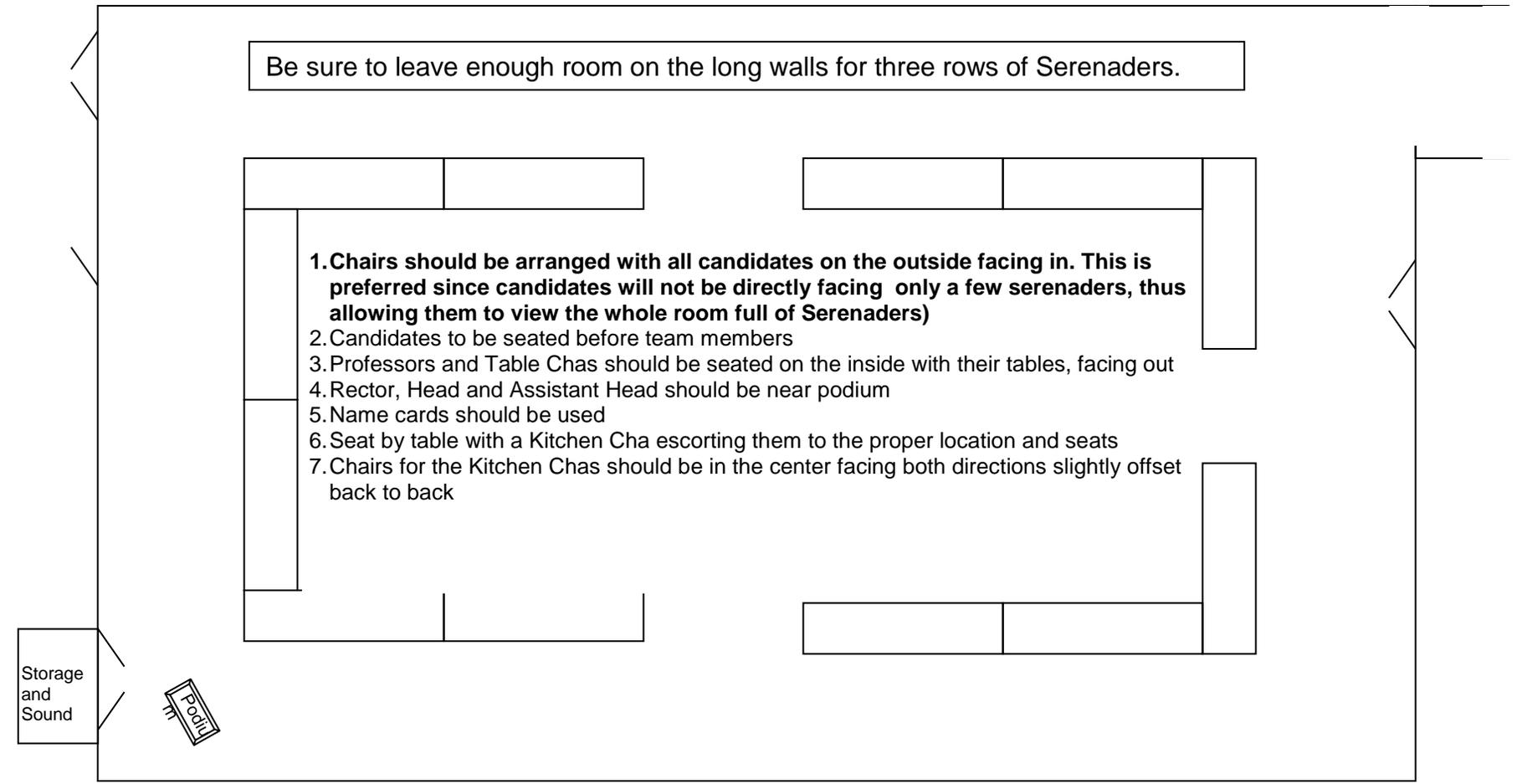
**2:40 Reunion Groups – Rollista \_\_\_\_\_**

**3:00 Living the Fourth Day – Rector \_\_\_\_\_**

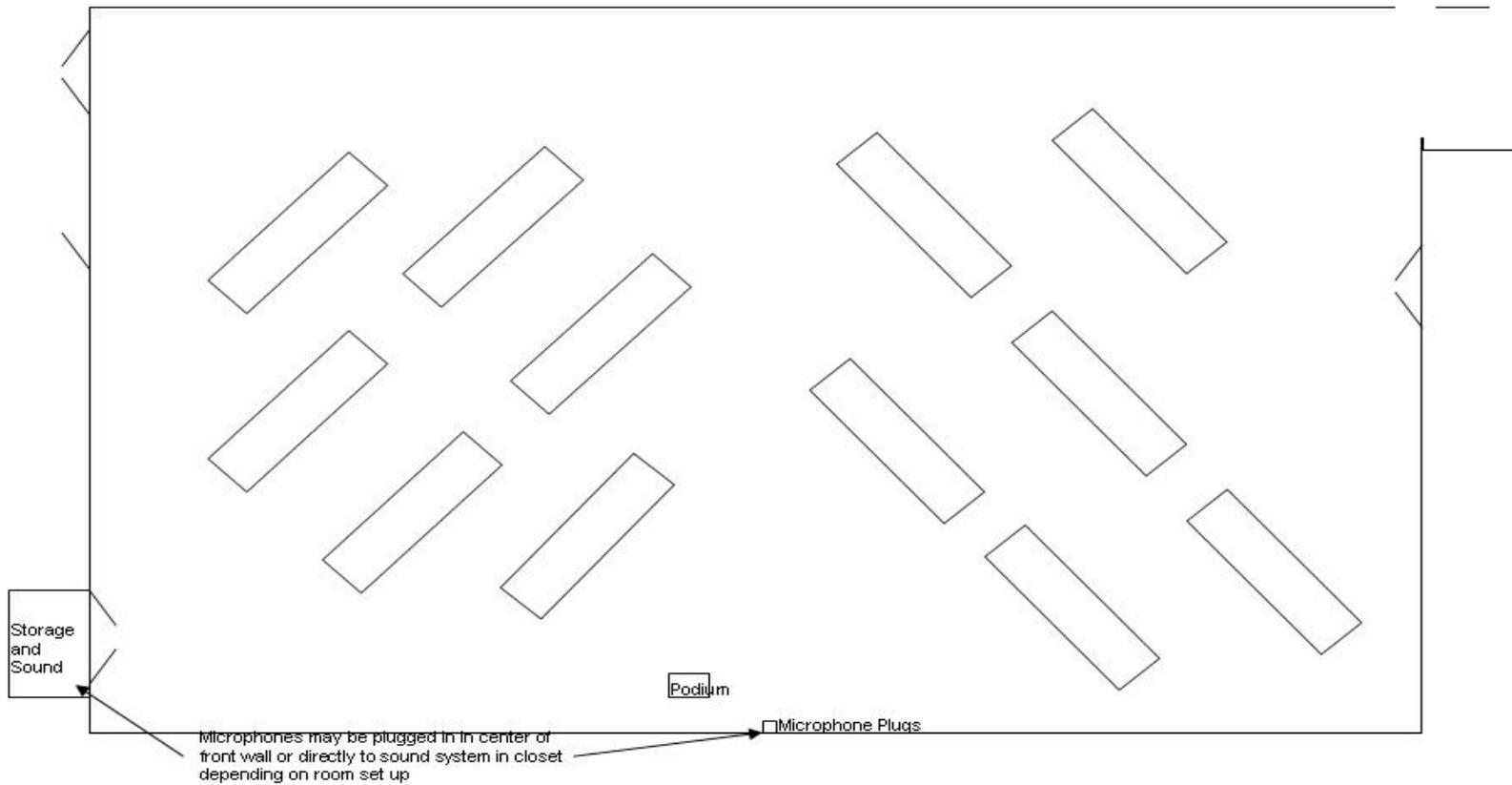
**3:30 Spouse Talk – \_\_\_\_\_**

**5:30 Closing**

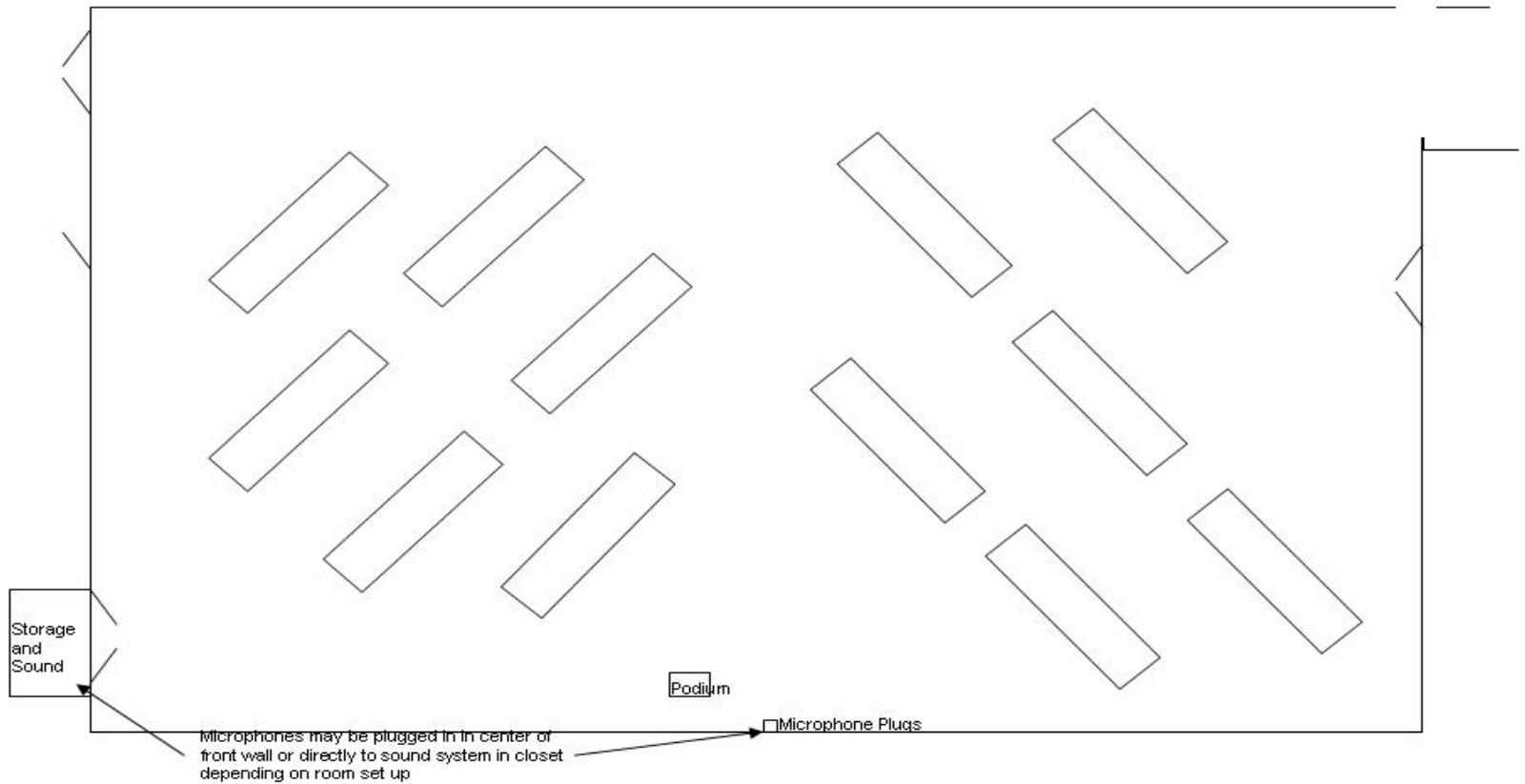
# Apison Retreat Center Saturday Evening Dining Room Layout



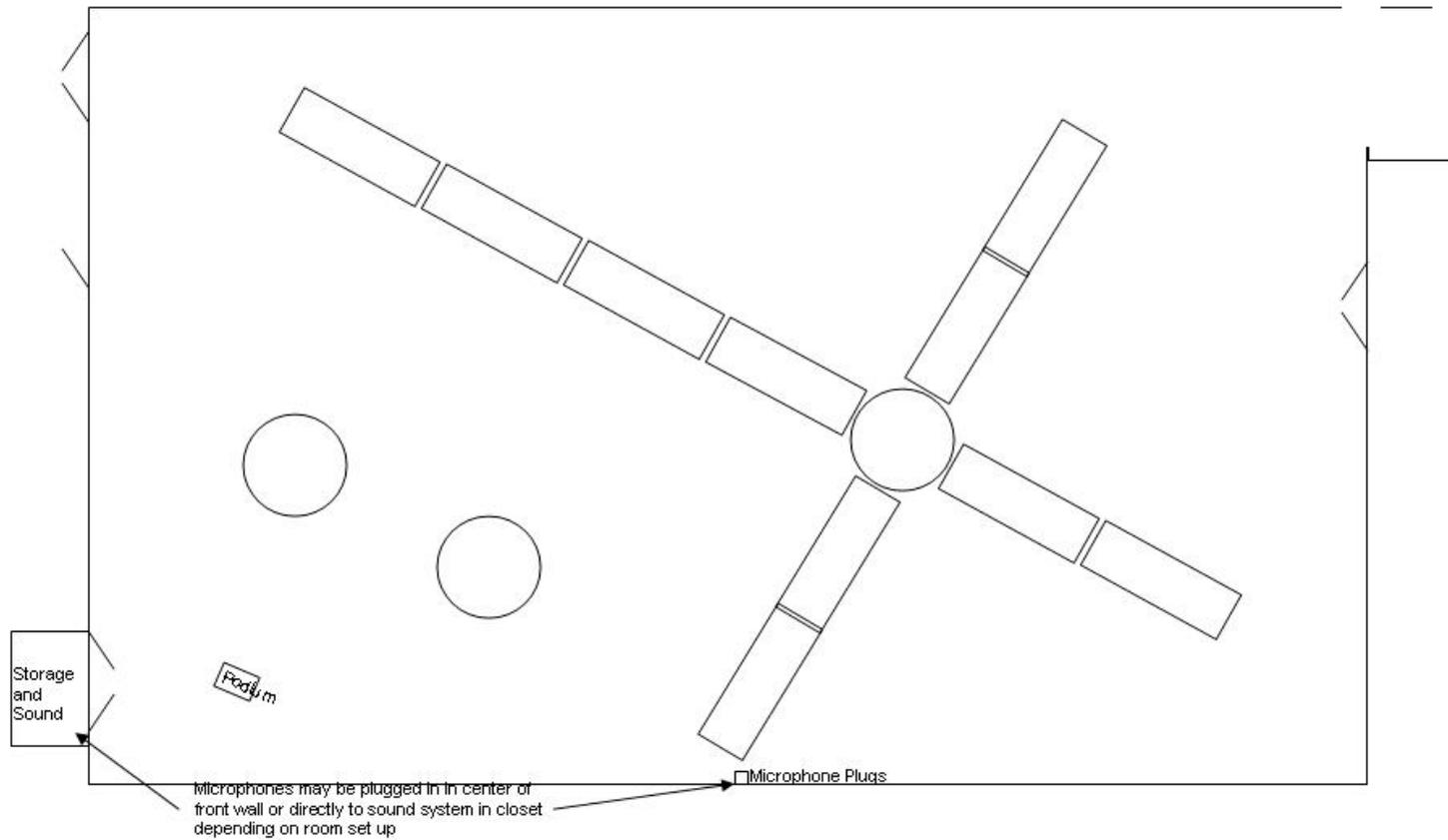
# Apison Retreat Center Sample Dining Room Layout



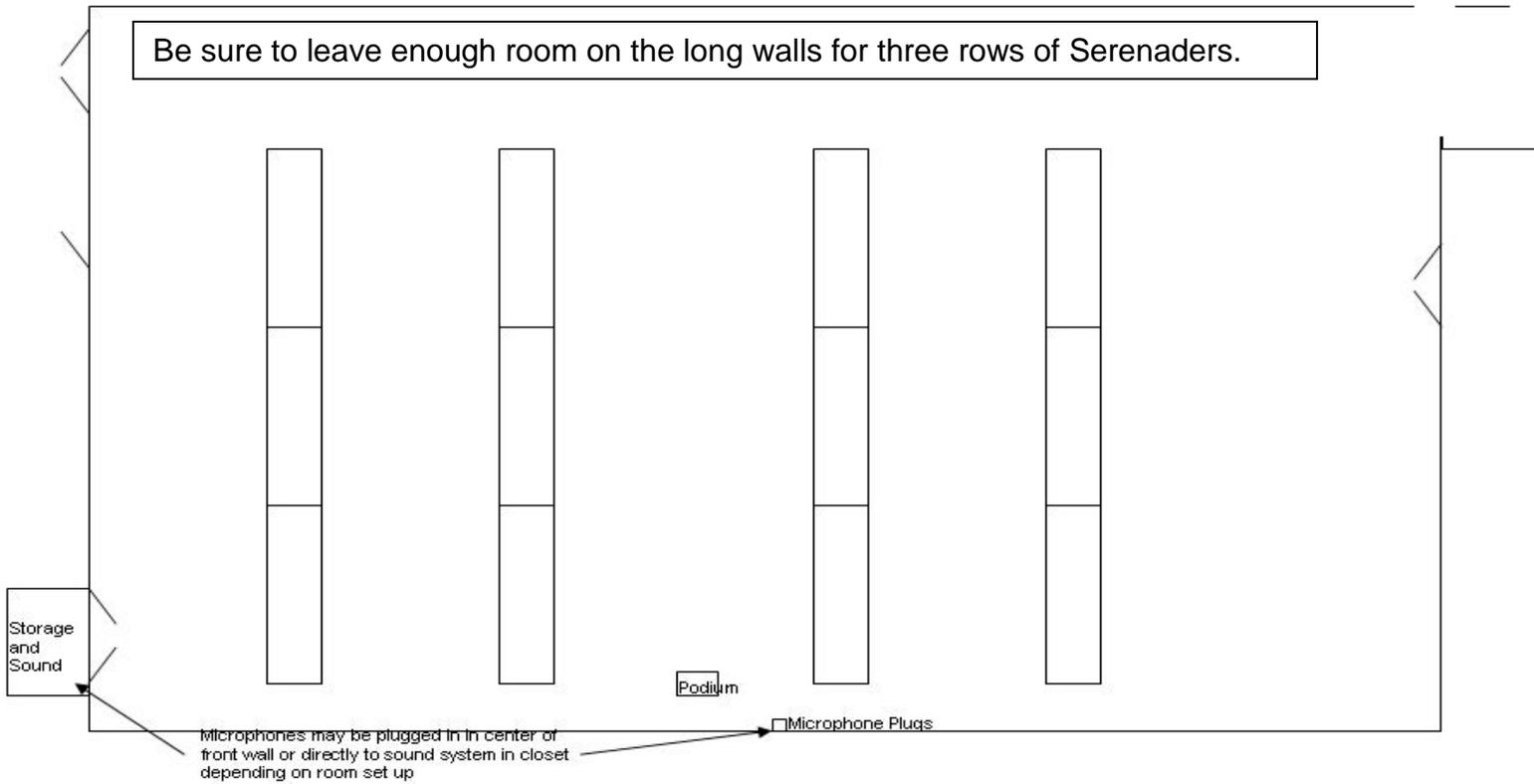
# Apison Retreat Center Sample Dining Room Layout



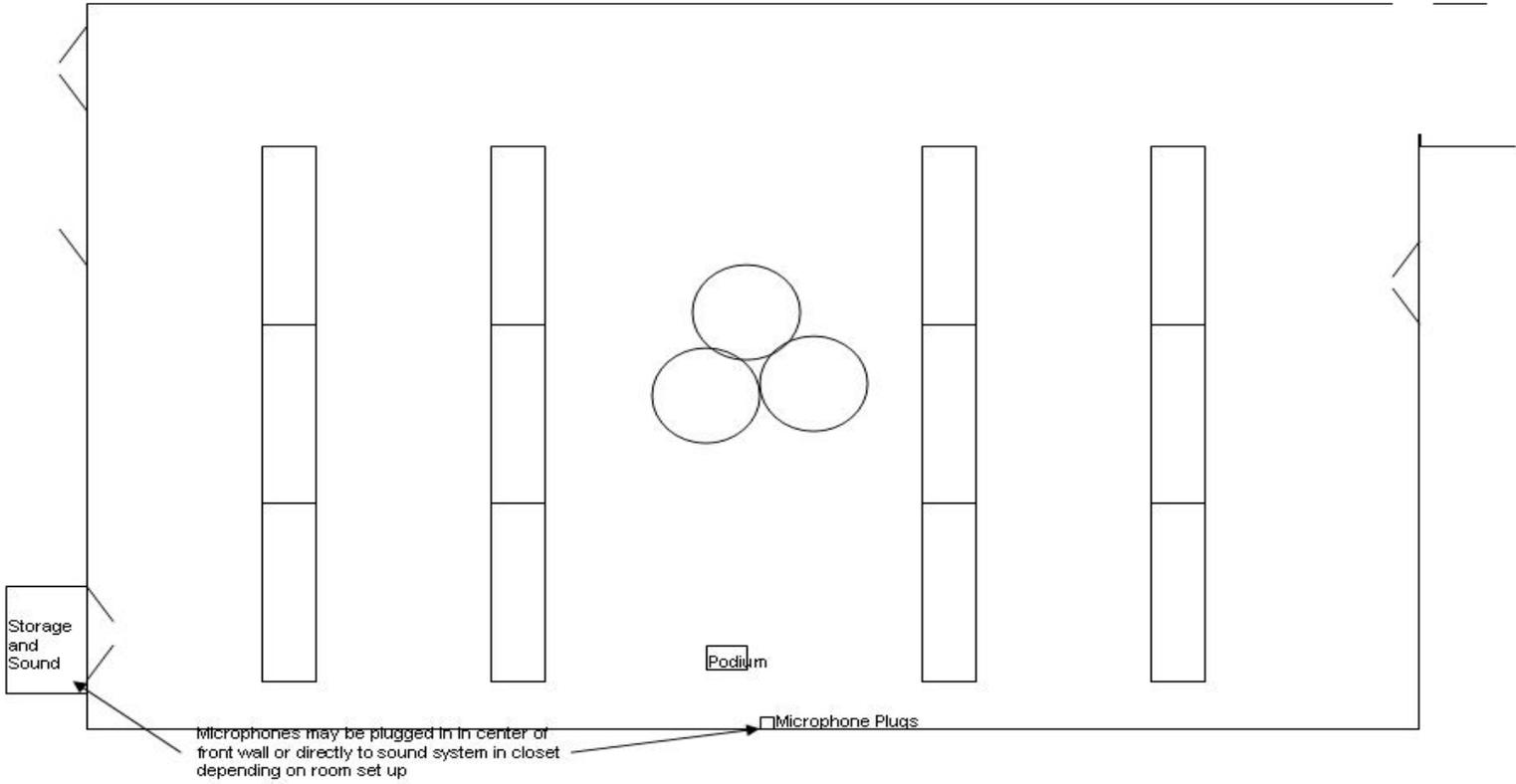
# Apison Retreat Center Sample Dining Room Layout



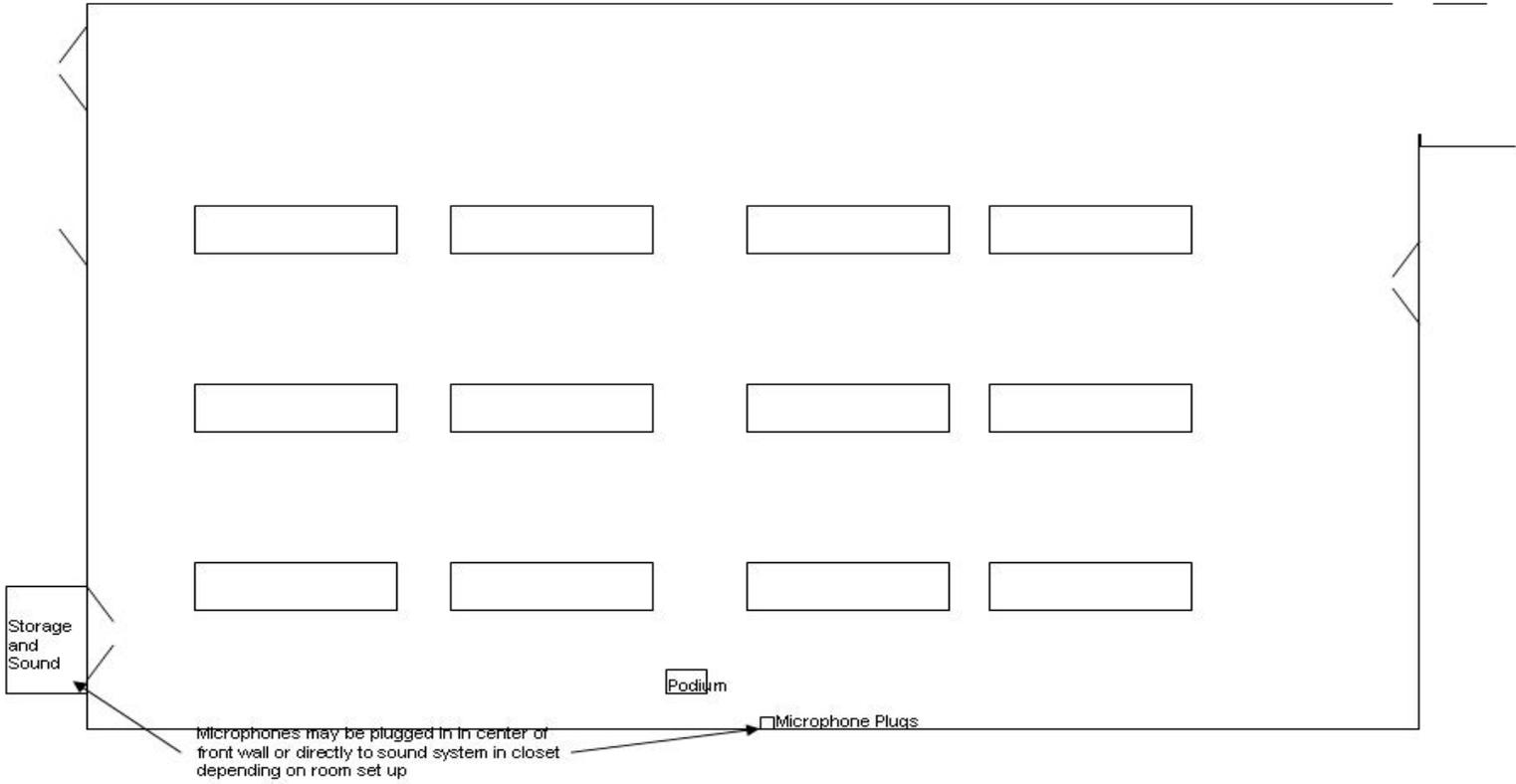
# Apison Retreat Center Sample Dining Room Layout



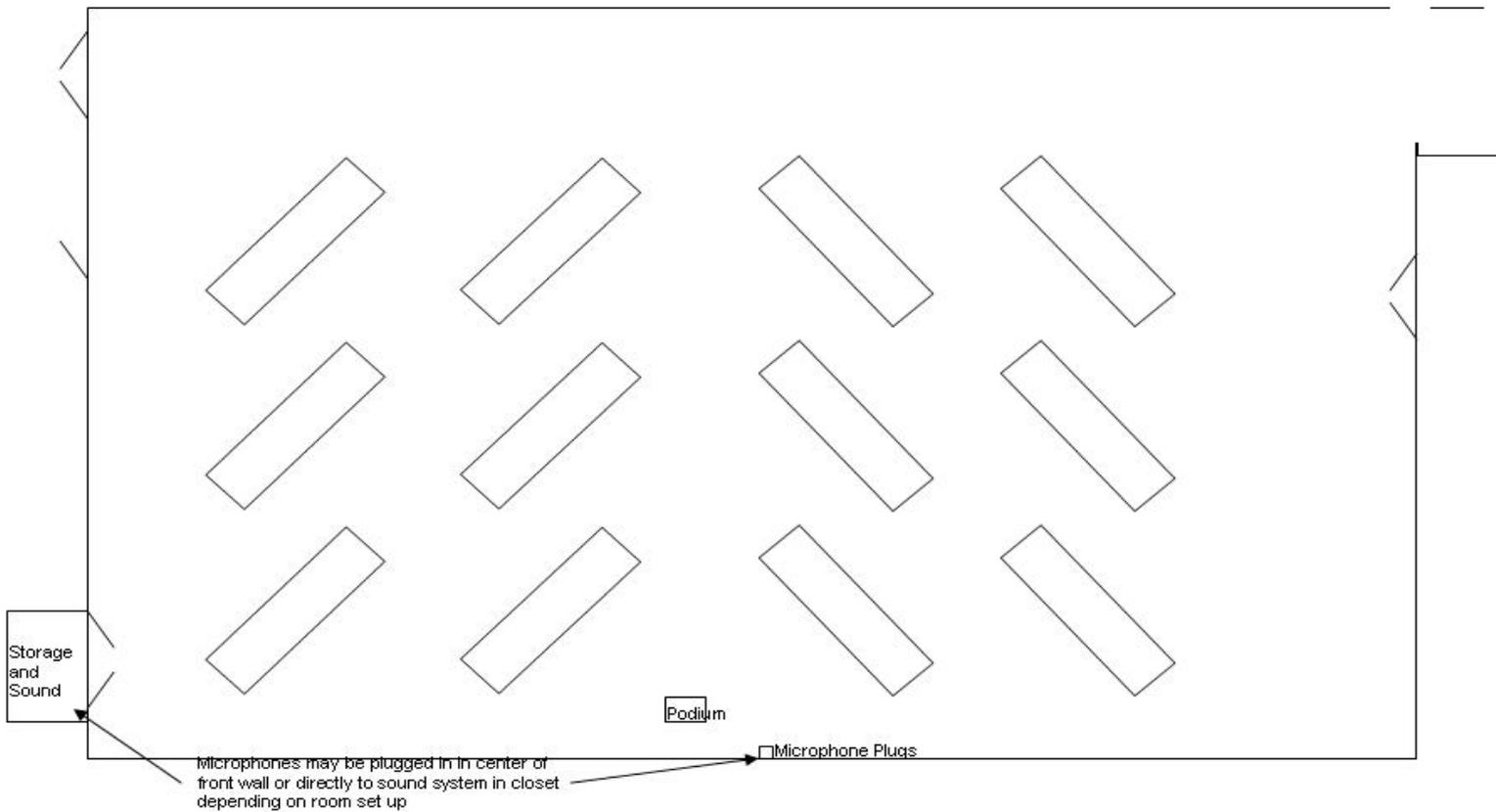
# Apison Retreat Center Sample Dining Room Layout



# Apison Retreat Center Sample Dining Room Layout



# Apison Retreat Center Sample Dining Room Layout



# 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.



TENNESSEE DEPARTMENT OF REVENUE

SALES AND USE TAX  
CERTIFICATE OF EXEMPTION

TRES DIAS OF SOUTHEAST TENNESSEE, I  
PO BOX 22781  
CHATTANOOGA TN 37422-2781

Effective Date: July 1, 2015  
Exemption Number: 780077123  
Expiration Date: June 30, 2019

11206 OLD EAST BRANCH RD  
ATLANTA TN 37015-7016

The Tennessee Department of Revenue has issued a tax-exemption number for the educational, religious, historical, or charitable non-profit organization or institution named above. State law (Tenn. Code Ann. § 67-8-522) gives the Department the authority to allow this organization to make tax-exempt purchases of goods and services that it will use, consume or give away. This authorization for exemption does not extend to sales tax that the organization must collect or pay on its regular sales of goods or taxable services.

This authorization for exemption is limited to sales made directly to the above named organization. This certificate may not be used for sales made to individuals paying with personal checks or personal debit or credit cards, even if the individual is a representative or employee of the above named organization, and he or she will be reimbursed for the purchase. Sellers must refuse to accept the certificate when the sale is made to someone other than the above named organization.

The organization must furnish its suppliers of goods and services with a copy of this certificate. The lower portion of the certificate must be properly completed. The organization must retain the original certificate for copy purposes. The supplier will maintain a file copy as evidence of the exempt sale to the organization. Later purchases made before the expiration date do not require the submission of additional copies.

The organization must notify the Department immediately if it ceases to exist or if its location or mailing address changes.

Richard H. Roberts  
Commissioner of Revenue

To Be Completed by the Organization

TO: Supplier's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I, \_\_\_\_\_, as an authorized representative of the organization named above, affirm that the purchases made under this authority will be used and consumed by the organization or will be given away.

Under penalty of perjury, I affirm this to be a true and correct statement.

Print Name of Organization \_\_\_\_\_

Print Name of Purchaser \_\_\_\_\_

Signature of Purchaser \_\_\_\_\_ Date \_\_\_\_\_

# Apison Retreat Center

