

## Tres Dias of Southeast Tennessee **Head Chapel 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

# **Chapel Cha Duties and Responsibilities**

## **I. General Overview**

The focus in the Chapel must always be on the cross. Any decorations used must in no way draw the eye away from the cross. Chapel Chas must set an example for everyone entering the Chapel. An atmosphere of meditation and worship must be maintained in and outside of the Chapel at all times.

Chapel Chas are responsible for the preparation of all Chapel services including but not limited to its set-up, lighting, and music. Head Chapel Cha should coordinate music with Head Worship Cha. Chapel Chas are responsible for all communions with the exception of communion for professors before their Rollo. At least one Chapel Cha shall be in the vicinity of the Chapel until candidates have been dismissed for the night. A Chapel Cha must be in the Chapel when a Spiritual Director is ministering to a candidate or team member. Head Chapel Cha is to sit by the door to receive the signal from the Assistant Head Cha and notify the Rector that all the candidates are in the Chapel. In addition Chapel Chas are also responsible for the burning of the "Forgiveness Hearts" after Saturday Night's Chapel and giving the ashes to the Head Spiritual Director.

Chapel Chas are also responsible for the closing down of the Chapel. Head Chapel Cha may not leave the camp until the Assistant Head Cha and Weekend Couple have inspected and approved. See Closing Chapel Check off list provided by the Assistant Head Cha.

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

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

- 1) Head Chapel Cha should contact Rector or Head Cha to receive any instructions regarding Communion for the team meetings. This includes the main table in the meeting room or any other areas where Rollos may be practiced.
- 2) Head Chapel Cha should contact all Chapel Chas prior to the first team meeting to encourage team meeting participation.

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

- 1) Head Chapel Cha is responsible for or will assign another Chapel Cha to prepare Communion elements for the team meeting Communions that have been designated by the Rector. (Usually the first and last team meetings.)

- 2) Head Chapel Cha is responsible for assisting in training of Chapel Chas.
- 3) Head Chapel Cha is responsible for getting a Weekend Schedule from Rector or Head Cha that lists the Spiritual Directors responsible for the different Chapels.
- 4) Head Chapel Cha should assign one Chapel Cha to be responsible for controlling the Chapel sound and visual systems and lighting. Obtain a copy of the Script from the Rector – it gives the times to dim the lights or turn them up. The Media Cha can be utilized for advice or assistance with sound and visual if needed.
- 5) Head Chapel Cha is responsible for any special requirements concerning the Chapel that the Rector or Spiritual Directors may have for the team meetings and/or during the Weekend. (See the following list of suggested questions to ask)
- 6) Head Chapel Cha will keep receipts for expenses and is allowed \$25 from the Team Fees for reimbursement. This amount may be increased to purchase special communion elements if necessary (such as gluten free bread). Turn receipts into the Assistant Head Cha to be reimbursed.
- 7) Head Chapel should determine which Chapel Cha will operate the Chapel sound and media, and arrange for any needed training on the systems. This person will serve as a back-up to the Media Cha. This person should run the media for one team meeting to train and prepare to give the Media Cha a break on the weekend.

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

- 1) Are there any special requirements that will affect chair arrangements in the Chapel (such as a wheelchair)?
- 2) Are there any special items needed on the Rector's table?
- 3) Does the Rector want to be served communion before going to bed?
- 4) Will the "Market Scene" be presented? (Costumes are in the storage closet off of the Professor Ready room), baskets from the Palanca Room, and fruit and breads from the Chapel Closet.)
- 5) Does the Rector plan on introducing the Chapel Chas on Saturday afternoon?
- 6) What will the chair arrangement be for the "Post Serenade Chapel" and are there any special arrangements for the Rector's Chapel Talk?

- 7) What method will be used for the burning of the “Forgiveness Hearts”? (Ex. Will the candidates be going out to watch them burn?)
- 8) Do the Spiritual Directors have any special music for their chapel meditation?
- 9) Where will the Team Chapel be held each day?
- 10) Will Head Worship Cha be supplying the music to be played in each Chapel?
- 11) Does the Rector or Spiritual Directors want any item projected during the weekend?
- 12) Does the Worship Cha want praise chorus lyrics projected during the morning Chapels?

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

#### **General:**

- The suggested Chapel set up diagrams are only pictorial and do not necessarily represent the number of chairs in each row.
- A vacuum cleaner is located in the Storeroom for your use in keeping the Chapel clean.
- Refer to the photos in the Chapel Closing book (located above the sound system) for the closet organization.
- A Chapel Cha (usually the Head) should be seated next to the door and be prepared to slip a note under the door giving the Assistant Head Cha ample notice (5-10 minutes) of when movement from the Chapel will occur. A set of baby monitors (obtain from the Storeroom) is available and can be placed in the Chapel and hallway for the Assistant Head Cha to be able to listen to the Chapel.
- The Chapel has an installed projector and a laptop computer if projection is desired. Instructions for operation are at the end of this book and posted on the sound cabinet door.
- The Chapel Cha assigned to the media is to provide the Media Cha at least one break Friday, Saturday and Sunday.
- You can be reimbursed by the Assistant Head Cha for communion elements.

#### **Thursday:**

***Head Chapel Cha should plan to be on site for set-up activities. Chapel Chas should be on site at designated time by the Head Chapel Cha.***

***Suggested set up diagrams are included in this book.***

1. Set-up to be completed by 6:00 p.m.
  - Check the Chapel Box and closet to see if all items needed are there
  - Check the temperature of the Chapel
  - Check to see if lights are working properly
  - Check to see if microphone and music systems are working properly. Contact the Media Cha if you have any problems or concerns with the systems.
  - Get tissues from the Storeroom
  - Get Pilgrim Guides from the Storeroom
  - Get Wooden Tres Dias Crosses for candidates from the Storeroom
  - Set-up Cross with spotlight at the front of the Chapel (Cross is double sided, one plain side for all chapels except Sacred Moments where blood side is turned out when Candidates return). A Crucifix Cross is available for the Sacred Moments Rollo if desired by the Rector and Spiritual Directors. It is stored in the ARC closet off of the Office Conference room (Professor Ready Area) behind the door in a cabinet. A DVD of portions of "The Passion Of The Christ" and still shots are on a disc and on the computer for use if desired by the Rector and Spiritual Director.
  - Set-up six circles with 8 chairs in each circle (to be adjusted if 36 candidates are not attending). It is suggested to put out the correct number of chairs for the candidates and professors, and use them in all set ups so you can easily determine if everyone is present.
  - Place a box of tissues under the first chair of each circle
  - Sixteen labeled team member chairs set up in the back (Rector, Head Cha, 3 Spiritual Directors, (Rector in center, Head Cha on Rector's right and one Spiritual Director on Rector's left will be at the table) 3 Prayer Chas, 2 Worship Chas, BUR, Rover, 4 Chapel Chas)
  - Head Chapel Cha to be seated by the door to assist Rector, Head Cha or Spiritual Directors with anything that's needed and signal when all candidates and professors are present
  - The Chapel Cha that is responsible for lights should be seated beside Rector's Table
  - Rector's Table: Suggestion: No Decorations
    - Cover Table
    - Mints
    - Lamps – 2
    - Pitcher of Water
    - Microphones – 2
    - 5 Glasses
    - Tissues
    - Small note pad
    - Baby monitor
  - Mirrors – to be handed out at the instruction of the Rector – or placed under 1<sup>st</sup> chair of each circle if desired by the Rector.
  - Prepare communion elements for Thursday evening team meeting and for the send off in the Auditorium. Be sure to return to Auditorium to pick up remaining Communion materials.
2. Be prepared to attend team meeting around 6:00 p.m.

3. Line the foyer when instructed by Assistant Head Cha for the candidates' arrival
4. Attend Candidate's Reception
5. Return to the Chapel when the Rector dismisses the candidates to their dorms
  - Soft music playing
  - Fresh water on table
  - Greet candidates with a smile and in the Spirit of the Lord (2 Chapel Chas on the outside of the door handing out Pilgrim Guides and 2 Chapel Chas inside of the Chapel directing the candidates to their seats)
  - Hand out mirrors when instructed to do so by Rector if not placed under first chair in each circle. Give to the candidate on the end that allows the mirror to be passed to the right.
  - Soft music playing (if desired by Rector) during the time that the candidates are examining themselves in the mirror
  - 1<sup>st</sup> Meditation~ (Spiritual Director) \_\_\_\_\_  
(Special Music) \_\_\_\_\_
  - 2<sup>nd</sup> Meditation~(Spiritual Director) \_\_\_\_\_  
(Special Music) \_\_\_\_\_
7. Attend team meeting
8. Set-up for Friday morning
  - Eight rows of six chairs each (adjustments to be made if there are not 36 candidates). Suggested set up is attached.
  - Communion table and Cross at the front of the Chapel (Cross is double sided, one plain side for all chapels except Sacred Moments where blood side is turned out when Candidates return)
  - Rector's Table (little or no decorations)
  - Obtain songs from Worship Cha for projection of lyrics during worship.

### **Friday:**

1. Chapel Chas in Chapel by 6:30
  - Pray and discuss any concerns or last minute changes
  - Fresh water/clean glasses on Rector's Table
  - Communion prepared and on table
  - Lights dimmed and soft instrumental music playing
2. **Morning Chapel** – Greet and direct candidates to seats (begin seating at the front)  
Remember to smile! This is still a silent retreat at this point!
  - Meditation~ (Spiritual Director) \_\_\_\_\_  
(Music) - \_\_\_\_\_
  - Worship/Communion~(Spiritual Director) \_\_\_\_\_

(Assisted by) \_\_\_\_\_  
(Music) \_\_\_\_\_

3. Breakfast

4. Prepare for Kitchen/Team Communion

(Spiritual Director) \_\_\_\_\_  
(Place) \_\_\_\_\_

5. Meet for picture taking around 8:50 a.m.

6. Return to the Chapel or Kitchen for Kitchen/Team Communion

7. Prepare for "Holy Spirit" Chapel

- Prayer Chart set-up – 2 charts – Community Prayer Chart & Chart of Rollo Room  
(Obtain from the Prayer Room)
- Little or no decorations on Rector's table

8. Lunch

**9. "Holy Spirit" Chapel**

- Fresh water/clean glasses on Rector's Table
- Lights Dimmed and soft music \_\_\_\_\_
- Prayer Chas and Rollo prayer team in chapel
- Cross is double sided, one plain side for all chapels except Sacred Moments where blood side is turned out when Candidates return
- Spiritual Director \_\_\_\_\_  
Music \_\_\_\_\_

10. Prepare for "Piety Chapel"

- Check Rector's Table
- Check the chapel for set up, cleanliness and neatness

**11. Piety Chapel (NO MUSIC IN CHAPEL)**

- Fresh water/clean glasses on Rector's Table
- Greet Candidates in the Spirit of the Lord

12. Dinner

13. Prepare for "Friday Night Chapel"

- Check the chapel for cleanliness and neatness
- Check tissue boxes

**14. Friday Night Chapel**

- Fresh water/clean glasses on Rector's Table
- Lights Dimmed and soft music \_\_\_\_\_

- Greet Candidates in the Spirit of the Lord
15. Attend team meeting (Rector may designate only the Head Chapel Cha to attend)
  16. Set-up for Saturday Morning Chapel
    - Cross and communion table at the front
    - Six rows of chairs, prayer bench, and kneeling pads (three rows on each side of prayer bench)
    - Check Rector's table (may add to decorations)
    - Practice the flow of traffic for Communion
    - Obtain songs from Worship Cha for projection

**Saturday:**

1. Be in the Chapel by 6:30 a.m.
  - Pray, discuss any concerns or last minute changes
  - Communion elements on table
  - Prepare communion elements for kitchen communion
  - Fresh water/clean glasses on Rector's table
  - Lights dimmed and soft music \_\_\_\_\_
2. **Saturday Morning Chapel**
  - Greet Candidates In the Spirit of the Lord
  - Meditation~ Spiritual Director \_\_\_\_\_  
Music\_\_\_\_\_
  - Worship/Communion~(Spiritual Director) \_\_\_\_\_  
(Assisted by) \_\_\_\_\_  
(Music)\_\_\_\_\_

***Chapel Chas will direct candidates to and from prayer bench*** (As this can be a confusing time for the Candidates, it is helpful to have two silent professors praying for each other as an example to the Candidates – this must be prearranged with the two Silents so they can be seated opposite each other)

**PLEASE BE ATTENTIVE TO ANYONE WHO NEEDS ASSISTANCE IN GETTING UP**
3. Breakfast
4. Kitchen/Team Communion  
Spiritual Director \_\_\_\_\_  
Place \_\_\_\_\_
5. Immediately after Kitchen/Team Communion (if in Chapel) set-up for “Sacred Moments” Chapel
6. **\*\*\*\*\*Have communion elements in the Storeroom by 10:00 a.m. for communion in the Rollo Room\*\*\*\*\***

7. Prepare for "Sacred Moments" (To Be Completed by 10:15 a.m.)
  - A Crucifix (ARC Crucifix is stored in Office Conference Room closet and can be set up in front (screw in center of wall). Alternately, the computer and projector may be used to project a scene from the "Passion" on the front wall. Place the Crown of Thorns on a small table next to the podium for the Spiritual Director. Cross is changed out when candidates return to Rollo Room and replaced with blood side showing on regular Chapel cross.  
Chair arrangement: Twelve rows (six on each side with center aisle (Chapel Cross is double sided, one plain side for all chapels except Sacred Moments where blood side is turned out when Candidates return). Crucifix is utilized as an option for the first Chapel visit during this talk only.
  - Distribute Biblical Costumes (**If Rector has determined to use the Market Scene**)
  - Prepare Hallway (if Market Scene is to be done)
    - Happy Market Scene – Music \_\_\_\_\_
    - Weeping Scene – Music \_\_\_\_\_
    - Blood Cloth - Music \_\_\_\_\_
8. "**Sacred Moments**" Chapel (Check with Rector to see if this Rollo will begin in the Chapel or The Rollo Room)
  - 10:30/10:40 a.m. Beginning (Going to Chapel)
  - Fresh water/clean glasses  
Spiritual Director \_\_\_\_\_  
11:15/11:25 a.m. Middle (Going to Rollo Room)  
(Cross is double sided, one plain side for all chapels except Sacred Moments where blood side is turned out when Candidates return). A Crucifix is utilized as an option for the first Chapel visit during this talk only. Alternately an image may be projected (Check with the Spiritual Director)
  - 12:00/12:10 p.m. End (Going to Chapel)
  - Fresh water/clean glasses
9. Lunch
10. Set-up for Post Serenade Chapel
  - Nails
  - Hammers
  - Extra Pens
  - Extra Forgiveness Hearts
  - Chair arrangement as determined by the Rector
  - Determine if the Rector desires a stool or chair for their Chapel talk
  - Move nailing Cross to hall custodial closet
  - Check with Rector to see if he/she wants a stool chair in the front of the Chapel. If so, see if they want you to take the worship microphone up front and place a music stand/podium/or small table to hold Rectors book/talk.
11. Meet in Rollo Room around 2:40 p.m. for Introductions if determined by the Rector

12. Dinner and Serenade

13. Return to the Chapel after gathering in the Rollo Room after the Serenade

- Fresh water/clean glasses on Rector's Table
- Have soft and celebratory music available

**14. Post-Serenade Chapel**

\*\*\*Be available to assist Rector and Spiritual Directors in any way that's needed\*\*\*

- Spiritual Director leading "Nailing Service" \_\_\_\_\_

15. Burn forgiveness hearts and secure ashes in glass jar. There is a sheet metal box or crematory in the storage closet for use in burning the hearts. There is also a torch to use.

16. **Evening Chapel** (Rector may opt to stay in Rollo Room)

17. Prepare for Sunday Morning Chapel

- Rows of chairs with two aisle
- Cross and three communion tables set-up in front of windows (Cross is double sided, one plain side for all chapels except Sacred Moments where blood side is turned out when Candidates return)
- Six baskets for bread
- Check Rector's table
- Obtain worship songs for projection

**Sunday:**

1. 6:00 a.m. Serenade Candidates (if being performed)

2. 6:45 a.m. Meet in Chapel for prayer and to discuss any concerns or last minute changes

- Fresh water/clean glasses on Rector's Table
- Place communion elements and a basket on each table
- Place a basket with torn bread under each communion table
- Lights dimmed and soft music \_\_\_\_\_

3. Breakfast

4. ***Sunday Morning Chapel***

- Greet Candidates in the Spirit of the Lord
- Meditation~ Spiritual Director \_\_\_\_\_  
Music \_\_\_\_\_
- Worship/Petition Communion - Spiritual Director \_\_\_\_\_  
Assisted By \_\_\_\_\_

5. Prepare for Kitchen/Team Communion  
Spiritual Director \_\_\_\_\_
  6. Pack and put away all your personal belongings and then put them in your car or on your bed so that Dorm Chas can clean and vacuum.
  7. Lunch
  8. 1:00 p.m. Prepare Chapel for Dedication of Growth Guides if it is to be done in the Chapel
  9. Prepare for "Cross Ceremony Chapel" and assist with Closing Set-up if needed
    - Cross for hanging Candidates crosses
    - Tres Dias Wooden Crosses for Candidates
    - Growth Guides (place each tables in front of their hung crosses, and be sure that professors have been removed)
    - Anointing Oil
  10. Attend the Rector's Talk if desired
- 11. *Cross Ceremony Chapel***  
Assist Rector and Spiritual Directors in any way possible
12. Close Down Chapel according to check off list provided by the Assistant Head Cha (Head Chapel shall not leave the ARC Assistant Head Cha has approved of the chapel's take-down activities)
  13. Assist the Storeroom and other Chas in cleaning of Rollo Room as you are available
  14. Attend Closing and then return to the Chapel to have take-down approved.
  14. 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. Report any ARC problems or suggestions on an ARC Facility Problem Report located in the office.

#### **IV. Items Needed on Weekend**

**The Chapel Box or closet should contain the following:**

- Communion cups and trays
- Desk Lamps (2)
- Box/basket of Nails (check with Weekend Couple) and hammers
- 6 Hand Held Mirrors
- Crown of Thorns
- Two desk top microphones and stands

- Two microphones and stands for Worship Chas

**You should bring these items yourself:**

- Altar Cloths
- Communion Element Napkins
- Glass Jar for Ashes (There may be one in the Chapel Box)
- Small tables (like TV Trays)
- Lighter
- Candle for Rector table
- Anointing Oil
- Communion elements

**All Items except chairs are to be stored in the closet nearest the hallway.**

# 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.

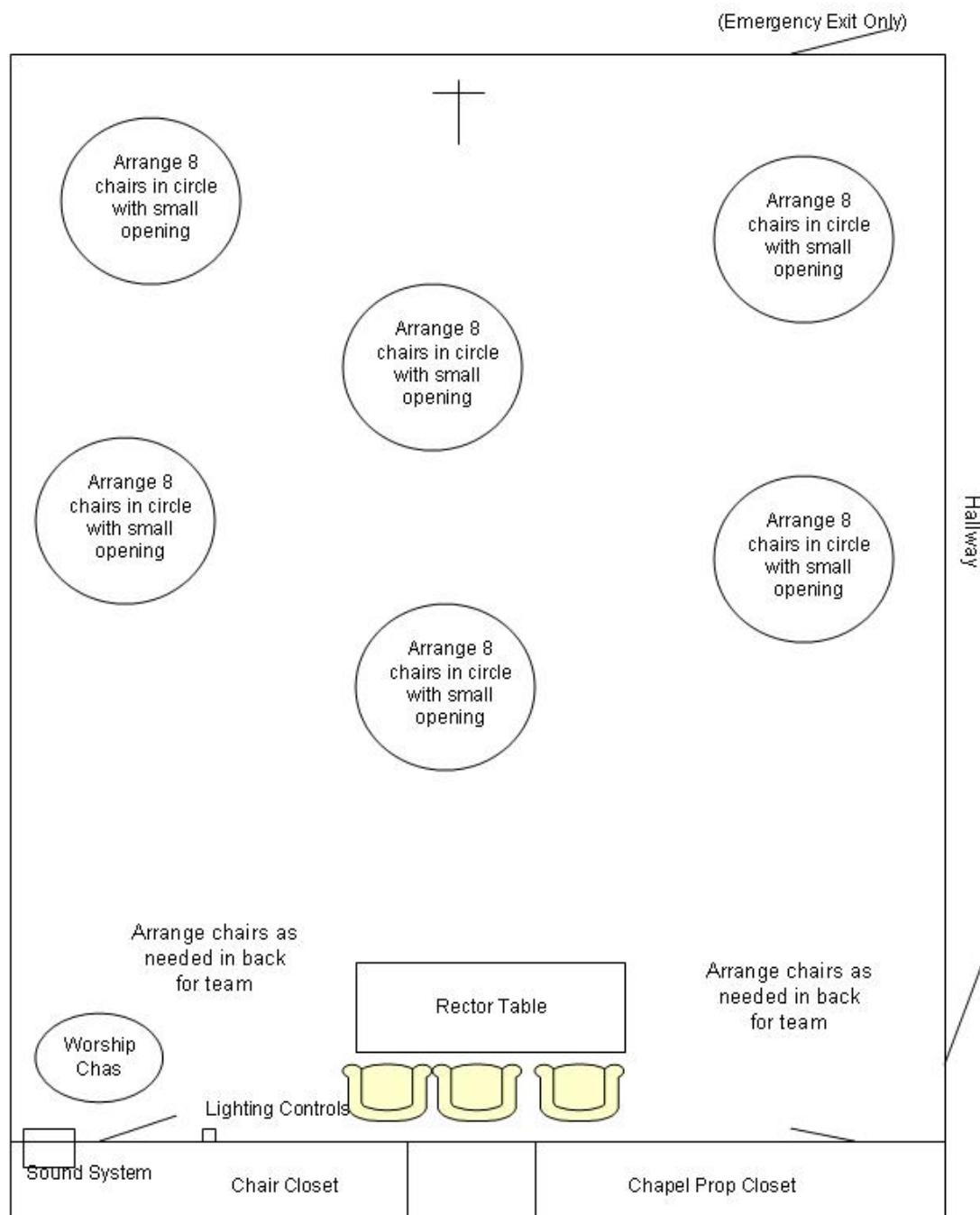
Did you have any problems with any particular team members? (please elaborate on the problem)

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

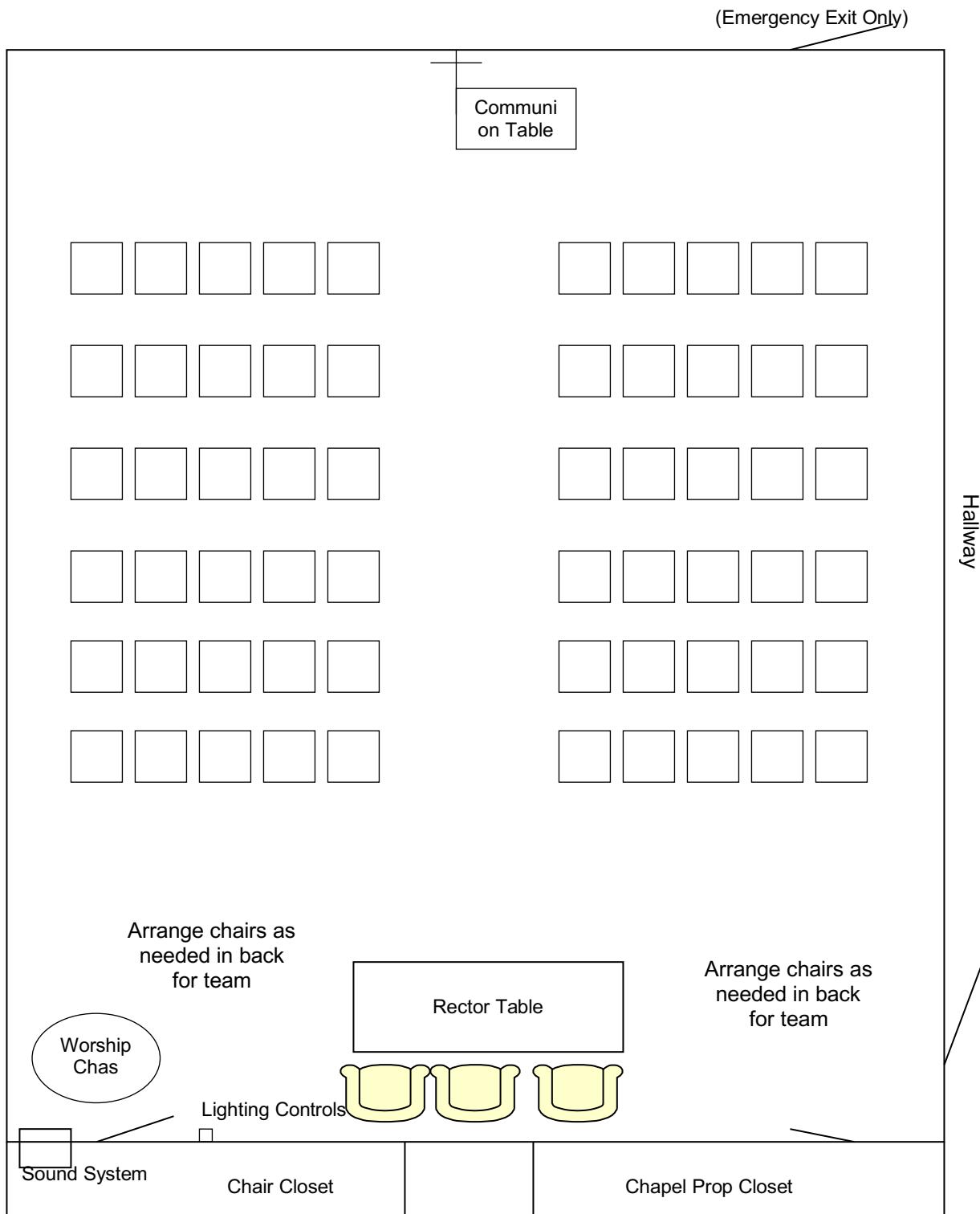
Please provide any other comments you may have.

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.

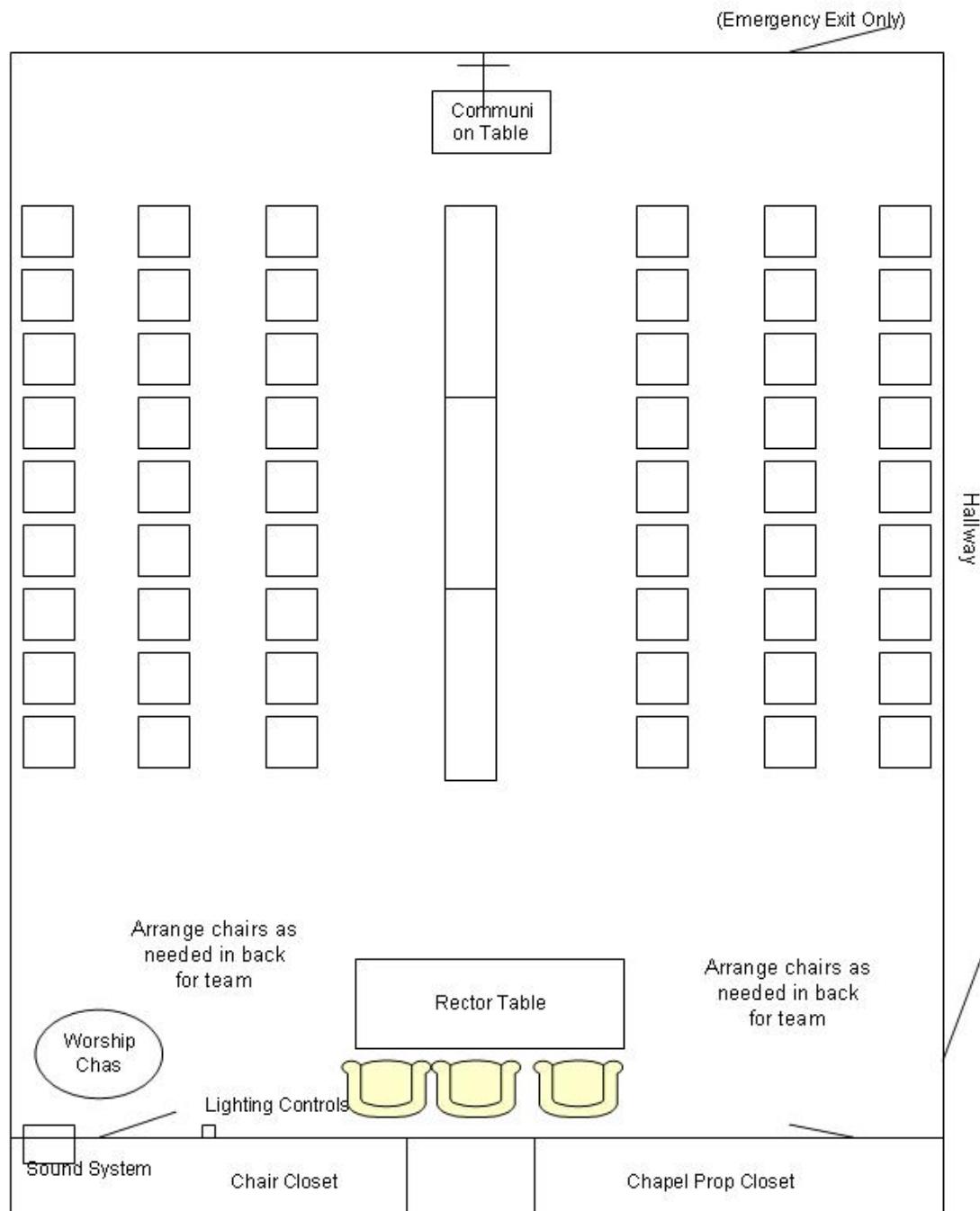
## Suggested Thursday Night Chapel Set Up



## Suggested Friday Chapel Set Up



## Suggested Saturday Morning Chapel Set Up



## **Suggested Saturday Sacred Moments Chapel Set Up**

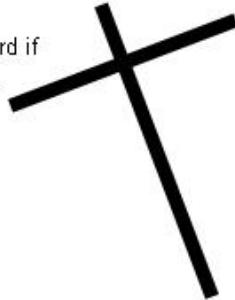
## Suggested Saturday Night Chapel Set Up

(Emergency Exit Only)

Check with Rector on chairs, some do not use chairs. If used, place chairs around the walls with some cushions on the floor for floor seating. By Rectors and SD choice, the cross may be carried in after Rector and SD talk, or placed on the floor before. Baskets of nails and hammers are usually held back until requested by the SD. Have extra Forgiveness Hearts and pens available.

A stool may be used for the Rector to sit on during their talk if desired.

Have a microphone with long cord if desired by the Rector or SD.



Arrange chairs as needed in back for team

Worship Chas

Rector Table

Arrange chairs as needed in back for team



Sound System

Lighting Controls

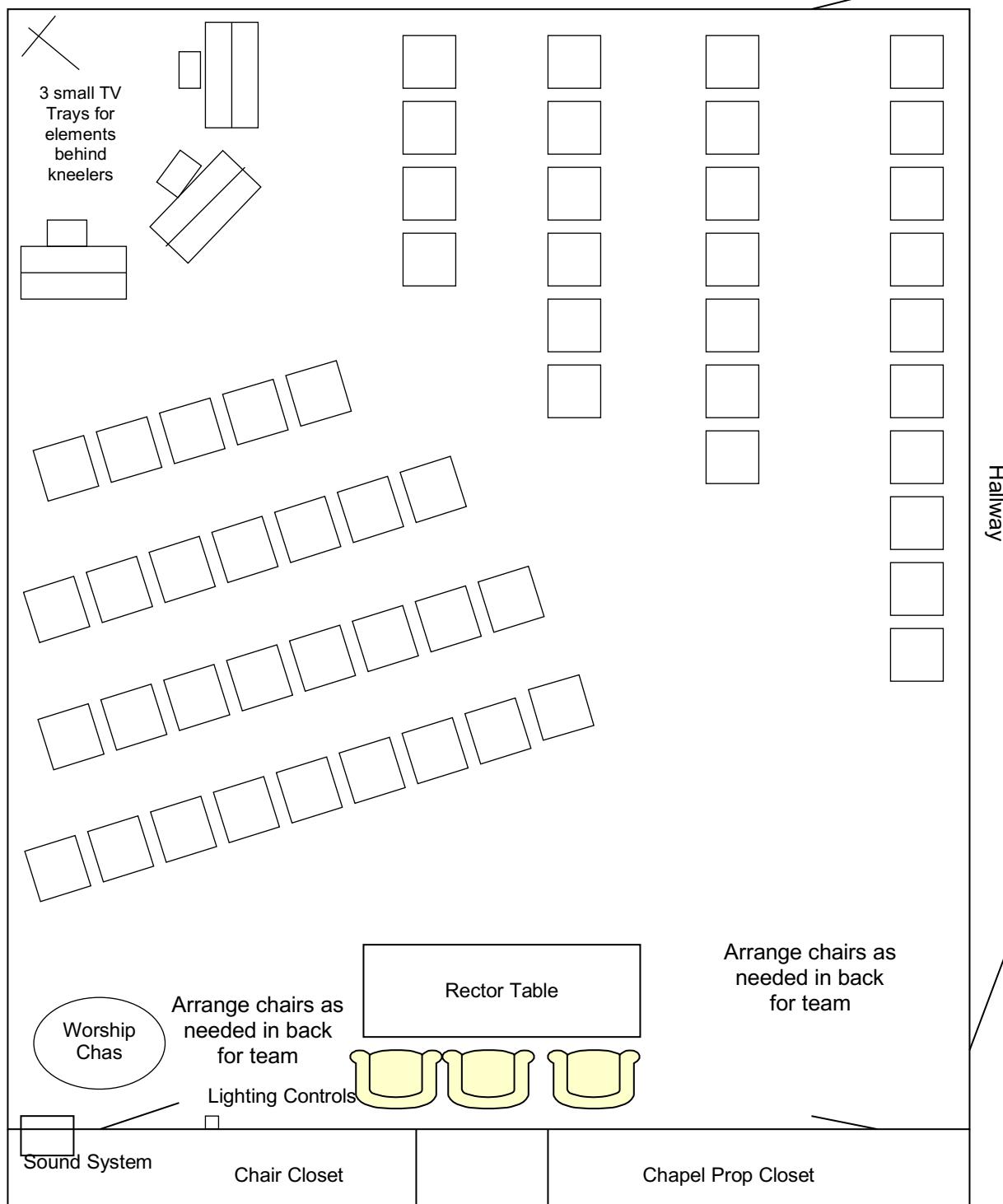
Chair Closet

Chapel Prop Closet

Hallway

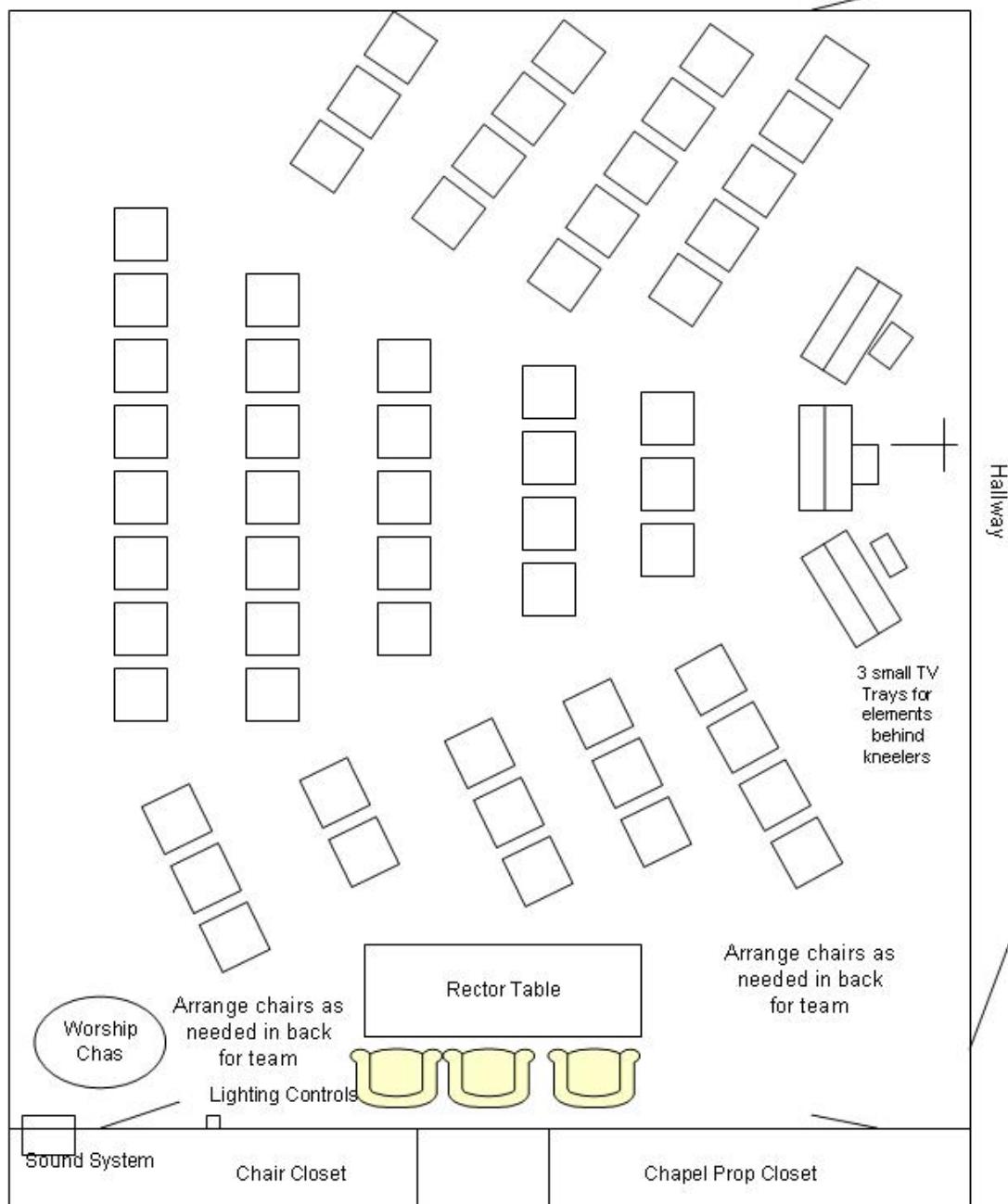
## Alternate Suggested Sunday Morning Chapel Set Up

(Emergency Exit Only)



## Suggested Sunday Morning Chapel Set Up

(Emergency Exit Only)

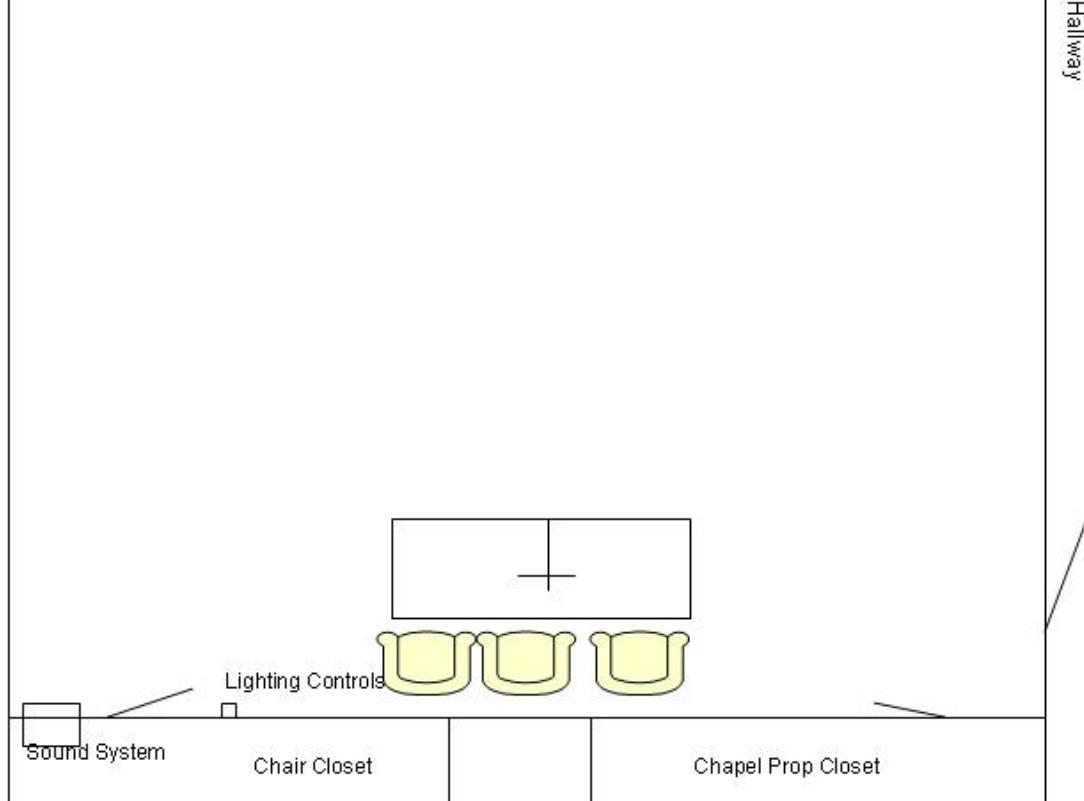




## Suggested Sunday Afternoon Chapel Set Up

(Emergency Exit Only)

Use Rector Table to set up hanging Cross. Three armed chairs remain out, all others stacked ten high on small carts and stored in closet. No sound or music will be required.



## **Apison Retreat Center Chapel Computer, Projector and Sound System**

1. Turn Power Strip outlet on that is to the left of the sound system in the cabinet. This turns on the sound system and provides power to the projector and DVD/CD player.
2. Channels 1 and 2 are connected to the floor box under the table and are for the two table top microphones. The other channels may be used to connect a keyboard, iPod, laptop computer, guitar, etc. Use the lower knob above each connection to turn up or down the sound. A “direct box” is provided for use with a keyboard/guitar if needed.
3. Locate the ViewSonic Projector remote, point remote toward projector or front wall – and press “on” (you will know it is on when the light on the projector comes on solid). Since you are behind the projector, you may need to go under or closer to the front of the projector for the remote to work.
4. If you plan on showing PowerPoint presentations for worship lyrics etc, from a computer, a laptop computer is furnished. It may be used for playing music or video clips if desired. The password for wireless internet access is “apisonretreatcenter”.
5. If you are going to play music or sound from the computer or iPod, you will need to connect the cable that is connected to the sound system to the headphone jack on the computer or iPod. Be sure to turn up the volume on the computer or iPod to about 50%, and then use the sound system for volume control.
6. DVDs can be played directly to the projector from the DVD player or from the computer. The remote control is clearly marked. The DVD player can also be used to play CDs directly to the sound system in addition to the computer.
7. In either case, you must select the input source for the projector using the remote control – computer for computer, and video for the DVD player. The DVD player sound is connected to the AUX IN or TAPE IN, so you will use that knob to turn it up or down. Your computer sound will be through whatever channel the cable is plugged in to.

Be sure to turn projector off at the end of day or after use – by pushing “Off” button on remote twice and let the projector cool down (listen for fan to stop running) before turning the power switch off next to the sound system. You may leave the power strip on if desired until the end of your event.

There are copies of “The Passion of the Christ” DVD in the cabinet for your use if desired. The one labeled “excerpts” starts with the beating. There is also a CD of pictures from “The Passion of the Christ” in the cabinet that you may use. Be sure to return the discs to the cabinet after use.

# Apison Retreat

