























## **Head Floater-Supply Training**

- Read your entire manual – most questions will be covered in the manual.
- You can use the ARC office as your home base during the weekend.
- There is a clipboard with a “supply needs” listing on the counter for your use. Walmart/Sam’s are the stores used for most purchases. Directions to the Ooltewah Walmart are included in your book. A Tax Exempt form is also included for your use. You will need a small card to show the cashier at Walmart in order to purchase items as tax exempt. Check the bulletin board in the ARC office to see if any of these tax exempt cards are already available for you to use. If not, on the first trip to Walmart, you must go to the Service Desk and present the Tax Exempt form and get a small card to show the cashier before you check out items to keep from paying sales tax. You must present the card to the cashier prior to them ringing up the first item. The Weekend (WeekendCouple@tdsetn.org) and Food Couple (FoodCouple@tdsetn.org) have a tax exempt Sam’s card that is not transferable. If expensive items are needed at Sam’s, please contact them.
- Check with each Area Head at least twice a day to determine their needs and make a shopping list. A request form is included in your book and can be posted in the Office for area heads to write down their needs. The Head Floater Supply Cha then takes the shopping list to the Assistant Head Cha for approval and receives money from the Team Fees to make the approved purchases. Purchase receipts and change are returned to the Assistant Head Cha. Attempt to combine as many trips away from the facility as possible by making one morning and one afternoon trip. Be available to make emergency trips as required.
- Check with the storeroom when office supplies or medicine are requested to see if they have it before your purchase more.
- All purchases must be approved before leaving the camp by the Assistant Head Cha and all receipts/monies are turned back into them.
- Get a prayer cha to pray over you before you leave and upon returning to the camp.
- You are to be in close contact with the storeroom and assist them by making coffee, getting ice, supplies from the kitchen, etc.
- You are not a team member errand person.
- Dispose of Rollo room, storeroom and office trash daily.
- If desired, you may be reimbursed for fuel used during the weekend up to \$25. A receipt is required, so it is suggested you start with a full tank, and fill up again on Sunday for a receipt for what you used, up to \$25.
- Complete debriefing form and do not leave the camp until you have checked off with the Assistant Head.







## **Head Palanca Training**

- You may receive up to \$25 for supplies – turn in receipts to the Assistant Head to be reimbursed.
- Be sure to clean up the Palanca Room, empty trash and turn can over when closing down your area.
- Complete debriefing form
- After closing, return to your area and do not leave the camp until you have signed off with the Assistant Head and the weekend Couple. Remember, you must bring the banner from closing and put it in the closet.
- Discuss Palanca at team meetings – deliver individual Palanca at team meetings not on the weekend. Team may deliver their own Palanca notes to the team on the weekend by placing them on the team member’s bed. Palanca on the weekend should be focused on the candidates, and the kitchen for the whole team. You may deliver “bed” Palanca if it is for the candidates and team.
- Encourage Palanca letters to be turned in early in the weekend, not on Sunday after lunch. Also, discuss with the team to not put notes or letters in the mail box slots, but leave them on a table or in a drop container.

## **Head Prayer Training**

Your service of prayer coverage for the weekend began with your answer of yes to serve. Yours is a very serious job – be prepared to stand against the powers of darkness because they will show up. God has chosen you as a mighty prayer warrior to protect and cover this team and the candidates.

- Read your entire manual – most of your questions will be covered in this manual.
- You are responsible for training all Prayer Chas
  1. Train them in the biblical principles of spiritual warfare, anointing with oil and intercessory prayers. Caution them to be sensitive to people on the weekend who may not be accustomed to these practices, prayer languages or speaking in tongues – English is the language spoken in public on the Weekend. Prayer languages are only for personal private times.
  2. Do not anoint anyone without their asking you to or with their permission.
  3. Be prepared to perform your prayer duties at the team meetings – this will help train prayer Chas and will provide prayer covering for the team.
  4. Ask God to teach you how to pray. Stress confidentiality of all prayer requests.
  5. Keep prayer cards private and do not leave them laying around for others to see.
  6. Pray for each team member, the building, the grounds, the candidates and their families.
  7. Ask for God to provide protection against the demonic forces, and anoint all windows, doors, beds and bathrooms (preferably before the team and candidates arrive at the ARC). It is not necessary to use an overabundance of anointing oil. Do not put anointing oil on the glass in doors or windows.
  8. Discuss 24 hours of prayer coverage duties with your team – they may participate in weekend activities when not on duty.
  9. Feel free to take communion with the kitchen Chas.
  10. Keep the focus on Jesus, not on the problems or needs that arise
  11. Review the suggested scriptures in your Head's Manual with your team and pray God's word.
- You provide the prayer request boxes and cards at the team meetings and on the weekend. There are some request boxes in the prayer room you can use if you desire.
- You will wake the Rector each morning and pray with them before they go to bed each evening. The Rector will pass the spiritual covering (cross) to you as they retire and you will pass it back to the Rector when they awake – ask Rector's preference.
- You will wake the Head Dorm and the Spiritual Directors. Head Dorm wakes the rest of the team.
- Prepare prayer tokens to hand out at team meetings and make extra in case they are lost. Take extras to the weekend for those team members who forget to bring them. Keep a list of which team member gets which candidate number so you can re-issue for team members who drop. Be sure to use one set of 36 prior to starting the second set.



## **Head Prayer Training**

- Decorate the prayer room if desired– NO CANDLES and do not disturb the ceiling tiles to decorate. The hallway door is not to be blocked open during the weekend (Fire Marshal requirement)
- Prepare the prayer chart showing table assignments (Use dry erase pen, not a Sharpie). Keep it in the prayer room and take to Friday afternoon chapel.
- Your team will be introduced during the Holy Spirit chapel on Friday – ask Rector if he wants you to tell about the prayer chart and the 24 hours prayer coverage by the community at this time, or will he do that.
- You may receive \$25 reimbursement from the Assistant Head Cha for supplies – give them your receipts.
- Complete debriefing form and clean prayer room before leaving camp – do not leave the camp until you have signed off with the Assistant Head Cha and the weekend couple.
- There is a tension curtain rod and sheer curtain if you desire to use it between the Professor Ready Room and the Prayer Room in the doorway.
- There should be music playing softly in the Prayer Room at all times. You will need to bring an iHome or something similar.
- When there is not prayer palanca for talks taking place, your Roving Prayer Chas on duty should be in or around the Prayer room in a prayerful posture.

## **Head Storeroom Training**

- ❑ Read your entire manual – most questions will be covered in this manual.
- ❑ You are responsible for all supplies needed for the rollo room, the table Chas, and the podium
- ❑ You will receive an inventory list from the weekend couple. Be sure to update it on Sunday when packing items away.
- ❑ The Spanish words are on the computer and will be used in lieu of the small plastic signs. Check with and remind the person running the Power Point for the weekend when a word is coming up (See your Schedule).
- ❑ Ask Rector (before the weekend) if you, the table Chas, or someone else will decorate the podium.
- ❑ Fresh cup/bottle of water at podium for each speaker.
- ❑ Check the supplies on Wednesday/Thursday morning. Call the weekend couple with any problems.
- ❑ Assist Table Chas in making drinks – floater supply cha will be available to assist in storeroom. Put names on cups using a Sharpie. Use new cups each morning. Serve the Rector, Head Cha, BUR, Rover, Media, Worship and Spiritual Directors refreshments during the weekend.
- ❑ Be available to cover for a table cha if they have to leave their area, possibly to do prayer Palanca.
- ❑ Help keep Rollo room straightened and vacuumed.
- ❑ Supplies in the storeroom are for those in and supporting the Rollo room – other team members get drinks from kitchen. Team members may listen to Rollos in the storeroom or office, but should keep noise down.
- ❑ Inventory items as you put them away during the weekend...don't wait until Sunday afternoon.
- ❑ Complete debriefing form and turn into Assistant Head.
- ❑ After closing, return to the Storeroom to have your area checked off by the Assistant Head Cha and Weekend Couple. Do not leave the ARC until this has been completed.

## **Head Table Cha Training**

- Read your entire manual – most questions will be covered in this manual.
- Train your team – Friday morning seating – where to seat professors, can mark the chairs if necessary, “we” prayer, table communions, growth guides, etc.
- Be a part of the table community – don’t treat professors or friends differently or whisper or appear secretive.
- Keep an eye on your table – if candidate leaves the room, go with them and see if you can assist. Rector will give you preferences for handling situations.
- Check with Rector to see who is decorating the podium.
- Decide on aprons for the weekend.
- Responsible for tidying up and vacuuming the Rollo room each day.
- Verify that Decuria posters have names on the back – who is explaining, the Storeroom Chas will stamp the back of each poster and store the completed posters in the storeroom. Be sure to hang Palanca letters where they can be read. Suggest one push pin in the corner and overlap them to leave room for posters.
- Do not rub anyone’s shoulders without asking first.
- You can help the Palanca Chas distribute palanca in the Rollo room after all notes are read if they desire your help, however, do not “throw” Palanca to the tables.
- Each morning, go over with your team what is happening that day – “we” prayer, communion, etc.
- You and your Table Chas can participate in Prayer Palanca, but must get a Storeroom Cha to take your place during that time.
- It is a nice gesture to have the Table Cha sit in the speaking professor’s seat during their talk to “fill” out the table.
- Send a note to your table members after the weekend to encourage them.
- Sunday after lunch have table divvy up the table palanca and take empty containers to palanca room. You should provide some type of bag for the candidates to use.
- Accompany candidates to Chapel cross service and to closing with your table signs. Be sure to return the signs to the Storeroom after closing.
- Dorm, storeroom, and floater supply (Take down team on Women’s weekend) will help clean & close the Rollo room.
- Complete debriefing form and turn it in to the Assistant Head Cha.
- After closing, return to your area and do not leave the ARC until you have signed off with the Assistant Head and the Weekend Couple.

## Worship Cha Training

- Read your entire manual – most of your questions will be covered in this manual.
- Discuss the team meeting and weekend song choices with the Rector.
- Have several types of songs prepared for emergencies such as stalling, filling in when ministering is going on, etc. (if not using live music, make a CD of happy celebrating songs to sing, one of ministering songs – mix instrumental and vocal ones)
- Prepare song sheets or Power Point files for the projector for team meetings in addition to the weekend. The Media Cha will project them. Check at the first team meeting to see if PowerPoint's are already available for the particular songs you plan to use.
- It is a good idea to choose songs that most people will know and introduce only one new song per team meeting.
- Get the professors and Spiritual Directors songs they want for their talks if they desire live music. They should furnish recorded songs to the Media Cha. The Media Cha can also use a CD, an iPod, or laptop hooked to the sound system.
- Be available to the Rector at all times on the weekend - stay in the Rollo room, chapel and kitchen when candidates are present.
- You will lead worship in the Rollo room and in the Chapel. Discuss music with Head Chapel.
- We now are singing the traditional "Doxology" with great results after meals. You will be expected to lead it.
- On Thursday afternoon, check your instruments with the sound equipment in the Rollo room, chapel and kitchen. You can plug into each system as needed. Prior to the start of the weekend, the Media Cha can contact Ray Newby (423-488-5478) if there are any questions about the systems. There are Sound System directions on the Rollo Room wall next to the sound desk, as well as Power Point directions, but the Media Cha will do this for you.
- If you prepare songbooks – Georgia Mountains Tres Dias has copyright permission for copying songs. License number is 923272 from Christian Copyright Licensing International.
- Prepare debriefing form and give to Assistant Head Cha.

## **Media Cha Training**

- You are responsible for operating the sound and visual systems at the Apison Retreat Center (ARC) for the weekend and team meetings that are held at ARC. The systems to be operated at ARC are the Conference Room Systems (sound, computer, and projector), Chapel, Auditorium, Dining Room, and the computer and printers in the office. The “All-In-One” printer may be used to copy and scan.
- The Chapel and Dining room systems are operated by those Chas for their use, but you may also be asked for assistance during certain activities. You will be trained on the systems at or before your first team meeting at the ARC. The respective Leader’s persons will arrange this training for you. Your main focus is the Conference Room systems, as these are used to project the write downs, “Spanish” words, Rector Sunday “Two Questions,” song lyrics, and for the sound system (microphones, any instruments, and CD players). Instructions are posted next to the Conference room system cabinet.
- The Office computer and printer are to be used during the weekend as necessary for support of the weekend.
- There is internet service at the ARC. You will be provided a password that allows you to access the internet. Please do not share it with other team members.
- The “All-In-One” printer may be used to copy and scan if needed. Alternately, you can scan documents on the scanner and send them directly to the printer. Lift the lid and place document on the glass. A dialog box will open on the computer. To make copies, choose the copy icon and follow the directions.
- You will need to bring at least one ream of paper to use with the printer/copier on the weekend. Spare toners are available for the printers if needed. These printers should not be used by team members to print or copy palanca letters.
- Check with the Rector to see if they need your support in developing the materials for the Team Meetings, such as nametags, team books, etc.
- Check with the Head Worship Cha for songs words they may need to have projected for the team meetings. There are many songs already on the computer in the Conference Room in PowerPoint.
- Check with the Rector to see if they desire their weekend graphic to be projected at any time for the Team Meetings or for the Weekend.
- Check with the Head/Assistant Head Cha to be sure that they bring the Weekend Directory to the ARC on CD or memory stick.
- Check with the Spiritual Directors to see if they desire the standard write downs, or have their own Power Point for their respective talks. Their write downs should be the same, but some use additional ones and graphics.

## **Media Cha Training**

- Thursday night you will need to update the Weekend Directory with any changes made in table assignments of the candidates. After any changes are made, you will need to print out the table pages without the “\_\_\_\_\_ Professor” label above the professors. These will be handed out by the Table Chas for final corrections by the tables on Friday morning after the tables have been seated and just prior to the photo being taken. You also need to make a typed list of the tables starting with the Dominate Professor and going clockwise around the table for the Rector to utilize during the candidate seating on Friday morning. There is a form, Rollo Room Table Seating Call Out, available for download from the website. This keeps the Rector from having to read the seating chart upside down. However, you should be aware that this form appears to be upside down in comparison to the Rollo Room Table Seating Assignments form. It is correctly oriented from the podium.
- You should remain with the candidates in the Rollo Room to be available to the Worship Chas and project the “write downs.” The write downs are in Power Point and in the default directory. The song lyrics are in “Worship Slides” and the Spanish words are in “Spanish Words.” The Storeroom Chas will prompt you for when the Spanish words are coming up. It is easier if you go ahead and open all the Rollos for the day so you only have to click on Windows “Task Bar” to bring them up. Specific instructions are provided at the ARC.
- You are also responsible for operating the Auditorium sound system for closing. The Rector may want the theme song played as they come in, and you will need to play “How Great is Our God” or another song selected by the Secretariat after the Secretariat prayer. The song is available on the Auditorium computer. You may also need to adjust the microphone volume. The monitor for the stage is a separate volume control marked “Monitor Level.” It should be loud enough for those on the stage to hear.
- Turn off all systems at the end of the weekend.
- Complete the Area Head Debriefing Form enclosed in the book by the end of the weekend and turn it in to the Assistant Head Cha.

# Professor Training – Speaking and Silent

## 1. What is a professor?

- Another name for professor is table leader. You lead and guide the candidates through the material presented over the three days. This is a leadership position.
- There are two (2) professors at each table, one (1) experienced (dominant) and one (1) inexperienced. Six (6) of the 12 professors are experienced, i.e. they have served as a professor previously.
- Either position can be speaking or silent. There are nine (9) speaking professors and three (3) silent professors. You are there to share your wisdom and your relationship with Christ to others.

## 2. What are the duties and responsibilities?

- The primary duty of a professor is to be a servant and to love.
- The name “silent” professor can be misleading. The duties and responsibilities are the same at the table whether you are giving a Rollo or not.
- Pray for the team, candidates and your table.
- Study the structure of Tres Dias, and learn the key points of all the Rollos so you may easily lead and guide your table through the material.
- Study commitment/service card explanations in professor book in preparation to direct your table.

## 3. How shall a professor act?

- The key is to be a good example. You must set a good example for the candidates to follow. You will be a demonstration of obedience.
- Be the first to answer the bell and be on time in the Rollo room, chapel and meals.
- Take notes for all the talks. Do not stop taking notes even after being revealed.
- Be a good listener, only talk when necessary. If no one starts a discussion, then ask a question on the subject to the table in general, or to a specific candidate. Ask something that requires more than a “yes” or “no” answer.
- Your job is not to make the candidates “get it”, but to demonstrate the love and grace of God to them.
- Silent professors do not remain silent. This can be a distraction to the table throughout the weekend.
- Make sure that both professors do not leave the table at the same time. This will help keep discussions on track.
- Be yourself. God chose you because of who you are: your personality and experiences. Be the same before you are revealed as you are after you are revealed. Remember your intent is to share and instill love and trust in the candidates, not to deceive.
- Be honest and truthful. Answer all questions when asked, however, don’t volunteer too much information. Once revealed, there is a tendency to focus on you and look to you for all the answers. This defeats the purpose of table discussions. In this case, try to answer their questions with a question.
- If you need to talk to the Rector or teammates, please don’t whisper or make it appear that you are trying to hide something, or keep something from the table.
- First day at the table may be the hardest because you don’t know how your table will react. Even though you may not know it, you are being watched by the candidates, and are a direct influence on their attitude and receptiveness. Again set a good example.
- Second day there is usually more sharing, however, be prepared that you might have to share personally first. Make every effort to keep the discussion on the subject. Again, be a good listener and show concern.
- Third day it is again important to keep table discussions on the subject. This is also a good time to clear up and emphasize any points from the weekend that need to be revisited.

## 4. What problems may I encounter? What are some techniques for handling these problems?

- You may have some that like to talk too much. You may slow them down by asking a difficult question. It is best to listen at first, then, when you get a chance, thank them and ask the table what they think.
- You may have some that don’t talk much. They may be timid, insecure or just taking it all in. Don’t pressure these people into speaking. Try to draw them in to feeling like part of the group by asking them “yes” or “no” questions and then express your agreement with them.
- You may have some that are aggressive or argumentative. Don’t let them upset you or the table. Try to find some value in what they say and emphasize this and move on. Asking questions is the suggested method of directing the table.
- Sometimes there may be a role reversal in the candidates as the weekend progresses. The quiet ones will talk and the talkative ones will be quiet.

## **Professor Training – Speaking and Silent**

### **5. What are some common mistakes to be aware of?**

- You may talk too much at your table.
- Not listening can lead to not being aware of what is happening at your table, or on the weekend.
- **Get the names of your table right and pronounce them right.** This can mean a lot.
- Do not try to do excessive amounts of palanca on the weekend – complete it before you leave home.
- Never bring up negatives and always accentuate the positive.
- **Never lie to or deceive anyone. Answer all questions when asked, however do not volunteer too much information.**

### **6. What is a commitment/service card?**

- This card is to assist you in continuing to grow in Christ.
- Further explanation is in your professor book and in team section meetings. Please study.
- Emphasize at your table that these are only guidelines. These cards are by no means Tres Dias “rules” that have to be followed.
- Please recommend to the candidates to be realistic in their times as they make commitments. It may be helpful to have your own card on the weekend, and share your own personal experiences.

### **7. Writing a Rollo or talk.**

- **Spend time in prayer before writing the first word. God already has the talk for you if you are prepared to listen to Him.**
- **Read the outline and the summary carefully.**
- **The “write-downs” to be included in the talk are the actual outline. Do not omit or change any part of the outline. All points must be covered.**
- **It is not recommended that you read talks previously given on a weekend.** Your talk should be unique to this weekend. You may use parts of the outline summary in your Rollo if you want to.
- **The talk must not exceed the time limit of 30 minutes – including your song. Piety time limit is 45 minutes.**
- **The outline is only the skeleton. **Include personal sharing that emphasizes the talk you are giving. (If your sharing is primarily on action, but your talk is on study, it is not relevant) Ask God what He wants you to share. The same is true of any song you choose to use – it should reinforce the talk, not just be your favorite song.****
- **If the talk includes something about another person, (including your spouse or ex-spouse) please ask that person’s permission to share. If they say no, then do not include it in your talk. God will honor your obedience.**
- **Have your talk completed to turn into the Rector at least one week prior to the first team meeting or the date requested by the Rector. You should email your talk to the rector by that date. The rector will forward your talk to the Backup Rector and the Secretariat Leaders Person to review. The Rector will assign you a practice talk date at the team meetings. The team will hear and critique all the Rollos that will be presented on the weekend. The Rector will give you feedback from your practice talk.**
- **Do no change your talk after approval from the Rector. Do not change your talk on the weekend without approval of the Rector.**
- As you read over your completed talk, ask yourself if it gives the listener the vision of the talk as presented in the outline summary.
- Become very familiar with your talk – practice.
- **Write out everything you plan on saying.**
- **It is suggested that you do not bind or staple the pages, but simply slide the pages over on the podium. Be sure to number the pages.**



# **Professor Training – Speaking and Silent**

## **Brief Overview of Rollos**

The IDEALS Rollo is designed to start us thinking about the purpose and plan for our lives. It encourages us to set goals that are lofty and attainable. That our lives change and so do our ideals.

The GRACE Rollo shows us that God can enable us by His grace to overcome all our fears about failures and achieve any God given ideals.

The CHURCH Rollo shows how we each need to be an active part in our church; to fulfill our roll in the body of Christ.

The HOLY SPIRIT Rollo begins to show us just how much Jesus loves us and that through the power of the Holy Spirit we can become more than we are.

The PIETY Rollo begins to open our hearts to a new perspective of our life...directing it entirely, on purpose, to God and His kingdom work.

The STUDY Rollo shows us the importance of knowing God's word in order to live a life of piety. How can we live in victory if we don't have the weapons to fight the good fight? This talk should make us see the beauty and value of knowing God through His Word.

The SACRED MOMENTS OF GRACE Rollo takes us to the foot of the cross to see just how much Jesus loves us and the high value He places on each of us. This is the time for self-examination to make sure we have a salvation relationship with Christ.

The ACTION Rollo challenges us to take our faith and our hope out into the world around us. Not just to be laymen in the church but everywhere we are. To show us that action does not have to be big things, but a life lived to God's glory.

The OBSTACLES TO GRACE Rollo shows us the truth about the struggle involved in our daily walk of piety, study and action. The enemy will not leave us alone if we are determined to follow Christ.

The LEADERS Rollo calls us to a higher level of thinking...that we are actually to be leaders. Not just someone who takes action but someone who leads others to take action. We can do all things through Christ.

The ENVIRONMENTS Rollo then reminds us that we will be going home, back into our own unique environment. God has placed us there to be Jesus with skin on to our little world...home, work, play, church and community.

The LIFE IN GRACE Rollo tells us more about walking out the truths we have learned during the weekend. It can all be done.

The CCIA (CHRISTIAN COMMUNITY IN ACTION) Rollo reminds us that we are not lone rangers. There are many Christian communities that we belong to...church, Tres Dias, bible study, Sunday school, young life....and a group effort can make an immeasurable difference.

The REUNION Groups Rollo offers reunion groups as an additional means of enhancing a personal relationship with Christ.

The LIVING IN THE FOURTH DAY Rollo gives new information regarding tools to help the new Pescadores in their new life journey...reunion groups, Secuelas, working weekends. It also cautions them about returning to their environments with a "know it all attitude". It gives them direction in beginning their fourth day.

## Rector Training

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

## **Rector Training**

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

## **Rover Training**

- Your general duties before the weekend are to attend the Heads and Professor training meetings, and the team meetings. Pay careful attention to how the meetings are conducted. Take plenty of notes on how things are done, both good and not so good.
- During the weekend, your primary function is to observe how the weekend flows and make notes of anything you might want to do or not do as a Rector.
- Observe the candidates, since you will have to select 12-15 of them to serve on your weekend.
- Follow the script and schedule, making notations as desired.
- Utilize the BUR for information during the team meetings and weekend.
- The one specific duty you have on the weekend is to assist the BUR to ensure that the closing is set up properly.
- You will sit in the front row at closing with your spouse (if married), to facilitate your introduction at the end of Closing.