



Tres Dias of Southeast Tennessee

## Head Worship Cha Team Book

This book is intended to **help**. Please forgive its failings. Please help improve it by noting your suggestions on the Feedback/Area Head 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

# Worship Cha Duties and Responsibilities

You are responsible for coordinating all worship and music for the Team Meetings and the Weekend. As you plan a schedule of music for the Weekend, always be sensitive to God's leading. Considering His wishes will help the music to be meaningful and effective. After proper preparation and prayer you can be sure that the music on the Weekend will be a blessing.

## **Purpose of music on the Weekend:**

Music plays a major role in setting the tone and pace of the Weekend. Music enhances the Weekend, but it should not take over. Music provides an emotional release and helps set the mood for various activities. Joyful singing helps to form Candidates and Team into a loving Community. Music is also a teaching tool. As we sing together, much can be learned by really listening to the words. Also, keep in mind that music is used to fill in the gaps in the schedule. Be prepared to play extra songs if the Rector indicates there is extra time.

## **Before the Team Meetings:**

1. Before the team meetings begin talk to the Rector regarding your role, the Rector's song choices and worship preferences.
2. Coordinate with the Media Cha to operate the sound system and Power Points for you at the Team Meetings. The Back Up Rector or Rover may also be utilized if necessary.

## **Team Meetings:**

1. Test the sound system before each meeting.
2. There are sounds system jacks in the front left corner of the ARC Rollo Room for your use, as well as microphones, direct boxes, keyboard, and music stands in the left closet.
3. Select songs that are familiar to everyone unless you are teaching a special song.
4. Song sheets are helpful if you are not going to use the computer and monitors for worship. Power Point and projection is available at the ARC. Some songs are already on the computer. Georgia Mountain Tres Dias does have copyright permission for using copies of songs. The License number is 923272 from Christian Copyright Licensing International. At the present time, Southeast Tennessee Tres Dias does not have our own license.
5. Lead the worship at the Team Meetings following a prearranged scheduled planned with the Rector.
6. Check with whoever may be giving Team Meeting Meditations to see if they have special music requests.
7. Check with each Professor, Spiritual Director and the Rector for their live music choices if any for their Rollos. Ask each one to provide you with a

- CD of their music with the title of their Rollo and their name clearly printed on it or mp3 or link to music. This is done by the Media Cha unless the music is done live.
8. Have the Media Cha ensure the music is ready to play for the practice Rollos.
  9. Learn the DeColores Song, the Doxology (Tres Dias Blessing and Thanks Songs if to be used).
  10. Meet with the Chapel Chas to coordinate the Chapel music after getting any special preferences from the Rector and the Spiritual Directors. Choose songs for each Chapel Service that go with the theme of that day.

### **Before the Weekend:**

1. Make sure the Media Cha has each Professor's, Spiritual Director's and the Rector's Rollo music and it is labeled correctly.
2. The Media Cha will operate the sound system and projection in the Rollo Room.
3. Pack plenty of extra worship songs and have with you at all times. Monitor the choices so that the tone of each day is observed.
4. You may make a songbook containing the songs you plan to use for the Candidates and professors. (48) As some of the songs may be new to them, a songbook will let them be included. Use of Power Point will negate the need for this. A computer and PowerPoint are also available in the Chapel and will be operated by a Chapel Cha. Coordinate with them to ensure they have the lyrics for the songs you plan on doing.
5. Prepare an outline of the Weekend which includes a list of songs, with page numbers and the CD Titles that will be sung at various times and locations throughout the Weekend. It can be helpful to burn your own CD with all the songs you plan to use on one CD.

### **On the Weekend:**

1. Before leaving for the ARC double check that you have the music for all the Rollistas.
2. Go over the music equipment with the Media Cha.
3. Be available to the Rector at all times. Generally you should be where the Rector and the Candidates are and be ready to lead in singing at a moment's notice.
4. Stay in the Rollo Room during the Spiritual Directors Rollos as they might ask you to lead an unscheduled song.
5. Teach the DeColores Song to the Candidates. Make sure they know it well!!
6. Lead in singing the Doxology (or alternately the Tres Dias Blessing and Thanks Songs if to be used) after meals in the dining room, and at the end of closing.
7. 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.

8. You are responsible for returning all sound equipment to its proper area. Microphones, cords, stands, direct boxes, etc. are marked with where they belong.

### **Chapel Services:**

1. Lead worship songs in the Chapel per directions/requests of the Rector and the Spiritual Director in charge of that Chapel. Songs should be selected before the Weekend begins.
2. Check with the Head Spiritual Director to see when the Kitchen will be having Communion each day. Be available to play background music and/or lead songs if possible. If you cannot be available for Kitchen Communion then designate a replacement. The Rover, the Back Up Rector or a Chapel Cha are good choices.
3. Have extra music available and be ready to lead worship at a moment's notice. Be Flexible!!

## **Worship Cha Closing Responsibilities**

### **SOUND SYSTEMS - (Worship Chas)**

#### **Rollo Room**

\_\_\_ All microphones (except podium), cables, microphone & music stands, and direct boxes are labeled, and must be returned to left closet and placed in its labeled storage location. Any missing items must be located and returned, and any extra items are to be returned to their labeled storage location.

#### **Dining Room**

\_\_\_ All microphones, cables, stands are labeled and must be returned to the storage closet and placed in their labeled location. Any missing items must be located, and any extra items returned to their labeled storage location.

#### **Chapel**

\_\_\_ All microphones, cables, stands are labeled and must be returned to the left storage closet and placed in their labeled location. Any missing items must be located, and any extra items returned to their labeled storage location.

#### **Auditorium**

All microphones and cables are labeled and must be returned to the pegboard and placed in their labeled location. Microphone stands (2) are to be stored behind right side column. Any missing items must be located, and any extra items returned to their labeled storage location.

# 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.

# Apison Retreat Center

