



Tres Dias of Southeast Tennessee

Head Gopher 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

Gopher Cha Duties and Responsibilities

GENERAL OVERVIEW:

Your main responsibility is to see that Professors, Spiritual Directors and Prayer Palanca people are pulled at the appropriate times before Rollos and have them ready and in the proper place on time. Professors must have time to dress and all parties will then meet in the Prayer Room at the appropriate time for Pre-Rollo prayer.

TEAM MEETINGS:

1. Check with the Rector to see if he/she would like for you to pass a Rollista Prayer Palanca Sheet for the Team to sign. If so, make a copy of the Prayer sheet on page 5 to make available at the Team Meetings. This form is available on the TDSETN Website. Make sure the Prayer Palanca Sheet is reviewed by the Head Kitchen Cha to ensure there are no conflicts created by Kitchen Chas on prayer duty. There is a guideline for prayer Palanca assignments on page 9.
2. Pull the Rollistas, Prayer Palanca and Spiritual Director for the practice Rollos beginning at the second Team Meeting. This will give you an opportunity to learn the names and faces of the people you will be looking for on the Weekend.
3. Talk with the Rollistas and Spiritual Directors and determine what they would like to drink and snack on before/after their Rollos.
4. Check with the Rector to see if he/she would like for you to have Communion with the Rollista before their Rollo on the Weekend.
5. Determine which Gopher Cha will pull the Rollistas and which one will pull the Prayer Palanca and Spiritual Directors.
6. Obtain a Weekend schedule from the Rector and become very familiar with it.

ON THE WEEKEND:

1. Purchase the food and drink items you will need for the Rollistas before/after their Rollo and any Communion Elements if Communion will be served to the Rollistas. There is a small refrigerator in the Office for your use.
2. Gophers are responsible for whatever flowers/boutonnieres that will be used for talks on the weekend. **Call Rector's spouse** (reunion group if unmarried) to arrange for any special corsage/boutonniere/flowers for the

- Rector's talk if desired. Remember the Spiritual Directors. You can be reimbursed up to \$100 by the Assistant Head Cha.
3. You may decorate the Professor Ready Room by placing table cloths, crosses or pictures on the two tables and hanging sheers on a spring rod between this room and the Prayer Room. (Sheers and rod are stored in the closet in this room).
 4. Stay in close contact with the Assistant Head Cha for schedule and time changes and set your watch by theirs.
 5. Keep a copy of the schedule with you at all times and keep changes current.
 6. Make sure the Rollistas, Spiritual Directors and Prayer Palanca are where they need to be and on time. The Weekend does not need to run behind while waiting for a Rollista to dress or Prayer Palanca to get to the Prayer Room.
 7. Pull the Rollista and tell them how much time they have to dress. Please protect the privacy of the Rollista by keeping team members out of the room while they are dressing. Go back and get them at that time and escort them to the Professor Ready Room (Office Conference Room) where they can have their quiet time, communion, and read any notes, etc. At the appropriate time, from there, they can enter the Prayer Room where the other Gopher Cha should have the Prayer Palanca and Spiritual Director waiting. Notify the Assistant Head Cha when the Rollista is ready to enter the Rollo Room.
 8. Help out in other areas after the Rollos are finished if needed.
 9. **NOTE:** Be sure the Prayer Chas and Rollo prayer palanca team are praying in the Chapel since they will be shown and introduced during a Chapel visit during the Holy Spirit talk on Friday.
 10. 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.
 11. **Please take special care to be punctual at all times. You are critical to keeping the Weekend on schedule.**

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.

Weekend Prayer Palanca Sheet

Friday	Saturday	Sunday
IDEALS 30 Minutes beginning at 10:30 am Professor: _____ Spiritual Director: _____ Prayer Palanca: _____ Prayer Palanca: _____	STUDY 30 Minutes beginning at 9:25 am Professor: _____ Spiritual Director: _____ Prayer Palanca: _____ Prayer Palanca: _____	ENVIRONMENTS 30 Minutes beginning at 10:10 am Professor: _____ Spiritual Director: _____ Prayer Palanca: _____ Prayer Palanca: _____
GRACE 45 Minutes beginning at 11:40 am Professor: _____ Spiritual Director: _____ Prayer Palanca: _____ Prayer Palanca: _____	SACRED MOMENTS 90 Minutes beginning at 10:30 am Professor: _____ Spiritual Director: _____ Prayer Palanca: _____ / Prayer Palanca: _____ /	LIFE IN GRACE 45 Minutes beginning at 11:15 am Professor: _____ Spiritual Director: _____ Prayer Palanca: _____ Prayer Palanca: _____
CHURCH 30 Minutes beginning at 2:10 pm Professor: _____ Spiritual Director: _____ Prayer Palanca: _____ Prayer Palanca: _____	ACTION 30 Minutes beginning at 2:55 pm Professor: _____ Spiritual Director: _____ Prayer Palanca: _____ Prayer Palanca: _____	CCIA 30 Minutes beginning at 12:45 pm Professor: _____ Spiritual Director: _____ Prayer Palanca: _____ Prayer Palanca: _____
HOLY SPIRIT 60 Minutes beginning at 3:30 pm Professor: _____ Spiritual Director: _____ Prayer Palanca: _____ Prayer Palanca: _____	OBSTACLES 45 Minutes beginning at 4:05 pm Professor: _____ Spiritual Director: _____ Prayer Palanca: _____ Prayer Palanca: _____	REUNION 20 Minutes beginning at 2:40 pm Professor: _____ Spiritual Director: _____ Prayer Palanca: _____ Prayer Palanca: _____
PIETY 45 Minutes beginning at 5:20 pm Professor: _____ Spiritual Director: _____ Prayer Palanca: _____ Prayer Palanca: _____	LEADERS 30 Minutes beginning at 5:25 pm Professor: _____ Spiritual Director: _____ Prayer Palanca: _____ Prayer Palanca: _____	LIVING THE 4TH DAY 45 Minutes beginning at 3:10 pm Spiritual Director: _____ Prayer Palanca: _____ Prayer Palanca: _____

Weekend Prayer Palanca Sheet

Friday

IDEALS 30 Minutes Begins at 10:30 am

Professor: _____

Spiritual Director: _____

Prayer Palanca: _____

Prayer Palanca: _____

GRACE 45 Minutes Begins at 11:40 am

Professor: _____

Spiritual Director: _____

Prayer Palanca: _____

Prayer Palanca: _____

CHURCH 30 Minutes Begins at 2:10 pm

Professor: _____

Spiritual Director: _____

Prayer Palanca: _____

Prayer Palanca: _____

HOLY SPIRIT 60 Minutes Begins at 3:30 pm

Professor: _____

Spiritual Director: _____

Prayer Palanca: _____

Prayer Palanca: _____

PIETY 45 Minutes Begins at 5:20 pm

Professor: _____

Spiritual Director: _____

Prayer Palanca: _____

Prayer Palanca: _____

Weekend Prayer Palanca Sheet

Saturday		
STUDY	30 Minutes	Begins at 9:25 am
Professor:	_____	
Spiritual Director:	_____	
Prayer Palanca:	_____	
Prayer Palanca:	_____	
SACRED MOMENTS	90 Minutes	Begins at 10:30 am
Professor:	_____	
Spiritual Director:	_____	
Prayer Palanca:	_____/_____	
Prayer Palanca:	_____/_____	
ACTION	30 Minutes	Begins at 2:55 pm
Professor:	_____	
Spiritual Director:	_____	
Prayer Palanca:	_____	
Prayer Palanca:	_____	
OBSTACLES	45 Minutes	Begins at 4:05 pm
Professor:	_____	
Spiritual Director:	_____	
Prayer Palanca:	_____	
Prayer Palanca:	_____	
LEADERS	30 Minutes	Begins at 5:25 pm
Professor:	_____	
Spiritual Director:	_____	
Prayer Palanca:	_____	
Prayer Palanca:	_____	

Weekend Prayer Palanca Sheet

Sunday

ENVIRONMENTS 30 Minutes Begins at 10:40 am

Professor: _____

Spiritual Director: _____

Prayer Palanca: _____

Prayer Palanca: _____

LIFE IN GRACE 45 Minutes Begins at 11:15 am

Professor: _____

Spiritual Director: _____

Prayer Palanca: _____

Prayer Palanca: _____

CCIA 30 Minutes Begins at 12:45 pm

Professor: _____

Spiritual Director: _____

Prayer Palanca: _____

Prayer Palanca: _____

REUNION 20 Minutes Begins at 2:40 pm

Professor: _____

Spiritual Director: _____

Prayer Palanca: _____

Prayer Palanca: _____

LIVING THE 4TH DAY 45 Minutes Begins at 3:10 pm

Spiritual Director: _____

Prayer Palanca: _____

Prayer Palanca: _____

Prayer Palanca Assignment Guidelines

1. Spiritual Director assignments will be made by the Gopher with input from the Rector. The following is a guideline to use: The SD who has the morning Chapels will not be available to pray for the Rollista of the first two talks, and the one giving the morning SD talk will not be able to do it, leaving only the third SD for these slots. The SD who is giving the afternoon SD Rollo should not be assigned the afternoon prayer slot that is right before his Rollo, and may not be back in time to do the one following.
2. For the first Rollos of the day, do not utilize Kitchen Chas, as they will be having their Chapel service. If it is necessary to utilize a Kitchen Cha, use only one.
3. Do not schedule Chapel Chas for Prayer Palanca during the Holy Spirit or Sacred Moments talks, as the candidates will be visiting the Chapel during those talks.
4. As a general practice, do not use area heads for prayer palanca unless they specifically request to do so.
5. Do not schedule Prayer Chas during their “sleep” time. They may be assigned during their other times. Check with the Head Prayer Cha.
6. In addition to the Professors, the following will not generally be available for prayer palanca:
 - a. Rector
 - b. Head Cha
 - c. Assistant Head Cha
 - d. Media Cha
 - e. Table Chas (may be used if Storeroom fills in)
 - f. Spiritual Directors, and
 - g. RoverAll others should be encouraged or assigned a time. There are 32 time slots to be filled from approximately 60 Chas.
7. It is a good idea to announce at team meetings that team members can sign up for prayer palanca for a specific professor, but all assignments must be checked out with their area head to be sure there is not a conflict with their other duties at that time.

Apison Retreat Center

