

Tres Dias of Southeast Tennessee

Assistant Head 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 and the other area Heads sheets in to the Rector 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

Assistant Head Cha Duties and Responsibilities

I. General Overview

The Assistant Head Cha will be the right hand to the Head Cha. Prior to the Weekend, you will assist the Rector and Head Cha in any area required. In order to prevent duplication of effort, be sure to discuss division of responsibilities and duties with the Head Cha and Rector. Try to do as much of the detail work as you can for the Rector to allow him/her to concentrate on the Weekend's spiritual direction.

The following information is intended to be a resource for persons called to be Assistant Head Cha for Tres Dias of Southeast Tennessee. It is not intended to be a fixed blueprint, nor should it substitute for the leadership of the Rector or the Holy Spirit. It is merely a broad framework to assist in planning the many details that make up the entire process of preparing for the Weekend.

II. Before the Team Meetings:

1. Rector, Head Cha and Assistant Head Cha meet to discuss delegation of specific duties.
2. With Rector and Head Cha, determine structure, schedule, format, set-up and location of team meetings. (Details in Head Cha book).
3. The Leaders Person will issue Area Heads and Professors Books directly to each person. This will be done electronically from the leaders Person or downloaded from the TDSETN Website. A Sales Tax exemption form to use for purchases is included in this book.
4. Work with Head Cha to prepare schedule for refreshments for team meetings. Evenly distribute the team members over the team meeting dates. (Exceptions: Rector, Spiritual Directors, Head Cha and Assistant Head Cha). It is helpful to group team members who car-pool from long distances (example – team members from Alabama or Atlanta).
5. Materials should be purchased in Tennessee using the Tres Dias of Southeast Tennessee Tax Exempt Certificate of Exemption. This form can be obtained on the TDSETN.ORG website or ARC Office bulletin board or computer. The form is already on file at Staples and Office Depot. You can make copies of the form to 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 to show the cashier before you check out items to keep from paying Sales Tax (several of these cards are on the ARC Office bulletin board that you can use). 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. \$100.00 Emergency Fee should be obtained from Secretariat Treasurer to cover weekend

emergencies. Also Fee (both Weekend and Team) and Attendance spreadsheet (in Excel and Word formats) are available on the TDSETN website. Please contact the Secretariat Treasurer for additional assistance and information.

6. Work with Head Cha to prepare team roster books and nametags for the team meetings. (Details in Head Cha book). Determine who will be responsible to prepare the Rector's book, to decorate (if desired) the Rector's room at the ARC and to make the Weekend theme banner.
7. Make copies of Rollo outlines (if team meetings are not held at the ARC – you may use the Power Point outlines at the ARC) and Rollo critique forms for Practice Rollos given at the team meetings. Obtain back-up Rollista list from the Rector. Prepare instructional letter for each back-up and place in his/her team roster book.
8. Prepare envelopes for team and weekend fees, Service Records (obtained from Secretariat Data Manager), note cards for Rollista notes, etc. and place in each team member's team book.
9. Purchase paper products (plates, cups, napkins, plastic spoons, forks and knives) for team meeting refreshments.
10. Assist Head Cha with selection and purchase of Rector's gift if desired. May wait until meetings have begun before purchasing the gift as the money is contributed from the team members.
11. The ARC has two sets of walkie-talkies to use on the weekend if desired.
12. Review team meeting checklist with Head Cha (in Head Cha book).

III. Team Meetings:

1. Be sure to contact those responsible for food and other duties for the first meeting.
2. Set-up team meetings. Bring paper products for refreshments and miscellaneous supplies that may be needed. Check with the Rector for preferences for decoration of podium table and Practice Rollo tables at team meetings (minimum candle and Bible). Rector may delegate the decorating to the Chapel Chas or the Table Chas.
3. Set-up a check-in table at team meetings to record attendance, distribute team books, nametags and announcements, collect prayer requests and General Palanca letters, and sign up for oven Palanca, bunk requests, and companion weekend prayer Palanca sheet.
4. Assist Rector and Head Cha as needed during the meetings.
5. Responsible for collecting all money. Team fees are currently \$20 and are due from each team member at the first team meeting in cash or a check made out to cash. Weekend fees are currently \$120 and are due on or before the third meeting from each team member, excluding the Rector and Spiritual Directors. Contact the Secretariat Treasurer for additional assistance.

6. Checks made payable to: Tres Dias of Southeast Tennessee
6. Determine scholarship needs. The Rector will provide a scholarship form. Scholarships must be documented on the appropriate Scholarship form, approved by the Rector, and accounted for. Money collected for scholarships must be accounted for separately from team fees. Excess monies must be turned in to the Treasurer with the final team accounting. Check with the Treasurer if scholarship funds are needed, as any excess from previous weekends may be available.
7. Be familiar with each area job description so you can be familiar with them and be prepared to adequately train and handle questions on the Weekend. Assist Rector and Head Cha with training of all areas.
8. Head Cha may appoint the Head Palanca Cha or Assistant Head Cha to collect General Palanca letters.
9. Make sure Area Heads have gone over their area's check off sheets for closing. Obtain the latest "Closing Check-Off List" from the Weekend Couple as the ARC changes the list periodically as the facility changes. The area heads will need you to provide them the latest list for their area.
10. Coordinate ARC set-up with Head Cha and Take Down Team (if applicable)
11. Review the schedule with the Rector to determine Rector preferences and/or options.
12. Secretariat members are to be invited to attend team meetings on the schedule suggested below to meet with respective area heads and give a short description of their duties to the team:

- | | | |
|-------------------------|---|--|
| 1 st meeting | - | Chairman, Data Manager, and Leaders Person |
| 2 nd meeting | - | Data Manager if not at first meeting and Fourth Day Couple |
| 3 rd meeting | - | Spiritual Director and Pre Weekend Couple |
| 4 th meeting | - | Palanca and Food Couples |
| 5 th meeting | - | Treasurer and Weekend Couple |
| 6 th Meeting | - | Secretary and Communications |
| 7 th Meeting | - | ARC Manager and Chairman Elect plus any others due to rescheduling |

*** Please call/e-mail to give the Secretariat member advance notice on date, time and place. Please use the following e-mails to ensure the request is sent to the current e-mail address:

- 4thDayCouple@tdsetn.org
- Arc@tdsetn.org
- Chairman@tdsetn.org
- DataManager@tdsetn.org
- FoodCouple@tdsetn.org
- MensLeader@tdsetn.org
- NewsLetter@tdsetn.org
- PalancaCouple@tdsetn.org
- PreWeekendCouple@tdsetn.org
- Secretary@tdsetn.org
- SpiritualDirector@tdsetn.org
- Treasurer@tdsetn.org

Chairmanelect@tdsetn.org
WeekendCouple@tdsetn.org
WomensLeader@tdsetn.org

13. Make a copy of the completed Weekend schedule for Area Heads (including Media Cha) and the Spiritual Directors. Make a copy of the script for the Head Cha, Head Chapel Cha, Media Cha, Rover, and the Spiritual Directors (these may be provided to the Spiritual Directors by the Community Spiritual Director in their manual – check to be sure). Obtain these forms from the Rector.
14. Make sure that the Head Gopher Cha reviews the Prayer Palanca schedule with the Head Kitchen Cha to determine any conflicts with key Kitchen Chas.
15. Receive from the Rector his/her preference for “ice-breaker” for Thursday evening if desired.
16. Assist Head Cha with Candidate nametags. It’s a good idea to have about six extra “blank” tags for last minute changes/additions or spelling corrections. Be sure to have the nametags at Send-Off early for the Dorm Chas to color code or number the back for dorm assignments.
17. The following area heads may be reimbursed up to \$25 for weekend expenses: Chapel, Dorm, Prayer, Palanca, and Floater. Receipts must be turned in to the Assistant Head Cha for reimbursement. In addition, Gophers may be reimbursed up to \$100 for flowers/boutonnieres. Any additional amounts must be approved by the Assistant Head Cha prior to incurring the expense (an example would be the purchase by the Chapel of special communion elements).

IV. On the Weekend:

1. General:

- a) You are responsible for all the “behind the scenes” activity on the Weekend. It is your responsibility to see that everything goes according to schedule, that everyone is ready when they are supposed to be and that all Candidates are where they should be. All of the Chas will look to you for direction.
- b) Always wear a smile! Be pleasant and sensitive to others’ feelings. People will be much more motivated to do what you ask if you are pleasant rather than “bossy”. If someone makes a mistake, remember that you make mistakes too! There is One Person who is totally in charge – He can make something good out of any problem.
- c) 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. In no case shall the Fourth Day Couple’s photo from a TDSETN weekend be posted on any website/social media site. We must maintain the confidential cloistered environment of the weekend.
- d) All skits are to be reviewed and approved by the BUR before being presented.

2. Wednesday/Thursday:

- a) May be responsible to bring Rector's and Head Cha's luggage to the ARC. (Remind them to bring their own bed pillows if desired (pillows and bed linens are furnished for them) or send them with you.
- b) Remind the Head Cha to take the list of Candidates and Team Members (Community Handout) to Sendoff to distribute to the Community for prayer covering.
- c) Find out which two Dorm Chas and which two Palanca Chas will be at Sendoff, the others should remain in their areas.
- d) Arrive at the ARC on Wednesday evening or early Thursday to make sure the ARC is in order. Make sure the Storeroom Chas have checked their inventory of Pilgrim's Guides, Service Cards, Tres Dias crosses, Forgiveness Hearts and Table Names, etc.
- e) Candidate Information Sheets will be checked at send-off on Thursday night as the Candidates arrive.
- f) Dorm Chas should have dorm room and bed assignments posted on Wednesday.

3. Thursday:

- a) Insure Storeroom inventory is sufficient – Weekend Couple usually sets up the storeroom.
- b) Make sure dorms are ready by midafternoon.
- c) With the Head Cha, facilitate team meeting Thursday evening – usually around 6 pm. Make last minute announcements, account for all team members (check with Area Heads before the meeting begins), pray over the team and the Spiritual Directors will lead communion. The Rector may request that the Prayer Chas anoint the team at this time.
- d) Have Head Cha notify you when they are approximately 10 minutes from entering the foyer.
- e) Synchronize your watch with the Rector's, Head Cha's, Gophers' and Head Kitchen's. You will be working closely with them to keep the Weekend on schedule.
- f) **Parking for Send-off, Serenade and Closing.** All team members are to park off of the paved area and away from the building to allow room for sponsors, Serenaders and community that come to the events. Make sure this happens before the team meeting at 6:00 p.m. on Thursday.

- g) Ensure the team name badges are available by midafternoon.
- h) Please send an electronic copy of the Community Handout before send-off to: communications@tdsetn.org.

4. Thursday evening through Sunday afternoon – follow schedule.

- a) Once the Candidates arrive, receive the seating chart and Candidate/Team member list from the Head Cha. Make and necessary copies for the Thursday night team meeting. Arrange for the Media Cha to update the Weekend Directory and seating chart for Friday Morning.
- b) Your Chas should always know where to find you. Stay in a predetermined area so they can easily locate you. It is easier for 30 people to find you than for you to find 30 people. Generally, you should be situated outside the Rollo Room or Chapel when the Candidates are there. Send a Cha on errands rather than going yourself. You can use Floater/Supply, Gopher or other Chas to run errands.
- c) Make sure all Chas “line the halls” when Candidates are moved from one place to another. Remind the Chas to SMILE!
- d) When Candidates move from one place to another, you need to make a head count to let the Head Cha know when they are all where they should be – Table Chas, Chapel Chas and Dorm Chas can help you. You’ll need to know that all Candidates are accounted for before Rollos or Chapel services begin. Remember, no activity should begin until all Candidates are present (except in unusual circumstances when one might be in a lengthy counseling session and the Rector decides to go on).
- e) In general, you are responsible to make sure:
 - 1. Storeroom has supplies ready to be handed out
 - 2. Gophers have pulled the Rollista and have Prayer Team in place
 - 3. Chapel is ready for each visit
 - 4. Kitchen is ready for the group to come for meals. Inform Head / Assistant Head Kitchen of changes in the schedule. Let them know when you are 30 minutes from mealtime.
 - 5. Palanca is ready to be brought into Rollo Room. Go over schedule with the Rector before the Weekend.
- f) Handle any unexpected situations.
- g) *Thursday evening and Friday morning are the most hectic.* Familiarize yourself thoroughly with the schedule. Anticipate what needs to be done ahead of time.
- h) Be in constant touch with the Gopher Chas. Check to see if time needs to be made up and determine how to do it. This only concerns the activities outside the Rollo

Room ... the Rector and Head Cha will handle any primary schedule changes and should keep you informed of any changes.

- i) If a problem arises which you cannot handle, let the Head Cha/Rector know as soon as possible. This should be a rare occurrence – proper training eliminates most problems.
- j) Have a copy of the schedule and script with you at all times and follow it closely to be ready for each activity. Ask yourself: “Is everyone where they need to be? Is everything complete and ready for this activity to take place?”

5. Sunday afternoon:

- a) Non-team members are not allowed in any part the building except Auditorium. The Secretariat Weekend Couple may be admitted to check the dorm and kitchen end before closing. Rector's spouse, special prayer team and reunion group enter through the back door and go to the office.
- b) Candidate luggage should be left on their bunks. Dorm Chas (men's weekend) or Take Down Team (women's weekend) should be positioned at the Dorm end ramp to bring candidate luggage to the sponsors. Sponsors are not to enter the dorm end of the building.
- c) Make sure the Auditorium has been set up for Closing.
- d) Oversee the cleanup of the ARC. Area Heads turn in completed check off sheets (obtain latest sheets from the Weekend Couple prior to the weekend) to you. The chairs in the Rollo Room should be "stacked" in the back of the room, five high, fourteen stacks. Be sure to have the Auditorium returned to normal set up and return items as necessary. Make sure the dorms and bathrooms are clean. Please do a "walk-thru" before the Closing to make sure that the ARC is clean and the trash has been removed. This is the team's responsibility. **Sign each Area Head Cha's Closing Check Off List before they go to Closing or leave the ARC.** You will do a final walk through with the Weekend Couple and possibly a representative of the ARC Committee.
- e) Collect each area heads debriefing form and give them to the Rector after closing. Be sure all ARC problems are noted on "Facility Problem Reports" in the office

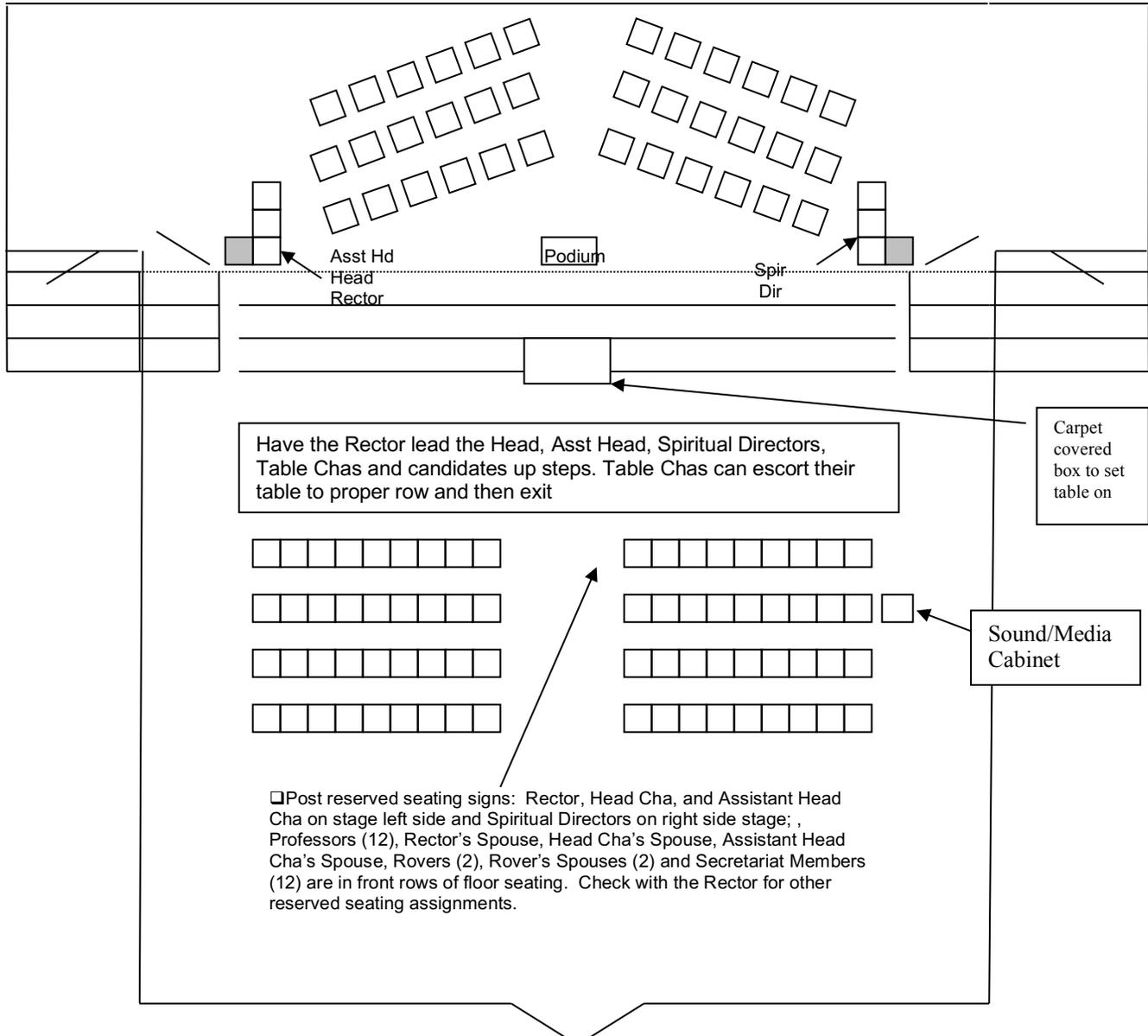
Contact Secretariat Treasurer to arrange a time when final monies and receipts can be turned in to close out the financial portion of the weekend

Things must be done in a timely and orderly manner, but please remember ... a kind word goes a long way. There will be many who are serving on the team for the first time. If team members are unkind to one another that says to them that all the love they saw as a Candidate was not real. Hurt feelings are often difficult, if not impossible to heal. Proverbs 15:1 "A soft answer turns away wrath."

Remember: Find out the facts of a situation before speaking.

While this job has many responsibilities, it is a wonderful opportunity to minister the love of Jesus to many people. God bless you for your faithful service!

Suggested Auditorium Set up for Closing



Review the Head Cha book with the Head Cha for duties and items to be considered and resolved prior to the first team meeting.

TEAM MEETING CHECKLIST

- ❑ Name Tags
- ❑ Team Books (Team Rosters, Duties and Responsibilities, Refreshment assignments, Meditation, etc.).
- ❑ Song Sheets (Music Cha)
- ❑ Plates, cups, napkins, plastic ware, ice, coffee, etc. (Head Kitchen Cha or Weekly Food Leader)
- ❑ Oven Palanca sign up sheet (Head Kitchen Cha)
- ❑ Envelopes for Team and Weekend Fees (Assistant Head Cha)
- ❑ Candidate prayer assignments and reminders (Head Prayer Cha)
- ❑ Prayer Palanca Sign up for companion Weekend (Head Palanca Cha)
- ❑ Information/Service Sheets (Obtain from community database manager)
- ❑ Rollo critique sheets and outlines
- ❑ Special needs for bunk assignment (Head Dorm Cha)
- ❑ Podium signs for introductions (Head Cha)
- ❑ Practice Rollo podium set ups (Table drape, Bible, Cross, candle and holder, lighter) based on number of Rollos to be given (Head Table Cha)
- ❑ Communion elements for meetings where Communion will be served. (Head Chapel Cha)

SECTION MEETING GUIDELINES

General Guidelines:

How the Head Cha conducts the section meeting is very much a matter of personality and preference. The same material can be covered using a variety of approaches. Accordingly, this outline and narrative will hopefully only be a skeleton of topics that may be covered. How the material is organized is very much at the discretion of the Head Cha who is chiefly responsible for training.

It is a good idea at the first Team Meeting for the Head Cha to briefly outline the duties of the Rector (including a general description of the selection process by the Secretariat and that he/she answers to the authority of the Secretariat) and then to explain his/her own responsibilities as Head Cha and those of the Assistant Head Cha so that the so-called chain of command is understood by all Chas. Although this may seem elementary, new Team Members will not automatically understand this information just from attending a Weekend.

The Head Cha will be in charge of the section meetings and will coordinate the planning and conducting the section meetings. General, the Rector trains the Professors and Table Chas at each meeting, the Head Cha, Asst. Head Cha and BUR divide up the other sections and make sure all sections are covered by one of them at each meeting to answer questions and take the Rector options to the different areas. Certain portions of the meetings, however, can be the responsibility of the Assistant Head Cha (things such as announcements relating to the Assistant's particular responsibilities or special training with which he/she may assist). Since the Assistant Head Cha will essentially be in charge of all behind-the-scenes details and will probably give the most direction to and have the most interaction with the Chas on the Weekend itself, it is important that their leadership role be explained and reinforced by the Head Cha as the Team Meetings progress, and that he/she develop a working relationship with all Chas. On the Weekend itself, the Assistant Head Cha will handle instructions and questions from all other Chas. They will coordinate all activities and serve as the main contact point with the Head Cha and Rector. Chas should be told that on the Weekend, they should direct all questions to their Area Head, and then to the Assistant Head Cha, who will then either handle the situation or take the matter up with the Head Cha. During the Team Meeting process, however, the Head Cha has primary responsibility for the training and supervision of the Chas, and this entire service area.

In preparing material for presentation at the section meetings, it is important to remember that new Team Members will enter this experience with very little knowledge of how the Weekends are put together and function. For example, the Head Cha cannot assume that all Chas know such customary things as that they are to line the hallway anytime Candidates move from one room or area to another, that no crosses are to be worn until after the Piety talk, or such other similar basic duties or practices of Tres Dias. Be ready to go over every detail of every activity when discussing the duties of the Chas. Likewise, allow time for and encourage questions as you go over your material.

In your early sessions with the Chas, it is a good idea to affirm the Rector's discretion in

many of the activities of the Weekend, and to differentiate this Weekend from all others. *You are to establish the uniqueness of this Weekend, the uniqueness of this Team, and the uniqueness of the Candidates whose hearts the Holy Spirit is preparing for this Weekend.* You may wish to approach this by pointing out that there are many ways to do things --and that on this Weekend, things may be done differently than they were done on their Weekend or on other Weekends on which they may have served. Encourage team members to be open and flexible to such changes, and to view this Weekend as the unique experience that it is.

Specific Guidelines:

- **Spiritual overview of the role of the Cha on the Weekend.** Explanation of anticipating, servant hood, and the scriptural basis of these elements of the Weekend provide the spiritual perspective of the various jobs. Include also explanation of interrelationship between the Cha role and that of Rector, Leadership Chas, Candidates, Professors, Kitchen, etc. Also spiritual perspective of the importance of even the most menial, insignificant and almost unnoticed task of the Weekend - the working of the Holy Spirit in even the smallest gesture. This overview should help the Cha understand how they are to interact with the Candidates and other Team Members, including such elements as friendliness, acceptance, exhortation, empathy, gentleness, forgiveness, and self-control. Chas should understand some of the tension that is associated with team service, and be cautioned that the loss of sleep may also affect how Team Members interact with each other and the Candidates: for example, not to overreact if an answer from another Team Member seems rushed or blunt; not to be defensive if asked to change a course of action or if the schedule must be altered; to neither be judgmental nor pushy with any Candidate, but rather to just let things flow. Caution Team Members to be sensitive to the needs of the Candidates, but not to be overly solicitous. Candidates also need some space.
- **Physical overview of the role of the Cha on the Weekend.** Give a detailed explanation of the specific responsibility of each service area and the interrelationship of these service areas. In preparation for this, you may wish to review the printed job descriptions for any additions or deletions you may have. By this time, each Team Member should be furnished a copy of their job description. Emphasis should be given to understanding both the division of tasks and responsibilities on the Team to prevent overzealous duplication of efforts and also to the need for cooperation among all service areas. This naturally opens the discussion to the great principle of a Tres Dias Weekend: FLEXIBILITY. Ground rules of conduct and attitude can be reinforced and discussed (even things as basic as use of the phone on the campground, leaving the campground, interacting with the community as they visit the ARC, always sitting near the back of the room as they can be the first out of the room to line the hall, not leaving any service area uncovered, always keeping Area Head/Assistant Head Cha informed of where you are so you can be easily contacted, locking/unlocking of doors, who has access to keys, conduct during Serenade, etc.). The physical overview can also include a brief outline of the physical

facilities and where each service area will be working.

- **Detailed description of each day of the Tres Dias**, including the spiritual purpose of each day and the physical tasks that must be accomplished that day. Some Head Chas have devoted one section meeting to each of the days of the Tres Dias, and, using the published schedule, walked the Chas through that day from beginning to end explaining the responsibilities of the Chas. The discussion of Thursday should include the expected time of arrival of Team Members at the ARC that day, designation of with who they are to check in, what duties, if any, will be expected of each service area, settling into the dorm, set-up responsibilities, arrival of Candidates, reception, etc. Such a discussion permits assigning specific tasks to certain Team Members and clarifies to each Cha what important events they must be prepared for and what is expected of them. Every Cha should know exactly where they are to be stationed, what their duties are during the arrival of Candidates, what they are to do once their tasks are completed, what they are to do and where they are to be prior to and during the time of the reception.

Thursday's task breakdown is at the discretion of the Head Cha, but some elements to be considered are the following: Which Chas are to be at Send-Off to welcome Candidates and direct where the Candidates are to be dropped off and registered, Chas to tag luggage of Candidates and load the bus, and a Cha to load and transport Palanca to the camp.

If the Head Cha chooses to train the Chas by carefully reviewing the activities of each day of the Weekend (for example using one section meeting for each of the four days of the retreat), the obvious outline for such an approach is the published schedule and/or the Rector's script. From these, the Head Cha can prepare the presentation to the section meeting. (Note: Even if Wednesday set up and Thursday are discussed in earlier section meetings, these probably will have to be reviewed close to the end of the section meetings as these dates approach).

Chas should likewise be advised of their responsibility to see that their service area is cleaned up at the close of the Weekend on Sunday prior to departure from the campgrounds. Chas need to know that they are responsible for the takedown after the Weekend. On the Women's Weekend, a set up/take down team may be assigned, but this does not relieve Chas of their responsibilities for seeing that their area is "cleared" by the Assistant Head Cha who is turn will be "cleared" by the Secretariat Weekend Couple in charge of seeing that the ARC is left in better condition than when they came.

- **Training on tasks that may need additional explanation beyond the overview of previous meetings.** These may include discussion of lining the hall whenever the Candidates go to and from; walking and conversing with Candidates that appear to be alone; when to light candles and blow them out for Rollos; table seating by Table Chas; distribution of Palanca bags on Sunday, etc. (The Assistant Head Cha may work separately with some service area in this training, rather than having all Chas present for all training. However this is at the discretion of the Head Cha.)

- No non-team members are allowed in the team meetings.
- **Presentation of announcements** that may have to be repeated several weeks in succession:
 - Completion of general Palanca letters and the importance of getting them in early. (It is helpful for the Rector to request these in the Team invitation letter along with a sample).
 - Importance of early completion of individual Palanca letters for each Candidate. Emphasize the pitfalls of trying to write or finish these during the Weekend. Make sure letters are given to the Palanca Chas in alphabetical order, and that they are in by an early deadline (e.g., by Saturday noon of the Weekend).
 - Weekend Fees. The Head Cha or Assistant Head Cha should call any Team Member that has not paid their fees by the fifth Team Meeting.

FINAL PREPARATION FOR WEEKEND

The final preparation for the Weekend for the Head and Assistant Head Cha involves a detailed review of the schedule and/or Rector's script. From this document, the Head Cha can prepare a final checklist of all details. **Even if the responsibility for a supply of item is not a specific duty of the Head Cha, it is the Head Cha's responsibility to see that the detail is being handled by someone or by some service area.** This may involve items as minute as how are the lights going to be dimmed during Chapel readings, to how are the letters from other communities going to be delivered to the campground in time for their use in the Spiritual Director's Rollo. There is no substitute, however, for a careful reading of Weekend script early, as part of preparation for section meetings/training sessions, to prepare yourself and the rest of the Chas for the events of these days. If the script of your Weekend is not created in time for the use for section meetings, use of the printed general schedule from previous Weekends will probably suffice.

1. **Candidate and Professor Table Assignments.** The Head Cha and the Rector need to work together to assign the Professors and Candidates to their table. The Rector and Head Cha should meet together to assign Candidates to tables on Tuesday or Wednesday before the Weekend. The Pre-Weekend Couple will provide the Candidates' names to the Rector on Monday of the week of the Weekend. Try not to place Candidates at a table with a Professor from their church. Try not to place more than one pastor at each table. If two Candidates from one church must be at the same table, be sure to place them on opposite sides of the table. Use the most experienced Professor as the Dominant Professor (this will not always be the Speaking Professor).
2. **Candidate Name Tags.** Once the Candidates names are provided, their nametags can be made. It is always a good idea to make about six extra blank tags for last minute additions or spelling corrections. Be sure to have the nametags at Send-Off early so that the Dorm Chas can color code and/or number the back for dorm assignments. These are given out by the Pre-Weekend Couple when checking in the candidates. Professor name tags should also be color coded and reprinted along with the Candidates so they will match.

3. **Community Handout.** It is the Head Cha's responsibility to make the Team/Candidate listing handout for the Community to be given out at Send-Off. Have about 75 copies at Send-Off. The Pre-Weekend Couple will distribute them. Make enough extras for the team. Please send an electronic copy of the Community Handout before send-off to: communications@tdsetn.org.
4. **Luggage Tags and bags.** The Head Dorm Cha is responsible for making luggage tags (3 per candidate), dorm room, and bunk assignments. The Candidate's names and any special bunk assignments will be provided to the Rector on the Monday before the Weekend. Sturdy luggage tags should be color coded or numbered to the nametags and dorm room. Two Dorm Chas must be at Send-Off to receive and tag candidate luggage, and to place the luggage on the assigned bunk. The Dorm Chas must furnish some large plastic bags and labels for the Candidates to use for their sleeping bags and pillows.
5. **Palanca.** Be sure that 2 Palanca Chas are available at candidate drop off and Send-Off to transport Palanca brought to the Send-Off.
6. **Weekend Directory.** Candidate Tables in the directory will be corrected on Friday before pictures using sheets provided by the Media Cha. The Pre-Weekend Couple will provide corrected addresses and phone numbers of the Candidates to the Head Cha at Send-Off. The Media Cha is to help make any changes, print a final directory, and provide it to the Fourth Day Couple after the photograph is taken on Friday morning. If a special theme related cover is desired, be sure to provide enough copies for 115 directories. The Head Cha must provide a corrected copy of the directory to the Community Data Manager after the Weekend to allow input of the new Pescadores and updating of service records and addresses. Be sure to mark out any team members or candidates that do not complete the weekend.

MISCELLANEOUS

1. Have a clear understanding with the Rector on what to do in case of illness of any Team Member or Candidate during the course of the Weekend. Make sure Chas understand the Rector's desires on this.
2. Discuss with Chas how to handle it when a Candidate wants to leave the Rollo Room for any purpose at times other than break times or if a Candidate says they want to be alone. In most cases, Candidates may leave to go to the bathroom if they so request, but should be escorted by a Cha. However, it is important not to be punitive to Candidates on this matter, but rather to handle it gently and discreetly. Candidates should not feel they are being "guarded." If a Candidate wants to be alone, assure them that there will be time for this later, but encourage them to abide by the schedule for the time being. If they insist on their request and refuse to wait until later, then the matter should be discussed with the Head Cha and Rector.
3. On Thursday night, Team introductions will be handled in the Dining Room for all Team Members except Professors, Prayer Chas and Kitchen Chas. The Candidates will then go to their Dorm to settle in and then to the Rollo room for "friend introductions." They will then go to Chapel at which time there will be two Meditations by Spiritual Directors and one by the Rector. There should be enough chairs for Candidates and Professors (48) in both places. Other Chas are welcome to sit in back of room during the "friend introductions."

4. During the Weekend, the Head Cha should keep an eye out on the Assistant Head Cha, making sure that communication is always open between the two of them.
5. The Head Cha should sit next to the Rector, keeping up with the time, and checking the script a little ahead of the Rector to make sure the Rector is ready for the next activity.
6. Team Members should be reminded that they are on the Weekend to serve, and that they are not Candidates, in the sense that they should not be demanding of Kitchen Chas during meal service, and that they should not expect to be able to hear all the Rollos or necessarily be present for every activity of the Weekend if they are needed in their service area. Whenever possible, Team members are welcome for Rollos, Chapels, etc. but the important point here is priority of their responsibilities. Their service and their self-sacrifice is their offering of praise. They should defer to the needs of Candidates, and permit the Kitchen Chas to serve the Candidates first. In addition, they should not request special drinks or snacks. If a Team Member has a special need of a drink or snack that is not part of the regular supplies of Tres Dias, they should bring their own supply of this product. The Storeroom supplies are for the team and candidates in the Rollo Room, not the remainder of Team. Other team members should obtain drinks from the Kitchen.
7. Be sure to give the updated service record sheets to the community Data Manager after you have made Team Directory listing corrections. It is not necessary to put the current Weekend service on the record, as this will be done at the conclusion of the Weekend based on the Weekend directory.
8. Be sure to inform Team Members that they will have a Palanca bag to pick up Sunday afternoon in the Palanca Room. (These are placed on team members beds on the women's weekend.)
9. Directory corrections will be made on Friday morning before pictures are taken. Be sure to remove the "professor" label on the sheets to be handed out for correction. The corrected directory sheets can then be provided to the Fourth Day couple after picture is taken. The Media Cha is responsible for this function.
10. It is recommended that the ARC Auditorium be set up for closing on Saturday night due to the rush of activities on Sunday.

REMINDERS FOR AREA HEADS

Assistant Head Cha - Be sure to call the greeters for the meeting at least two days before the meeting. Remind him/her to call the food lead for the next meeting. Verify any supplies as needed. Keep attendance at the meetings. Collect and account for the team fees and weekend fees. Keep the nametags between meetings.

Dorm - Be sure to have two dorm Chas at the send off to take care of luggage. Also, be sure to have a list for team member and candidate bunk assignments for those that require a lower bunk. Assign speaking professors a lower bunk if possible to allow for easier dressing and preparation. A Dorm Cha should be at the camp on Wednesday to place bunk assignment tags on beds and post Dorm lists.

Palanca - Have a sign-up sheet for prayer coverage for the companion weekend. This can be obtained from the Secretariat Palanca Couple, TDSETN Website, or the form in this book. It should be turned back in to the Palanca Couple by the last team meeting completely filled in. Have at least one Palanca Cha at send off to handle Palanca brought to send-off. A large amount of Palanca is not unusual, and must

- be planned for. You must have the BUR review all skits before they are presented. Camera or video use on weekends is prohibited
- Prayer - You will need to bring a few table cloths for use, and any decorations or lights you want. **NO CANDLES ARE ALLOWED.** A boom box is also helpful. Do not disturb ceiling tiles to install decorations.
- Chapel - Bring communion elements for team meetings and the weekend. For the weekend, there should be chair back labels to designate the chairs for the Rector, Spiritual Directors (3), Head Cha, Worship Chas (2), and your Chas in the closet or Storeroom. The mirrors for Thursday night should be in the closet.
- Table - You are responsible for the set up at each team meeting for practice Rollos, which includes table cover, Bible, candles, and small cross for handing to the Professor. For the weekend, there are gold colored chair back covers to designate the chairs for the Rector, Spiritual Directors (3), Head Cha, Worship Chas (2), Prayer Chas (2), and Table Chas in the Storeroom.
- Worship - Please try to have weekend song available so that the candidates will be able to have them in the chapel to. Power Point is available at the ARC and will be run by the Media Cha in the Rollo Room and Chapel Chas in the Chapel.
- Media - You are responsible for the sound in all areas and the visual/computer systems in the office, Conference Room and Auditorium. However, the Chapel and Kitchen run their systems. You are also responsible for Weekend Directory corrections on Friday morning.
- Kitchen - Be sure to have team members sign up and bring oven Palanca and name brand two-liter drinks for use in the kitchen.
- Gopher - Be prepared to pull Rollistas, Pastors, and designated prayer Palanca team members for practice Rollos. Be sure to purchase flowers/boutonnieres for the weekend.
- All Area Heads – 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. Note any facility problems on “ARC Facility Problem Reports” located in the ARC office.

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 (and the other Area Head forms to the Assistant Head Cha at the end of the weekend; your duty is not complete until this form is turned in.

Team Book Materials

See the Head Cha book for team book materials and weekend forms. The Rector has access to all materials on the TDSETN website.

The latest list is to be obtained from the Weekend Couple on the Wednesday before the weekend.



Tres Dias of Southeast Tennessee, Inc.

APISON RETREAT CENTER

Facility Problem Report

Please document any facility problems below. Please be as specific as possible to allow for timely evaluation and correction.

Date: _____

Room or location: _____

Problem Description:

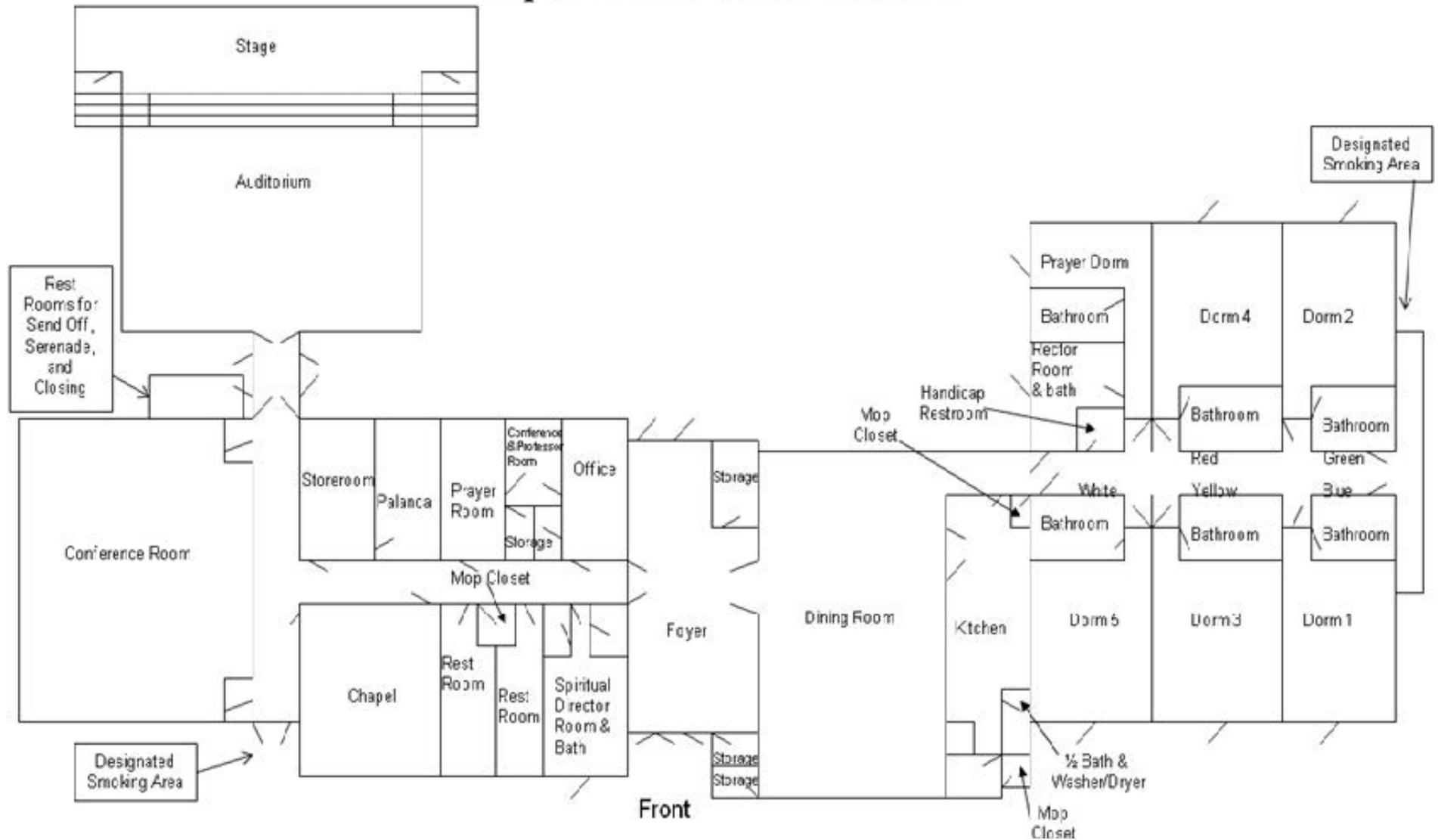
Reported by: _____

Contact Number: _____ (for follow-up information if necessary)

Please leave this form on the Bulletin Board in the ARC Office

Thanks, ARC Management

Apison Retreat Center



Apison Retreat Center Conference Room

