



Tres Dias of Southeast Tennessee Head Storeroom 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

Storeroom Cha Duties and Responsibilities

You are responsible for maintaining all the supplies needed for the Rollo Room. This includes everything the Table Chas need for the six tables, plus supplies for the podium table. The Floater/Supply Chas will be working closely with you.

All needed supplies for the weekend should be in the Storeroom closets. They should include (as a minimum):

Candies/mints, etc.
Markers
Service cards (Growth Guides)
Notebooks
Small crosses (for We Prayer)
Pens
Tape
Forgiveness Hearts
Scissors
Pilgrim's Guides
Tres Dias crosses
Poster Stand
Poster board
Rubber stamp for back of posters
Medicines
Table names signs

You are responsible for maintaining fresh water on the Rollo Room podium and for putting up the tripod (stored in Rollo Room closet) for the *Piety*, *Study*, and *Action* Rollos.

I. Before the Weekend

1. Stamp (Rubber Stamp) posters for each table for all the Rollos: Ideals, Grace, Church, Holy Spirit, Piety, Study, Sacred Moments, Action, Obstacles to Grace, and Leaders (no posters on Sunday). Place the posters in the wooden stand (grouped by tables), ready for the Table Chas.
2. Check with the Rector, Head Cha, Assistant Head Cha, Worship Leader and the Spiritual Directors for any special preferences for snacks and drinks for the Weekend. Purchase them and keep them in the Storeroom as necessary.
3. Notify the Rector which of the Storeroom Chas will be serving as the Medicine Cha and if the Storeroom, Table Chas, or others will be decorating the Rollo Room Table.
4. Check with the Rector to be sure he/she will be furnishing the cross the Rollista will be holding while speaking. If the Rector is not furnishing, obtain a

- small cross (smaller than the Tres Dias wooden cross) for the Rector and Rollista to hold during Rollo.
5. Set up a small table in the Rollo Room for the Rector and Spiritual Directors to place drinks (several TV trays are available in the Rollo Room storage closet).
 6. Make an announcement at the Team Meetings that the supplies in the Storeroom are for the Candidates and Rollo Room support Chas only. The team members should bring their own personal items and medicines, and they should get their drinks from the Kitchen.

II. On the Weekend:

Wednesday/Thursday Setup

1. Set up an area for supplies, posters, etc. for each table. During the Weekend the Table Chas will be coming to get these supplies. Have a small container available on the storeroom table with pens, pencils, stapler, tape, etc. as people are constantly hunting these things.
2. Highlight all your “jobs” in the schedule and leave it opened in the storeroom for Chas to see.
3. Count the Pilgrim’s Guides, Forgiveness Hearts, Service Cards, and Tres Dias Crosses to make sure there are enough for the Weekend.
4. Check all supplies.

Thursday

1. Follow the schedule closely for daily instructions.
2. Give the Pilgrim Guides to the Head Chapel Cha for the Thursday evening Chapel.
3. Check with the Head Table Cha to make sure the candle and lighter are available for each Rollo. Make sure there is a good supply.

Friday

1. Follow the schedule closely for daily instructions.
2. Immediately after breakfast:
 - a. Have table name signs ready (or verify that Table Chas have them).
 - b. Have pens and notebooks ready in groups of eight.
 - c. Have the tripod sign ready with the legs ready to be placed on the podium before the appropriate Rollos—*Piety, Study, Action*.
3. Label the drinking cups with the Candidate’s names and place on trays also labeled with Candidate’s names with masking tape.
4. Help Palanca and Table Chas put out general Palanca letters on the wall while candidates are in the Chapel. They will only be gone for a few minutes, so work fast.
5. During discussion of *Holy Spirit* Rollo, put out tripod for the *Piety* Rollo and place *Piety* leg under the podium.

6. When the Candidates have gone to the Chapel after *Decuria*, help clean the Rollo room. Put *Study* and *Action* tripod legs under the podium for the Rollos on Saturday.

Saturday

1. Follow the schedule closely for daily instructions
2. Do general tasks the same as Friday.
3. As the Weekend progresses, pack up anything that will not be used again.
4. During the *Sacred Moments* Rollo on Saturday afternoon, the Table Chas will serve Communion to the Candidates and Professors. Check with the Rector and Head Spiritual Director for directions on how they plan to serve Communion. Get the elements from the Head Chapel Cha and have ready for the Table Chas to serve. The Rector may desire all available team members to come to the Rollo Room to participate in Communion, check to be sure.
5. Check serenade candle holders and replace candles if necessary. Take one container to the outside of the dorm hallway, and one to the foyer front porch.

Sunday

1. Follow the schedule closely for daily instructions
2. Pack and put away all your personal belongings and put them on your bed so that Dorm Chas can clean and vacuum.
3. Have service cards (Growth Guides) ready to be passed out after the *Environments* Rollo.
4. Provide the Chapel Chas with the Candidate's crosses and offer to assist Chapel Chas in set up for the presentation for crosses and service cards while candidates are reading their letters. This is to be done in the Chapel.
5. Don't close the Storeroom too early; be ready to serve drinks and ice to the Candidates on Sunday afternoon after all the Rollos...remember they won't have dinner for a while.
6. The most difficult part is packing and cleaning up. The earlier you can pack up items and supplies not needed again, the easier it is to close the Storeroom.
7. The more you can clean early in the day, the quicker you can get to Closing. You have to move fast to get everything done.
8. The Weekend Couple will provide you with an inventory list to complete.
9. There is an ARC Check-off List in the back of this Manual and/or provided by the Weekend Couple. Copy this list, perform and check off the duties listed under "Storeroom", have the Assistant Head Cha inspect the storeroom and sign this sheet. When completed give this sheet to the Assistant Head Cha.
10. Make sure the Rector gets the posters and letter Palanca posted on the wall if desired.
11. 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.

12. Please note all facility problem areas, broken equipment, furnishings, windows or suggestions on an ARC Problem Report (Office bulletin board).

Daily Responsibilities

1. Check with the Dorm Chas to see if they need your assistance with coffee/juice etc. for the dorm hallway in the mornings.
2. Obtain a pitcher of both unsweetened and sweetened tea from the kitchen for use in the Storeroom. Cut up fresh lemons for use.
3. Make sure you have ice in the ice chest and creamer in the refrigerator.
4. (Women's Weekend) Make sure the Candle Lighter has a Pilgrim's Guide and matches/lighter for Rollista entrance and Meditation (page 14).
5. Make sure you change the water at the podium after each Rollista.
6. At each break check with the Rector, Head Cha and Spiritual Directors for any drink and snack requests.
7. When candidates leave the Rollo room for Chapel or meals, **always** line the hallway.
8. Help Table Chas straighten the Rollo room when Candidates leave.
9. Help vacuum and clean at night after they go to bed.
10. Be ready to fill in for a Table Cha if they need to be away from the Rollo room.
11. Organize and restock whatever the Table Chas might need.
12. Keep the door to the Storeroom closed when the building is occupied – Fire Code requirement.
13. Before closing, have the Storeroom completely packed, all supplies put away, and complete the Closing Check-Off List for Assistant Head Cha to sign.

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

