

Tres Dias of Southeast Tennessee Head Dorm 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

Dorm Cha Duties and Responsibilities

I. GENERAL OVERVIEW:

The Dorm Chas' primary responsibility is the care and cleaning of all dormitories, hallways and restrooms. Keep the dorms clean and neat throughout the Weekend, freshening restrooms, and emptying wastebaskets, putting out paper supplies, and even making a bed, if needed. It is the Head Dorm's responsibility to see that everything has been done properly. The Dorms Chas are responsible for waking up the Candidates and the Team each morning. The Prayer Chas will wake up the Rector, Head Cha, Spiritual Directors, Assistant Head Cha and Head Dorm Cha who will wake up the rest of the Team.

The Dorm Chas are the Chas the Candidates will go to if they need anything at night or in the mornings. Be ready to serve. Each Dorm Cha should be an open vessel to the Candidates. If a Candidate wants to share with you – listen. If they want to pray – pray. This might be a good time to share your walk with Jesus and your victory. Be prepared to stay up after the Candidates have gone to bed and after the Team Meeting, especially if a Candidate is sitting up. Do not disturb others. Go somewhere quietly with them. If someone needs to talk to a pastor, tell the Rector and get the Pastor that is needed. Take Candidate to the Chapel and make sure there is a Chapel Cha available. Never leave a Pastor alone with a female Candidate!

There is a designated "smoking area" at the bottom of the rear ramp on the Dorm end and outside of the Rollo Room front Hallway. You should escort candidates to the areas as requested.

As Dorm Chas you are a team. You will be working together under the leadership of the Assistant Head Cha on the Weekend. Make sure you have completed all your tasks before leaving the dorm area. You may listen to a Rollo in the Office or help out another service area after checking first with the Assistant Head Cha. Be sure the Head Dorm Cha approves and knows where all Dorm Chas will be if out of their area.

II. RESPONSIBILITIES IF TEAM MEETINGS ARE HELD AT ARC

A. Before the team meetings begin:

1) Handicap Restroom:

- Paper Towels, Soap dispenser filled and Toilet Paper stocked.
- Trash removed (if any) and clean liner in trash can(s).

2) Spiritual Director Restroom:

- Paper Towels, Soap dispenser filled and Toilet Paper stocked.
- Trash removed (if any) and clean liner in trash can(s).

3) Men's/Women's Hallway Restroom(s):

- Paper Towels, Soap dispenser filled and Toilet Paper stocked.
- Trash removed (if any) and clean liner in trash can(s).

4) Auditorium Foyer Restrooms (if used):

- Paper Towels, Soap dispenser filled and Toilet Paper stocked.
- Trash removed (if any) and clean liner in trash can(s).

(Inventory items for the restrooms can be found in the Weekend Couple Closet in the office)

B. After the team meetings end:

- Handicap restroom:
 - Paper Towels, Soap dispenser filled and Toilet Paper stocked.
 - Trash removed (if any) and clean liner in trash can(s).
 - Clean restroom only if facility has been used.
- Spiritual Director Restroom:
 - Paper Towels, Soap dispenser filled and Toilet Paper stocked.
 - Trash removed (if any) and clean liner in trash can(s).
 - Clean restroom only if facility has been used.
- Men's/Women's Restroom(s):
 - Paper Towels, Soap dispenser filled and Toilet Paper stocked.
 - Trash removed (if any) and clean liner in trash can(s).
 - Clean restroom only if facility has been used.
- Vacuum main hall - Rollo Room to the office.
- Auditorium Foyer Restrooms (if used):
 - Paper Towels, Soap dispenser filled and Toilet Paper stocked.
 - Trash removed (if any) and clean liner in trash can(s).

Return any unused supplies to the Weekend Couple Closet.

III. BEFORE THE TEAM MEETINGS BEGIN:

1. Read your Team Book thoroughly and discuss any questions you might have with the Rector.
2. Check with the Rector to see if he/she has any preferences regarding dorm decorations or dorm assignments.
3. (Women's Weekend) Talk to the Head Set-Up/Take Down to discuss plans for Sunday cleanup and luggage handling.
4. Call all the Dorm Chas and introduce yourself, begin bonding with your team and discussing the job description. Be especially helpful to those who will be serving on a Team for the first time.
5. Make copies of this Head Dorm Cha Team Book for your team
6. Prepare Signup sheets for bottom bunks and extra items.
7. Make Dorm assignments according to Rector's preferences.

- Candidates: Assign to the two rooms at the end of the hall (dorms 1 and 2). The Rector will supply a list of candidates and special requests on Tuesday of the weekend week.
 - Team: All Kitchen Chas are assigned to dorm room 5, which is the one closest to the Kitchen.
 - Spiritual Directors are assigned to the Spiritual Director's Room across from the office
 - Rector and Head Cha are in Dorm Room 6
 - Prayer Chas are in Dorm Room 7
 - Assign Rollo Room Chas (Professors and Table) to Dorm Room 4, which is next to the Rector Room. Try to assign speaking professors to a lower bunk.
 - Mix remaining Chas in Dorm Room 3 (Check with Rector for preferences – professors can be in Dorm 3 or 4)
 - It is helpful to assign a Dorm Cha to each Dorm when possible. Two Dorm Chas may be required to sleep in each Candidate dorm for space reasons, even though only one is assigned that room for duty.
- A suggested diagram is included at the back of this book.

IV. TEAM MEETINGS:

1. It is your job to train the Dorm Chas and delegate dorm responsibilities to your team.
2. Announcements for Team Meetings:
 - Have a list to sign up for bottom bunks for Team Members. Stress that request should only be for medical reasons. This list should be in the foyer and not passed around during the team meeting.
 - Have a sign-up for Team Members to bring extra towels, washcloths, sheets, blankets, pillows, hairdryers, curling iron, and nightclothes. Tell them to bring these items to the Weekend and keep them, and you'll come ask for them if needed. (You may elect for the Dorm Chas to bring these items.) Some items are available at the ARC if needed.
 - Remind the Team to bring a flashlight for the optional coal miners set up and Sunday Morning Serenade. The serenade is easier to conduct if team will just stand in the hall outside the Candidate rooms and someone hold the doors open while singing.
 - Remind the Team to please help the Dorm Chas on Sunday morning by packing early and getting personal items out of the restroom and on top of their bed so you may begin your cleaning.
 - Remind them to carry their belongings to their cars as soon as possible on Sunday. All areas need to be broken down before the Rector's talk so you may clean and vacuum. However stressed that

- they are, the dorm Chas should try not to appear hurried in front of the Candidates and the Sunday Speaking Professors.
- Announce that the Weekend Couple will bring any items left behind to the Office of the ARC.
 - Remind team members to pick up their Sunday Palanca bag if not delivered to their dorm room.
3. Decide who will make the Candidate luggage tags, dorm posters and bed tags...make extras of everything for last minute changes.
- Each Candidate Dorm is numbered and also color-coded, and their luggage tags and nametags should be appropriately marked. Since there are two Candidate Dorms, you will need two colors of heavy paper to work with. Assign one color for each of the Candidates' Dorms. (Later you will assign Candidates to their dorms.) It is suggested to make 3 luggage tags for each Candidate using the 2 different colors of the dorm rooms to identify the Candidate Dorm they will be sleeping in. Candidate beds can be numbered 1 – 18. Luggage tags, in addition to the Candidate name, can have a coordinating number on back of them. When luggage arrives at Camp those unloading are looking for a color, and number or name. Make a total of 108 luggage tags – 54 of each color.
 - Make 8 Dorm Posters – 3 Team, 2 Candidate (fill in names later), 1 Spiritual Director, 1 for Rector's Room, and 1 for the Prayer Cha Room.
 - Make bed tags for every Team Member and blank ones for every Candidate. (You will fill in their names the Monday/Tuesday of the Weekend. Candidates' Bed Tags can have numbers 1 – 18 on the backside for identifying luggage.) The bed tags need to be clearly written and attached in a way that Palanca Chas can easily identify names. Make a total of 112 Bed Tags - 76 Team Bed Tags and 36 Candidate Bed Tags.
 - Assign 2 Dorm Chas to take the luggage tags to the luggage drop off. They will need to arrange the tags alphabetically and attach to Candidates' luggage as their luggage is dropped off. Coordinate with the Head Set-up/Take Down to have help unloading and transferring the luggage (Women only).
 - Coordinate with the Head Cha concerning the stickers (colored or Dorm Room number) that will be placed on the backside of the nametags denoting the Candidate's Dorm assignment. (Also place stickers on the Professors nametags.) Candidate dorms are Blue and Green and Professor Dorm is Red.
 - The Dorm Chas are allotted \$25 from the Team fees that may be reimbursed for supplies. Turn in your receipts to the Assistant Head Cha for reimbursement.

4. Make (or obtain from the Storeroom) large "Silence" signs for all restrooms and hallways to remind both the Candidates and the Team of the silent retreat on Thursday night/Friday morning. Make them BIG and easy to notice. Put one on outside of each room door and in every restroom. Attach using "Poster Putty" only, no tape or push pins on or in the walls. There are bulletin boards in each dorm for your use. (Approximately 20 signs)
5. Men's Team only – either during team meetings or on Wednesday before the weekend, pull bunk beds out from walls and clean/vacuum under and behind each bed.
6. Decide who will sleep in the Candidate Dorms, and who will be primarily responsible for each team dorm, the Rector's Dorm Room, Prayer Dorm Room, Spiritual Directors' Dorm Room, Handicap restroom, Rollo restrooms, hallways and auditorium.
7. Decide who will go to the ARC on Wednesday to label bed assignments. (All Dorm Chas need to be in the Dorm area as candidates arrive to assist in luggage handling. The Head Dorm Cha is expected to go to the ARC on Wednesday or early Thursday)
8. Sometimes sections decide to furnish Palanca as a group. Discuss this with your group and decide if you will organize making Palanca. (Not required)
9. Sometimes sections like to all wear something alike, such as a T-Shirt that goes with the Weekend Theme. Discuss this with your group and decide. (Not required)
10. Decide how you will decorate the long narrow shelves inside each dorm. It works out well to start out simple with a tablecloth and one or two items, such as a lamp and picture or plant. Add something each day so that it builds as the Weekend progresses. Be creative with your Weekend scripture and theme. (Suggestions: candlesticks, figurines, vase with flowers, ribbons, pearls, lace scarf -women only). No lit candles are allowed in the dorms. Do not go to any expense – have Dorm Chas bring things they already have at home. Decide who will bring what items.
11. Each dorm restroom should have a basket of toiletries for anyone who forgets something. There may be extras of these items in the Office Closet Storeroom at the ARC – shampoo, conditioner, toothbrushes, razors, etc. Decide who will bring five baskets or containers for these items.
12. Ask the Rector if he/she desires coffee and/or snacks to be set up in the hallway outside the Candidate Dorms each morning and/or Friday and Saturday evenings. Refreshments are not normally put out on Friday morning during the silent retreat. The Candidates will not be lacking in food or drinks, but it's nice to have something there for those times when everyone is standing around waiting to go to Chapel or in the evening for fellowship purposes. Determine who will bring tablecloths and decorations for these tables. There are only two electrical outlets in the hallway, so bring extra-long extension cords if you plan to plug anything in. The kitchen Chas can supply the coffee and juice for the hallway. The Storeroom can supply you with Styrofoam cups, napkins, stirrers, teabags, hot chocolate, sweeteners and

cream. The Kitchen has carafes and a large coffee urn so you can take coffee to the dorms and set up on the dorm tables. You will be very busy in the morning tending to the Candidates and getting everyone up.

13. Often a Rector's spouse, Reunion Group, or close friends will add decorations to the Rector's Room. Check with your Head Cha about this. If no one has planned to do it, it is up to the Dorm Chas to prepare the room. Bed linens are furnished for the Rector's and Spiritual Director's rooms. The Dorm Chas are to make up the beds on Thursday, and wash the linens (kitchen has washer and dryer) on Sunday. Return the linens to the appropriate storage container in the Spiritual Directors closet, but do not make the beds. All linens are stored in plastic tubs in the closet of the Spiritual Director's room.
14. Call your Dorm Chas between team meetings to see how well they are coming along with their assignments.
15. By Monday or Tuesday before the Weekend, get up-to-date team roster from the Head Cha for bed tags and team dorm posters.
16. Monday before the Weekend get Candidates' list (including ages, churches, and special needs) from the Rector. Ask them to let you know of any last-minute changes on Thursday.

V. ON THE WEEKEND:

Wednesday/Thursday:

1. The Head Dorm Cha and one other dorm cha should be at the ARC Wednesday night or early Thursday to assign the Team to their dorms.
2. Put up Dormitory Posters and Bed Tags. Give a final Dorm Assignment Roster to the Assistant Head Cha and Head Palanca Cha.
3. Get all cleaning supplies from the Office Storage Closet. A cart is available for your use in the Dining Room hallway custodial closet.
4. Have the restrooms in the hall ready for use during the Weekend. Clean and re-supply as necessary. The hallway restroom door signs should be reversed for the proper gender weekend after send off.
5. Head Dorm Cha should be sure to take an alarm clock to the Weekend!!
6. General: Place mats outside of each shower stall. Mats are located in the Office Closet

Spiritual Directors Dorm:

- Make the beds from the linens stored in the Spiritual Directors closet. Linens, pillows, and blankets are stored in the marked storage containers, one for each bed.
- Place bath mats in restroom. Bath mats stored in the Office Closet.

Rector Dorm:

- Make the beds from the linens stored in the Spiritual Directors closet. Linens, pillows, and blankets are stored in the marked storage containers. (This may be furnished and done by the Rectors spouse or reunion group)
- Place bath mats in restroom. Bath mats stored in the Office Closet.

- Towels, Hand Towels and wash cloths in restroom. All stored in the Spiritual Directors closet.

Prayer Dorm:

- Bath Mats in restroom. Bath mats stored in the Office Closet.
8. Ensure that the hallway Handicap restroom/shower is reserved for those truly with a handicap, especially those persons wheelchair bound. Do not let team members or non-handicap candidates to use the facility for showering due to limiting the availability for those with a physical need to use only this facility.

Thursday:

1. Two Dorm Chas should be at Send Off/registration by 5:30 pm. Take luggage tags to Dorm end of building for Candidates' luggage, Candidates' Dorm Rosters, and large garbage bags with stickers available to write names on for blankets and pillows. Have a table set up for the name tags and informing of the luggage drop off point.
2. Candidate beds may be numbered 1 – 18 or color coordinated. Luggage tags have a coordinating number on back or color coded. When luggage arrives at Camp those unloading are looking for a number or color to get in the proper room prior to locating the name. The luggage should be placed on the appropriate bed and hanging clothes may be hung up next to the bunk.
3. Unlock outside Auditorium Foyer Rest Room and clean and stock as necessary.
4. All Dorm Chas will be at Thursday evening reception to be introduced to the Candidates. Rector will call each Candidate Dorm by a previously decided sticker on the back of the nametags. Be in the reception area near the dorm hallway and ready to lead the Candidates to their dorms.
5. Thursday evening about 20 minutes after the Candidates come to the dorms to make their bunks, the Assistant Head Cha will let you know when to send them to the Rollo Room.
6. Candidate Dorm Chas should be outside their dorms to make sure all Candidates are on their way to Chapel and report to the Assistant Head Cha.
7. After they leave Rollo Room for Chapel put up "SILENT SIGNS". Set an example by being silent. If you must speak, speak softly. Try to refrain from the infamous "SHHH."
8. An assigned Dorm Cha should monitor the dorm room end at all times except during morning Chapels, meals, Serenade and Rector's Rollo.
9. An assigned Dorm Cha should assist in monitoring the Rollo Room hall when possible to assist the Assistant Head Cha on Candidates out of the Rollo Room and to also keep hall restrooms clean and supplied.
10. The two Candidate Dorm Chas may not attend Team Meetings in the evening: all other Dorm Chas should attend.
11. Lights out in the Team Dorm 20-30 minutes after the Team Meeting is over. Turn off Dorm hall lights. Night lights are available in the Office Closet for the hallway and restrooms.

12. Remember, yours is first face they see in the morning and last one they see at night, so SMILE.

Friday:

1. Remember the Silent Retreat is not over until after Chapel. Set a good example.
2. Wake up all Team Members and Candidates. When you wake up the Candidates do not be harsh. Wake them up gently and then turn on the lights. Double check that all are awake! However, make sure you do not wake up any Prayer Chas that are not on duty. Whichever Dorm Cha is in charge of the Dorm where the Prayer Chas are sleeping should check with the Head Prayer Cha for their sleeping schedule.
3. If permitted by the Rector on Friday morning, get coffee from Kitchen and take to the Dorms or set up in the hall. Do not let the Candidates wander down the hall. Do not let Candidates take coffee to Chapel.
4. A Dorm Cha should be in the vicinity of the Candidates' Dorm at all times, except during meals, in case a Candidate or team member has a special need and to help the Assistant Head Cha make sure the Candidates are where they are supposed to be. Candidates will be allowed to return to their Dorm rooms after meals only, at all other times; they will use the hall restrooms near the Rollo Room.
5. Be ready at all times to minister the love and grace of Jesus to someone in need. This is a very busy and very important service area. Keep a good attitude at all times, you will be tired, but you are very much needed to be available for the Candidates anytime that they are in their dorm rooms or on break.
6. Every day you should clean the restrooms; replace the paper supplies, sweep floors and mop if necessary, empty wastebaskets and anything else you see that need to be done. This behind-the-scenes service ministers more that you will ever know. Trash dumpster is in front of the building. The Secretariat Weekend Couple will purchase cleaning supplies and paper products ahead of time. Ask the Head Storeroom Cha if you are unable to find what you need. Vacuum cleaners, buckets, brushes and cleaning supplies can be found in the Office closet. Hallway Janitor closets may be utilized on the weekends to store your supplies, but must be cleaned and items returned to the Office closet on Sunday before closing.
7. Help the Palanca Chas put out bed Palanca in all rooms if needed. Do not put any Palanca on the Candidate beds until Decuria begins.
8. Be ready to serve coffee and/or snacks to the Candidates before bed if previously decided by Head Dorm Cha and the Rector. (Check with the Head Kitchen Cha for any leftover Oven Palanca)
9. Head Dorm Cha and other available Dorm Chas attend nightly Team Meetings.

10. Lights out in the Team Dorm 20-30 minutes after the Team Meeting is over. Turn off Dorm hall lights. Night lights are available in the Office Storeroom for the hallway and restrooms.

Saturday:

1. Wake up all Team Members and Candidates. Double check that all are awake! However, make sure you do not wake up any Prayer Chas that are not on duty.
2. Get coffee from Kitchen and take to the Dorm hallway.
3. Every day you should clean the restrooms; replace the paper supplies, sweep floors, empty wastebaskets and anything else you see that need to be done.
4. Make sure that all Candidates have left their dorm for Chapel. Notify the Assistant Head Cha when all are clear.
5. A Dorm Cha should be in the vicinity of the Candidates' Dorm at all times, except during meals, in case a Candidate has a special need and to help the Assistant Head Cha make sure the Candidates are where they are supposed to be.
6. Unlock outside Auditorium Rest Room about 5:00 p.m. and clean and stock as necessary.
7. Help the Palanca Chas put out bed Palanca in all rooms if needed.
8. Be ready to serve coffee and/or snacks to the Candidates before bed if previously decided by Head Dorm Cha and the Rector. (Check with the Head Kitchen for any leftover Oven Palanca.)
9. Head Dorm Cha and other available Dorm Chas attend nightly Team Meetings
10. Lights out in the Team Dorm 20-30 minutes after the Team Meeting is over. Turn off Dorm hall lights. Night lights are available in the Office Storeroom for the hallway and restrooms. Lock the Auditorium restrooms.

Sunday:

1. (Optional) Sunday morning the Candidates may be awakened by the Serenade from the Team. Turn hall lights off so as not to wake up any Candidate prematurely.
2. Make sure Team is awake!!
3. A nice thing to do is to have plastic bags available to give the Candidates & the Team on Sunday morning for wet towels. This will speed up packing.
4. Get coffee from Kitchen and take to dorms or set up in the hall.
5. Candidate Dorm Chas will assist the Assistant Head Cha with the monitoring of the Candidates moving from the Dorm Room to the Chapel or kitchen and during restroom breaks after meals. Alert Assistant Head Cha when all the Candidates in your dorm are clear.
6. This will be a busy day for you getting everything cleaned and ready to go. Tell Candidates and Team to put everything on beds packed and ready to go in the morning so you can vacuum and clean during the day. The kitchen and Sunday Professors are the only ones who will have a problem being ready that

- morning, but encourage them to place their personal items on their beds as soon as possible so you may clean their room and restroom.
7. Leave all items on their beds until their sponsor comes to pick it up. That way no items are mixed up. Make sure that every piece of luggage has a nametag on it. Put sleeping bags, pillows and bedding in drawstring trash bags with name labels. After lunch move a table to the hallway for sponsors to come to pick up their candidates items. Dorm Chas (men's weekend) or Set-up/Take Down Team (women's weekend) should be stationed at the Dorm Hallway doors to bring candidate luggage outside to the sponsors. Sponsors should not enter the dorm end of the building.
 8. Begin washing the Rector and Spiritual Directors bed linen early in the day, so the kitchen will have use of the washer and dryer in the afternoon. It is suggested that one Dorm Cha be assigned the laundry duty so they will remember to transfer items to the dryer and get them out, folded, and put away to prevent conflicts in use of the machines with the Kitchen.
 9. Begin cleaning the dorms as soon as you can. Candidates' showers may be cleaned and all but one shower in each Team Dorm. Tape off the Team showers as you clean them but do not tape off the Candidates'. It will make them feel like the Weekend is over. Mop restroom floors and save vacuuming until everything is off the floor. After lunch, clean and tape off all but two toilets in the Professor Dorm. It should not be necessary to wash the bath mats, just dry them in the dryer with a dryer sheet and return them to the Office Closet.
 10. Unlock outside Auditorium Rest Room about 4:00 p.m. and clean and stock as necessary.
 11. Vacuum as needed.
 12. Rollo room may be vacuumed while Candidates are receiving their crosses in the Chapel and the Set-up/Takedown Team will help (Women only).
 13. Don't leave garbage in rooms. Take out and put into dumpster.
 14. Note: Dorm Chas may not get to attend Closing...this responsibility comes with this service area. Follow the Closing Check-Off List closely.
 15. You must have your areas cleaned and checked off by the Assistant Head Cha before attending Closing. You must also not break down the camp too early...the Weekend is still in progress. Do not look hurried in front of the Candidates and Team. You may solicit help from the Floater Chas and anyone else that is available.
 16. 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. Be sure to report any facility problems on an "ARC Facility Problem Report."

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.

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)

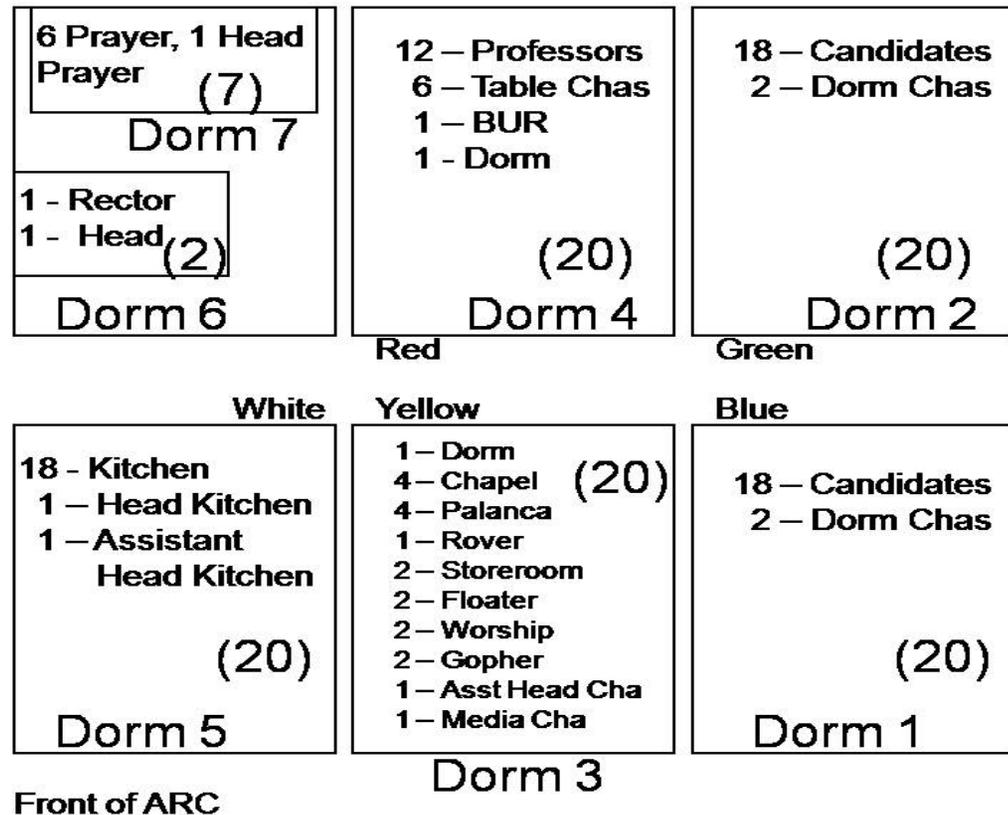
Please leave this form on the Bulletin Board in the ARC Office

Thanks, ARC Management

Apison Retreat Center

Room Assignments

Summary:
 36 Candidates
 3 SP Directors
 1 Rector
 72 team
 112 Total



3 – Spiritual Directors
 (3)

Apison Retreat

Center

