

Head Cha Training

- Read the entire training manual – this includes reading the duties of each area head. Don't assume that you know the job because you are an experienced person – changes are being continually made to the duties and books.
- Remember you are there to assist the Rector – they will do the directing and decision making. Be very familiar with the Rector's options and special instructions regarding the script and schedule for this weekend.
- You are to assist the Rector in training of the team members during the team meetings. (When making the team meeting agendas with the Rector, write down which area you will be training at each meeting.)
- Make sure that the team books, forms, and nametags etc. are copied and ready prior to the first team meeting. Decide who will take these items to each team meeting.
- With the Assistant Head Cha determine who will be responsible for team meeting setup and the purchasing and transporting paper good/supplies.
- With the Rector, determine who will be doing the critiques, prayer palanca and back-up Rollistas and then put critique forms and Back-up Rollista forms in the appropriate team books.
- Write out your list of announcements for each team meeting. It has worked out well in the past to have a hand out at each meeting updating the team and other reminders rather than taking up meeting time to cover these items.
- Be sure the Assistant Head Cha is keeping up with scholarships and moneys collected for them.
- Should an issue arise regarding policy & procedure, inform the Secretariat Representative on the team. They will make a decision in line with TDSETN Policy and Procedures. If needed, they will reach out to the Leaders Person or Chairman for guidance.
- **Do not plan surprises for the rector.** They should be informed of all events that will take place at team meetings and on the weekend. If you hear that team members are planning surprises, please discourage them. The focus of the weekend is on God's plan for the candidates – not jokes and pranks that distract. This does not include palanca or items that are done in private – but nothing should be done during the weekend with the candidates that the Rector has not approved.
- **All skits must reviewed and approved by the Back-Up Rector (BUR) before being presented.** This includes Palanca and Kitchen skits, they must be appropriate for the team, the rector and candidates. This also includes any activity incorporating videos taken on the weekend or from YouTube type media. In any case, photos/videos must be deleted from all devices before the weekend is over. The Assistant Head Cha will verify that this has been accomplished.

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- No cross gender dressing is allowed, you do not know what a candidate or team member is or has gone through, and it may offend. This applies to Kitchen as well as Palanca.
- Cell phone usage on weekends – It is our policy that cell phones should not be used on weekends. The Assistant Head Cha and Floater Supply Chas are the exceptions. If for emergency reasons a team member or Candidate must use their cell phone, it should be limited, and done in private away from all weekend activities.
- If a TDSETN Team chooses to create a Team Facebook page, they should observe the same guidelines as followed by TDSETN when posting any information about TDSETN on social media sites. A TDSETN Team Facebook page is a representative of the TDSETN community at large.
- Have podium questions preprinted for team meetings, weekend and closing.
- Prepare and make 100 copies of the team and candidate list (Community Handout) and give to the Pre-Weekend Couple to pass out to the community at send-off.
- Give 75 copies of the completed Rollo Room Table Seating Assignments form to the Assistant Head Cha to pass out at the Thursday night team meeting.
- Have podium questions preprinted for team meetings, weekend and closing.
- Provide an electronic copy of the weekend Directory to the Media Cha with the Candidates and tables on Thursday of the weekend.
- If the Rector prefers to have a special (colored) cover for the Weekend Directory, then give 115 copies of the cover to the Fourth Day Couple through the Media Cha.
- Keep up with the actual starting and ending times of the events on the weekend. Give this record to the Leader's Person ASAP after the weekend for evaluation of any changes needed. This should be done at closing or in a couple of days following the weekend.
- Give or email an electronic copy (Microsoft Word format) of the corrected/final weekend roster to the Secretariat Data Manager (DataManager@tdsetn.org) ASAP. Make arrangements prior to the weekend to hand a printed copy to the data manager at closing or at a prearranged time. Be sure to note any team or candidates that did not complete the weekend. Also notify the Pre-Weekend couple of any candidates who did not complete the weekend.
- Complete a debriefing form and give it to the Assistant Head Cha.
- Check with the Assistant Head Cha to see if they need your help before leaving the camp.