

DORM CHA DUTIES AND RESPONSIBILITIES

Each dorm cha should be an open vessel to the candidates. If they want 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 to chapel and make sure there is a chapel cha available.

It is the head dorm's responsibility to see that everything has been done properly. Decide ahead of time how to divide work. It helps to have each person clean the same area each day so that no area is missed and DON'T forget bathrooms in the hallway.

You are responsible for candidate dorm rooms, team dorms and spiritual directors' dorms and all bathrooms. In the evenings you will be the one to turn off the lights in the candidates' rooms.

The special needs dorm is available for up to 2 persons. This dorm is first available to the candidates, and then to any team member who needs to use it. Team members may not occupy this dorm until after send-off, which will assure all candidates are properly accommodated. Only the head dorm may determine the occupant(s) of the special needs dorm. Team members who occupy this room are encouraged to share the shower with the prayer chas, who have no shower adjacent to their bunks.

Two of the dorm chas will be sleeping in the rooms with the candidates, one in each room. The other two dorm chas will sleep in the cha dorm rooms. It will be your responsibility to assign everyone to a room.

CANDIDATES will be assigned to the rooms across the hall from the rollo room. Mix the ages, churches, etc. Make sure older people are on the bottom bunks. Team, professors and chas rooms are the first two next to storeroom. Kitchen is last one on left going towards the front door. You will need to color code the luggage tags with the candidates' rooms. Buy colored construction paper or use colored markers, or however you want to do this. (Keep receipts; you will be reimbursed). Make a bed tag and put name on it and put names of each person in the dorm outside of room for palanca chas and others to find beds (candidates and team rooms).

The candidates are your first responsibility. Keep their dormitories clean and neat throughout the weekend. Check for burned out light bulbs. Each morning, freshen bathrooms and shower stalls and put out paper supplies. Have some extra towels, toiletries (tooth brushes, tooth paste, shaving cream, etc. Each dorm cha should bring an extra towel in case a candidate forgets. Also bring extra blankets, sheets and pillows in case someone forgets. Line the hallways

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when candidates are moved from one place to another. Bring your Bible so that you may share it if a candidate has a special need. Pray for all of the candidates in your dorm.

The prayer chas will wake up the rector & head cha, spiritual directors and assistant head cha who will wake up the rest of the team each morning. You are responsible to wake up the candidates.

WEDNESDAY: The head dorm cha should get all cleaning supplies from the storeroom cha. The dorm chas should plan to come Wednesday prior to the weekend to assist in set-up procedures and assigning and identifying rooms for both the candidates and the team as well as making tags for doors and bunks. Make up a complete roster and give a copy to the head cha and head palanca cha. Have the bathrooms (men and women) in the hall ready for use during weekend. Clean and re-supply as necessary. Get name tags from the rector and color code the back for room assignments on the candidates name tags only. Have extra for last minute changes.

THURSDAY: All dorm chas should be at sendoff by 5:30pm. You will need a list of the candidates at sendoff. **MAKE LUGGAGE TAGS** (3 per each candidate - have several extras) for candidates luggage and have at sendoff. Have large garbage bags with stickers available to write names on for blankets and pillows. Make two rosters, one per each candidate dorm and list candidates in each dorm. Have two tables set up and post rosters on tables. Rosters color match luggage tags, dorm rosters and bed tags. Have two vehicles per table. All luggage checked in at each table will go into the vehicles assigned to that table. Beds will be numbered 1 - 21. Luggage tags have a coordinating number on back of them. The luggage should be placed on appropriate bed; hanging clothes may be hung up. Candidates also fill out information sheets at send-off. Have a table set up and make sure every candidate fills out form. Give sheets to the Pre-weekend Couple. All dorm chas are to be at the Thursday evening reception to be introduced to the candidates. Be at the dorms before the candidates are sent there to make their beds to welcome them. On 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 chapel. After they leave dorms put up **SILENT SIGNS**. Set an example by being silent. If you must speak, speak softly. Try to refrain from the infamous SHHH.

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Check to make sure all candidates have left the dorm for chapel services and report to the assistant head cha. One cha should monitor the dorms at all times except during morning chapels, meals, serenade and rector's rollo.

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

SUNDAY:

Sunday morning the candidates will be awakened by the serenade from team. A nice thing to do is to have plastic bags available to give the candidates on Sunday morning for wet towels. This will speed up packing. 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 chas are the only ones who will have a problem being ready that morning, but encourage them that as soon as they can get their personal items put away, you will be able to clean their room and bathroom. The Chapel and all dorm rooms should be cleaned and closed off by 3:00pm, except for the two candidates' dorms, Spiritual Directors', and Professor's dorms. All dorm chas make sure every dorm room and bathroom is clean by closing. Vacuum as you can. Don't leave garbage in rooms. Take the trash out to the dumpsters behind the kitchen. Clean all showers Sunday morning and close off. Leave the stalls open in the two candidates' dorms, Spiritual Directors' dorm, and Professors' dorm. All others may be cleaned and closed. The team can use any of the open toilets and the Kitchen can use the Head Kitchen dorm and the outside bathroom. These need to be cleaned just before closing by the kitchen chas. Prayer chas have the responsibility of their bathroom and the Rector's dorm on Sunday only. Dorm chas maintain these bathrooms for the rest of the weekend. The Weekend Couple will be at the Camp of Colors at approximately 3pm to begin checking off the Camp. They will begin in the Chapel and Storeroom.

ON THE WEEKEND

On Saturday morning have brewed coffee regular and decaf (label pots) set up on tables in hallway between candidate dorms. Have juice and water available

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also. Have trash can available for cups and please don't allow anyone to take coffee with them to chapel. This will not be necessary on Friday or Sunday morning. Sunday breakfast will be before chapel and on Friday we will be trying to maintain silence so coffee will not be served until breakfast. However, the rector does have the option of deciding to offer coffee on Friday morning, so ask rector before the weekend. When you wake up the candidates, do not be harsh. Do not turn on lights until you have softly awakened them first. ALWAYS DOUBLE CHECK THAT EVERYONE IS AWAKE. 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.

The head cha has to do a walk through with the set-up weekend couple from the secretariat after closing. **Please make sure your areas of responsibility are clean and ready for the next weekend so that there won't be any problems when everyone is ready to go home!!**

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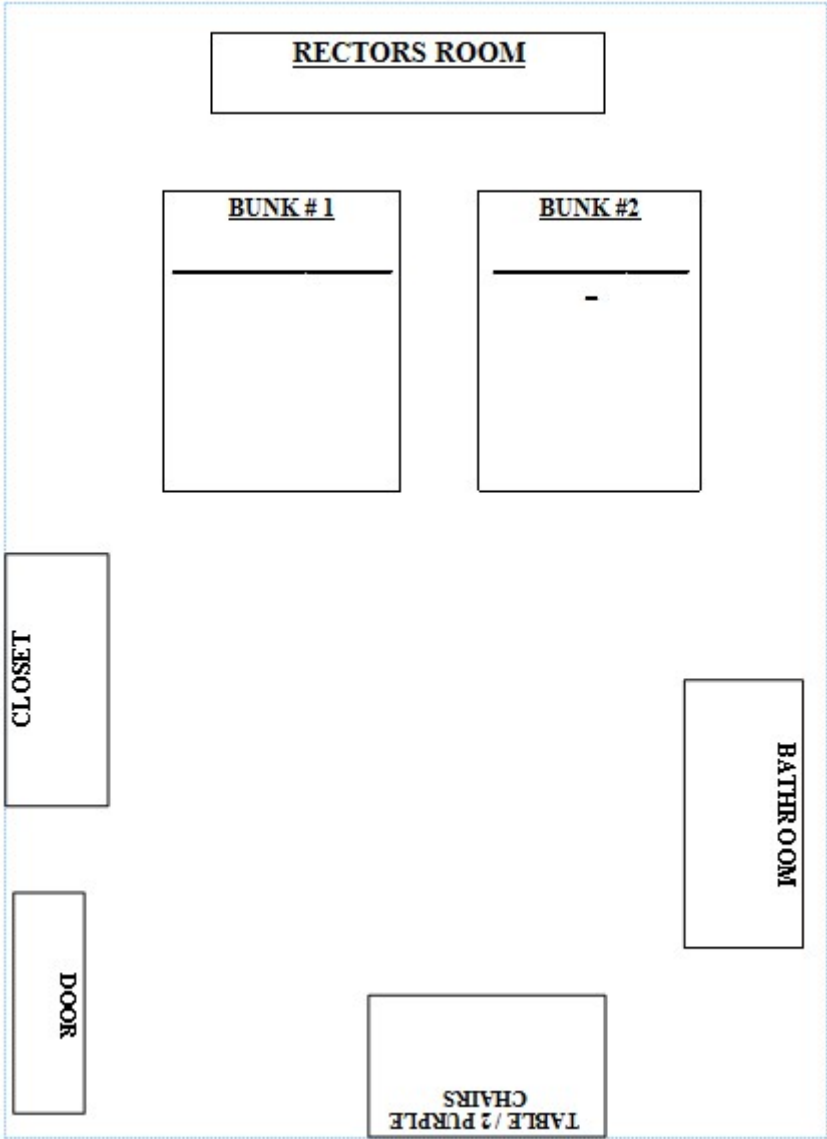
DORM CLOSING CHECKLIST

- _____ 1. Close windows, open blinds and turn off all fans, lights and air conditioning or heat. During winter months leave thermostat set at 60.
- _____ 2. One narrow table and two blue chairs remain in each dorm.
- _____ 3. Take any lost and found items to the head cha.
- _____ 4. Take SILENCE signs back to the storeroom.
- _____ 5. Take all trash to the dumpster. Turn over empty trash cans. Set up large trash can in the main hall for last minute trash.
- _____ 6. Lock outside doors at the end of the hall.
- _____ 7. Check all sinks, showers and commodes for running water.
- _____ 8. Throw away any used soaps, shampoos, etc.
- _____ 9. Return all paper towels, toilet paper and Kleenex to the storeroom. (If less than half a roll please leave it).
- _____ 10. Check under the beds for trash and lost items.
- _____ 11. All candidates luggage is to be put out front by 4:00 p.m.
- _____ 12. Clean all mirrors, toilets, shower stalls and vanities
- _____ 13. Vacuum all dorms & main hall
- _____ 14. Do not throw away empty spray bottles or soap dispensers.
- _____ 15. Remind team to have all personal items on their beds so it will not be forgotten.

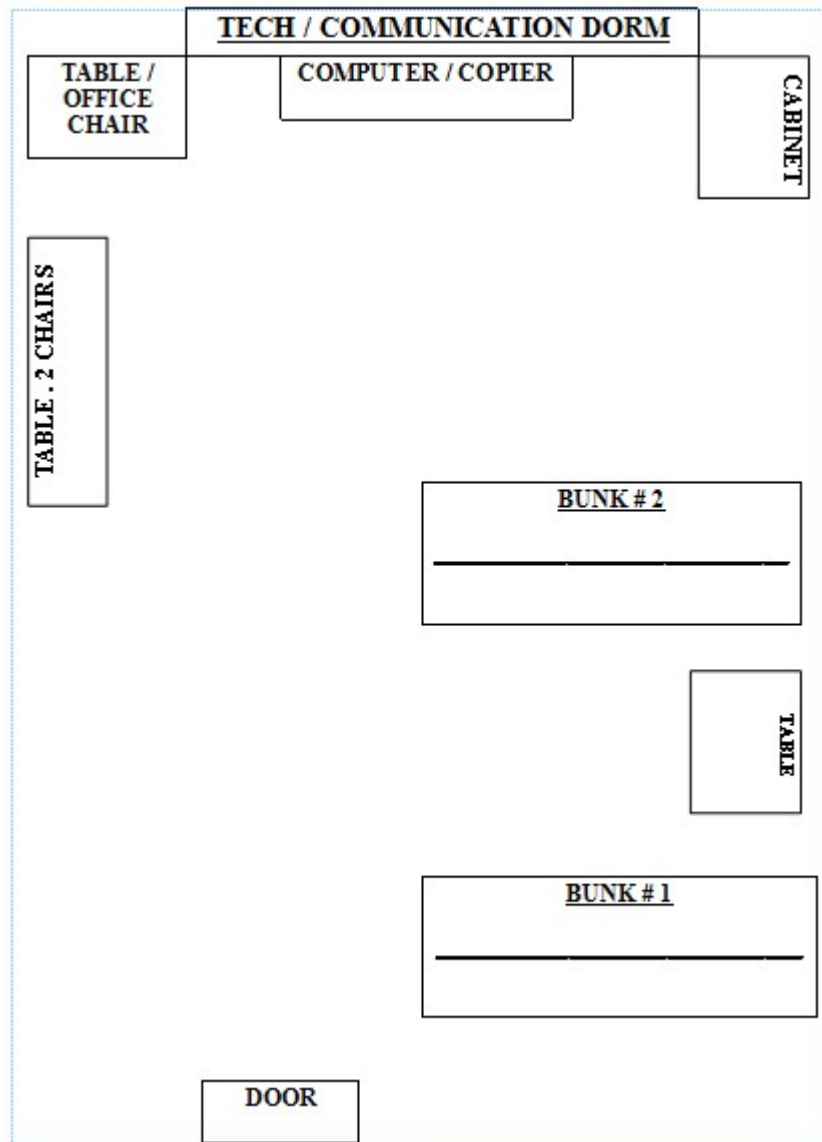
_____ Asst. Head Cha initial here.

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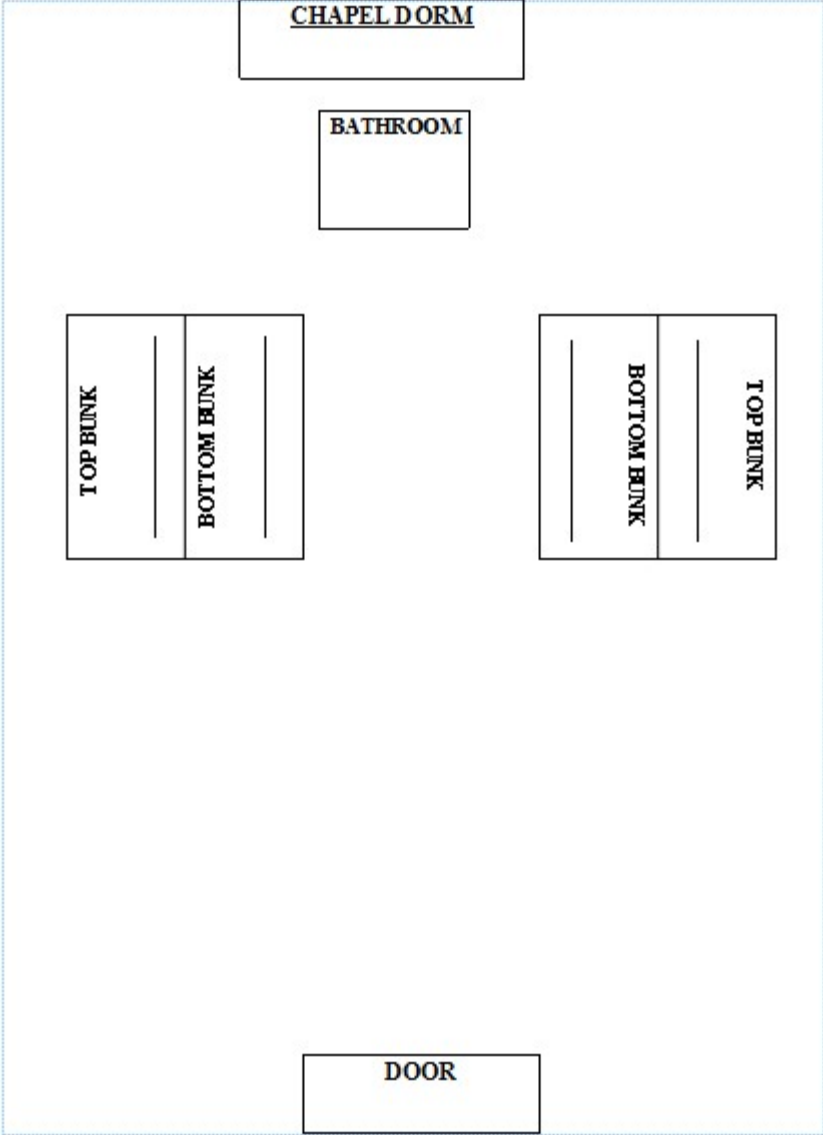
***Dorm chas are responsible during the weekend for all dorms and bathrooms including spiritual directors, Head kitchen & outside kitchen bathroom. However, assistance is given on Sunday by prayer chas, and kitchen chas prior to closing.



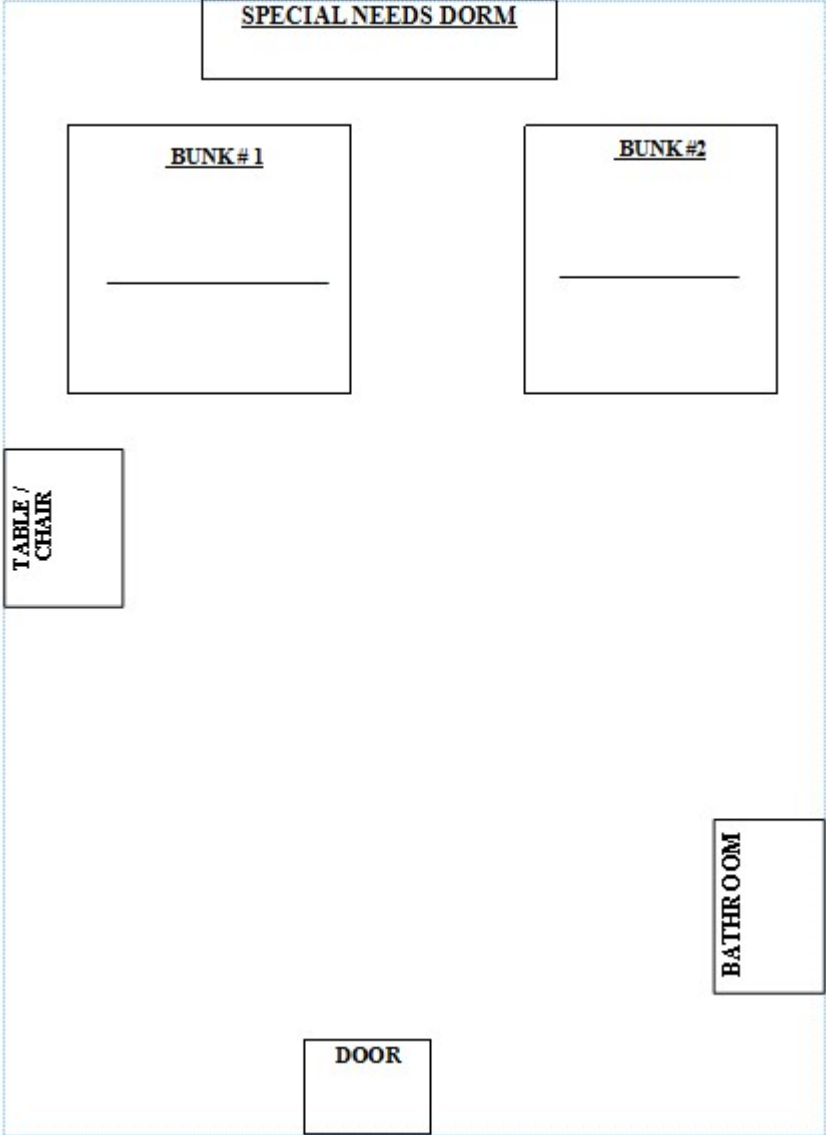
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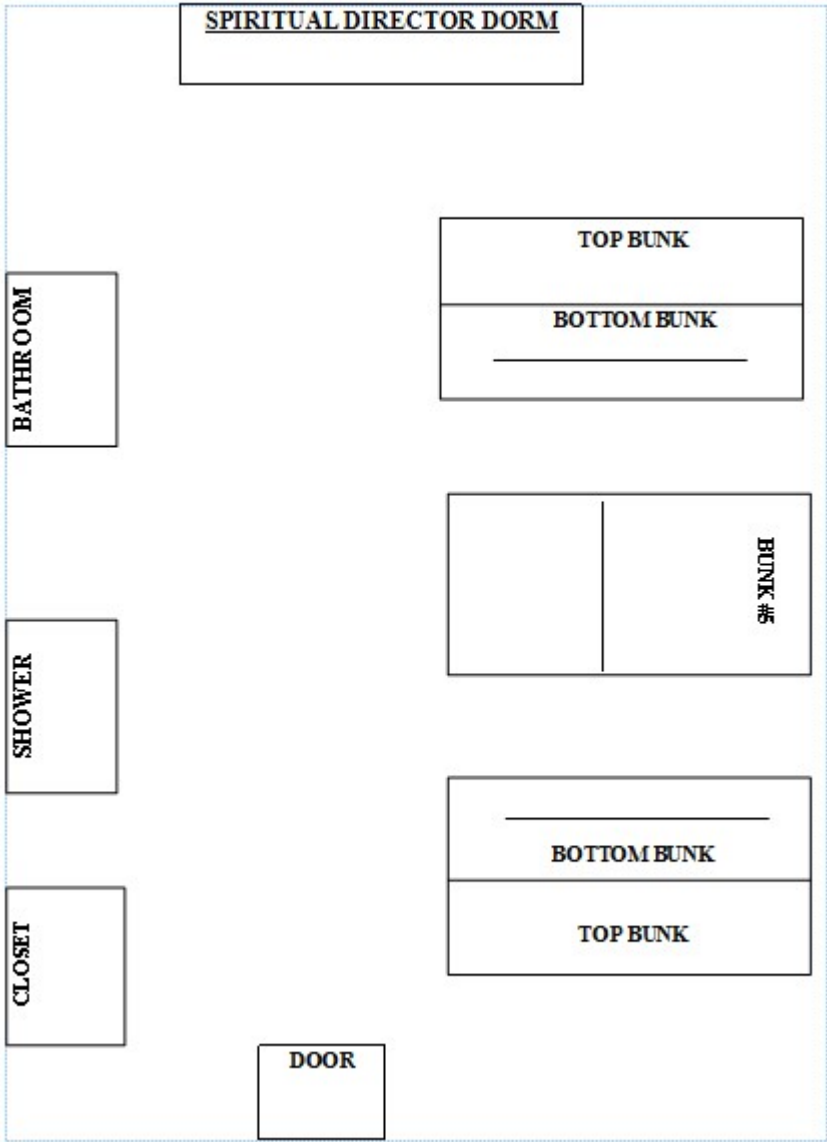
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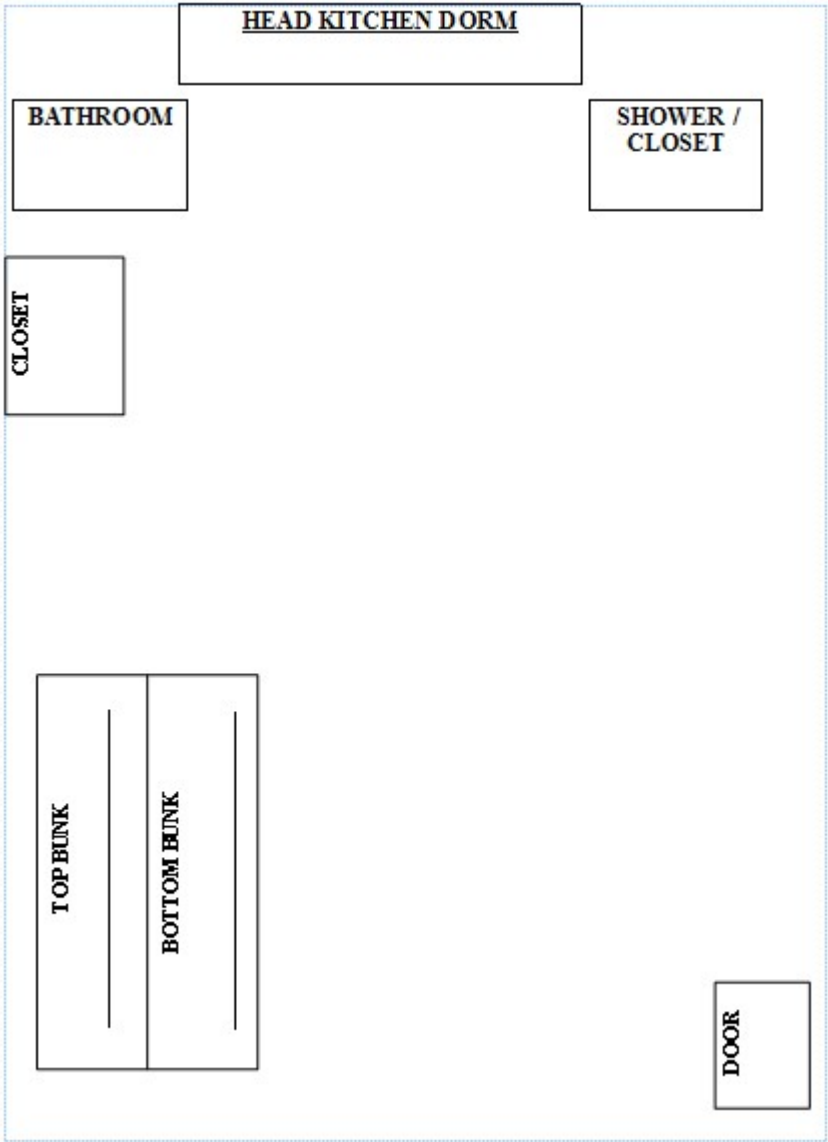
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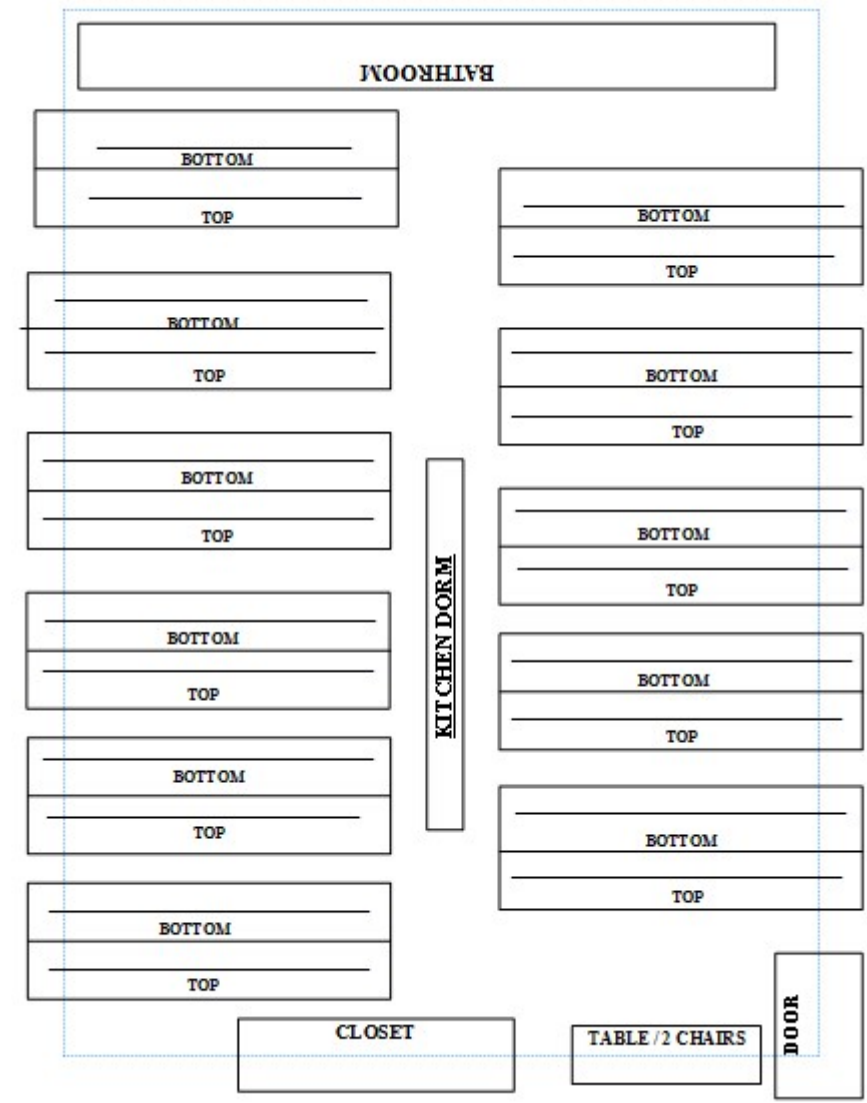
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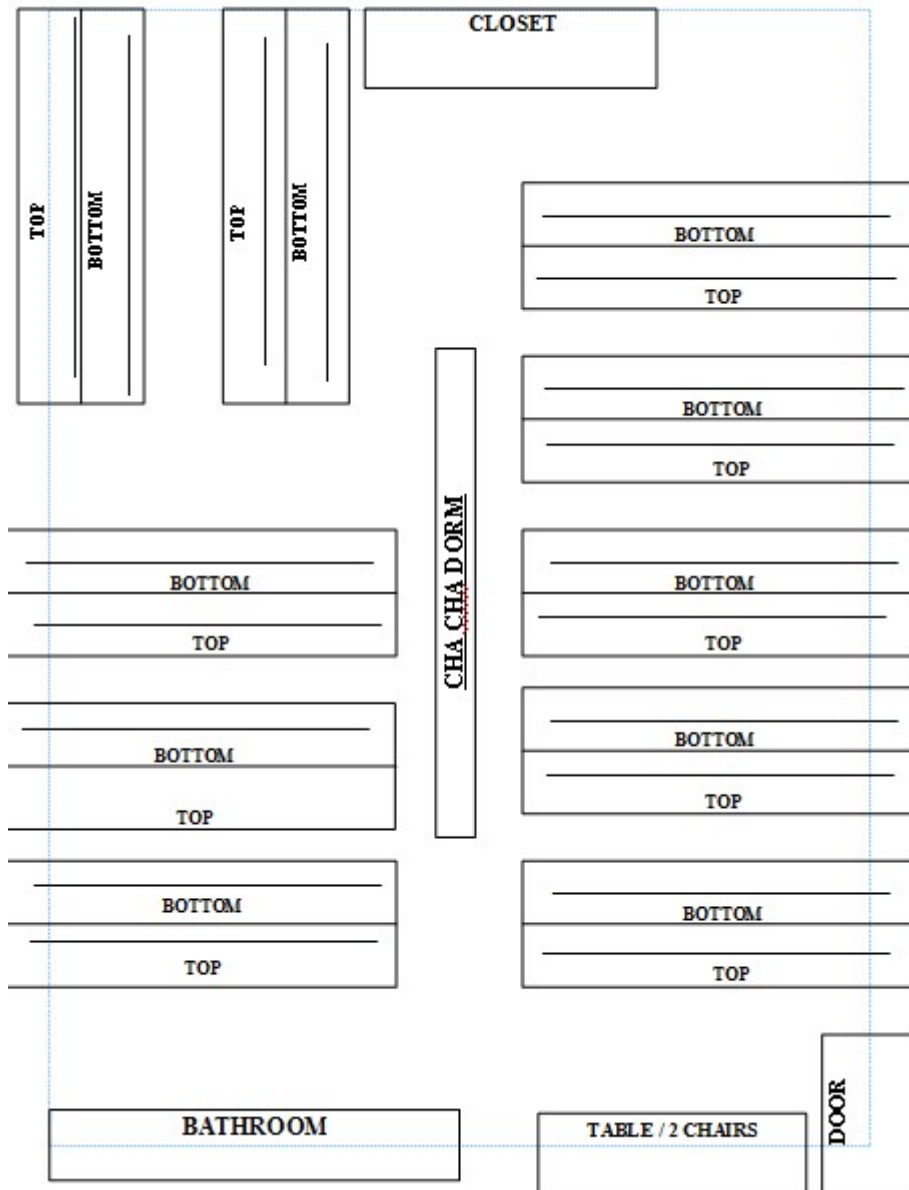
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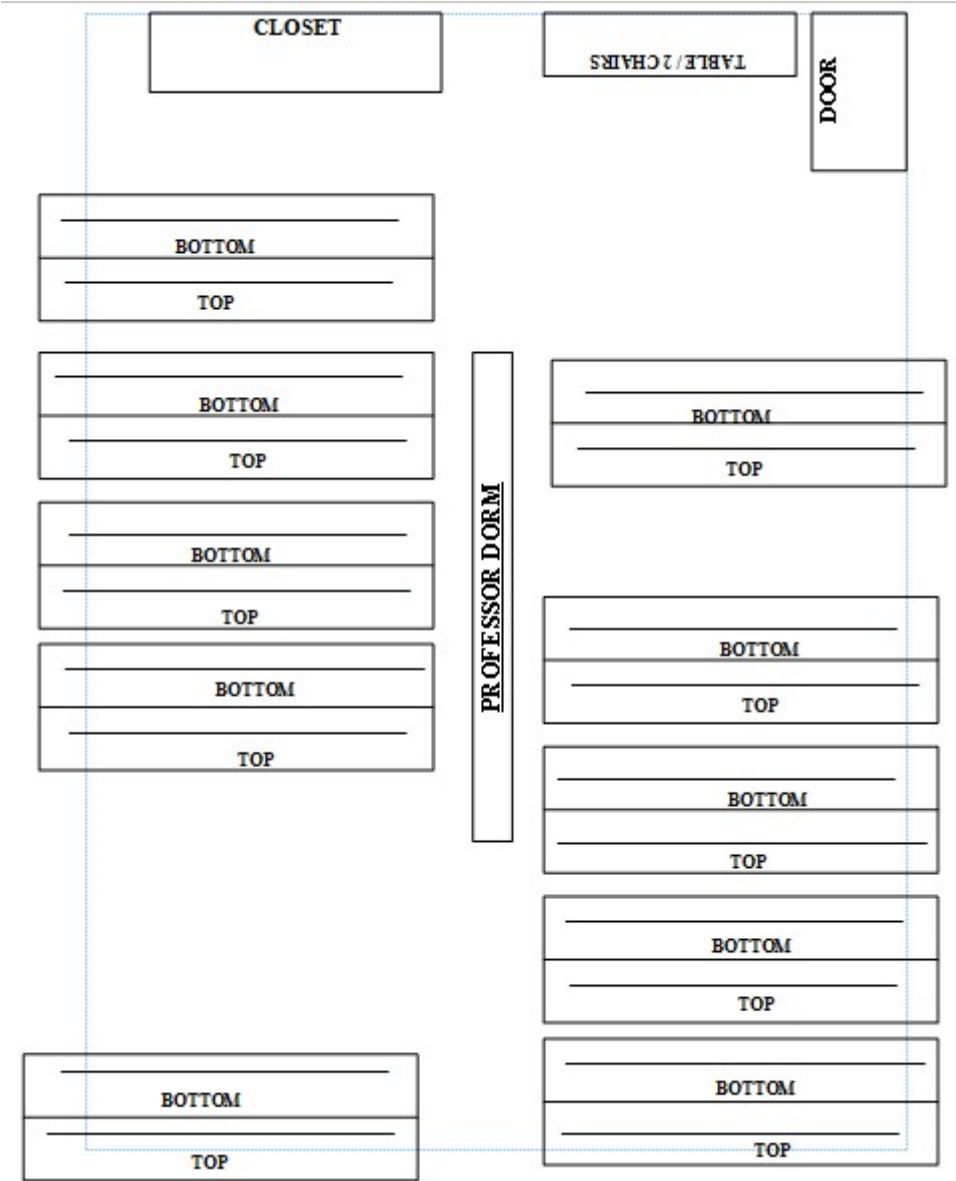
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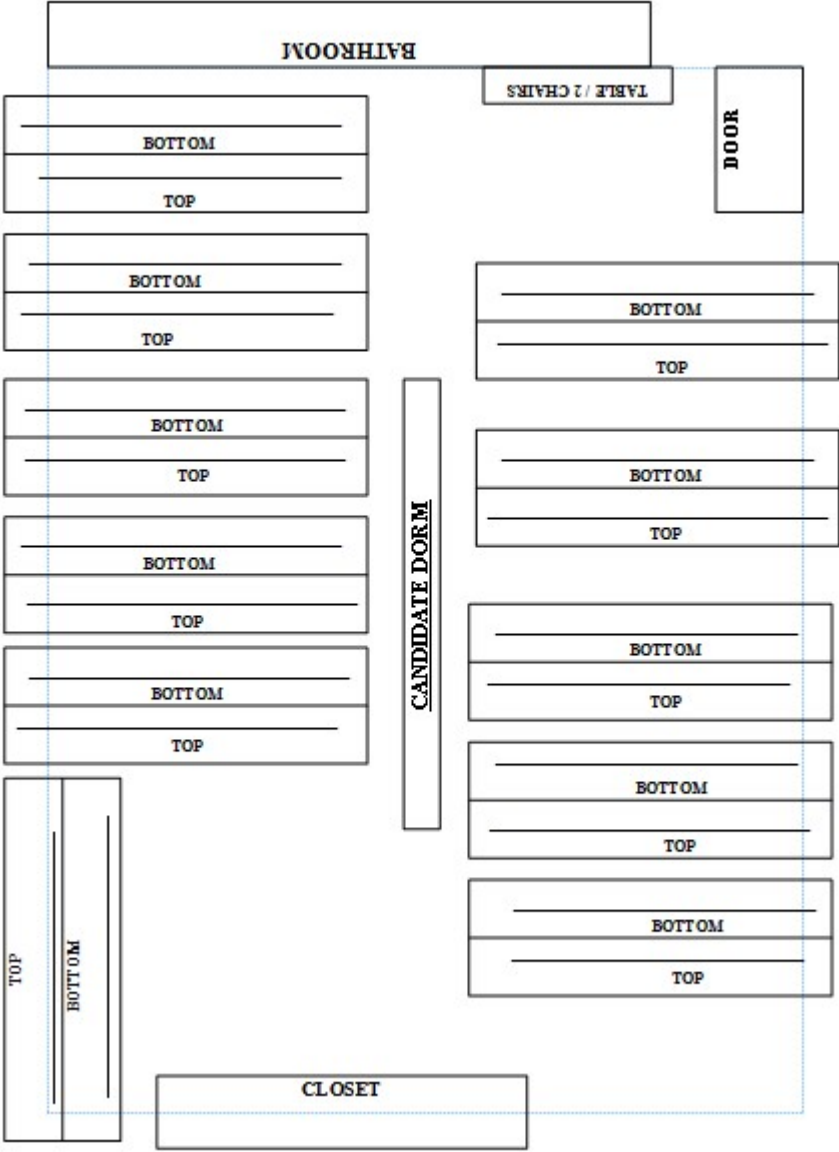
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