

## **CHAPEL CHA DUTIES AND RESPONSIBILITIES**

Chapel chas are responsible for everything having to do with the main chapel...its setup, chair and table arrangements, music, lighting, etc.

It is very important that an attitude of quiet meditation be maintained in the main chapel before services begin. The chapel is not the place for candidates and team to fellowship. This is a time to be still and know that the Lord is God! It is only in stillness that God can speak to the heart of those who seek Him. By their own quiet yet smiling demeanor, chapel chas set an example for all others entering the room. Please speak softly in the chapel. Chapel chas set an example for all others entering the room.

One chapel cha should be stationed at the door during each chapel service.

Soft music should be playing always as candidates and team enter the chapel. You will need to provide this. Do not play during Saturday morning communion - the worship cha will be singing during communion.

Please see that candidates sit to the front of the room toward the cross while the team sits to the back. Have at least two chapel chas in the room to direct candidates to the front. Have labels on chairs for Rector, head cha, BUR, support, spiritual directors, music cha and chapel chas. Rector will sit in middle at Rector table with SD to left and Head Cha to the right. Remaining SD's and BUR, support cha will sit in chairs behind Rector table.

At least one chapel cha should be in the chapel while a pastor is ministering to a candidate or team member. Sit quietly off to the side, praying for the outcome. Do not become directly involved unless specifically asked to do so by the pastor.

The focus in the chapel is always to be on the cross. Any decorations used must in no way draw the eye away from the cross.

There will be a rheostat to control the lighting. One chapel cha should be appointed to be responsible for operating the lights. They should be turned up for reading from the Pilgrim's Guide or other booklets and turned down during readings by the rector or spiritual director.

The spiritual director may want the chapel set up in a special way for a service. Find out. The head chapel cha's responsibility is to take charge of the chapel set up, and communion elements for those meetings where there will be chapel and communion. In the mornings, all chapel chas should be in the chapel at least one half hour before scheduled time. During a service the rector will signal when to turn off the music. Do not turn it off abruptly, lower the volume and then turn it off.

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## **WEDNESDAY**

The Head Chapel Cha should plan to be on site for set-up activities.

1. Set up the chapel with 6 circles of chairs with 9 chairs in each circle. Have 6 mirrors ready to hand out. (you may need to adjust seats if there are less candidates) Set up the rector table, with seating for Rector, spiritual director, head cha.
2. Ensure you have pilgrim guides, forgiveness hearts and “share your burden crosses” pilgrim guides are only for candidates and professors, make sure you have extra forgiveness hearts and “burden crosses” as they will be given to everyone in the chapel (these items should be in store room).
3. Check to see that the communion bread and juice is in the refrigerator.
4. Check chapel inventory, the rope lights that line the walk are in the Cage under the pavilion along with the nails, hammers and communion sets in a large plastic container. Please return them to the cage after the weekend.
5. Arrange for kitchen communion with the head cha.
6. Coordinate with prayer chas on when you will receive the 24-hour prayer chart. This community prayer chart is usually kept in the prayer room until it is displayed for the candidates to see when they come into the chapel during the Holy Spirit Rollo. It may then be placed on an easel in the Rollo room, but this is at the discretion of the rector, so please check with them first.
7. The prayer chart is reused every weekend, so please make sure that it is returned to the palanca room at the end of the weekend and the Palanca Chas will place it in the storage cage. We will pick it all up later. Also, please erase all the names at the end of the weekend so that it doesn't stain.
8. Get a list of prayer palanca with the participating spiritual directors from head cha.
9. Make sure you have candle for meditations, water and mints for speakers.

## **THURSDAY**

Upon arrival go to the chapel and complete any set-up needs. Make sure there is a hand-held mirror for each circle ready to hand out when rector instructs (or you may place it under one of the chairs in the circles)

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additionally, place a pilgrim's guide in each chair of the circles for each professor and candidate. Have water, candle, mints and desk lamp ready for rector table.

Get music ready. Put tissue out at each circle. Always have a pitcher of water with ice and at least 3 glasses available (or bottle water) on table for rector and spiritual directors.

Go to the candidate reception for introductions and return to the chapel before the rector's second talk. The chapel chas should be waiting outside to be visible to the candidates as they enter the chapel. The head chapel cha should signal the rector when all are in. No one should enter or leave the chapel without the approval of the assistant head cha. (Talk to him/her about this ahead of time). Designate a chapel cha to watch this and control the light dimmer. The head chapel cha should sit near the rector to communicate requests.

After Thursday chapel, set up for the Friday morning service to include communion. Save all used candles and give to the head cha at the end of the weekend. Check with the spiritual directors for any special needs.

### **FRIDAY**

For morning chapel one cha should see that the chapel is open with dim lights for any early candidates. Remember - SILENCE. Pick up the communion elements from the refrigerator. Have a list of the candidates available. Check with the head spiritual director for arrangements for kitchen communion. Arrange to have an altar table and communion setting for them. Ensure you understand the process in the Chapel during the Holy Spirit Rollo to include prayer palanca, prayer chart, etc.

Set up chapel for the evening service, place forgiveness heart in each chair for this service. Remember to place a box of tissues at each end of each row of chairs and one at the rector table. After Decuria, go to the chapel ahead of the candidates to greet them. After evening chapel set up for Saturday morning chapel, and communion again checking with the spiritual directors.

### **SATURDAY**

Pick up communion elements from the refrigerator. After morning chapel arrange for Kitchen communion (in the kitchen). Set up the Crucifix for the "Sacred Moments of Grace" rollo. This rollo begins in the chapel at 10:45

## **CHAPEL CHA DUTIES AND RESPONSIBILITIES**

am, then goes to the rollo room; after the rollo, the candidates return to the chapel for a short communion service (communion may be in Rollo room, nevertheless the candidates will be returning to see that the Crucifix has been removed) before they go to lunch. The Crucifix is to be removed and replaced with cross before the candidates return to the Chapel the second time. Have the elements ready for communion whether in Chapel or Rollo room.

Have the "Nailing Cross" ready for Saturday night chapel service following the serenade, have extra forgiveness hearts available and pens. After the Saturday night chapel, you will also be responsible to remove the 'forgiveness hearts' from the cross and burn. Please put the ashes in a glass jar and place on the altar for the Sunday morning service. After evening chapel, set up for Sunday morning chapel to include communion. Check with spiritual directors for instructions.

### **SUNDAY.**

Breakfast on Sunday is before the chapel service. There will be "three stations" for communion this morning. Hand "share your burden crosses" out to each person as they enter the chapel. Have the ashes from the forgiveness hearts available for spiritual director in morning. Pick up communion elements from the refrigerator.

Arrange for kitchen communion. Take-down activities can begin after chapel service. Have as much as possible packed and inventoried prior to closing. After chapel is cleaned please assist dorm chas.

Try to place all items back into their original container. Pack them to prevent them from breaking or scratching. Please clean the communion cup. <b>PLEASE TAKE INVENTORY OF ALL ITEMS.</b>
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The chapel cha position is a very important one for attaining the purpose of the Tres Dias weekend. You are serving "behind the scenes" but the results of your service are powerful.' You will have long days-but very rewarding ones as you see. Christ at work!! Be extremely sensitive to the Spirit. Pray for discernment. Love the candidates with your eyes, your smile, a word, a touch. Serve Him with gladness in your heart.

Storage

Chapel Cha Dorm

Fireplace



Arrange 9 chairs in a circle.

Arrange 9 chairs in a circle.

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Arrange 9 chairs in a circle.

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Table Chas

Additional Team

Prayer Chas

Circles should only include candidates & professors. After the candidates arrive at the camp, ask the Hd. Cha the exact number of candidates and delete (or add) chairs as necessary.

Directors Table (3 chairs)

Worship Chas

Chapel Chas



Spiritual Directors, ~~DND~~, Chapel cha

Sound system

Friday AM

Storage

Chapel Cha Dorm

Fireplace



Row of 7 chairs

Row of 7 chairs

Row of 7 chairs

Row of 7 chairs

Row of 7 chairs

Row of 7 chairs

Row of 4 chairs  
4

Row of 4 chairs  
4

Table Chas

Additional Team

Prayer Chas

Directors Table  
(3 chairs)

Worship Chas

Chapel Chas



Spiritual Directors, ~~BAR~~ Chapel cha  
BAR

Sound system

Satz AM

Storage

Chapel Cha Dorm

Fireplace



Row of 8 chairs  
Row of 8 chairs  
Row of 8 chairs

Communion Table - Kneeling

Row of 8 chairs  
Row of 8 chairs  
Row of 8 chairs

Table Chas

Additional Team

Prayer Chas

Directors Table  
(3 chairs)

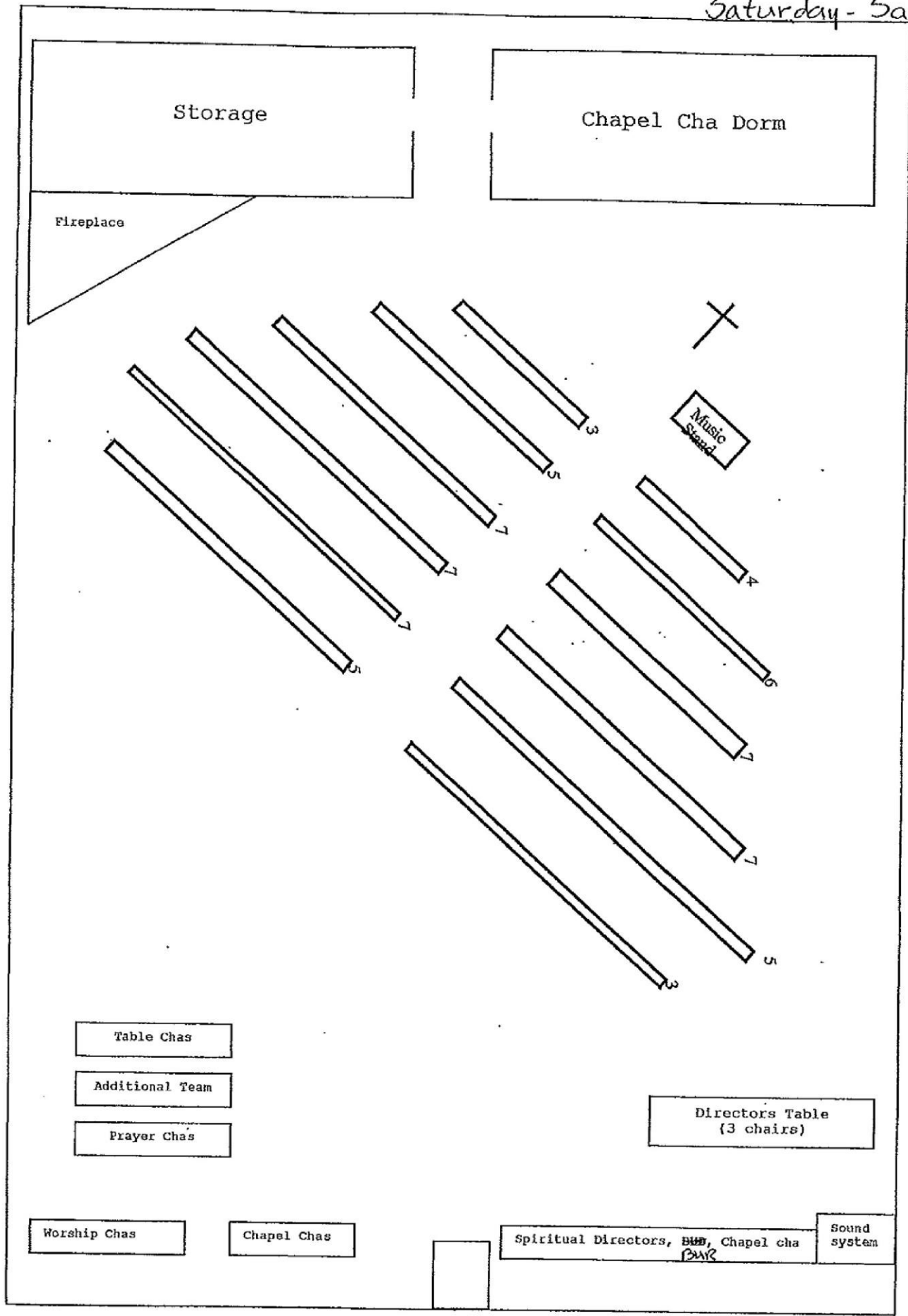
Worship Chas

Chapel Chas

Door

Spiritual Directors, ~~AND~~ Chapel cha  
*DWR*

Sound system



Storage

Chapel Cha Dorm

Fireplace

Music Stand

Table Chas

Additional Team

Prayer Chas

Directors Table  
(3 chairs)

Worship Chas

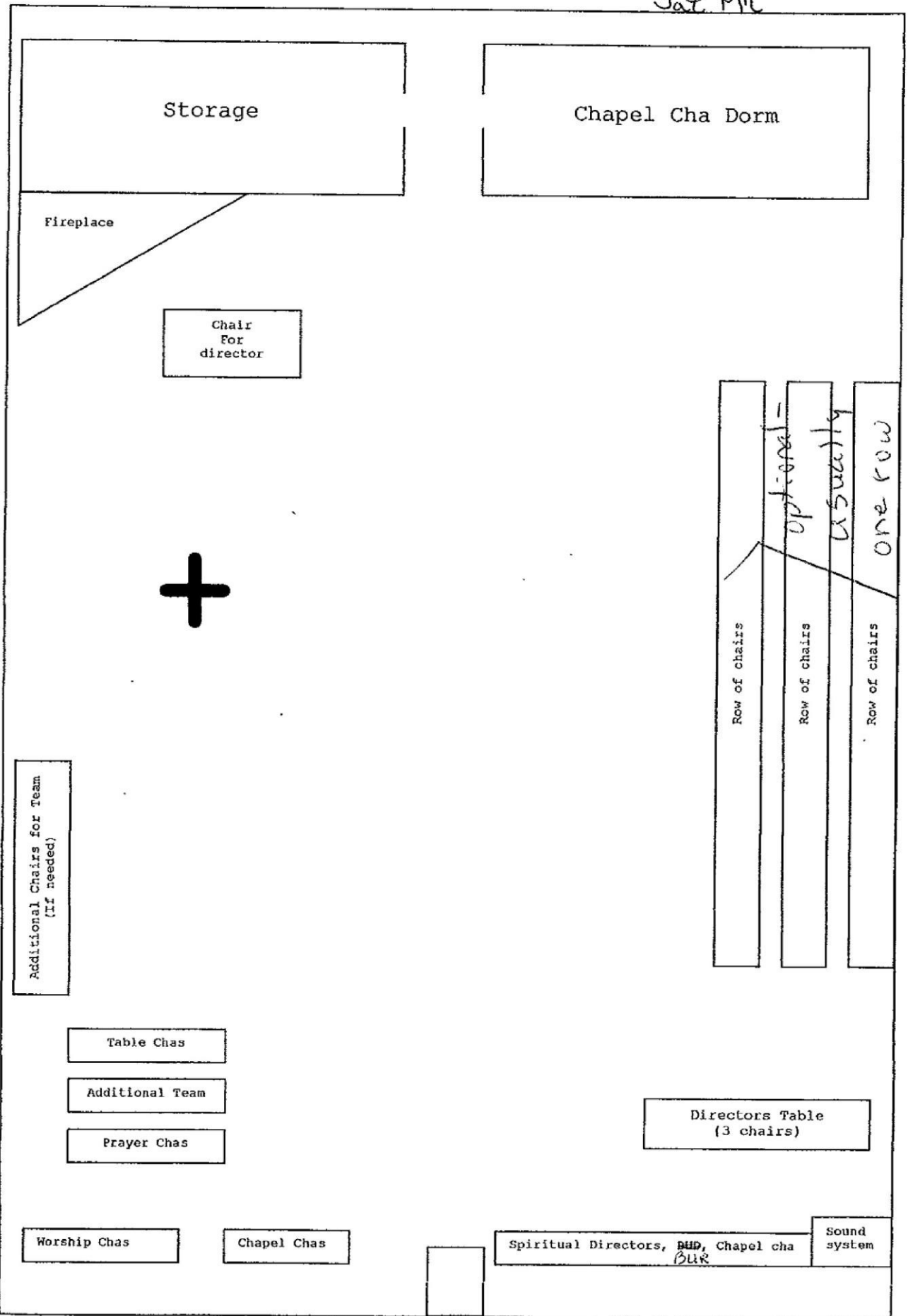
Chapel Chas

Spiritual Directors, ~~BBB~~, Chapel cha  
DWR

Sound system



Sat PM



Sun AM

Storage

Chapel Cha Dorm

Fireplace



Row of chairs

Row of chairs

Row of chairs

Row of chairs

Prayer Chas

Row of chairs

Row of chairs

Row of chairs

Row of chairs

Additional Team

Row of chairs

Row of chairs

Row of chairs

Row of chairs

Table Chas

Chapel Chas

Worship Chas

Directors Table  
(3 chairs)

Door

Spiritual Directors, ~~and~~ Chapel cha  
~~for~~

Sound system