

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 six tables, plus supplies for the podium table. The floater/supply cha will also be assisting you as needed.

All supplies that are needed for the weekend should be in the storeroom. They should include:

Markers	Scissors	Medicines
Pilgrim's Guides	Pens	Notebooks
Tres Dias crosses	Paper	Small cross
Forgiveness hearts	Candles	Tape
Cleaning supplies	Poster board	Crayons
Growth Guides	Candidate crosses	Palanca Bags
		Envelopes

You are responsible to maintain candles on the rollo room podium table and for putting the word signs on the easel before the appropriate talk, i.e., "Tres Dias", "Palanca", "Decuria ", etc. Please check the schedule ahead so you'll know when to do this. You will also put up the tripod for the "Piety", "Study" and "Action" rollos. Also ensure there is fresh water for each Rollista prior to their talk.

WEDNESDAY SET-UP

Set up the area supplies, posters, etc. for each table. During the weekend the table chas will be coming to get these supplies. Make sure that there are enough information sheets available. (The Rector should have copies). Check the "word" signs on Wednesday night to see if they are all there. (Tres Dias, Rollo, Decuria, Palanca, Abrazo, Pescadore, & Secuela)

On Wednesday evening, check to see if there are enough crosses for closing on Sunday evening. If there are not at least 45 crosses, contact the weekend couple on the secretariat to get some more before sendoff.

STOREROOM CHA DUTIES AND RESPONSIBILITIES

It is the responsibility of the weekend couple to have enough crosses at sendoff for every candidate. Hang each cross individually on one of the racks for sendoff. It is the responsibility of the prayer chas to get the crosses from the storeroom after sendoff and take them to the prayer room.

THURSDAY

The assistant head cha will coordinate times for the distribution of pens and guide books.

Starting Thursday evening, make sure the easel is next to the podium at the proper times with each "Spanish word" that will be used that evening. Turn them backwards on the easel so they may be turned easily by the rector during their talk. Plan ahead!!!

Candles and lighter should be available for each rollo. Make sure there is a good supply.

FRIDAY

Immediately after breakfast:

1. Have table name signs ready.
2. Have pens and notebooks ready in groups of nine.
3. Have the tripod sign ready and have the "legs" ready to be placed on the podium before the appropriate rollos. (Piety, Study, Action)

Before the Holy Spirit rollo, put the "Palanca" sign on the easel. Help palanca and table chas put out General Palanca letters while the candidates are in the chapel. They will only be gone a few minutes, so work fast. During the discussion of Holy Spirit, put out the tripod for the Piety rollo and the Piety Leg.

STOREROOM CHA DUTIES AND RESPONSIBILITIES

After the candidates have gone to the chapel after Decuria, help clean the rollo room. Put Study and Action legs under the podium for the rollos on Saturday.

SATURDAY

Do general tasks as yesterday. As the weekend progresses, pack up anything that will not be used again.

When time allows check the luminary cross on the hill for burned out bulbs and set the timer switch before going to dinner.

SUNDAY

Have Discipleship Guides ready to be passed out after Environment rollo upon Rectors direction. Have "Pescadore" and "Secuela" signs on the easel before rector's rollo. Do not remove decor from podium area until after the last rollo. Set up the presentation for crosses and Discipleship Guides while candidates are reading their letters. Upon completion of the Life in Grace Rollo and after the candidates pray over the Discipleship Guides, the table chas will deliver the cards from each table to you wrapped in a rubber band, these cards are to be placed in a basket with the Tres Dias Crosses to be given out by the Rector during the Cross Ceremony.

Please make sure that the rector gets the posters and the palanca letters that are posted on the walls.

DAILY RESPONSIBILITIES

Make sure there is a Pilgrim's Guide on the podium. Change the candle frequently if needed. When candidates leave the room for chapel and meals, always line the hallways, then help the table chas straighten the rollo room. Help vacuum and clean at night after the candidates go to bed. Be ready to fill in for a table cha if they need to be away from the rollo room. Organize and restock whatever the table chas might need at their table. When the candidates are in

STOREROOM CHA DUTIES AND RESPONSIBILITIES

the hallway for whatever reason, keep the door to the storeroom closed. Before closing, have the storeroom completely packed and put away, taking inventory of all items. Sunday morning, pack and put away all of your personal items and belongings and place on your bunk so that the dorm chas can clean and vacuum.