

HEAD CHA DUTIES AND RESPONSIBILITIES

The head cha will be the right hand to the rector. This main area of service will be to be a prayer partner and close confidant during the team preparation, team meetings and during the weekend. Prior to the weekend, you will assist the rector in any area that is required. One of the areas of responsibility will be to serve with the assistant head cha in training the team members in their various duties. Another is to see that all the necessary printing of booklets, forms, maps, and name tags is scheduled in time for the meetings.

SIX TO EIGHT WEEKS BEFORE TEAM MEETINGS BEGIN

Whether rector meets with head cha and/or other leadership chas during this time period is discretionary. Some rectors meet one or more times with their head cha and separately with other leadership chas. Other rectors hold one or more meetings in this time period that include all leadership chas (head cha, assistant head cha, head kitchen and assistant head kitchen). Others communicate primarily by telephone. Whether by meeting or by telephone, the following is a list of information which will assist the head cha in advance preparation for team meetings and the weekend.

Decisions/Direction from Rector to Head Cha

1. Theme & scripture. Determine the particular wishes of the rector in carrying out the theme.
2. Rectors overall view of his/her role, the role of the head cha, and other chas in leadership positions. Discuss in particular the role of head and assistant head cha and the rector's view of the specific duties of each, both during the pre-weekend meeting time and the weekend itself.
3. Structure, schedule, format and setup of team meetings. Location of team meetings. Setup needs for team meeting (including designation of who is responsible for coordinating room scheduling and setup needs with the church or facility where team meetings are held. Chairs, computer, PowerPoint, paper, tables, lectern, easel, microphone, etc.

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4. Who is in charge of setting up rooms for team meetings? Where are section meetings to be held (breakup into groups in the main room versus reserving extra rooms for section meetings)? Which meetings to include communion and where is communion to be held? How many rollos per meeting? Critiques of all rollos. Who will supply rollo outlines and critique sheets? Does rector plan to assign/schedule team members to do opening meditations and prayers at the beginning of each meeting? If not, what format will be used to open meetings? How are prayer requests, team worship, and sharing to be handled at team meetings? Will team be subdivided into sharing groups? Will prayer chas pray for prayer requests that come between meetings? Include prayer chain or sharing groups in team booklet, if they are to be used. All of these areas are the responsibility of the head cha to see that they get done, but who does it is up to the head cha or rector.

5. Does rector want to have weekly announcements printed and distributed? (For example, a single sheet, typed or written, PowerPoint, and put on each chair at the team meeting). If so, who will prepare the announcements (rector, head cha, other)? Note: Some past weekends have found this to be a more efficient method to handle such housekeeping items as correcting mistakes on the team list, notification of new members added to the team, circulation of prayer requests (particularly for rollista for the next week), and giving other general announcements concerning upcoming events, such as serenade, reminders of palanca, etc. Even team members who come late then have all announcements. Saving extra copies each week also helps update team members who miss a meeting.

6. Preparation of booklet /team list/schedule to be distributed at team meetings. What, if any, is responsibility of head cha for preparation? Who prepares such booklets and chooses content? Contents may consist of: preliminary team list, meeting schedule, prayer palanca schedule, rollo schedule, song sheets, refreshment schedule, copy of opening meditation from Pilgrim's Guide, envelopes for weekend fee and other miscellaneous fees, prayer chain list or sharing group designations, commitment sheets, assignment of opening prayers and meditations?

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7. Name tags for team meetings and/or weekend. (Rector decides style, generally, and whether separate tags for meetings and weekend or same for each). Determine whether head cha is in charge of preparation of tags.
8. Refreshments for team meetings: Who is in charge -- head kitchen, head cha? Who is to prepare the schedule? Will the schedule be included in team booklet?
9. Team members in service areas should perform their tasks at team meetings (e.g., palanca chas distribute palanca, kitchen chas handle setup and cleanup of refreshments, chapel chas set up communion, etc.)
10. Someone should keep a record of attendance at team meetings.
11. Administrative matters: All fees are due not later than the 5th team meeting. Assistant Head Cha normally serves as team treasurer. The best method for collecting fees involves using envelopes: have team members write name and fee designation on front of envelope. The \$ 130.00 checks should be made out to Georgia Mountains Tres Dias. The \$15.00 team fees should be cash or checks made out to cash.
12. What is the rector's preference regarding palanca at team meetings. How should this be handled and how and when will it be distributed at team meetings?
13. Reproduce a copy of opening meditation and include in team booklets.

Note: You need to develop a good working relationship with the assistant head cha. He/She needs to be involved in all steps of the preparation for the weekend so they are fully ready to assume their responsibilities for the behind-the-scenes coordination of the weekend. This person is also an important resource in delegating some of the duties for preparing for team meetings, and also as your back-up in the event of illness, etc., prevents you from carrying out any of your responsibilities.

ONE TO THREE WEEKS BEFORE TEAM MEETINGS BEGIN

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1. Name tags for team meetings need to be prepared. Have several extras ready for last minute name additions.
2. Team Meeting Books: These should include a team list of team member names, current address, phone number and E-mail address (if available), The theme of the weekend along with the weekend scripture, the schedule & time of the meetings and related activities, including companion weekend, etc. Prayer palanca assignments and rollos scheduled for team meetings. Include assignments of greeters, opening meditation and opening and closing prayer. Include a copy of Meditation from page 14 of Pilgrim's Guide. Make refreshment assignments for team meetings. Envelopes for payment of team and weekend fees should be in the team meeting books. Include assignments of team members to sharing groups (communities). For all pages of the book, please put at the bottom of each page the following: CONFIDENTIAL- FOR TRES DIAS USE ONLY.

Note: Because of additions and changes, make sure there are 8 to 10 extra team meeting books.

3. Set-up materials for podium: Table cloth, candles, candleholders, lighter, cross. (Note: if two rollos are to be given simultaneously you will need a double set-up for the location of the second rollo, including two small crosses for the rollista to hold.)
4. Provide a table for reception. Materials to be handed out include: Name tags, Area Head Training Manuals (if any have not yet been distributed), Team meeting books and any other items which must be distributed at team meetings.
5. Provisions for Palanca, such as baskets or boxes.
6. There should be personal contact by note or phone call with all Area Heads before the first team meeting.
7. Attempt to have a clear understanding of the role of the head and the assistant head prior to each meeting.

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8. Double check the room reservations for each team meeting, such as main meeting room, auxiliary rooms for rollos, prayer rooms and kitchen facilities.
9. Obtain a time schedule from the rector for each team meeting so it can be reviewed and all details anticipated.
10. If communion is scheduled for the first meeting, know where it will be served and be prepared for set-up by the chapel chas. Check with the rector and contact the Spiritual Director that is to officiate.

TEAM MEETING SUPPLIES

1. Name tags
2. Team Meeting Books
3. Prayer cards (3x5)
4. Rollo outlines and critique sheets

GENERAL SUGGESTIONS ON CONTENT OF CHA SECTION MEETINGS

The head cha will be in charge of the team meetings and will probably do the bulk of the planning and conducting of these meetings (under the direction of the rector, however, certain portions of the meeting can be the responsibility of the assistant head cha) such as announcements relating to the assistant head cha's particular responsibilities. Since the assistant head cha will essentially be in charge of all the behind-the-scene details and will give most of the direction to and have the most interaction with the chas on the weekend itself, it is important that these leadership roles be explained and reinforced by the head cha as the team meetings progress, and that they develop a working relationship with all the chas.

Area heads will conduct the section meetings for their area. How the area heads conduct these meetings is very much a matter of personality and preference. The same material can be covered using a variety of approaches. On the weekend itself, the assistant head cha will handle instructions and questions from all other chas. However, they will coordinate all activities and serve as the main contact point with the head chas. Chas should be told that

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on the weekend, they should direct all questions to the assistant head cha, who will then either handle the situation or take the matter up with the head cha. During the team meeting process, however, the head cha has primary responsibility for the training and supervision of the chas, and this entire service area. In preparing material for presentation at the section meetings, it is important to remember (and best to assume) that new team members will enter this experience with very little knowledge. Thus, even though it may be the most elementary details and expectations of the chas. For example, the head cha cannot assume that all chas know such customary things as that they are to line the halls and walkways anytime candidates move from one room or area to another, that the luminaries, if used, are to be set up and lit beginning Friday night, that no crosses are to be worn until after the Piety talk, or such other similar basic duties or maxims of Tres Dias. Be ready to go over every detail of every activity when discussing the duties of the chas. Likewise, allow time for and encourage questions as you go over your material.

In your early sessions with the chas. it is a good idea to affirm the rector's discretion in many of the activities of the weekend, and to differentiate this weekend from all others - to establish the uniqueness of this weekend, the uniqueness of this team. and the uniqueness of the candidates whose hearts the Holy Spirit is preparing for this retreat. You may wish to approach this by pointing out that there are many ways to do things -and that on this weekend, things may be done differently than they were done on their weekend or on other weekends where they have served. Encourage team members to be open and flexible to such changes, and to view this weekend as a unique experience.

Some specific ideas concerning material which should be covered during cha section meetings:

1. Spiritual overview of the role of the cha in the weekend. Explanation of anticipating, servant hood, and the scriptural basis of these elements of the weekend provides the spiritual perspective of the various jobs. Include also explanation of interrelationship between the cha role and that of rector, leadership chas, candidates, professors, kitchen, etc. Also spiritual perspective of the importance of even the most menial, insignificant and almost unnoticed task of the weekend -- the working of the Holy Spirit in even

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the smallest gesture. This overview should help the cha understand how they are to interact with the candidates and other team members, including such elements as friendliness, acceptance, exhortation, empathy, gentleness, forgiveness, and self-control. Chas should understand some of the tension that is associated with team service, and be cautioned that the loss of sleep may also affect how team members interact with each other and the candidates: for example. not to over-react if an answer from another team member seems rushed or blunt; not to be defensive if asked to change a course of action or if the schedule must be altered; to neither be judgmental nor pushy with any candidate, but rather to just let things flow. Caution team members to be sensitive to the needs of the candidates, but not to be overly solicitous. Candidates also need some space.

2. Physical overview of the role of the cha in the weekend. You should give a detailed explanation of the specific responsibility of each service area and the interrelationship of these service areas. In preparation for this, you may wish to review the printed job descriptions for any additions or deletions you may have. At least by this point; each team member should be furnished a copy of this job description. Emphasis should be given to understanding both the division of tasks and responsibilities on the team to prevent overzealous duplication of efforts, and also to the need for cooperation among all service areas.

Ground rules of conduct and attitude can be reinforced and discussed (even things as basic as use of the phone on the campground, leaving the campground, interacting with the community as they visit the campground, always sitting near the back of the room as they can be the first out of the room to line the halls, not leaving any service area uncovered, always keeping the assistant head cha informed of where you are so you can be easily contacted, locking and unlocking of doors, who has access to keys, conduct during serenade, etc.).

3. Detailed description of each day of the retreat, including the spiritual purpose of each day and the physical tasks which must be accomplished that day. Some head chas have devoted one section meeting to each of the four total days of the retreat, and, using the published schedule, walked the chas

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through that day from beginning to end explaining the responsibilities of the chas.

The discussion of Thursday should include the expected time of arrival of team members at the campground that day, designation of with whom they are to check in, what duties, if any, will be expected of each service area, settling into the dorm, set-up responsibilities, arrival of candidates, send-off, reception, etc. Such a discussion permits assigning specific tasks to certain team members and clarifies to each cha what important events they must be prepared for and what is expected of them. Every cha should know exactly where they are to be stationed, what their duties are during the registration of candidates, what they are to do once their tasks are completed, and what they are to do and where they are to be during send-off and during the time of the reception.

Thursday's task breakdown is at the discretion of the head cha, but some elements to be considered are the following: Chas to welcome candidates/community and direct where the candidates are to be dropped off and registered, dorm chas to collect luggage of candidates, deliver name tags etc. Information sheets are completed at the send-off.

If the head cha chooses to train the chas by carefully reviewing the activities of each day of the weekend (for example using one section meeting for each of the four days of the retreat), the obvious outline for such an approach is the published schedule and/or the rector's script. From these, the head cha will prepare their presentation to the section meeting. (Note: Even if Wednesday setup and Thursday are discussed in earlier section meetings, however, these probably will have to be reviewed close to the end of the section meetings as these dates approach).

Chas should likewise be advised of their responsibility to see that their service area is cleaned up at the close of the weekend on Sunday prior to departure from the campgrounds. Chas need to know that while the set-up chas will assist in take-down after the weekend, this does not relieve them of their responsibilities for seeing that their area is 'cleared' by the Secretariat member in charge of seeing that the campgrounds are left in better condition than when we came.

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4. Training on tasks which may need additional explanation beyond the overview of previous meetings. These may include discussion of lining the halls and walkway after dark whenever the candidates go to and fro, walking and conversing with candidates that appear to be alone; when to light candles and blow them out for rollos; table seating by table chas; distribution of palanca bags on Sunday, etc. (The assistant head cha may work separately with some service area in this training, rather than having all chas present for all training. However, this is at the discretion of the head cha.
5. Presentation of numerous announcements which may have to be repeated several weeks in succession:
 - a. Completion of general palanca letters and the importance of getting them in early. (It is helpful for the rector to request these in the invitation letter along with a sample).
 - b. Importance of early completion of individual palanca letters to each candidate. Emphasize the pitfalls of trying to write or finish these during the weekend. Make sure letters are given to the palanca chas and that they are in by an early deadline (e.g. by Saturday noon of the weekend).

FINAL PREPARATION FOR WEEKEND

The final preparation for the weekend for the head cha involves a detailed review of the schedule and/or rector's script. From this document, the head cha will prepare the final checklist of all details. Even if the responsibility for a supply of an item is not a specific duty of the head cha, it is the head cha's responsibility to see that the detail is being handled by someone or by some service area. This may involve items as minute as how are the lights going to be dimmed during this reading to how are the letters from other communities going to be delivered to the campground in time for their use in the Spiritual Director's rollo. There is no substitute, however, for a careful reading of this document early, as part of preparation for section meetings, training sessions, is indispensable in preparing yourself and the rest of the chas for the events of these days.

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MISCELLANEOUS SUGGESTIONS

1. Some weekends have included in the job description of the music cha responsibility for setting up the candles and other materials on the rollo room podium before each rollo. Discuss with rector. The rector may want to assign this duty to another cha.
2. Have a clear understanding with the rector on what to do in case of illness of any team member or candidate during the course of the weekend. Make sure chas understand the rector's feelings on this.
3. Discuss with chas how to handle the following situations: If a candidate wants to leave the rollo room for any purpose at times other than break times, and if candidate says they want to be alone. In most cases, candidates may leave to go to the bathroom if they so request, but should be escorted by a cha. However, it is important not to be punitive to candidates on this matter, but rather to handle it gently and discreetly. Candidates should not feel they are being guarded. If a candidate wants to be alone, assure them that there will be time for this later, but encourage them to abide by the schedule for the time being. If they insist on their request and refuse to wait until later, then the matter should be discussed with the head cha and rector.
4. On Thursday night team introductions will be handled in the dining room. Candidates will then go to the dorm to make their beds, then to the rollo room for candidate introductions, and then to the chapel, at which time there will be two meditations by Spiritual Directors and one by the rector. There should be enough chairs for candidates and professors in both places. Except for chapel chas, no other chas (including table chas and prayer chas) will be in the chapel for this service. However, in the rollo room, other chas are welcome to sit in back of the room during the introduction process.
5. One method of tagging luggage is to color coordinate the tags placed on the candidate's luggage with a color assigned to each of the two candidate rooms. This helps to efficiently get this to the right room when being transported.

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6. During the weekend, the head cha should keep an eye out on the assistant head cha, making sure that communication is always open between the two of them.

7. The head cha should sit next to the rector checking the script a little ahead of the rector to make sure the rector is ready for the next action.

Team members should be reminded that they are on the weekend to serve, and that they are not candidates, in the sense that they should not be demanding of kitchen chas during meal service, and that they should not expect to be able to hear all the rollos or necessarily be present for every activity of the weekend if they are needed in their service area. (Of course, whenever possible, all team members are welcome for rollos, chapels, etc. But the important point here is priority of their responsibilities). Their service and their self-sacrifice is their offering of praise. They should defer to the needs of candidates, and permit the kitchen chas to serve the candidates first. In addition, they should not request special drinks or snacks. If a team member has a special need of a drink or snack that is not part of the regular supplies of Tres Dias, they should bring their own supply of this product.

1. The rector, head and assistant head cha should familiarize themselves with each position.
2. Schedule individual meetings with the head and assistant head cha and each subsection head (i.e., head palanca, head gopher, head table, etc.). The rector may or may not want to lead these meetings. 30 to 45 minutes per sub-section should be adequate.
3. Go over each area's job description item-by-item. Make sure each subsection head understands fully the duties of their position and the rector's desires for this particular weekend.
4. At a later section meeting (during a team meeting), each sub-section head should be allowed a generous amount of time to in turn review the job description item-by-item with the other chas in their area. (Make sure every cha is given a copy of their job description to study and keep). Each sub-

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section should be given responsibility for whatever preparation is necessary for that area.

5. **IMPORTANT.** One of the head cha's main responsibilities is to train chas during the team meeting process. They should not leave all section meeting time for subsection groups. The head cha should spend time reviewing the expanded time schedule in front of all the chas, pointing out each area's responsibilities as the weekend progresses. This may seem tedious, but this review is crucial to the success of the weekend.

CHA CHA'S GENERAL INSTRUCTIONS

1. All chas, except chapel chas, will line the halls and walkways whenever candidates move from place to place.
2. Remember you are there to serve. No candidate should ever get something for themselves. Also, they should not go off by themselves... but be sensitive... someone may just need a little space for a while.
3. We want candidates to use rest rooms at appropriate times but don't make a big deal if someone needs to go at another time.
4. Your service area head should always know where you are. Do not get lost. Do not leave your area until all your work is caught up. If you get caught up and your head agrees to take some time off, agree on a time when you will return. Be sure to honor that time limit. Remember, you are not on the weekend for your own blessing but, but instead to serve and be a blessing to the candidates.
5. Any problems which come up during the weekend, which you cannot handle, go to assistant head cha.
6. All chas are to be at the Thursday night reception. You will be introduced to the candidates.
7. You may wear your crosses after the Piety rollo, so don't forget to bring your crosses.

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8. Do not hug until after Saturday morning chapel.
9. Be an example for the candidates. When the bell rings, respond quickly, be silent during the spiritual retreat, be quiet and meditative in the chapel.
10. Do not ask special favors of other chas.
11. Be there on Wednesday night if possible to help clean and set up the Camp of Colors.
12. Remember smile, smile, smile, God loves you.....

DURING THE WEEKEND

1. Team members may have 10 minutes to greet spouses after serenade when all candidates have returned to the rollo room. At the end of the 10 minutes, the rector will ring the bell to alert all team members that they must return to their areas of service.
2. The script works. No deviations may be made from the script except with prior consent from the secretariat. Deviations specifically forbidden include:
 - a. Live crucifixion skits will not be allowed.
 - b. Balloons or banners cannot replace candles for the serenade. When serenade must be held indoors due to inclement weather, electric candles may be used in lieu of real candles. Real candles may be used outside only.
 - c. Holding the brides breakfast in alternate location to the rollo room or the kitchen will not be allowed.
3. There are to be no surprises planned for the rector by the team or the rector's spouse without being cleared through the secretariat.
4. With the exception of members of the community who are participating in serenade or closing, no one who is not a member of the team is to be allowed to remain at the camp or in the building during the weekend. This includes members of the community who may be dropping off palanca.

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5. Members of the community who are not serving on the team are not allowed inside the kitchen during the weekend. If other members of the community need to speak to a member of the kitchen team, the team member should meet them outside of the kitchen.
6. Encourage the team not to give expensive or extravagant palanca to other team members during the weekend. Notes are much more appropriate than gifts. New team members sometimes feel excluded when others receive expensive palanca and they do not.
7. In the past, the “Marketplace” skit has been performed in the hallways by the kitchen chas on certain womens’ weekends. This skit is no longer allowed by the secretariat due to the disruption of kitchen duties. The large number of members required to perform the skit unfairly causes a skeleton crew in the kitchen to work harder and results in the kitchen team to getting behind. This means everyone on the team get less rest and increases the likelihood that team members will not want to serve on a kitchen team on subsequent weekends.
8. No excessive decoration is allowed in the hallways during the weekend. Anything that may impede foot traffic through the hallway by unnecessarily blocking the edges of the hallway is a fire and safety hazard. This includes anything that stands permanently on the hallway floor which may cause a tripping hazard. The Support Cha who is serving on the weekend has the discretion to ask that any excessive decoration which is deemed to be a fire or safety hazard be taken down.