

# **ASSISTANT HEAD CHA DESCRIPTION**

## **PROFESSORS, AREA HEADS & TEAM MEETINGS**

1. You are responsible for assisting the Rector and Head Cha in preparing for the team meetings.
2. It is helpful to take supplies to each meeting which may come in handy, such as 3 x 5 cards, scissors, markers, pens, pencils and note paper.
3. You will be responsible for the Rollo Outlines and blank critique sheets. Be sure to come to each meeting with what you need for the rollos to be given that evening.
4. Collect all money. Keep head cha and rector informed as to the status of fees paid. Pay team expenses from the team fee (not the weekend fee). You must turn in receipts and complete expense vouchers for all money spent. Team members should be asked to have all fees in to you by the third meeting. Talk to those individuals who have not paid by then. Be persistent but understanding. We have a Scholarship Application for all requests for financial assistance by team members for the weekend fees which must be completed by each team member requesting help. There is no money available from the Secretariat for Scholarships.

Team members are to be instructed at the beginning of the team meetings to inform the Rector, at no later than the third meeting, of any financial problems. Team members must pay the weekend fee in full or make arrangements through the Assistant Head Cha for a scholarship not later than the fifth team meeting.

No money is to be collected during team meetings for anything other than weekend fees and team fees. If scholarship money is needed, it will be brought before the team and they will be told that if they want to contribute, give to the Assistant Head Cha.

Weekend fees are \$130.00 for all team members, except the Rector, Spiritual Directors, Spiritual Director Support, Support Cha and Rover Cha (next Rector), these fees may be paid in a Check (made payable to GMTD) or Cash.

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A full team is usually 79 (add three for women). \$130.00 will be due for 73 team members on both a men's and women's weekend 78 – 6 or 81 – 9 (Rector, Spiritual Directors, Spiritual Director Support, Support Cha and Rover Cha) unless you do not have a full team. Also, this team count includes the optional 7th table cha so if that position is not utilized it will be 1 less for either team. Example: Team Fees Due 73 x \$130.00 = \$9,490.00

\$15 Team Fees will be collected from all team members (including Rector, Spiritual Directors, Spiritual Director Support, Support Cha and Rover Cha) these fees should be paid in cash. A men's full team would be 79 team members x \$15 = \$1,185.00 and a women's full team would be 82 team members x \$15 = \$1,230.00 or maybe more if you collected the money and they have to drop.

The first \$300 of team fees collected is to be paid to the Treasurer (Secretariat) to replace the \$300 advance that has already been given to the Rector by the Treasurer for the beginning team supplies – name tags, team books, etc. The Rector needs to complete an Expense Summary Form detailing how the money was spent – receipts should be stapled to this form. Place the form, the receipts and the \$300 in a separate envelope labeled Rector Advance and give it to the Treasurer.

Your Rector will tell you how the rest of the team fees will be disbursed. \$300 will be given to the kitchen for palanca. Typically, the Rector decides to give this money in advance because the Kitchen spends a lot of money. However, this is done – you will need to have receipts and an Expense Summary form from the kitchen detailing how all monies they received were spent. As well as a form and receipts from anyone spending any of the team fees.

Other expenses might be Chapel Chas Communion Elements; Dorm Chas signs, luggage bed tags, candy; Prayer cha index cards; etc.

Your Rector should give each area head a limit so that your team will avoid overspending.

Be sure you always get receipts and an expense summary from anyone wanting reimbursed. Do not give any reimbursement until receiving a completed

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expense summary that includes receipts. Also, make sure they have approved the spending with the Rector.

\$50 Weekend Petty cash will be given to you by the weekend couple to cover items needed for the storeroom and \$100 will be given to the Kitchen by the Food Couple to cover items needed for the kitchen. Keep receipts for any money spent and return these receipts and/or left over money to the weekend couple at closing. The kitchen should do the same and return theirs to the Food Couple.

5. Assist the head cha with training as necessary.
6. Ask head cha if you are to collect the general palanca letters to give to the Head SD.
7. You are to make sure you have a covid consent form signed by ALL team members before the weekend.

### THE WEEKEND

You are responsible for all the behind the scenes activity. It is your responsibility to see that everything goes according to schedule, that everyone is ready when they are supposed to be, and that all candidates are where they should be. All of the chas will look to you for direction.

ALWAYS WEAR A SMILE! Be pleasant and sensitive to others' feelings.

1. Coordinate the Wednesday night set-up with head cha. Be sure of your responsibilities. Plan ahead!

**Make sure the Storeroom Chas have checked their inventory of Pilgrim's Guides, Service Cards, Tres Dias crosses and Forgiveness Hearts before the weekend begins. Information sheets will be completed at the send-off on Thursday night. As the candidates arrive make sure information sheets**

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**are there! Pilgrims Guides will be given out by the Chapel Chas at Thursday evening Chapel Service. Ensure that dorm chas have placed the medical forms with envelopes on each of the candidate's beds. Medical forms can be found in the miscellaneous forms section.**

2. On Thursday, gather all of your chas together and pray over them. This will help establish you as their contact, and help foster unity within the chas.

3. Your watch must be synchronized with the watches of the rector, head cha and both gophers. You will be working closely with them to keep the weekend on schedule.

4. The chas should always know where to find you. Stay in a predetermined area so they can locate you. It is easier for 30 people to find you than for you to find 30 people! Generally, you should be situated just outside the rollo room. Send a cha on errands rather than going yourself.

5. You can use the floater/supply and gopher to run errands. Make sure that they are not supposed to be doing something else before you ask them though.

6. Make sure that all chas line the halls and walkways when candidates are moved from one place to another.

7. When candidates move from one place to another you need to take a head count and let the head cha know when they are all where they should be. You'll need to know that all candidates are accounted for before rollos or chapel services begin. (This means keeping a close eye on restrooms - storeroom chas can help.) Remember, no activity should begin until all candidates are present (except in unusual circumstances when one might be in a lengthy counseling session and the rector decides to go on.)

8. You will be responsible to make sure that:

- Storeroom has supplies ready to be handed out.
- Gophers have pulled the rollista and have prayer team in place.
- Chapel is ready for each chapel visit

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- Kitchen is ready for the group to come for meals. (see that they are kept informed of changes in the schedule. Let them know 30 minutes from meal time.)
- Palanca Is ready to be brought into rollo room.
- Handle any unexpected situations.
- In case of medical emergency, 911 will be called by Assistant Head.
- Ensure that the entire team is awoken each morning.
- Ensure that the temperature checks have been completed as directed by the chas you have delegated.
- Ensure that all doors are locked at the Camp at the conclusion of the reception on Thursday night, keep all doors locked until after lunch on Sunday. Shut and lock the gate each night at 9:00p and unlock each morning at 8:00a.

**WARNING: Thursday evening and Friday morning are the most hectic.** Familiarize yourself thoroughly with the schedule. Anticipate what needs to be done ahead of time.

9. Be in constant touch with the gopher chas. Check to see if time needs to be made up and determine how to do this. (This only concerns the activities outside the rollo room...the rector and head cha will handle any primary schedule changes and should keep you Informed of any changes made.)
10. If a problem arises which you cannot handle let the rector/head cha know as soon as possible. This should be a rare occurrence --proper training eliminates most problems.
11. Have a copy of the time schedule with you at all times and follow it closely to be ready for each activity. Ask yourself: "Is everyone where they need to be? Is everything complete and ready for this activity to take place?"
12. Sunday morning give each area head, including yourself an "area head reporting form" and ask them to complete it and return to you, please give all forms to the Support Cha before closing. On Sunday afternoon, be sure that everything is ready for closing utilize the BUR and Gopher chas to set up for closing. Do not take decorations from the rollo room until after the rector's rollo. Are the "two questions" on the podium? Before closing, determine and reserve the appropriate number of seats in the front row for the rector's

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spouse, reunion group, secretariat chairman and spouse, and upcoming rectors and their spouses.

13. Clean up of the Camp of Colors: **Please make sure that this has been accomplished by each area cha.** The chairs and tables in the rollo room should be stacked. Make sure that bathrooms are clean, and dorms are clean. Please do a walk thru before the closing (utilize the COC closing list found on GMTD website) to make sure that the place is clean and the trash has been removed. **Do not close off bathrooms in either of the candidates dorms until after the candidates leave the Rollo room to go to closing.**

Things must be done in a timely and orderly manner, but please remember .... a kind word goes a long way. There will be many who are serving on a team for the first time. If team members are unkind to one another that says to them that all the love they saw as a candidate was not real. Hurt feelings are often difficult, if not impossible, to heal.

Proverbs 15:1 A soft answer turns away wrath.

Remember: Find out the facts of a situation before speaking.

While this job has many responsibilities, it is a wonderful opportunity to minister the love of Jesus to many people. God bless you for your faithful service!

### **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

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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.
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.
9. Since Covid has disrupted our lives, we have to make sure extra cleaning is being done and temp checks are conducted twice a day and anyone with a temp of 100.4 or above have to leave the weekend. This

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would include team and candidates. The communication cha should have a excel form for this on their laptop.