

BACK UP RECTOR DUTIES AND RESPONSIBILITIES

The backup rector should be much more than a 'couch potato'. You are a source of advice and support to the rector as well as a trouble-shooter when needed.

TEAM MEETINGS

1. Understand the rector's vision for the weekend so you will be able to carry out plans if necessary.
2. Attend all pre-team meetings: professors, chas, sections, etc. Attend all professors' section meetings during team meetings.
3. Be ready to follow through with consistent direction if it is necessary to lead the weekend.
4. During team meetings, the rector may wish to meet with the spiritual directors, chas or kitchen. Be available to lead the professors' section meeting.
5. Assist rector and spiritual directors during team meetings with rollo critiques, communion or whatever they ask.
6. Support the rector by giving advice and preparing him/her for specific tasks that may arise. However, do not take the place of the leaders' person in answering questions concerning secretariat policies or team selection criteria.
7. Pray especially for the rector and spiritual directors.
8. Encourage the rector with phone calls or notes of support.

WEEKEND

1. Be available for the rector, head and assistant head chas and kitchen and spiritual directors to answer questions. But do not give instructions to team members unless specifically asked to do so by the rector.
2. Thursday evening you should assist the Communication Cha with table assignments of the candidates.

BACK UP RECTOR DUTIES AND RESPONSIBILITIES

3. Make suggestions or help out wherever you see a need, but be submissive to the authority of the rector.
4. Usually control of time is the biggest challenge for the rector on the weekend. Be available with suggestions if asked on ways to make up time.
5. The spiritual directors, especially “first timers”, are often unaware of weekend logistics. The backup rector can be a great help in communicating with them informally on such matters as time, what's next, who to do what, etc.
6. During quiet times, pray for all aspects of the weekend, especially for the rector and spiritual directors.
7. Encourage the rector with observations of how well things are going, how mightily the Lord is working, etc., throughout the weekend. Don't burden the rector with petty issues that may be brought to your attention. Try to work with team members to resolve minor problems so the rector can focus on the spiritual aspects of the weekend.
8. Things can be a bit overwhelming for the chas on Thursday evening and Friday morning. You can help by anticipating what is coming next and helping them to be in place and ready. Always be careful, however, not to undermine the authority of the head or assistant head cha or kitchen.
9. Be quick to help out in any area where there is a need. On Sunday assist in setting up for closing and determining who will taking down of Rectors room. You are looked upon as a special leader on the weekend -- Let your love shine to all.

SUNDAY MORNING, PACK AND PUT AWAY ALL YOUR PERSONAL BELONGINGS AND PUT ON BED SO THAT DORM CHAS CAN CLEAN AND VACUUM.

THANK YOU FOR YOUR WILLINGNESS TO SERVE.