

ASSISTANT HEAD CHA

Duties & Responsibilities

Organization
Georgia Mountains Tres Dias

Revision Date:
June 28, 2026

Classification
Confidential / Internal Use Only

1. Role Overview

The Assistant Head Cha (AHC) is the behind-the-scenes engine of the retreat weekend. While the Head Cha works closely with the Rector in the room, the AHC ensures everything outside the rollo room runs flawlessly. All chas look to the AHC for direction, and the AHC is the primary point of contact for all service area questions during the weekend.

The AHC must be fully ready to assume the Head Cha's responsibilities at any time due to illness or unexpected absence. Active involvement in all pre-weekend preparation is therefore essential — not optional.

Core responsibilities fall into three areas:

- Pre-Weekend: Assist the Rector and Head Cha in preparing for team meetings; collect and manage all fees; ensure all consent forms and documentation are complete.
- Training: Co-lead cha training alongside the Head Cha; support area head section meetings; ensure every cha understands their role.
- The Weekend: Manage all behind-the-scenes coordination; keep the schedule on track; serve as first point of contact for all chas; handle emergencies and escalations.

2. Pre-Weekend Responsibilities (Team Meetings)

2.1 General Meeting Duties

1. Assist the Rector and Head Cha in preparing for all team meetings.
2. The supply kit containing 3x5 cards, scissors, markers, pens, pencils, and notepaper is passed from team to team. Bring this bin to all team meetings and replenish supplies from team fee budget as necessary. Make sure bin is handed off to next rector at closing.
3. Manage rollo outlines and blank critique sheets. Come to each meeting prepared with the materials required for the rollos scheduled that evening.
4. Assist the Head Cha with training as needed throughout the team meeting process.
5. You are responsible for collecting general palanca letters to deliver to the Head Spiritual Director on Thursday PM at the beginning of the weekend.
6. Obtain a commitment form and medical form from every team member before the weekend begins. The Online Team Information spreadsheet will be sent to you weekly by the Secretariat.
7. Establish a system to track attendance at team meetings. A pre-populated tracking spreadsheet will be given to you by the Communications Cha.

2.2 Financial Responsibilities

The AHC serves as the team treasurer. This is one of the most administratively intensive duties of the role. Handle all funds carefully and keep the Rector and Head Cha informed of fee status at all times.

Fee Schedule (Current as of April 2026)

Fee Type	Amount	Who Pays	Method
Weekend Fee	\$140.00	All team members EXCEPT: Rector, Spiritual Directors, Support Cha, Rover Cha	Check (payable to GMTD) or Cash. Credit card accepted but includes service charge.
Team Fee	\$20.00	EVERYONE — including Rector, SDs, Support Cha, Rover Cha	Cash ONLY — no checks or credit cards

Collecting Fees — Process

- Collect payments at each team meeting. Record each payment on the Weekend Fee Report.
- Keep a copy of each report for your records (needed for final reconciliation).
- Place money and a copy of the report in an envelope labeled with the meeting date and total collected. Prepare one envelope per meeting.
- Target: Most fees collected by the 5th meeting. Full payment or confirmed scholarship arrangement required no later than the 5th team meeting.
- At the start of team meetings, remind all members to report financial difficulties to the Rector by no later than the 3rd meeting.

Fee Turn-In Schedule

Deadline	Action Required
After 3rd Meeting	Give Secretariat Treasurer the first 3 envelopes containing weekend fees.
After 6th Meeting	Give Secretariat Treasurer the next 3 envelopes containing weekend fees.
Closing Sunday 2:00 PM	Submit all forms, receipts, Expense Summary Report, Final Reconciliation Form, and any remaining money to the Secretariat Treasurer.

Team Fee Distribution

- \$400 of the collected team fees goes directly to the Head Kitchen — no Rector approval needed for this allocation.
- The Rector decides how the remaining team fee balance is used (chapel, dorm, prayer supplies, etc.).
- Do not distribute remaining funds to anyone without the Rector's explicit approval.
- Always collect a receipt and completed expense form before issuing any reimbursement.

Scholarships

- Any team member requesting financial assistance must complete the Scholarship Request Form.
- Encourage scholarship recipients to contribute whatever amount they are able toward their fee.
- Note "Scholarship" next to the team member's name on the Weekend Fee Report.
- Scholarship funding comes from team member contributions — no Secretariat funds are available for scholarships.
- Communicate to the Rector the names of anyone who has not paid prior to the last meeting. The Rector will inform unpaid members that they cannot serve if no scholarship funds are available.

Team Member Drops

- If the fee has already been turned in to the Secretariat: have the member complete the Reimbursement Form.
- If the fee is still in your possession: return it directly.
- Note any returned funds on the Weekend Fee Report.

The \$20 Team Fee is non-refundable under all circumstances.

Weekend Cash (Distributed at Send-Off)

Amount	Given By	Given To	Purpose
\$50	Weekend Couple	Assistant Head Cha	Floater/Supply Storeroom incidentals
\$100	Food Couple	Head Kitchen	Kitchen incidentals

- Ensure the Floater/Supply Cha returns all receipts and unspent cash to you before closing.
- Return all leftover money and receipts to the Secretariat Treasurer at closing.

Final Reports — Due Closing Sunday by 2:00 PM

Report / Document	Details
Team Fee Expense Summary	Shows how all \$20 team fees were spent.
Final Reconciliation Form	Totals all weekend fees and team fees collected.
All Receipts	Stapled to the corresponding expense forms.
Leftover Cash	Any unspent money from weekend or kitchen cash.

Questions about finances? Contact the Secretariat Treasurer: Debbie Newcomer — 770-490-5755 | Jon Newcomer — 770-722-1407

3. Weekend Responsibilities

ALWAYS WEAR A SMILE. Be pleasant and sensitive to others' feelings. A kind word goes a long way — many team members are serving for the first time. Unkindness communicates that the love they witnessed as a candidate was not real. Hurt feelings are often difficult to heal. — Proverbs 15:1

3.1 Pre-Weekend Setup (Wednesday & Thursday)

1. Coordinate Wednesday night setup with the Head Cha. Know your responsibilities clearly — plan ahead.
2. Ensure Storeroom Chas have inventoried all supplies before the weekend begins:
 - *Pilgrim's Guides*
 - *Service Cards*
 - *Tres Dias crosses*
 - *Forgiveness Hearts*
3. Confirm Dorm Chas have placed medical forms with envelopes on each candidate's bed before Thursday check-in.
4. Information sheets are completed at Thursday send-off. As candidates arrive, ensure information sheets are on-site and ready.
5. Pilgrim's Guides are distributed by Chapel Chas at the Thursday evening Chapel Service — not before.

⚠ Thursday evening and Friday morning are the most hectic periods of the weekend. Thoroughly familiarize yourself with the schedule in advance and anticipate what needs to happen before it needs to happen.

3.2 Time & Communication Management

1. Synchronize your watch with the Rector, Head Cha, and both Gopher Chas before Thursday activities begin.
2. Carry a copy of the time schedule at all times. Before every activity ask yourself: Is everyone where they need to be? Is everything ready for this activity?

3. Position yourself just outside the rollo room so chas can always find you. It is easier for 30 people to find you than for you to find 30 people.
4. Keep traffic in and out of the Rollo room to a minimum & keep the hallway quiet as to not interrupt the activities of the weekend.
5. Remain in constant communication with the Gopher Chas. They can run errands so you do not have to leave your post. Always confirm they are not needed elsewhere before redirecting them.
6. Escalate problems to the Rector or Head Cha as soon as they are beyond your ability to resolve. Proper training should make this a rare occurrence.
7. Be aware of the Serenade and Closing times. Help the Rector stay on schedule for these events.

3.3 Candidate & Cha Oversight

1. When candidates move from one location to another, take a head count and notify the Head Cha once all candidates are confirmed in place.
2. No activity — rollo, chapel, or otherwise — begins until all candidates are present. Exception: if one candidate is in an extended counseling session and the Rector decides to proceed.
3. Monitor restrooms during transitions. Storeroom Chas can assist with this.
4. Ensure all chas line halls and walkways whenever candidates move between locations.
5. Wake the entire team each morning. Assign temperature checks to designated chas and confirm completion.
6. Ensure all doors are locked at the conclusion of the Thursday night reception. Keep all doors locked until after Sunday lunch. Lock the gate each night at 9:00 PM; unlock each morning at 8:00 AM.
7. In a medical emergency, call 911 immediately.

3.4 Activity & Schedule Oversight

Before each major activity, confirm the following are ready:

	Service Area	What to Confirm
1	Storeroom	Supplies ready to be handed out.
2	Gophers	Rollista pulled; prayer team in place.
3	Chapel	Chapel set up and ready for each visit.
4	Kitchen	Ready for the group; notified 30 minutes before meal time; aware of any schedule changes.
5	Palanca	Palanca ready to be brought into rollo room.

3.5 Schedule Timing

Stay in constant contact with Gopher Chas to monitor timing. If time needs to be made up, work with them to determine how. This applies only to activities outside the rollo room — the Rector and Head Cha manage primary schedule changes inside the room and will keep you informed of any adjustments.

3.6 Sunday Closing Procedures

1. Sunday morning: distribute the Area Head Reporting Form to each area head (including yourself). Collect all completed forms and give them to the Rector before closing.
2. Sunday afternoon: use BUR and Gopher Chas to set up for closing. Do not remove decorations from the rollo room until after the Rector's rollo.
3. Confirm the "two questions" are on the podium before closing begins.
4. Reserve the appropriate number of front-row seats for: the Rector's spouse, reunion group, Secretariat Chairman and spouse and Vice Chair and spouse, and upcoming Rectors and their spouses.

5. Oversee Camp of Colors cleanup. Every area cha is responsible for their service area. Specifically confirm:
 - *Rollo room chairs and tables are stacked.*
 - *Bathrooms are clean. Do NOT close off candidate dorm bathrooms until after candidates leave the rollo room for closing.*
 - *Dorms are clean.*
 - *All trash is removed.*
 - *A walk-through is completed using the COC Closing List (found on the GMTD website).*

4. Secretariat-Approved Rules & Prohibited Actions

The script must be followed precisely. No deviations are permitted without prior Secretariat approval.

4.1 Serenade

- Team members may greet spouses for 10 minutes after serenade, once all candidates have returned to the rollo room.
- When the Rector rings the bell at the end of 10 minutes, all team members return immediately to their service areas.

4.2 Prohibited Deviations from Script

Prohibited Action	Note
Live crucifixion skits	Not permitted under any circumstances.
Balloons or banners replacing candles for serenade	When serenade is held indoors (inclement weather), electric candles may substitute. Real candles are for outdoor use only.
Bride's Breakfast held outside rollo room or kitchen	No alternate locations allowed.
Surprises for the Rector by team or Rector's spouse	Must be cleared through the Secretariat in advance.
The Marketplace skit (kitchen chas)	No longer permitted. Reduces kitchen staffing, increases workload, reduces rest, and discourages future kitchen service.
Excessive hallway decorations	Anything blocking hallway edges, creating a tripping hazard, or impeding foot traffic is a fire/safety violation. Support Cha has discretion to require removal.

4.3 Access & Visitors

- No one other than team members may remain at the camp or in the building during the weekend — except those participating in serenade or closing. This includes community members dropping off palanca.
- Community members not on the team are not permitted inside the kitchen. Kitchen team members must step outside if a conversation is needed.

4.4 Palanca Guidelines

- Encourage team members to give simple, heartfelt notes rather than expensive gifts.
- Extravagant palanca can cause new team members to feel excluded when they do not receive similar items.