

SUPPORT CHA

Duties & Responsibilities

Organization Georgia Mountains Tres Dias	Revision Date: April 4, 2026	Classification <u>Confidential / Internal Use Only</u>
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JOB DESCRIPTION AND SELECTION PROCESS

SELECTION PROCESS

The Support Cha is an appointed position by the Chairman of GMTD. The Chairman will ask for volunteers from the Secretariat to be considered for appointment to the position for the upcoming weekends being formed. The Chairman will then appoint the positions for the weekends from the available volunteers.

A POTENTIAL VOLUNTEER FOR THIS POSITION SHOULD:

1. Commit to serve God, the Rector, Team, and Secretariat with a humble servant's heart.
2. Consider and affirm that they will be available to attend all team and heads meetings and weekend dates just as if they were in a normal position on a weekend. Being involved in all called planning sessions such as the schedule meeting, script and training is imperative to insure success in this position. It is much easier to address issues we see arising in these type meetings than to have to address them on the weekend.
3. Strive to gain a good understanding of The Tres Dias Essentials and P&P.
4. Be willing and able to fulfill the requirements of the Job Description listed below.

JOB DESCRIPTION

The Job Description of the Support Cha is twofold.

1. Be a humble servant and be available to support the Rector should he or she have any questions regarding but not limited to procedures, The Essentials, GMTD P&P, the script and time schedule. This position will be of great value to the Rectors during early Heads Meetings, Team Meetings, and the Weekend. The Support Cha shall be equipped with a copy of the GMTD Essentials and P&P along with the Script and Time Schedule for the weekend. This position will accompany the Rector and Candidates in all phases of the weekend. While in the Rollo Room the Support Cha will sit in the vacant seat to the left of the Head Cha thus assuring close proximity and availability to the Rector should there be a need for communication or action between the Rector/Head Cha and the Support Cha. At all other times the Support Cha should still try and maintain a close proximity to the Rector.
2. The Support Cha is the duly appointed representative of the Secretariat of Georgia Mountain's Tres Dias with the full authority of The Secretariat accompanying this position. As the GMTD Secretariat's representative it is the Support Cha's responsibility to become familiar with a good working knowledge of the Essentials and the P&P of GMTD and to the best of their ability, assure that they are not violated on the weekend.

If Potential Violation Is Discovered Support Cha should:

- A. Inform the Rector/Head Cha in private of the potential violation in reference to the preset accepted standards of the weekend.
- B. Consult other Secretariat Members who may be working in other positions on the weekend for guidance and if appropriate contact the Chairman of GMTD or other Secretariat Members that can be reached for further guidance on the issue. Once a course of action is agreed upon by the Secretariat the Support Cha will speak with the Rector as to the Board's decision.
- C. In approaching the Rector/Head Cha you must still remain humble but also realize that in this position and instance, you have the full authority and responsibility to represent the Secretariat and enforce the policies set forth for the weekend. An agreed upon correction to the potential violation should be made immediately, and the Secretariat Members notified of the successful resolution of the issue. We as the Secretariat are not asking that the Support Cha take on the full responsibility of correcting the situation, rather work in coordination with the GMTD Secretariat to insure a successful resolution to the violation.
- D. During the team meetings, the Leaders Couple will be the active Secretariat Role. If the Support Cha becomes aware of an issue they will inform or consult with the active Leaders Couple and let them address the issue with the Rector.
- E. During the weekend phase, even if part of the leader's couple is on the weekend, the Support Cha will have the active role in dealing with issues that arise pursuant to the above guidelines.
- F. All Secretariat Members who are serving on the weekend are to remain as vigilant as possible as to possible areas of concern they may discover and report same to the Support Cha for evaluation and possible action. We are all in reality, unofficial Support Chas who must remain alert to what is going on around us and advise the official Support Cha as soon as there is a concern. TIME IS OF THE ESSENCE in dealing with most of these situations.

Weekend Responsibilities

- 1. The Support Cha shall have no other job assignments, such as fill in type work which would take them away from their primary assignment.
- 2. This position on the weekend will be a no pay position and will not count as a weekend served when assessing back to back service or twelve-month service.
- 3. The Support Cha will NOT offer advice or try to be involved in the Rectors decision making without first being asked.
- 4. The Support Cha will be called on to handle issues surrounding candidates who want/need to leave the camp. Coordinate with the Head Spiritual and Head Cha away from the weekend activities as not to disturb the process for others.
- 5. The Support Cha should be ready to assist if CPR, Narcan, or AED is needed during the weekend.
- 6. The Support Cha is responsible for incident reports on all reportable issues and turn them in to the Secretariat following the weekend.
- 7. The Support Cha is not to leave the Camp during the weekend for any reason.
- 8. The Support Cha is to take notes of any Time Line and/or Script inconsistencies for later discussion.

This position will provide better communication and support to our Rectors as well as enable the GMTD Secretariat to be more readily available to assess, correct and thus limit exposure of the candidates to situations on the weekend that are in violation of the GMTD Essentials and P&P.

Serenade

The support cha serving on the weekend will make every effort to ensure the Serenade starts on time. The support cha is to accompany those appointed by the Rector when they go to address the serenade participants. The support cha is responsible for charging the participants in the serenade, please read the statement below to the serenade's on Saturday night in the Rollo room.

Serenade

Mighty men/women of God, thank you for sacrificing your Saturday night to serenade the women/men of GMTD# _____. As the support cha serving on this weekend and a representative of the secretariat, it is my job to charge each of you with your responsibilities during the serenade. Please remember, that if you have a spouse that is attending this weekend as a candidate or if you have not attended a three day cursillo type weekend you are not permitted to participate in this serenade. For those of you who are participating in the serenade for the first time, you may be surprised at the great blessing you will receive from the Father as you serenade your sisters/brothers in Christ. For serenade veterans, please allow me to gently remind you that there are ground rules which are intended for the protection of the candidates who may be at a very tender emotional place tonight. If you have a sponsored candidate or if your wife/husband is serving on the team, please do not intentionally stop behind their chair when lining the walls of the kitchen. Also, do not touch any of the women/men in the room. We celebrate the relationships that you have and there will be a time for reunion with team members who are serving after the candidates are safely back in the Rollo room. Remember that there will be many candidates that do not know any of the men/women in the room. They may be struggling with widowhood, divorce, loneliness, rejection, and or abuse from men/women. We do not want to hinder or interrupt what the Holy Spirit is trying to do in them tonight!

We ask that if you have a special token to give any of the women/men tonight that you drop it off in the palanca room.

Witnessing a Godly man/woman praising his Savior is a powerful thing. I call on all of you worshipping warriors to focus your eyes on Jesus with the same intensity that caused David to dance with all his might. Let your worship rise up like sweet incense before the Father so that He can usher your sisters/brothers into deeper water.

Thank you again for being here for the ladies/men of GMTD#_____.

Decolores!!

INCIDENT REPORT FORM

Use this form to report accidents, injuries, medical situations, criminal activities, or behavior incidents.
Report should be completed within 24 hours of the event.

Date of the Report:

PERSON FILING REPORT

Full Name:

Title/Role:

Phone:

Email:

Signature:

Date:

THE INCIDENT

Date of Incident:

Time:

☐ AM ☐ PM

Describe the Incident:

PERSON(S) INVOLVED

1. Full Name:

Phone:

E-Mail:

2. Full Name:

Phone:

E-Mail:

INJURIES

Was anyone injured? ☐ Yes ☐ No

If yes, describe the injuries:

WITNESSES

Were there witnesses to the incident? ☐ Yes ☐ No

If yes, enter the witnesses' names and contact info:

1. Full Name:

Phone:

E-Mail:

2. Full Name:

Phone:

E-Mail:

POLICE / MEDICAL SERVICES

Police Notified? ☐ Yes ☐ No

If yes, was a report filed? ☐ Yes ☐ No

Was medical treatment provided?

☐ Yes ☐ No ☐ Refused

If yes, where was medical treatment provided? ☐ On site ☐ Hospital ☐ Other:

Notes:

ACTION TAKEN

Action taken:

Attach a copy of any paperwork issued in response to incident.