

BACK-UP RECTOR JOB DESCRIPTION

The Back-Up 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.

Pre-Weekend:

1. Understand the Rector’s vision for the weekend so you will be able to carry out his/her plans if necessary.
2. Attend all pre-team meetings; Professors, Chas, Sections, etc. Attend Professors’ section meetings during team meetings.
3. Be ready to follow through with consistent direction if it becomes necessary in preparing for weekend.
4. During team meetings, the Rector may wish to meet with Spiritual Directors, Chas or Kitchen. Be available to lead the Professor’s 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 for 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.
9. Make signs for chairs in the Rollo Room for: Rector, Head Cha, Asst. Head Cha, BUR, Rover Cha, Music Cha, Spiritual Directors, all Table Chas, Head Kitchen and Asst. Head Kitchen. (Head Kitchen & Asst. Head Kitchen signs to be used for 4th Day Talk on Sunday.)

Weekend:

While allowing the weekend leadership all possible latitude in performing their duties, make sure that the Essentials of Tres Dias and Policies and Practices are adhered to. Be available to offer comments and suggestions as requested, while allowing the weekend leadership to perform their functions. While it is drastic and unpleasant to consider, this could involve something as drastic as asking a Team Member to relinquish their position on a weekend. In the event that it would be necessary to ask the Rector to relieve their position, the BUR should first call the Chairman of the Secretariat

When a situation arises that needs your involvement, you should strive to resolve the situation through the weekend “chain-of-command”.

Before the weekend, meet with the Head Spiritual Director and the Rector (and other Weekend leadership) to review the Essentials & Policies and Practices and agree on strategies for handling violations.

Should a medical emergency arise – work with the weekend leadership in contacting required emergency personnel such as fire, police, or medical assistance. If someone has to go to a hospital, make sure a responsible adult(s) accompanies them.

1. Be available for the Rector, Head and Asst. Head Cha 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. Make suggestions or help out wherever you see a need, but be submissive to the authority of the Rector
3. Usually control of time is the biggest challenge for the Rector on the weekend. You have the authority to step in with specific ways to make up time when necessary, particularly in relation to Serenade and Closing.
4. The Spiritual Directors (especially “first timers”) are often unaware of weekend logistics. The Back Up Rector can be a great help in communicating with them informally on such matters as time, what’s next, who to do what, etc.
5. During the quiet times, pray for all aspects of the weekend especially for the Rector and Spiritual Directors.
6. 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.
7. 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 Asst. Head Cha or Kitchen.
8. Be quick to help out in any area where there is a need.
9. You are looked upon as a special leader on the weekend--Let your love shine to all.
10. If it becomes apparent that the Rector must be absent from the rollo room or other weekend activities the Back-Up Rector shall, upon consultation

w/the Rector, assume the responsibilities of the Rector and proceed with the weekend activities until the Rector can reassume the responsibilities. This procedure will ensure that the weekend is not interrupted and will enable the completion of activities consistent with the weekend schedule.

11. On Sunday, with help of Rover Cha, set up podium and table for closing during the time when candidates are reading their palanca letters. Remember to use any new banners for this particular weekend to hang behind podium. You may also use any floral arrangement and/or picture that were used on weekend. Help rector after closing by assuring that all items from podium and table that belong to him/her actually go home with him/her.
12. Be aware that your commitment to this weekend could include giving the Fourth Day talk in the event that the Rector is unable for some reason to conclude the weekend. Your husband/wife, if you are married, would also need to be available on short notice.
13. Should the community be loitering, cooking or cleaning while the weekend is in progress, please remind them that the weekend is cloistered. With grace, ask them to leave. If they do not abide by the BUR's instruction in a kind or gentle way; report their names to the Head Cha so that the Chairman of the Secretariat can address it privately after the weekend.