

CHAPEL CHA JOB DESCRIPTION

BASIC JOB DESCRIPTION

To prepare the Chapel for each Chapel service throughout the weekend. It is of the utmost importance that an atmosphere of worship and reverence be created for the Candidates for their own worship, prayer and personal reflection during each Chapel service.

To “chaperone” any and all individual ministry sessions between Spiritual Directors and Candidates or team that take place in the Chapel.

DURING THE TEAM MEETINGS

Chapel Chas serve at team meetings by setting up for team communion and by preparing a second rollo room, when it becomes necessary.

Check with the Rector to see if there will be any team meetings when there will be two rollos given simultaneously. If so, you will need to prepare another room for the second rollo. You will need to bring a table covering, candles, candleholders, Bible, matches or lighter and some type of simple decoration (cross, flowers, etc.).

At the team meetings when communion will be served, you will need to bring the elements for communion (grape juice and bread), plate, goblet and napkins to cover each. Check with the Rector to see at what meetings communion will be served.

PRIOR TO THE WEEKEND

Each Chapel Cha should become thoroughly familiar with this job description before the weekend.

As soon as possible, the Head Chapel Cha should discuss the following with the Rector and Spiritual Directors:

- 1 Does the Rector wish there to be a team communion on Thursday evening prior to the Candidates’ arrival? If so, will it be at 7:00PM as written in the weekend schedule or the alternative time of 11:45PM that night (during the team meeting)? Will it be held in the Chapel? If not, where?
- 2 Ask the Rector if there will be two separate chapels on Friday evening, as written in the Schedule (one at the end of the Piety rollo and the second following the Piety rollo decuria), or will these Chapels be combined. If they will be combined, what time will it be scheduled? Also, ask if there are any special instructions for this combined Chapel.

- 3 Find out how the Rector and Spiritual Director giving the Sacred Moments of Grace rollo on Saturday wants the Crucifixion Chapel set up: with or without Chairs, where cross should be placed, will there be any video presentation. You may refer them to Diagram F as a suggested set up.
- 4 Find out how the Rector/Spiritual Directors would like to do the Forgiveness Chapel service following the Serenade on Saturday night. The Forgiveness Chapel can be done in one of two ways. The forgiveness slips may be burned by the Candidates themselves or they can be nailed to the cross by the Candidates and then burned.
 - a) If the forgiveness slips are nailed to the cross, will the slips be burned? If so, how? If a special kind of paper (flash paper) is used for the forgiveness slips, the slips can be set aflame while still nailed to the cross and they will burn up “in a flash” with no ashes remaining at the end of the forgiveness Chapel. If the slips are to be burned after the Forgiveness Chapel, will they be burned outside in front of the Candidates or burned by the Chapel Chas or Spiritual Directors and then the ashes shown to the Candidates later in the weekend?
 - b) Will the nailing cross be on the floor when the Candidates arrive in the Chapel or will it be brought in after the Chapel starts? Note for women’s weekends: Since the nailing cross is heavy, you may request the Spiritual Directors to bring the cross in.
 - c) Will there be a second evening Chapel service as written in the Schedule, or will the Forgiveness Chapel, be the last Chapel visit of the day? If the forgiveness slips are to be burned outside in front of the Candidates, when will this occur and how should this be done?
- 5 Find out if the Rector/Spiritual Director in Charge of the forgiveness Chapel has a preference regarding the forgiveness slips. Do they want a special type of paper (i.e., flash paper to burn on the cross)? Do they have a preference for shape (i.e., heart shape) or color (i.e., red, pink, etc.)?
- 6 Find out from the Rector if the dedication of growth guides will be held in the Rollo room or the Chapel on Sunday. It will save time to do these in the Rollo room, if time is an issue on Sunday.
- 7 Find out if there are any special instructions or requests the Rector or Spiritual Directors have for any other Chapel services.
- 8 Find out if there is any special music to be played during a particular service. If so, you will need to make sure you have a tape or CD of that music.

Discuss with Head Kitchen Cha

A Chapel service is scheduled each morning for the Kitchen Chas following the morning Chapel for the Candidates. It is important that the Kitchen has the opportunity to get away from their work and spend some quiet time with the Lord in communion. It is best for them to be able to do this in the Chapel (away from where they are working) as much as possible. Discuss the

scheduled Kitchen Chapels with the Head Kitchen. On Friday and Sunday morning, the schedule for the Chapel is flexible, so it will not be problematic to adjust the time for the morning Chapel to accommodate the Kitchen's needs. However on Saturday, the morning schedule is tighter due to your preparation for the Crucifixion Chapel during the Sacred Moments of Grace rollo. Depending on the time needed for that preparation, it will be imperative to hold to the Kitchen Chapel's scheduled time, or move the location for the Kitchen Chapel to the Dining Room, or reschedule the Kitchen Chapel to Saturday after lunch. Discuss these options with the Head Kitchen Cha. Flexibility to accommodate the Kitchen's needs on the weekend, when possible, is important.

Discuss with Music Cha:

It is the Chapel Chas' responsibility to select music to play as the Candidates and team enter the Chapel for each Chapel visit. This music should be soft, worshipful music to set the tone for the service. The Music Cha will lead the worship time during the Chapel visits. Discuss with the Music Cha if there are other times during the Chapel services that the Chapel Chas should be responsible for the music. Will the Music Cha play or sing during the communion services, or should the Chapel Chas select quiet music to play in the background? What about music during the forgiveness service on Saturday evening as people are nailing their forgiveness slips to the cross, as well as immediately after this is done? These are decisions that need to be made before the weekend so that you can be prepared, if necessary, with the appropriate music during the weekend.

Discuss with Assistant Head Cha

A portion of the budget funded by the team fees is designated for the Chapel for purchasing communion elements for the team meetings, candles for the Weekend and other needs. Ask the Assistant Head Cha how much budget the Chapel will have before you start purchasing any items. Receipts will be needed for reimbursement from these funds.

On the weekend it is critical that the Chapel be kept advised of any changes to the published schedule, so that the Chapel is always ready for the next Chapel visit. These communications will come from the Assistant Head Cha as adjustments are made in the time schedule. Discuss with the Assistant Head Cha what means of communication the two of you will use. Walkie-talkie type devices, if available to you, are invaluable for quick communication of changes.

Establish a supply list to be provided by the Chapel Chas:

As much as is practical, these items should be mostly **from your homes or borrowed** since they are not included in the Chapel box unless left by a previous team:

- Tapes and CD's of soft Christian music to be played for each Chapel (CD's are easier to select specific songs).
- Special music requested by Rector and Spiritual Directors (including "Under the Blood", if applicable)

- A boom box that plays both CD's and tapes (in case audio equipment in COC Chapel is not working or has parts missing)
- Forgiveness slips as discussed with Rector/Spiritual Director (include plenty of extras)
- Votive candles (Reimbursable expense. Check with Asst. Head Cha.)
- Taper and pillar candles (Reimbursable expense. Check with Asst. Head Cha)
- Votive holders
- Candleholders
- Tablecloths and coverings for Rector's table and altars
- Candy dish or basket for mints and cough drops on Rector's table
- Mints and cough drops
- Water pitcher and glasses for Rector's table
- Lighter or matches (lighters may also be found in the Storeroom)
- Extra lamp for Rector's table
- Notepad and pen for Rector's table
- Bibles for Rector's table and for altar in Chapel
- One or more, if desired, communion sets (plate and goblet)
- Cloth napkins to cover communion elements
- Floor pillows/cushions for Holy Spirit Rollo Chapel and Sunday morning Chapel
- Simple props and costumes for Via Dolorosa if planned (You may ask the whole team if they can loan these items to you for this purpose – request that everyone put their names on what belongs to them. (Check with people who have done this before to get ideas about what props to use.)
- Play Dough or clay to hold candles in candleholders. You will definitely need this for the cross used on Thursday night for the Everyman's Way of the Cross reading.
- Metal container for burning forgiveness slips, if applicable
- Extension cords and any other hardware items you might need for decorating (pins, tape, scissors, etc.)
- Any other decorations you might use for the main Chapel throughout the weekend. Keep in mind that the current Chapel has a fireplace, hearth and mantle area. Due to the height of the stone fireplace, large scale items can be used on the mantle or just simple votives. Candles in the fireplace also add to the ambience of warmth. The porch area outside the Chapel can also be decorated as the weekend progresses. Luminaries on each side of the sidewalk and steps leading up to the Chapel are effective for the evening Chapels. Whatever decorations are used, keep in mind that they should not take away from the reverent, worshipful atmosphere of the Chapel setting.
- Covering for the windows (8) and transom over the doors, if a video presentation will be shown during the Crucifixion service. Heavy brown contractor paper can be cut to fit into the windows and taped to the window. Check with Secretariat Weekend couple to see if window coverings have previously been done and are available at the Camp of Colors.
- Small signs for chairs in the Chapel: Rector, Spiritual Directors (4), Chapel Chas (6), Head Cha, Music Cha, Back-Up Rector and Rover Cha
- The Tres Dias Secretariat Weekend couple provides plenty of grape juice and pita bread to be used for all the communion services throughout the weekend. If you plan to use a different type of bread for one or more communion services, please let the Weekend Couple know prior to the weekend, so that they can adjust their purchases.

(See below for contents of Chapel box and other supplies provided at the Camp of Colors)

WEDNESDAY EVENING

The Secretariat Weekend couple will be at the campground on Wednesday night before the weekend. The Head Chapel Cha **must** be at the Camp to meet with them. This will be the time for you to acquaint yourself with the location of the supplies provided for the Weekend. You should make sure on Wednesday night that you have everything that should be there. Let the Weekend couple know before they leave Wednesday night if anything is missing.

It is also very helpful if other Chapel Chas can be there to become familiar with the Chapel itself (lighting, sound system, and supply closet) and to get everything organized in advance of the beginning of the Weekend. If it is not possible for other Chapel Chas to come on Wednesday, it will be very necessary to get acclimated and organized as early as possible on Thursday so that the beginning of the Weekend will proceed smoothly.

Supplies provided at the Camp of Colors:

- Candles for the cross for Everyman's Way of the Cross reading for Thursday night (supplied by the Weekend couple and put in the refrigerator in the Palanca room)
- Communion elements (grape juice and pita bread supplied by the Weekend couple and put in the refrigerator in the Palanca room)
- Lamp for the Rector's table
- Crown of thorns in its own box in storage area beneath the Pavilion
- Boxes of tissue in storage area beneath the Pavilion
- Benches, crosses, table, altars, etc. in the storage closet in the Chapel
- Hammers and basket of nails in the Storeroom closet
- Everyman's Way of the Cross booklets

Contents of Chapel Box located in the North Georgia Storage Area under the Pavilion:

- Purple drape
- White drape
- Small black drape
- Red drape
- Long red cloth used for "Under the Blood" ceremony (in case it is needed)
- Sandy Patti tape of "Via Dolorosa" played three times in a row (in case it is needed)

NOTE: Please be aware that the contents of the Chapel box may change, and things you are counting on may have been soiled or torn or be missing. If you must have a particular item for the Weekend, be sure that you bring it with you or check on Wednesday night to be sure that it is there and in good condition.

CHAPEL SET UPS

Main Chapel

Throughout the weekend you will set the tone for each Chapel with the music, lighting and décor. The Chapel may be changed and decorated differently for each visit. This may be as simple as changing the altar arrangement or as extensive as changing the set up of the chairs and the cross. You may also change the table coverings and decorations on the Rector's table. Decorating should start out simple but may gradually "build" throughout the weekend as desired. Remember that the drapes in the Chapel box and the crown of thorns are there for your use in decorating along with anything you bring from home. It is wonderful to see what God can do through you in arranging each Chapel. Whatever the arrangement or décor, you should always keep in mind that the focus should be on the cross; nothing should distract the Candidates from worship and personal reflection. Always be sure that the **communion elements** are ready when applicable, that plenty of **tissue boxes** are available at each Chapel visit, that **music** is playing, that **lighting** is set properly, and that the **Chapel Chas are in position** to guide Candidates toward the front group of chairs.

The front group of chairs in the Chapel is always for the Candidates and the professors. You should set up a number of chairs equal to the number of Candidates plus 12 professors. Then, as the Candidates and professors enter the Chapel, the Chapel Chas should direct them to this front group of chairs, ensuring that none of them divert to the back section of chairs reserved for the team. Then, once every chair in the front is filled, you will know that everyone is accounted for, and the Chapel service can begin.

THROUGHOUT THE WEEKEND

Always be sure that at least **one Chapel Cha is present at any time that a Spiritual Director is ministering** to a Candidate or team member **in the Chapel**. This is most likely to occur following a Chapel service but it can also happen at other times. Set-up for the next Chapel service cannot begin while this ministry is taking place. Be sure that other conversations or activity in the Chapel do not disturb the ministry taking place.

THURSDAY

Prepare the Rector's table at the back of the Chapel using **simple** decoration. This table decor can be changed or enhanced as you desire throughout the weekend.

If not already done on Wednesday night, organize your supplies in preparation for the weekend. Have your sound equipment, tapes and CD's ready. It is a good idea to have one Chapel Cha responsible for running the sound equipment and the CD player throughout the Weekend.

Be sure that at least one of the Chapel Chas is familiar with the lighting in the Chapel and know which light switch controls which lights. It is a good idea for one Cha to assume the responsibility for adjusting the lighting during the Chapel visits – lower when entering and during the Meditation readings and brighter when the Candidates are reading from their Pilgrim's Guides or Everyman's Way of the Cross.

Prepare the communion elements for the Team Communion that is scheduled for 7:00 PM (or as specified by the Rector). Take the elements to the location of the Team Communion, if the location is other than the Chapel. It is a good idea to have one Chapel Cha responsible for preparing the communion elements for the whole Weekend, when applicable.

Set up the Chapel for the evening Chapel service, following **Diagram A**. If Team communion is to be held at 7:00 PM in the Chapel, this set-up must be complete by 6:45 PM. Otherwise, **the evening Chapel is scheduled for 10:55 PM**. Set up the angled cross that symbolizes the Stations of the Cross (for the Everyman's Way of the Cross reading) in the front of the Chapel on a cloth-covered table. The tapers for this cross are in the refrigerator in the Palanca room. Check to see that the candle holes are clean to ensure that the candles will stay in place. A small amount of Play Dough or clay in each hole may be used to secure the candles, so that they do not slip.

Decide which Chapel Cha will do the lighting of the candles during the Everyman's Way of the Cross reading. Have a working lighter and/or matches ready in front of the Chapel where they will be used. Place a chair beside the table with the cross for the Chapel Cha who will be lighting the candles.

For each Chapel visit, place tissue boxes around the chairs so that everyone can see and easily reach the tissue. Placing the boxes just under the chairs in the row in front of each row and just under the chairs in the front row will ensure that the tissues are easily accessible.

Place an Everyman's Way of the Cross booklet on each chair in the Chapel.

Affix the small signs you have prepared with the team names (Rector, Back-Up Rector, Rover, etc.) on the chairs in the back of the Chapel. These chairs will be reserved for these team members at each Chapel. The Rector, Head Cha and one Spiritual Director sit at the Rector's table at each Chapel.

If team communion was held in the Chapel beforehand, be sure to straighten the chairs, and make sure the tissue boxes are in place and that the Everyman's Way of the Cross booklets are on each Chair.

Dim lights for the Chapel service and play soft music as the Candidates enter the Chapel. **Remember that the Silent Retreat has already begun in the Rollo Room, so everyone should be in silence.**

As Candidates enter, the Chapel Chas should position themselves in such a way as to guide them toward the chairs in the front rather than the back section where the team members will sit.

During the Evening Chapel, the Chapel Cha assigned to lighting the candles for "Everyman's Way of the Cross" may take his/her place at the beginning of the Chapel service or right before the Everyman's Way of the Cross reading is to begin. The Chapel Cha should stand and light one candle each time he/she hears the words "Jesus speaks". He/she should start lighting at the

top of the cross and proceed down to the crosspiece and then begin with the candle farthest away on the crosspiece and proceed to the one closest to him/her and then finish down the cross. **Do not reach across flames to light the candles.** This prevents the Cha from being burned.

When the service ends, all Chapel Chas should stand in such a way as to direct a path for the Candidates to leave the Chapel. Chapel Chas should also be on each side of the front doors outside, lining the way to the steps and sidewalk.

If there is to be team communion following the evening Chapel service, the Chapel Chas will need to set up quickly.

Following the team meeting (scheduled for 11:45 PM), set up the Chapel for **Friday morning Chapel/communion** using **Diagram B**. Be sure to put tissue boxes out. Also, clean the wax out of the candle holes of the cross symbolizing the Stations of the Cross. **Tip:** Run a pot of hot water through a coffee maker in the Storeroom or boil a pot in the kitchen and pour onto the cross to loosen the wax and remove.

FRIDAY

Prior to **Morning Chapel**, have communion elements ready. There should be soft music playing and the lighting set as the Candidates enter the Chapel. The Chapel Chas should direct the Candidates to the chairs in the front of the Chapel. **Remember – SILENCE!**

Friday Morning Chapel is scheduled at 7:15AM.

After Breakfast

Kitchen Communion is scheduled for 9:10AM in the Chapel. After breakfast and the group picture, straighten the Chapel quickly and prepare the elements for Kitchen Communion. (Note: No matter where the Kitchen Communion is held, the Chapel Chas are responsible for providing the communion elements.)

Following the Kitchen Communion service, set up the Chapel for the **Holy Spirit Rollo**, following **Diagram C**. Since the prayer palanca team for this rollo will pray in the Chapel rather than the prayer room during the rollo, you will be setting up in the front of the Chapel an area for them to pray in front of the cross with the prayer palanca poster and the diagram of the rollo room. You are essentially creating a prayer room for them within the Chapel. Diagram C shows the altars on each wall in the front corner with the cross in the corner. Use floor cushions and/or a rug and/or chairs in front of the cross for the prayer palanca team. You will need to get the posters from the prayer room following THE CHURCH rollo. At the end of the HOLY SPIRIT rollo, the Candidates will follow the Holy Spirit Pastor to the Chapel and witness the Pastor and the prayer palanca team praying together.

After Lunch

Prior to HOLY SPIRIT Rollo prayer palanca team arriving at 3:20PM, be sure you put the prayer palanca poster and rollo room diagram in front of the cross in the Chapel. **Never position the posters where they can fall into burning candles.**

The HOLY SPIRIT Rollo Chapel is scheduled at 4:10pm after the rollo is over. Following this Chapel visit, be sure to take the posters and anything else you might have borrowed from the prayer room back to the Main Building to their normal spot in the prayer room, so that the prayer room is ready after dinner for the Piety rollo prayer palanca team.

Set up the Chapel for the **Piety Rollo Chapel visit, following the instructions of the Rector.** In the absence of any special instructions, see suggested **Diagram D.** Remember to have the tissue boxes in place, the lighting set and music playing when the Candidates enter. Candidates are scheduled to come to the Chapel at the end of this rollo in silence, unless the Rector has given you other instructions.

After dinner

Piety Rollo Chapel is scheduled at 8:15pm after the Piety rollo is over, unless otherwise instructed by the Rector.

If there are to be two evening chapels as written in the Schedule, the Friday evening Chapel visit is scheduled for 9:30PM. Except for possible changes in decorations (optional), the setup for the evening Chapel service after decuria can remain the same. Remember, music, lighting and Kleenex boxes, etc.

After the last Chapel visit of the evening, set up the Chapel for the **Saturday Chapel/communion.** See **Diagram E.** This is the communion service where the Candidates serve each other communion, kneeling across the benches from each other. You will need to set up an equal number of seats on each side of the benches. If there is an odd number of Candidates, add one chair to one side so the number on each row on each side is the same; then on Saturday morning before Chapel begins, ask a Table Cha to sit in the extra seat so that there will be the same number of people on each row so that everyone will have someone to pray with. Also, be sure to put two chairs facing each other at the end of the benches closest to the front doors, in case some of the Candidates and/or professors are physically unable to kneel. Be quick to observe anyone with this need and be ready to add more chairs, if necessary, so that no one feels awkward or uncomfortable as they approach the benches. Be prepared to direct Candidates to these chairs as necessary.

Remember to put the tissue boxes out.

SATURDAY

Prior to the **Morning Chapel**, have the communion elements ready, soft music playing, lighting set and Chapel Chas in position as the Candidates enter the Chapel. Chapel Chas should direct Candidates to the chairs in the front section of the Chapel on both sides of the communion bench.

Morning Chapel is scheduled at 7:55AM. (If Rector desires, “Under the Blood” is done here)

Find out from the Spiritual Director doing the Sacred Moments of Grace Rollo how soon after his/her talk begins he/she will lead the Candidates to Chapel for the crucifixion service. This is important to know so that you can have things ready for the crucifixion service on time. (See Schedule.)

After breakfast

Kitchen Communion is scheduled at 9:00AM.

Confirm the location of **Kitchen Communion** (possibly in the Dining Room) with the Head Kitchen Cha and the Spiritual Director in charge of the service and have communion elements ready for them. If the location is the Dining Room, take the elements to them.

Prior to the Sacred Moments of Grace rollo, give enough forgiveness slips to the Head Table Cha for everyone in the rollo room. These will be passed out at the Spiritual Director’s instructions during the Sacred Moments of Grace rollo. Also, keep extra forgiveness slips available in the Chapel for the Forgiveness Chapel Saturday night, along with some pens that can be obtained from the Storeroom.

Set up for the **Crucifixion Service** placing plenty of tissue boxes around. See **Diagram F** for a suggested set up (with or without chairs) unless the Spiritual Director or Rector has given you different instructions. If the Spiritual Director requested the use of the Atlanta Christian Cursillo crucifix, be very careful with it since it does not belong to us, and it is very heavy. If there will be a video presentation to be shown on the front wall of the Chapel, you will want to be sure there is nothing to obstruct the view. You may need to adjust the position of the cross and/or the chairs accordingly. You will also want to cover the windows in the Chapel to darken the room. **Communion will be served during this Chapel visit – the Essentials of Tres Dias requires a communion be served as part of the Sacred Moments of Grace rollo.**

Also, prepare for Via Dolorosa, if planned.

The Crucifixion Service is scheduled during the Sacred Moments of Grace Rollo that starts at 10:30AM.

Before lunch

Take down Via Dolorosa, if applicable.

After lunch

Set up the Chapel for the Saturday evening **Forgiveness Chapel** after the Serenade. See **Diagram G for suggested setup or set up according to the instructions you have been previously given by the Rector or Spiritual Director** in charge of the service. Additional chairs may be needed so that other team members may attend, if they choose to do so.

If Candidates are going to nail their forgiveness slips to the cross, follow the instructions of the Spiritual Director in charge and have the cross in place on the floor or have it ready to be brought in at the appropriate time. If it is to be on the floor from the beginning of the service, have plenty of nails and hammers scattered on the floor around the cross. If it is to be brought in during the service, the Chapel Chas will need to have the hammers and nails ready to scatter around the cross after it is brought in. Also, have extra forgiveness slips and pens ready, and remember to put the tissue boxes out.

After dinner

REMINDER: You **cannot** stay outside after the Serenade and candle lighting. You must **go to the Chapel quickly**, as the Candidates will be coming in immediately after the candle lighting. Quickly adjust the lighting, start the music if planned, and be in your positions to receive the Candidates.

Forgiveness Chapel is scheduled at 7:50pm.

After the Forgiveness Chapel, check with the Spiritual Director in charge of the Sunday morning communion service about how he/she will be doing communion. This is the Petition Chapel service where the Candidates and team come forward, break off a piece of communion bread, make their petition, and put the piece of bread into a basket. Then the bread that everyone has placed in the basket is switched for “clean” bread, for sanitary reasons (See notes below), and communion is served. In order to be prepared, ask the Spiritual Director how many stations for communion will be used – one goblet and one plate, three goblets and three plates? If there are other changes in the communion logistics by the Spiritual Director, incorporate these into your plans.

Following the Forgiveness Service, prepare for the Evening Chapel visit, if scheduled. (This may be done outside if the Spiritual Director plans to burn the forgiveness slips. Be prepared with a metal container, the forgiveness slips removed from the cross and a lighter. Get instructions from the Rector or Spiritual Director.)

Evening Chapel is scheduled for 10:30 PM.

Following the last Evening Chapel, set up for the **Sunday morning Chapel/communion** service. See **Diagram H**. As you can see, the diagram shows the altar rails against the wall with the cross in the middle and three benches in front of the cross. These are the three stations where the

Candidates will come to kneel and break off pieces of the bread and place them in the basket beside it as they offer their petitions. Three stations, as shown on the diagram, are necessary so that the service will proceed more quickly. On each bench, there should be a plate with communion bread and an empty basket for the pieces representing the petitions. Make sure that you have three matching empty baskets for the broken bread. (Baskets may be borrowed from the Dining Room or Palanca room.). Based on the instructions you received from the Spiritual Director, you will need additional matching baskets to hold the “clean bread” that will be switched with the “petition” bread and actually used for communion.

Remember to put out the tissue boxes.

SUNDAY

Prior to morning Chapel with hands washed, break communion bread into small pieces to be used for communion for the Candidates and team. **Divide the broken bread into the number of baskets** needed for Communion (per the Spiritual Director’s instructions) and cover the baskets and put them to the side so they are ready when needed. Place one basket, empty, at each of the stations beside the plate with the communion bread. The Candidates and team members who are participating will kneel and break off a piece of the bread on the plate, make their petition, and then place it in the basket. When the time comes for Communion, you will replace the three baskets on the benches with the basket(s) you have previously prepared with “clean” bread. Also have grape juice ready for communion (you will need the same number of goblets that you have baskets of “clean” bread).

Remember to have soft music playing, the lighting adjusted, and Chapel Chas in position before the arrival of team and Candidates.

Morning Chapel/communion is scheduled at 7:40am.

Watch the candles during this service, as they may need to be replaced if the Chapel service is lengthy.

After breakfast

Quickly straighten the Chapel for **Kitchen Communion** and prepare communion elements for the service.

Kitchen Communion is scheduled at 8:50AM.

Before and after lunch

After the Kitchen Communion is over, begin to clean up, inventory and store Chapel items.

If the dedication of the growth guides is being done in the Chapel, you will need a cross and six baskets. As each table community is called forward, they will put their growth guides into an empty basket. As the next table community is called, the basket with the previous table’s guides will be replaced with an empty basket. This will be done until all tables have been called. When

the service is over, return the growth guides in the individual baskets to the Storeroom. The growth guides will be returned to the Candidates in the Rollo room. Chairs are unnecessary for this service.

Finish cleaning up the Chapel and Storage closet, as detailed on the attached Take-Down Check List. Please remove all personal items from the Chapel. The team closing the Camp of Colors on Sunday evening may discard items left behind.

CHAPEL TAKE-DOWN LIST

>>> Before leaving your area for the weekend, please do the following <<<<

- _____ 1. Stack chairs against wall after the last Chapel service.
- _____ 2. Straighten the Chapel storage closet. Put all crosses, benches, pads, altar rails and tables back into the closet.
- _____ 3. Repack the Chapel box. Notify the Weekend couple if there are stains or spills on anything.
- _____ 4. Put wooden box with crown of thorns with the Chapel box and return both boxes to the North Georgia storage area under the Pavilion.
- _____ 6. Take all trash to the dumpster. Turn over trash cans to show that they have been emptied for the weekend.
- _____ 7. If not already done, clean wax off of the cross used for Everyman's Way of the Cross on Thursday night. **Tip:** Run a pot of hot water through the coffee maker in the Storeroom or boil a pot in the Kitchen and pour onto the cross to loosen wax and remove.
- _____ 8. Leave Rector Table lamp on the table.
- _____ 9. Remove all personal items from the Chapel.
- _____ 10. Return the hammers and basket of nails to the North Georgia cabinet in the Storeroom.
- _____ 11. Return all open boxes of tissue to the North Georgia cabinet in the Storeroom. Return all unopened boxes of tissue to the North Georgia storage area under the Pavilion.
- _____ 12. Vacuum the Chapel.
- _____ 13. If AC is on, turn it up to 80°; if heat is on, turn it down to 60°.
- _____ 14. Turn off all lights.
- _____ 15. ASSISTANT HEAD CHA PLEASE INITIAL HERE.