

Training Module for North Georgia Tres Dias Chapel Chas

The following training module is designed to provide the fundamental training for one serving as a Chapel Cha on a North Georgia Tres Dias Weekend. This material is to be used by the Head Chapel Cha to train the other Chapel Chas. It is designed to be delivered during the section meeting time at the Team Meetings. The modules are divided into five sections and are intended to be covered in 15-20 minutes per module. It is intended that most teams will have 7 or 8 team meetings in preparation for the Weekend, and that at five of those meetings there will be time for section meetings. If a team meeting is a double meeting, then the Head Chapel Cha may need to review two modules.

This training module does not replace the Chapel Cha Job Description that every Chapel Cha should receive and become familiar with. These modules should work in conjunction with the Job Description and should be used to explain it, breaking down the assignments of the Chapel Cha into brief training sessions to be delivered by the Head Chapel Cha.

Training Module 1

This first module is designed to allow time for all the Chapel Chas to get to know each other a little better and to begin to build a sense of team. It will also allow for a brief introduction into the service responsibilities of a Chapel Cha. It is not a complete review of the service responsibilities, as these will be covered in future training sessions.

Introductions

Even though each team member is given the opportunity to introduce themselves at the team meeting, it is recommended that you spend a few minutes getting to know the other Chapel Chas. This is a good time to build camaraderie with those that you will be working so closely with.

How Your Job Fits Into the Weekend/Brief Job Overview

The Head Chapel Cha should review the Chapel Cha position briefly with the other Chapel Chas during the first section meeting training session. The items you should stress are:

- The primary function of the Chapel Cha is to prepare the Chapel for every Chapel visit during the Tres Dias, creating an atmosphere for worship, prayer and communion with God. The Chapel Chas are responsible for setting up the Chapel appropriately for each Chapel visit, having the Communion elements ready when needed, keeping a well-appointed table for the Rector,

Head Cha and Spiritual Director, selecting and playing appropriate music as everyone enters the Chapel, using lighting to create an appropriate mood, and keeping the Chapel clean and neat throughout the weekend.

- The Chapel Chas should work closely with the Rector and the Spiritual Directors to accommodate any preferences they may have as to Chapel set-up and logistics for communion services.
- The Chapel Chas are also responsible for any needs that the candidates may have while in the Chapel. Just as the Kitchen Chas are responsible for the needs of the candidates while they are in the Dining Room, the Chapel Chas should also be attentive to every need of the candidates while they are in the Chapel.
- The Chapel Chas must “chaperone” any and all individual ministry sessions between Spiritual Directors and Candidates or team members that take place in the Chapel, ensuring a safe, secure environment for all involved.
- The position of Chapel Cha provides a wonderful and unique opportunity for you to minister to the candidates and the team. Your smile and prayerful demeanor will minister the love of Jesus to them each time they step into the Chapel. Even though you may not get to know each candidate in a personal way, your attention to each detail in the Chapel setting will communicate the loving care of the Father to each one and will provide a quiet, safe haven to personally experience His presence.
- In order for the Weekend to proceed on schedule, it is critical that the Chapel Chas have the Chapel ready on time for each Chapel visit. Close communication with the Assistant Head Cha is important so that the Chapel Chas know of any change to the published schedule that affects the next Chapel visit.
- Chapel Chas should always be in the Chapel with the exception of meals and prayer palanca, and breaks between Chapel visits that are authorized by the Head Chapel Cha. When there are breaks between Chapel visits, all Chapel Chas should return to the Chapel at the pre-determined time set by the Head Chapel Cha. The Head Chapel Cha should know where the other Chapel Chas are at all times.
- The Chapel Chas should be prepared to line the halls/walkway when the Candidates are going to the Dining Room.
- Individual Chapel Chas may be scheduled to do prayer palanca for one of the rollos. The Head Chapel Cha should check the prayer palanca schedule on Thursday night and let each Cha who is on the prayer palanca schedule know when and for what rollo he/she is scheduled.

Chain of Command

As with all chas on the weekend, the Chapel Chas should understand the chain of command for resolving issues on the weekend. Any Chapel Cha who encounters an issue they need help with should first consult the Head Chapel Cha. If the Head Chapel Cha cannot resolve the issue, he/she will consult the Assistant Head Cha, who, if necessary, will consult the Head Cha and then the Rector.

Training Module 2

This module is designed to provide a through review of the service responsibilities of a Chapel Cha and to begin to align these responsibilities with the Weekend schedule. This will allow the Chapel Chas to understand the different requirements of each Chapel visit. This module will cover the Chapel visits and other activities on Wednesday, Thursday and Friday of the Weekend. The Head Chapel Cha should obtain a copy of the weekend schedule (a preliminary one is fine for this) from the Head Cha to review with the Chapel Chas for this module.

The Head Chapel Cha should review each item below as well as the Chapel Cha Job Description before covering this material with the other Chapel Chas. Specific details of each Chapel, as detailed in the Job Description, should be explained as each day's timeline is discussed.

Complete Review of Job Description and Responsibilities

- ◆ Thoughtfully and prayerfully set up Chapel for each Chapel service as required.
- ◆ Prepare communion elements for each appropriate Chapel following preferences of Rector and Spiritual Director.
- ◆ Select soft worshipful music to play as Candidates and team enter each Chapel.
- ◆ Adjust lighting as appropriate during Chapel services.
- ◆ Have tissue available at each Chapel for attendees.
- ◆ Operate the microphones, CD player and cassette tape player in Chapel as appropriate for each Chapel service.
- ◆ Set up a cloth-covered table for Rector, Head Cha and one Spiritual Director at the back of the Chapel with water, pen, paper, microphone, lamp(s), Bible, etc.
- ◆ Prepare small signs for team members who will attend most Chapels (Rector, Head Cha, Spiritual Directors (4), Chapel Chas (6), Music Cha, Back-Up Rector, Rover Cha, others as needed) and place on chairs to reserve.
- ◆ Prepare forgiveness slips for Forgiveness Chapel on Saturday night following preferences of Rector and Spiritual Director.
- ◆ Greet the Candidates as they come to the door of the Chapel for each service and guide them to the chairs in the front of the Chapel that are reserved for the Candidates and the Professors. Team members should also be welcomed and directed to their seats at the back of the Chapel (except for Professors). Instructions on how to set up the front section for the Candidates and Professors should be reviewed now (see page 6 of the Job Description.)
- ◆ Be attentive and prepared to help any Candidate or team member with a need during the Chapel service. Have cough drops, mints, or small cups for water ready, if needed. Candidates may have left their Pilgrim's Guide in the Dorm or Rollo Room. If there is time, let the Candidate go and retrieve it, or, if time is short, send someone to get it. If a Candidate/Professor needs a bathroom break, show them to the closest, appropriate facility. If personal items are left

in the front chairs of the Chapel, take them to the Assistant Head Cha so they can be returned to the appropriate Candidate/Professor.

- ◆ “Chaperone” all individual ministry sessions between Spiritual Directors and Candidates or team members that take place in the Chapel. **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 personal conversations and activity during ministry sessions do not disturb or interfere with the prayerful, reverent atmosphere in the Chapel. If necessary, tactfully ask Candidates or team members to restrict their conversations to a whisper or, if appropriate, ask them to go outside the Chapel.
- ◆ At the end of each Chapel service, 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.
- ◆ Line the halls/walkway whenever Candidates are going to the Dining Room.
- ◆ Stay in close touch with the Assistant Head Cha for any changes to the schedule.
- ◆ Keep Chapel neat and organized and ready for ministry sessions when needed.
- ◆ SMILE

Review weekend schedule for your service area

The events to highlight during this session for Wednesday prior to the beginning of the weekend are:

- ◆ Head Chapel Cha should make sure he/she has a copy of the weekend schedule and highlight all Chapel Cha activities. This can be kept in a notebook in the Chapel or posted on the wall of the Chapel closet.
- ◆ Head Chapel should meet the Weekend Couple at the CofC on Wednesday night by 6PM. They will show you where all your supplies are located. This is very important so that you will know where items are when they are needed. The Job Description has a complete list of what is provided at the CofC. All items should be inventoried to be sure that nothing is missing. If other Chapel Chas can come up on Wednesday night to help organize all necessary supplies and to become familiar with the Chapel itself (lighting, sound system, supply closet), it will be very helpful.
- ◆ Wednesday night/Thursday before candidates arrive the Chapel Chas will need to move the Chapel box, crown of thorns box, boxes of tissue and other

appropriate supplies from the North Georgia storage area under the Pavilion to the Chapel.

- ◆ Wednesday night/Thursday before candidates arrive the Chapel Chas should become 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, during the Meditation readings and at other appropriate times and then brighter when the Candidates are reading from their Pilgrim’s Guides or Everyman’s Way of the Cross.
- ◆ Wednesday night/Thursday before candidates arrive the Chapel Chas should become familiar with the Chapel sound system that controls the microphones, speakers, CD player and cassette player. It is a good idea to have one Chapel Cha responsible for running the sound equipment and the CD player throughout the Weekend.
- ◆ Wednesday night/Thursday before candidates arrive the Chapel Chas should know where the CofC large umbrellas are located in case of inclement weather. The umbrellas will be needed in case of rain to escort the Candidates to and from the Main Building. These are normally located inside the back door of the Storeroom. There may also be some in the Chapel storage closet.

Following is the timeline of the Weekend pertinent to the Chapel Chas for Thursday night and Friday. Review the activities of each time period (details for the specific Chapels are covered in the Job Description and should be reviewed with the group.). Also be sure to review the setup instructions. The timeline for Thursday night is:

- 7:00 PM -- Have communion elements prepared for Team Communion. If Team Communion is not in the Chapel, take elements to proper location. If the Chapel is the location, have Chapel prepared as if for Evening Chapel (setup, music, lighting) and greet team members as they come in.
- 8:30 PM -- Greet Candidates at the front entrance when they arrive. Unload Candidates’ luggage from the bus, placing it on/next to the candidate’s bed. Attend the reception and meet the candidates. Introduce yourself at the reception when asked by the Rector. Help direct the Candidates to their Dorm rooms/line the hallway when directed by the Rector.
- 10:55 PM – Evening Chapel – SILENT RETREAT has already begun. Have Chapel ready (setup, music, lighting).
- 11:45 PM – Attend the team meeting after the Evening Chapel. Following team meeting, set up the Chapel for Friday morning Chapel/Communion.

The timeline for Friday is:

- 7:15 AM – Morning Chapel/Communion – “Three Glances” Meditation – Remember the Candidates are still in silence. Have Chapel ready (setup, music, lighting) with communion elements in place.
- 8:50 AM – After breakfast, participate in group picture. Team members should go to the top steps and allow Candidates and Professors to stand closer to the bottom.
- 9:10 AM – Kitchen Communion Chapel. Have communion elements ready and chapel straightened after Morning Chapel and everything ready as Kitchen Chas enter (music and lighting).
- 1:20 PM – Line the halls/walkway for Candidates from Rollo Room to the Dining Room for Lunch. After lunch line the halls/walkway for Candidates from Dining Room to Dorms.
- 3:20 PM – The prayer palanca team for the Holy Spirit rollo arrives in the Chapel. Have chapel ready (setup and lighting – no music)
- 4:10 PM – Chapel visit at the end of the Holy Spirit rollo. (No communion) Candidates will come in silence. Direct them to the back row of seats in the front section first and then fill the seats from back to front, so that all the Candidates can see what is taking place in the front of the Chapel.
- 6:15 PM – Line halls to Dining Hall for Dinner and back to Dorm after Dinner
- 8:15 PM – Chapel visit at the end of the Piety rollo (unless Rector has combined evening chapels. See questions to ask Rector in Job Description. If possible, know what schedule will be before this section meeting.) Have Chapel ready (setup, music, lighting). No communion.
- 9:30 PM – Evening Chapel (unless Rector has changed schedule as noted above.) Have Chapel ready (setup, music, lighting). No communion. Following last chapel of the day, prepare for Saturday morning Chapel/Communion.
- 10:00 PM – Attend team meeting if appropriate.

Training Module 3

This module is designed to continue to align the service responsibilities of the Chapel Cha with the schedule of the weekend. This module will cover the Chapel visits and other activities on Saturday and Sunday of the Weekend. The Head Chapel Cha should have a copy of the weekend script (a preliminary one is fine for this) to review the weekend schedule with the Chapel Chas for this module.

The Head Chapel Cha should review each item below as well as the Chapel Cha Job Description before covering this material with the other Chapel Chas.

Continue review of weekend schedule for your service area.

Following is the timeline of the Weekend pertinent to the Chapel Chas for Saturday and Sunday. Review the activities of each time period (details for the specific Chapels are covered in the Job Description and should be reviewed with the group.). Also be sure to review the setup instructions. The timeline for Saturday is:

- 7:55 AM – Morning Chapel/Communion (after Breakfast) – “Figure of Christ” Meditation. Have Chapel ready (setup, music, lighting) with communion elements in place.
- 9:00 AM – Kitchen Communion (possibly moved to Dining Room). Have communion elements ready and, if location is Chapel, have Chapel straightened after Morning Chapel and everything ready as Kitchen Chas enter (music and lighting).
- 10:30 AM – Sacred Moment of Grace rollo begins. Candidates will come to Chapel during this rollo – Crucifixion Chapel/Communion. Have Chapel ready (setup, music, lighting) with communion elements in place.
- 12:30 PM – Line hall/walkway to lunch from the Rollo Room and after lunch back to the Dorms.
- 6:20 PM – Line halls to Dinner.
- 7:50 PM – Forgiveness Chapel after Serenade/Candlelighting. Chapel Chas must go immediately to Chapel following Candlelighting. Have Chapel ready (setup, music, lighting).
- 10:30 PM – Evening Chapel (unless Rector has combined evening chapels. See questions to ask Rector in Job Description. If possible, know what schedule will be before this section meeting.) Have Chapel ready (setup, music, lighting). Following last chapel of the day, prepare for Sunday morning Chapel/Communion.
- 11:00 PM – Attend team meeting if appropriate.

The timeline for Sunday is:

- 6:00 AM – Serenade Candidates.
- 6:55 AM – Line hall to Breakfast.
- 7:40 AM -- Morning Chapel/Communion (after Breakfast) – “Christ’s Message to the Pescadore” Meditation – Petition Communion. Have Chapel ready (setup, music, lighting) with communion elements in place.
- 8:50 AM -- Kitchen Communion Chapel. Have communion elements ready and Chapel straightened after Morning Chapel and everything ready as Kitchen Chas enter (music and lighting). Following Kitchen Communion, begin packing and cleaning Chapel.
- 11:45 AM – Line halls to Lunch from Rollo Room and back to Dorms after Lunch. After Lunch, continue packing and cleaning Chapel.
- 1:45 PM – Candidates in Chapel for Dedication of Growth Guides (unless Rector has changed location to the Rollo Room. See questions to ask Rector in Job Description. If possible, know what location will be before this section meeting.)
- 2:00 PM – Rector rollo in Rollo Room. Bring chairs to sit on to the Rollo Room and return them when rollo is over. Complete all packing and cleaning of Chapel, following the Chapel Take-Down List provided by the Weekend Couple. When every item on List is completed, have Assistant Head Cha initial it.
- 4:30 PM – Attend Closing.

Training Module 4

This module is designed to review all supplies that the Chapel Chas will need or need access to on the weekend. It is important to know when these items are needed as it relates to the schedule, and where they are stored so items can be available when needed.

Supplies needed for the Weekend for your service area

The following supplies will be provided at the Camp of Colors:

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

There is a Chapel Box located in the North Georgia Storage area under the Pavilion that contains the following:

- Purple drape for the cross
- 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 Chas will need to bring the following supplies to the weekend. 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:

- Tape/CD Player (in case Chapel sound equipment is not working)
- Tapes and CDs of soft Christian music to be played for each Chapel (CD's are easier to select specific songs)
- Special music requested by the Rector and Spiritual Directors (including "Under the Blood", if using)
- 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 (extra paper cups may come in handy for Candidates)
- 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 main chapel
- One or more, if desired, communion sets (plate and goblet)
- Cloth napkins to cover communion elements
- Floor pillows/cushions for Friday 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 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 for Rector, Spiritual Directors (4), Chapel Chas (6), Head Cha, Music Cha, Back-Up Rector and Rover Cha
- Flashlights

Training Module 5

This final module is to review any items that still may be in question. The Head Chapel Cha should use this time to review any questions that the Chapel Chas may have. Also if a Chapel Cha has dropped from the team and a new one added, then the Head Chapel Cha should use this time to bring the new person(s) up to speed.

Final Review and Questions

The Head Chapel Cha should review the following:

- All supplies the different Chapel Chas have agreed to bring.
- Which Chapel Chas, in addition to the Head Chapel Cha, will be at the Camp of Colors, on Wednesday night to help the Head Chapel Cha get supplies organized.
- Review when Chapel Chas should arrive at the Camp of Colors on Thursday.
- Any final details of individual Chapel services.

Emphasize above all the position of Chapel Cha allows them the opportunity to minister to the Candidates and the whole team by their attention to creating an atmosphere for worship, prayer, and communion with God. As keepers of the “house of the Lord” this Weekend, their smiles and prayerful demeanor will communicate His love and grace to everyone who enters the Chapel.

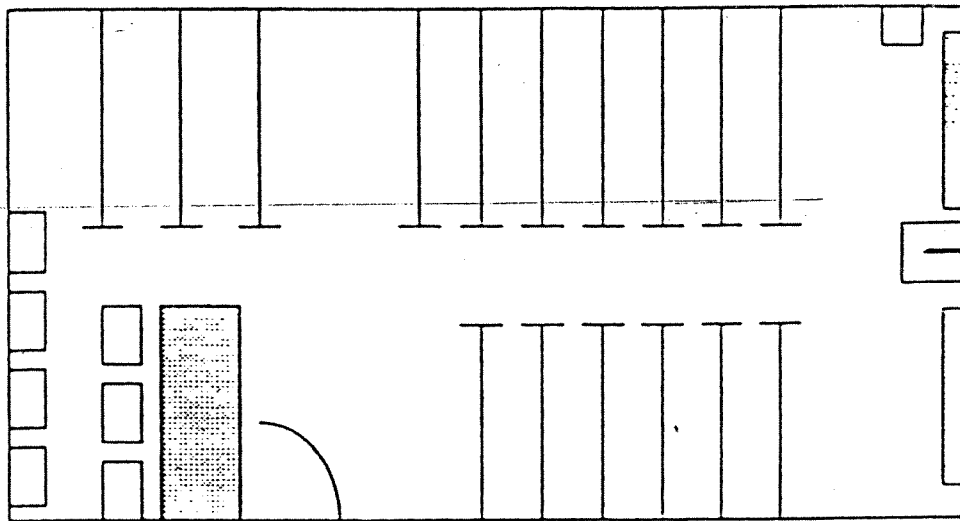


DIAGRAM A

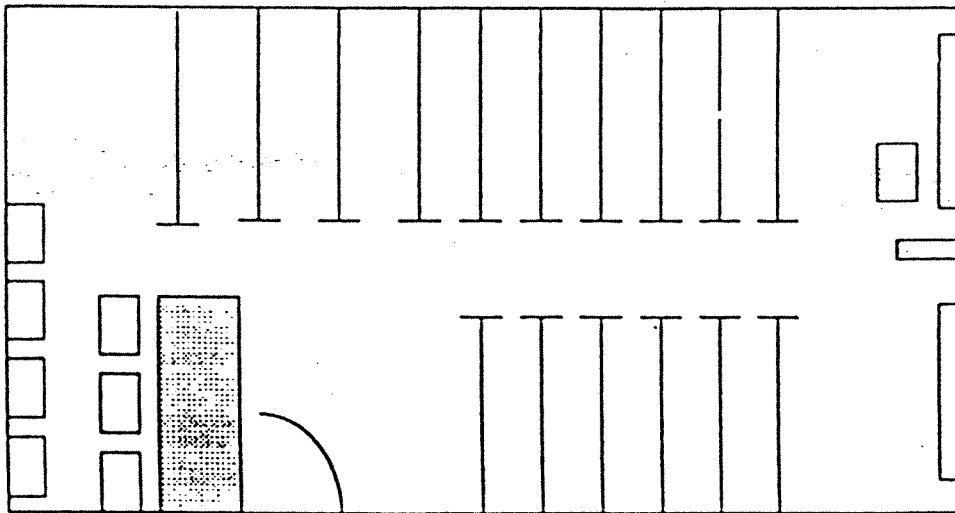


DIAGRAM B

Table for
communion
elements.

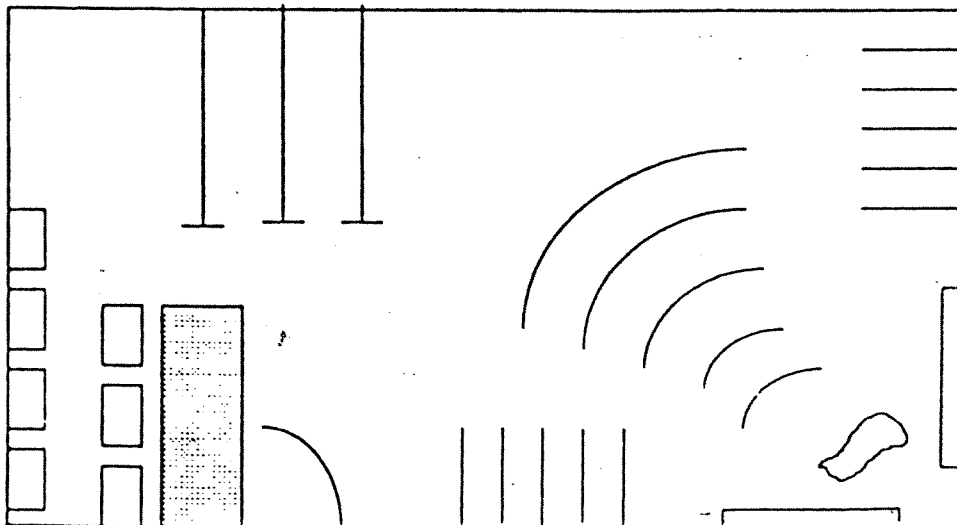


DIAGRAM C

Set up Cross in
corner and set up
prayer posters,
pillows for those
doing prayer
palanca, votive
candles, etc.
This set-up
allows the best
view of prayer
palanca team.

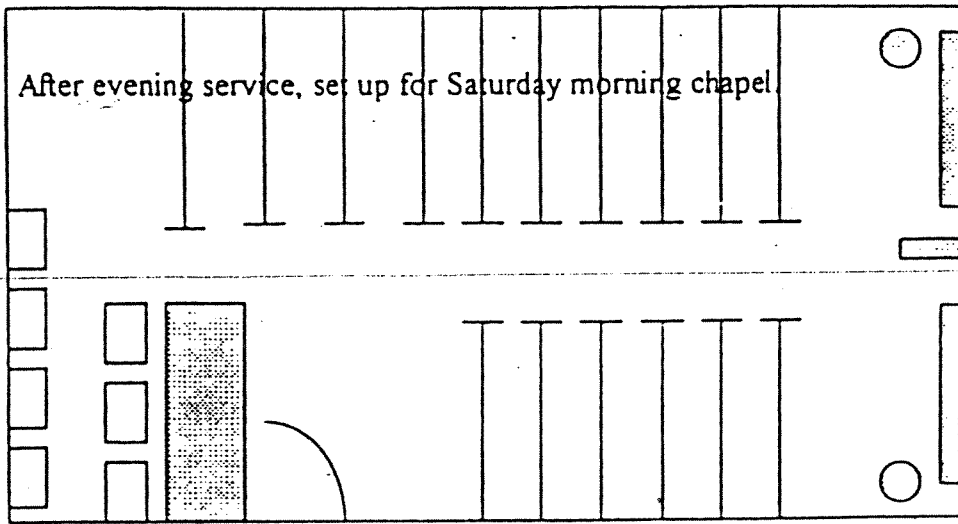


DIAGRAM D

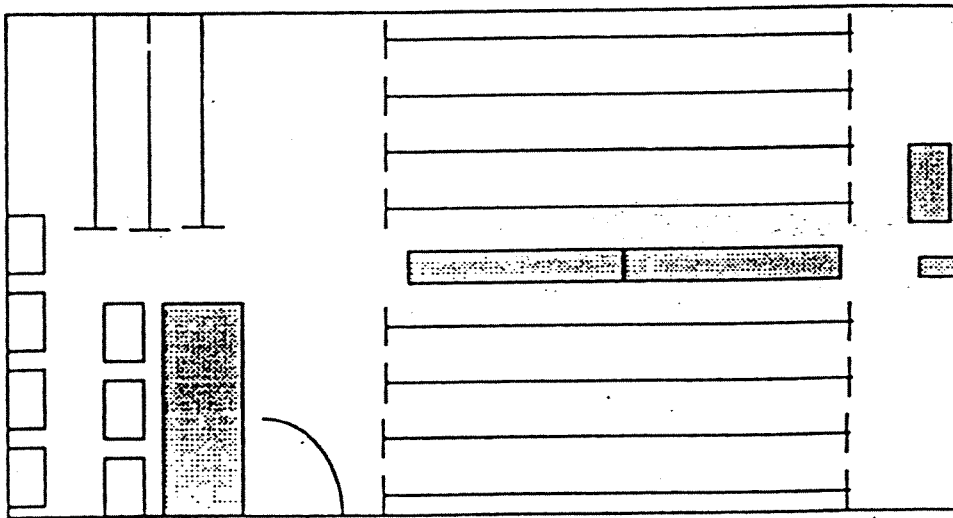


DIAGRAM E

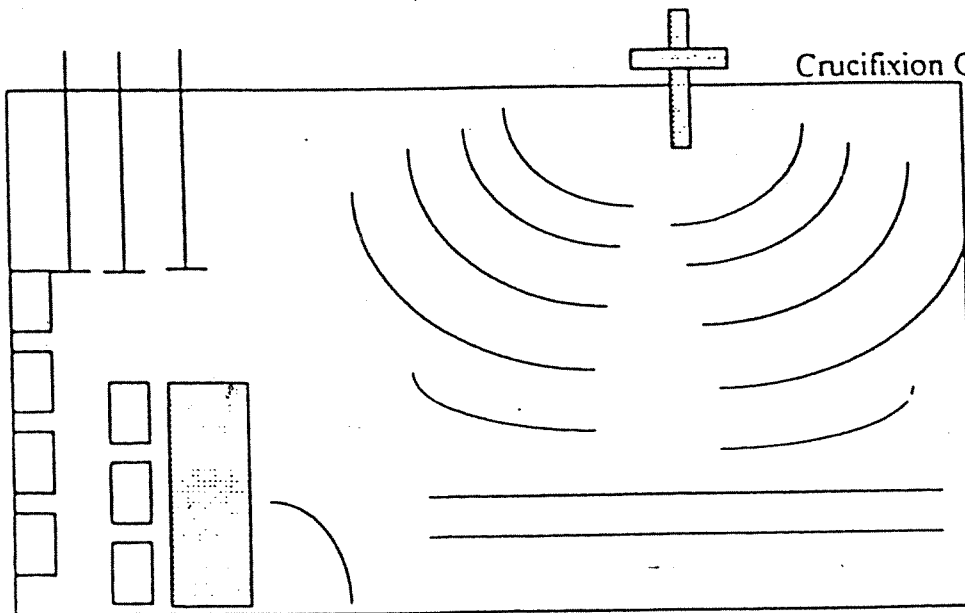


DIAGRAM F

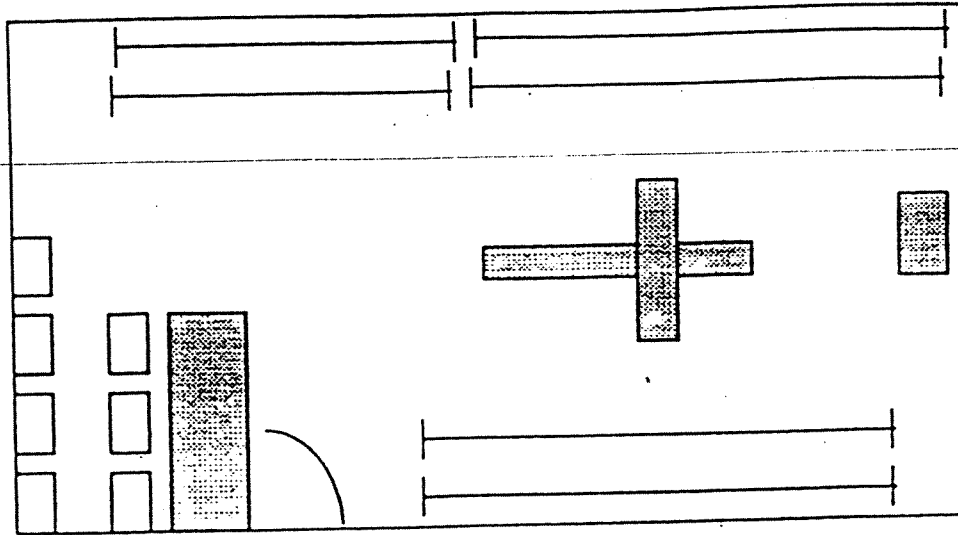


DIAGRAM G

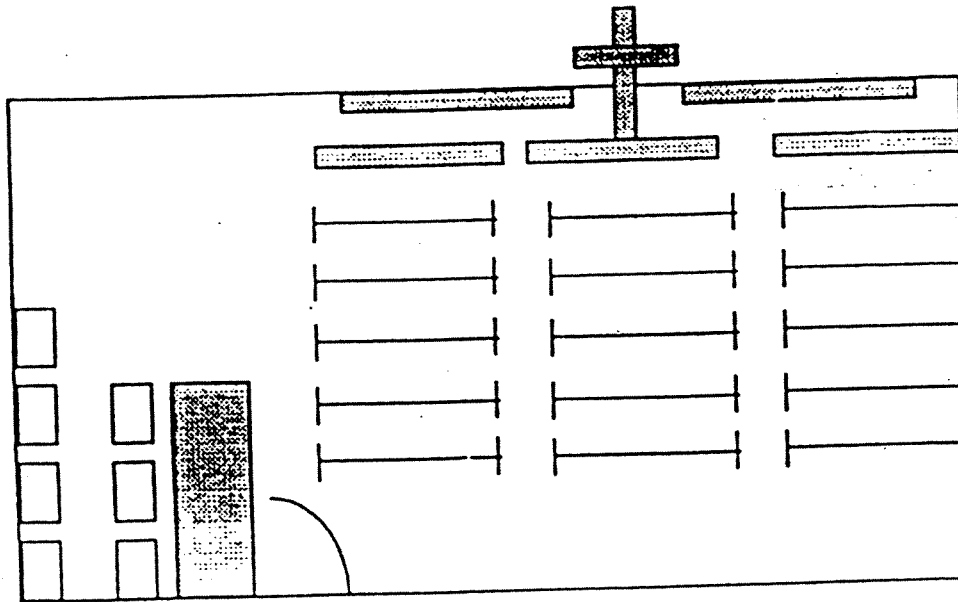


DIAGRAM H