

ASSISTANT HEAD CHA JOB DESCRIPTION

You will be the right hand man/woman to the Head Cha! You should be very involved in all aspects of team meeting and weekend preparation. The following are general guidelines. Every team is different so your role may vary to some degree. The Rector should meet with the Head and Asst Head Cha to clarify what she expects for this team. Communication before and during team meetings is essential. What is decided during these discussions will set the tone for the entire weekend. It is crucial that you attend: every meeting that is called by Rector or Head Cha if requested to do so, EVERY TEAM MEETING, the Joint Team Dinner and Wednesday night set-up (if necessary-consult w/Head Cha about this), and by early to mid-afternoon Thursday.

Before team meetings begin:

Become thoroughly familiar with every cha job description and the weekend schedule before the first team meeting and discuss possible scenarios with the Rector to determine what her preference would be in certain situations on the weekend.

Since it will be **your responsibility to handle the collection and disbursement of monies** for this Tres Dias, consult with Head Cha about up front costs of copying, etc. for team roster books, talk outlines, critique sheets, etc. These expenses will be incurred before team meetings even start.

Devise a good record keeping system for collecting team and weekend fees during team meetings. In addition, it is a good idea to put envelopes in the pocket of team books, one for team fee, one for weekend fee, with the team members' names on them, and, if desired, one for scholarship monies. This cuts down on the possibility of fees getting misplaced or recorded incorrectly. You may consider doing a spreadsheet or record listing each team member and include not only the collection of monies, but also the collection of information sheets and team orientation books referenced below.

Please remember that Spiritual Directors are not charged a weekend or team fee.

Determine portion of team fee monies that will be given to each section and to Rector. A suggested budget is at end of this job description. Discuss this with Rector prior to team meetings so there will be unity in the decision and answers prepared when asked. Typically \$200-250 is allotted for the kitchen. A small amount may be needed for the Dorm, Chapel and Palanca. Make sure you reserve money you will need for Joint Team Dinner and Celebration Dinner, if those are planned. If there is money left over after all those things are covered, consider allotting the remaining amount to the kitchen, as they are the ones who typically have the most out of pocket expenses. It should never be expected that team members spend more than their team and weekend fees in serving on a weekend. **It is essential that you obtain receipts for expenses that you reimburse to anyone**, so that you will have a full accounting of all expenditures. Unless, someone wants to donate their own funds for something special, every

area should stay within their budget. Any monies left over after everyone has been reimbursed should be turned into the Secretary/Treasurer of the Secretariat.

A calling card is provided for you by the weekend couple to be used on weekend for calling 4th Day Couple to update team and candidate roster, for palanca chas' use in obtaining family letters from sponsor, for general assistant head cha use in connection with weekend.

Remind Head Cha to plan on your making an announcement each week concerning the collection of team fees so that she will always include that in the meeting agenda.

Assist the Head Cha in making up the team roster books and nametags. Some questions to ask:

Who will pay for team roster book covers? These may be donated or they may be paid for from the team fee.

Who will make the copies for the team roster books, the talk outlines for rollistas, the short critique sheets, and short critique sheets to put in team roster book.

Who will type and copy announcement sheets for each team meeting that shows changes in team, corrections and announcements of upcoming events.

Who will prepare agenda for each team meeting? Agenda to be given to heads and spiritual directors, and anyone directly involved with the agenda, such as those making announcements, doing opening prayer, meditation, prayer palanca, and rollos.

Tip: It would be a good idea to put 5-7 of the short form critique sheets and a few blank sheets of paper for note taking, into the pocket of each team roster book, as well as applicable cha job description, and copy of cha-cha general instructions for chas' team roster books. This will eliminate the need to pass them out at the meetings.

Obtain from rector at least one copy of each talk outline, a copy of the long form critique sheet and the short form critique sheet (if you have not included the 5-7 copies in the team roster books). You will need these to make copies during the course of team meetings.

Team meetings:

Arrive well in advance of start time of meeting each week in order to get organized and help out with setting up.

It is helpful to take supplies to each meeting which may come in handy: masking and scotch tape, pins, scissors, markers, construction paper, pens, pencils, notepaper, matches.

If responsibility delegated to you, prepare enough announcement sheets each week for entire team and place on every chair or in a stack at welcome table with nametags to be picked up. Stack previous weeks' announcement sheets on welcome table each week.

Each week, **find out from Rector in advance** those team members **to whom she would like for you to give the long critique sheet**. You will also need to be prepared to **give those individuals a copy of the Rollo Outline as well**. The rest of the team uses the short critique form and no outline is necessary for them. Be sure to come to each meeting with enough **copies of the Rollo Outline, the long critique sheets (and the short critique sheets for everyone else if you do not have them in team roster book.)**

Collect all money. Keep Head Cha and Rector informed as to the status of fees paid. Pay team expenses from the team fees (not the weekend fees). Announce that all team members are asked to have all fees in to you by the third meeting. Talk to those individuals who have not paid by then. Be persistent but understanding. Keep careful records of who has paid team fees, weekend fees. Handle all scholarships, announcing the need for scholarship funds, maintaining confidentiality of course! You may want to pass a basket around during "announcement" time for people to make contributions for those who do not have the money to pay, or you may use a scholarship envelope as mentioned above. Remind the team that it is an opportunity and honor to be called to serve. And with that privilege they have made a commitment to the team and to God. If He has called, He will supply! This is a positive approach. Please note: When the secretary/treasurer visits the team meeting, he/she will pick up all weekend fees collected at that point. If anyone needs to have a check held until a certain date, hold it back or give to secretary treasurer with a note to hold it until then.

You may be asked by the Head Cha to collect **information sheets**. If so, collect an information sheet from every team member and keep those current with each drop-off and each new team member. Data base manager will provide information sheet when he/she visits the team. Team members will complete and return to head cha. Head Cha will give these to 4th Day couple when they visit the team (usually the last team meeting). If there are any additions to or deletions from the team after the information sheets are turned over to the 4th Day couple, it will be the responsibility of Head Cha (or yourself if you have been given this task) to furnish information of new or deleted team member (as soon as possible) to 4th Day couple. This information is used for weekend roster, therefore it is important to make sure you have one for every team member, including any last minute ones.

As soon as the rector obtains a copy of the weekend **script**, you should get a copy of it yourself to use on the weekend. Go through the schedule and script and incorporate times from schedule into the script for easy reference.

Review the cha job descriptions once more. You need to be very familiar with them all since you will be asked questions on the weekend. Also, be equally familiar the weekend schedule for the same reason. Upon familiarizing yourself with these, make a note of all your questions and get them answered beforehand so that you are prepared.

Weekly, make **announcements** about team fees, possible need for scholarship funds, return of team books before last team meeting, and turning in of information sheets if that has been assigned to you.

Items to Bring on weekend:

In addition to your schedule and script, you may wish to bring a small table and lamp for your use outside rollo room door. You may also wish to bring a bell to get candidates attention in dorm rooms. Coordinate the bell with the dorm chas who may arrange to provide one if you do not.

The Weekend:

Make sure the Storeroom Chas have their **inventory** for Pilgrims Guides, Growth Guides, and Tres Dias crosses, posters, markers that are usable, as well as all other supplies before weekend begins. Make sure Chapel Chas have “Every Mans Way to the Cross” books and other chapel box supplies.

Before candidates arrive on Thursday evening, **make sure that every cha area is ready** and organized as necessary for weekend.

Upon their arrival Thursday evening, **synchronize your watch** with the Rector’s, Head Cha’s, and Gophers’.

During entire weekend your **chas should always know where to find you**. Stay in predetermined area, where you are very visible, usually outside rollo room. You can arrange to have a little table with a lamp and chair there. When the candidates are in the chapel, however, you should be outside the chapel door.

You can use Floater/Supply and Storeroom chas, to run **errands**. Make sure they are not supposed to be doing something else before you ask them to leave. Ask the Cha who will be running the errand (typically it will be the Head Floater), to check with all Heads for any needs they may have before they leave. This should cut down on the number of trips.

When candidates move from one place to another, you need to make a **headcount** and let the Head Cha know when they are all where they should be. You'll need to know that all candidates are accounted for before rollos or chapel services begin. (This means keeping a **close eye on restrooms** - Storeroom and Dorm Chas can help). Remember, no activity should begin until all candidates are present (except in unusual circumstances when one might be in a lengthy counseling session and the Rector decides to go on).

Throughout weekend you are responsible to make sure that:

Storeroom has supplies ready to be handed out to table chas

Gopher Chas have pulled rollista and prayer palanca team

Chapel Chas are ready for each chapel visit

Kitchen is ready for everyone to arrive for meals. Keep them informed of changes in schedule. Also let them know 30 minutes from mealtime.

Chas line halls when candidates are moving from place to place

Palanca is brought into rollo room as directed by Rector and Head Cha.

Handle any unexpected situations that arise.

Constantly review schedule, anticipating what needs to be done ahead of time

Be in **constant touch with Gopher Chas**, keeping each other posted as needed. If small amounts of time need to be made up outside the rollo room, determine how to do this with your gopher chas. If time needs to be made up IN the rollo room that will effect a change in schedule, the Rector and Head Cha will determine how that will be done and should let you know.

If a problem arises that you do not have an answer for, consult the Head Cha.

Keep your copy of the weekend schedule and script with you at all times, filling in and adjusting actual times as you go along.

The **Saturday evening serenade** can be hectic. Always stay ahead of the game by asking chas to help you. The team will be excited with anticipation, but jobs must still be done. Make sure someone is in the storeroom and palanca room as serenaders begin arriving. A rollo is usually taking place around the time they begin arriving and confidentiality needs to be preserved from those coming in from the community (even women from the community that are not on the team). Even well intentioned community members need to take care of their business (such as palanca drop-off, etc.) **outside the building. Speakers** in the palanca room, storeroom and kitchen **should be turned off as serenaders begin to arrive.**

When you make announcements at serenade and also at closing, please remind people that **children and babies are not allowed at serenade and closing**. Please follow-up to see that this policy is carried out. If there are those not adhering to this policy, please look for a Secretariat member to address the person or persons individually.

Saturday evening have **table chas**, as they are cleaning and straightening up, **consolidate things on tables as much as possible and returning containers to palanca chas**

Sunday afternoon:

Have **table chas further consolidate** things on table, returning any containers to palanca chas that might be left.

Give **instruction to Setup/Take Down** team as needed. Be familiar with their job description as much as you are with anyone else's. **ASK THE HEAD TO PLEASE REMIND ALL OF HIS TEAM TO HONOR THE CLOISTERD WEEKED BY NOT LISTENING TO ANY ROLLO (INCLUDING THE RECTORS). TO DO SO WOULD BE IN VIOLATION OF THE CLOISTERED WEEKEND. THANK THEM FOR HELPING TO KEEP THE INTERGITY OF THE CLOISTERED WEEKEND BY HONORING THIS REQUEST.**

Make sure all is ready for closing. Are the two questions on the podium?

When you make announcements to the community before closing begins, please remind people that children and babies are not allowed at closing. If there are those not adhering to this policy, please look for a Secretariat member to address the person or persons individually.

Coordinate with head cha, which one of you will take home the "lost and found" items that, have been left at end of weekend. They should be brought to celebration dinner.

You are not to leave the campground until the final "walk-through" is taken with the Weekend Couple. By that time every area should be cleaned and everything put away.

SEE NEXT PAGE FOR SUGGESTED BUDGET BREAK DOWN FOR TEAM FEES

SUGGESTED BUDGET BREAKDOWN FOR TEAM FEES

Amount to be Collected	\$1140.00
(Collected from 76 team members Spiritual Directors are not included)	
General Expenses	
Artwork	\$ 75.00
Rector's Bell	110.00
Team dinner	<u>60.00</u>
TOTAL	\$245.00
Kitchen	\$260.00
Includes paper products for team meetings, Weekend decorations, and expense of celebration dinner	
Chapel Chas	\$35.00
Includes votives, flowers and other minor expenses	
Dorm Chas	\$35.00
Includes signage for beds and luggage tags	
Palanca Chas	\$25.00
Tape, labels for mail boxes & rubber bands	
Heads	\$100.00
Includes postage, printing and production of Team books, all copying	
Built in cushion	\$440.00

The above is only a guideline. Each team and their access to resources such as copying, printing, and supplies etc. varies with each weekend. Encourage service areas to use things from home and not spend money unnecessarily. Urge teams to be resourceful. **NO team member should be expected to spend ANY money above the weekend and team fees.** However, our budget is tight, so spending must be minimal. If a team member's expenses go outside the budget, you may not be able to reimburse them. **Let them know this in advance so they are forewarned.**