

Guidelines for Head Cha

The following information is intended to be a resource for persons selected to be Head Cha for the Tres Dias of North Georgia movement. Although persons who served in this area on previous weekends prepared this document, it is not intended to be a fixed blueprint, nor should it substitute for the leadership of the Rector or the Holy Spirit. It is merely a broad framework to assist in planning and anticipating the many details which will make up the entire process of preparing for the weekend; pre-team meeting planning, team meetings, campground preparation and the weekend itself.

The Head Cha will be the right hand to the Rector. This main area of service will be to be a prayer partner and close confidant during the team preparation, team meetings and during the weekend. Prior to the weekend, you will assist the Rector in any area that is required. One area of responsibility will be to serve with the Assistant Head Cha in training the team members in their various duties. Another is to see that all the necessary printing of books, forms, maps and nametags is scheduled in time for the meetings. Another is to arrange for any dinners before and after the weekend.

Six to Eight Weeks Before Team Meetings Begin

Some rectors meet one or more times with their head cha and separately with other leadership chas. Other rectors hold one or more meetings in this time period that include all leadership chas (head cha, assistant head cha, head kitchen, and assistant head kitchen). Others communicate primarily by phone. Whether by meeting or by telephone, the following is a list of information which will assist the head cha in advance preparation for team meetings and the weekend:

Decisions/Direction from Rector to Head Cha

1. Theme and scripture of weekend. Particular wishes of Rector in carrying out the theme.
2. Discuss job descriptions for entire team. Discuss in particular the role of head and assistant head cha and the specific duties of each, both during the pre-weekend meeting time, and the weekend itself.

NOTE: In addition to discussing with Rector the responsibilities of each leadership cha, it is a good idea to either meet with the assistant head cha or talk extensively by telephone. You need to develop a good working relationship with this person, have him/her involved in all steps of the preparation for the weekend so that he/she is fully ready to assume his/her responsibilities for the behind-the-scenes coordination of the actual execution of the weekend and its myriad of details. This person is also an important resource in delegating some of the duties of preparing for team meetings, and also as your backup in the event illness, etc., prevents you from carrying out any of your responsibilities.

3. Structure, schedule, format and setup of team meetings.
Number and location of team meetings.

Setup needs for team meetings: chairs, blackboard, paper, tables, lectern, easel, microphone, etc.

Where are section meetings to be held (break up into groups in the main room versus reserving extra rooms for section meetings)? Which meetings to include communion? How many rollos per meeting? Who supplies rollo outlines and critique sheets? How many needed? Who will reproduce? Will team be subdivided into sharing groups? Will there be an established prayer chain for prayer requests in between meetings? Include prayer chain or sharing groups in team booklet?

Does rector want to have weekly announcements printed and distributed? If so, who will prepare (rector, head cha, other)? NOTE: Some past weekends have found this to be a more efficient method to handle such housekeeping items as correcting mistakes on the team list, notifying of new members to the new team, circulating prayer requests (particularly for rollistas for the next week) and giving other general announcements concerning upcoming events: serenade, reminders on palanca, etc.

Even team members who come late then have all announcements. Saving extra copies each week also helps update team members who miss a meeting.

4. Each service area performs their tasks at team meetings (e.g., palanca chas distribute palanca, kitchen chas handle setup and cleanup of refreshments, chapel chas set up communion, etc.). This helps team members get used to working together, familiarity with service area, etc.

One To Three Weeks Before Team Meeting

1. Name tags for team meeting

2. Team book ready? If made by head cha, rector, or someone else, check against the following optional elements:

- Team list, including name, current address and phone number
- Theme and scripture of the weekend
- Schedule of time, date, place of all team meetings and related functions, including pre-weekend joint team dinner and post-weekend celebration dinner, dates of companion weekend, serenade, etc.
- Dates of weekend itself
- Prayer palanca assignments and rollo schedule for team meetings
- Assignment of greeters, open meditation and prayer for team meetings
- Song sheet
- Prayer request list/prayer request form
- Job description (some teams hand these out at later section meeting)
- Copy of meditation from page 14 of Pilgrim's Guide
- Refreshment assignments for team meetings
- Envelopes for payment of weekend fee and any miscellaneous fees
- Prayer chain lists
- Assignment of team members to sharing groups
- Blank paper for taking notes

NOTE: Because of additions and changes in team, make sure there are plenty of extra team books duplicated (10 - 15 extra is not unreasonable to allow for new members and lost booklets).

1. Set-up materials for podium: Table cloth, candles, candleholders, matches, cross.
NOTE: If two rollos are to be given simultaneously, you will need a double set-up for the location of the second rollo, including two small crosses for rollistas to hold.)
2. Concept of sign-up table for first team meeting. Materials to be handled include: name tags, Tres Dias team books, team books and any materials which must be distributed to entire team. Suggestion: Names on team books provide means of knowing who missed meeting, and who needs to pick up materials at next meeting.
3. Provisions for palanca (It is in the Palanca cha job description for her to bring a basket to team meetings however, you may want to remind her).
4. Personal contact with all chas by note or phone call. (Optional)
5. Division of first team meeting duties with assistant head cha. Clear understanding of role of each during team meeting process.
6. On team meetings where there will be communion you may need to remind the Head Chapel Cha to bring the elements for communion (juice and bread). Also plate,

goblet and napkins (this is in the chapel cha job description should they need to refer to it). See if rector wants music cha prepared for special music.

7. Head cha should have planned at least a general outline of material to be covered during section meeting with chas at each scheduled team meeting.

TEAM MEETING SUPPLIES

1. Name tags
2. Team books
3. Song sheets (do not violate copyrights)
4. Prayer palanca sign-up sheet
5. Copies of duties and responsibilities of various positions
6. Meditation sheet (page 14 of Pilgrim's Guide)
7. Refreshment assignments, coffee urn, etc.
8. Envelopes for team fees
9. Blackboard and chalk for prayer needs
10. Rollo outlines and critique sheets

GENERAL SUGGESTIONS ON CONTENT OF CHA SECTION MEETINGS

How the head cha conducts the section meeting is very much a matter of personality and preference. The same material can be covered using a variety of approaches. Accordingly, this outline and narrative will hopefully only be a skeleton of topics, which may be covered. How the material is organized is very much at the discretion of the head cha who is chiefly responsible for training that group of servants.

It is a good idea in the first section meeting for the head cha to briefly outline the duties of the rector (including a general description of the selection process by the Secretariat and that he/she answers to the authority of the Secretariat). He/she should then explain his/her own responsibilities as head cha and those of the assistant head cha so that the "chain of command" is understood by all chas. Although this may seem elementary, new team members will not automatically understand this information just from attending a weekend.

The head cha will be in charge of the cha section meetings and will probably do the bulk of the planning and conducting of the section meetings. Certain portions of the meeting, however, can be the responsibility of the assistant head cha (things such as announcements relating to his/her particular responsibilities or special training with which he/she may assist).

The assistant head cha will essentially be in charge of all behind-the-scenes details. He/she will probably give the most direction to and have the most interaction with chas on the weekend itself. It is important that his/her leadership role be explained and reinforced by the head cha as the team meetings progress. The assistant head cha needs to develop a working relationship with all chas.

On the weekend, itself, the assistant head cha will handle instructions to, and questions from, all other chas. However, he/she will coordinate all activities and serve as the main contact point with the head cha. Chas should be told that on the weekend, they should direct all questions to the assistant head cha who will then either handle the situation or take the matter up with the head cha. On the weekend, the assistant head cha should be the initial contact point for the chas. During the team meeting process, however, the head cha has primary responsibility for the training and supervision of the chas.

In preparing material for presentation at the section meetings, it is important to remember (and best to assume) that new team members will enter this experience with very little knowledge. Thus, even though it may be repetitious for experienced team members, all section meeting must cover even the most elementary details and expectations of the chas. For example, the head cha cannot assume that all chas know such things as no crosses are to be worn until after the Piety talk. Be ready to go over every detail of every activity when discussing the duties of the chas. Likewise, allow time for and encourage questions as you go over your material.

In your early sessions with the chas, it is a good idea to affirm the vision God has given the rector for this weekend. You need to differentiate this weekend from all others - to establish the uniqueness of the weekend, and the uniqueness of the men/women whose hearts are being prepared by the Holy Spirit for this weekend. You can do this by pointing out that there are many ways to do things - and that on this weekend, things may be done differently than they were done on their weekend or any other weekend. Encourage team members to be flexible and open to changes, and to view the weekend as a unique experience.

What follows are some specific suggestions concerning material, which should be, covered during the cha section meetings:

1. Spiritual overview of the role of the cha in the weekend. Explanation of anticipating, servant hood, and the scriptural basis of these elements of the weekend provide the spiritual perspective of the various jobs. Include the explanation of interrelationship between the cha role and that of rector, leadership chas, candidates, professors, kitchen, etc. Also the spiritual perspective of the importance of the most menial, insignificant and almost unnoticed task in the overall tapestry of the weekend - the working of the Holy Spirit in even the smallest gesture.

This overview should help the cha know how they are to interact with the candidates and other team members. This includes such elements as friendliness, acceptance, exhortation, empathy, gentleness, forgiveness and self-control. Chas should understand some of the tension that is associated with team service, and be cautioned that the loss of sleep may also affect how team members interact with each other and the candidates. For example, not to over-react if an answer from another team member seems rushed or blunt; not to be defensive if asked to change a course of action or if the schedule must be altered; to neither be judgmental nor pushy with any candidate, but rather to just let things flow. Caution team members to be sensitive to the needs of the candidates, but not to be overly solicitous. Candidates also need some "space".

2. Physical overview of the role of the cha in the weekend. A detailed explanation of the specific responsibility of each service area and the interrelationship of these

service areas. In preparation for this, you may wish to review the printed job descriptions. At least by this point, each team member should be furnished a copy of their job description. Emphasis should be given to understanding both the division of tasks and responsibilities on the team to prevent overzealous duplication of efforts and also to the need for cooperation among all service areas. This naturally opens the discussion to the great maxim of Tres Dias: flexibility.

Ground rules of conduct and attitude can be reinforced and discussed (even things as basic as use of the phone on the campground, leaving the campground, interacting with the community as they visit the campground, always sitting near the back of the room so they can be the first out of the room, not leaving any service area "uncovered", always keeping the section head informed of where you are so you can be easily contacted and section heads keeping the Assistant Head cha informed, locking/unlocking doors, who has access to keys, conduct during serenade, etc.) The physical overview can also include a brief outline of the physical facilities and where each service area will be working.

3. Detailed description of each day of the retreat, including the spiritual purpose of each day and the physical tasks, which must be accomplished that day. Some head chas have devoted one section meeting to each of the four total days of the retreat and using the published schedule, walked the chas through that day from beginning to end, explaining the responsibilities of the chas.

The discussion of Thursday should include the expected time of arrival of team members at the campground that day, designation of with whom they are to check in, what duties, if any, will be expected of each service area, settling into the dorm, set-up responsibilities, arrival of candidates, send-off, reception, etc. Such a discussion permits assigning specific tasks to certain team members and clarifies to each cha what important events they must be prepared for and what is expected of them. Chas assigned to send-off should know where they are to be stationed, what their duties are during the registration of candidates, what they are to do once their tasks are completed. All chas (except those needed in the reception) are to help unload the bus and put candidates luggage in the appropriate dorm room. When this is finished, all chas are to attend the reception. Cha Chas (except kitchen chas) will be introduced at the end of the reception.

Thursday's task breakdown is at the discretion of the head cha, but some elements to be considered are the following: chas to direct where the candidates are to be dropped off and register, chas to pick up and tag luggage of candidates, to be responsible for nametags, and to be responsible for palanca.

If the head cha chooses to train the chas by carefully reviewing the activities of each day of the weekend (for example using one section meeting for each of the four days of the weekend), the obvious outline for such an approach is the published schedule and/or the rector's script. From these, the head cha will prepare his presentation to the section meeting. (Note: Even if Wednesday setup and Thursday are discussed in earlier section meetings, however, these probably will have to be reviewed close to the end of the team meetings as these dates approach.)

Chas should likewise be advised of their responsibility to see that their service area is cleaned up at the close of the weekend on Sunday prior to departure from the campgrounds. In the past, there has been criticism of the departure of team members before the campground was cleaned up. Accordingly, chas need to know that while the set-up crew will assist in take-down after the weekend, this does not relieve the chas of their responsibility for seeing that their area is "cleared" by the Secretariat member in charge of seeing that the campgrounds are left in better condition than when we came.

4. Training on tasks, which may need additional explanation beyond the overview of previous meetings. These may include discussion of walking and conversing with candidates that appear to be alone; when to light and blow out candles for rollos; table seating by table chas; distribution of palanca bags on Sunday, etc. The asst. Head cha may work separately with some service area in this training, rather than having all chas present for all training. However, this at the discretion of the head cha.

5. Presentation of numerous announcements which may have to be repeated several weeks in succession:
 - a. Completion of general palanca letters and the importance of getting them in early.
 - b. Importance of early completion of individual palanca letters to each candidate. Emphasize the pitfalls of trying to write or finish these during the weekend. Make sure letters are given to the palanca chas in alphabetical order, and that they are in by an early deadline (e.g. by Saturday noon of the weekend).

FINAL PREPARATION FOR WEEKEND

The final preparation for the weekend for the head cha involves a detailed review of the schedule and/or rector's script. From this document, the head cha will prepare the final checklist of all details. Even if the responsibility for a supply or item is not a specific duty of the head cha, it is the head cha's responsibility to see that the detail is being handled by someone or by some service area. This may involve items as minute as how are the lights going to be dimmed during the reading by the spiritual director to how are the letters from other communities going to be delivered to the campground in time for their use in the Spiritual Director's rollo.

There is no substitute, however, for a careful reading of the script or schedule to create this list. As discussed above, reading of this document early, as part of preparation for section meeting training sessions, is indispensable in preparing yourself and the rest of the chas for the events of these days.

MISCELLANEOUS SUGGESTIONS

The following are some additional miscellaneous suggestions for head chas.

1. Have a clear understanding with the rector on what to do in case of illness of any team member or candidate during the course of the weekend. Make sure chas understand the rector's feelings on this.
2. Discuss with chas how to handle the following situations: if a candidate wants to leave the rollo room for any purpose at times other than break times; and if a candidate says he/she wants to be alone.
In most cases, candidates may leave to go to the bathroom if they so request, but should be escorted by a cha. However, it is important not to be punitive to candidates on this matter, but rather to handle it gently and discreetly. Candidates should not feel they are being "guarded".

If a candidate wants to be alone, assure them there will be time for this later, but encourage them to abide by the schedule for the time being. If they insist on their

request and refuse to wait until later, then the matter should be discussed with the head cha and rector.

3. One method of tagging luggage is to color coordinate the tags placed on the candidate's luggage with a color assigned to each of the two candidate's rooms. This helps to efficiently get them to the right room when being transported.
4. Team members should be reminded that they are on the weekend to serve, and that they are not candidates, in the sense that they should not be demanding of kitchen chas during meal service. They should not expect to be able to hear all of the rollos or necessarily be present for each activity of the weekend. **The important point here is priority of their responsibilities.** If time permits and a cha's service is not required, and with the approval of their section head, any team member is welcome to hear a rollo, attend chapels, etc. Their service and their self-sacrifice is their offering of praise. They should defer to the needs of candidates, and permit the kitchen chas to serve the candidates first. In addition, they should not request special drinks or snacks. If a team member has a special need of a drink or snack that is not part of the regular supplies of Tres Dias, he should bring his own supply of this product.

HEAD CHA RESPONSIBILITIES

Pray for rector, team and candidates

Understand and communicate the vision God has given the rector for this weekend and assist him/her as needed

Coordinate with assistant head cha in training the chas for their service areas.

Familiarize yourself with each cha job description and ask rector for any specific requests and preferences he/she may have concerning each service area.

BEFORE TEAM MEETINGS BEGIN:

Purchase rector bell and have it engraved (usually \$110, money supplied by the team)

Compile **team books** to distribute at first team meeting. Include the following:

Team meeting schedule (who will do opening prayer, mediation, rollos to be Given for critique, prayer palanca, and greeters, decided by rector)

Refreshment schedule (head or assistant head kitchen provides this)

Applicable job description or information in individual team books

Palanca information sheet

Sample of general palanca letter

Prayer palanca guidelines

Meditation (page 14 of Pilgrim's Guide)

Words to theme song (obtain from rector)

Fee envelopes (team fee - \$15, weekend fee - \$100)

May also want to include the following:

Map to campground

Campground layout

Information about joint team dinner and/or celebration dinner

Short form critique sheets for rollos

Some blank pages for notes and prayer requests

Prepare **nametags** for team and candidates, asking rector for preferences as to size, style, and differences in team and candidates.

Arrange for **head table to be decorated for each team meeting** – this can be delegated. Also, arrange for head chapel or other designated person to decorate **table in auxiliary "chapel"** for the second rollo critique at each meeting where two rollos will be given.

Find out in advance from rector to whom he/she would like for you to give **long critique sheets w/outlines**. This may vary with each talk given for critique. These people will probably be his/her BUR, other ex-rectors, and a few other experienced team members who have given talks before.

Attend **professors meeting** and assist rector as needed. Remember to invite Rover, BUR, and Spiritual Directors.

Attend and assist or lead **sub-section head cha meeting**. Invite Rover and BUR. Assistant head cha should help you. This meeting may be held jointly with all sections together or individually with each one. Hand out job descriptions, explain any specifics pertaining to their individual areas, and allow time for questions. Rector may explain his/her vision. Pray together.

Notify secretariat chairman of time, date and location of first team meeting. He will come to introduce rector at the start of meeting.

BEFORE AND/OR DURING TEAM MEETINGS:

If your team is having a **joint team dinner**, coordinate with the men's/women's head cha. Usually the women set up and the men clean up. Both teams split the cost of decorations and paper goods, approximately \$60, to be reimbursed from team fees. Make joint decision about location, date and time. Food is usually potluck. Program usually includes fellowship, dinner, introduction of men's and women's rectors, presentation of rector bells, each rector's introduction of their team, each rector briefly sharing their scripture and vision. Worship and communion conclude the evening. Coordinate this between men's and women's music chas and spiritual directors.

Plan decoration (or delegate) for head table in Rollo room on weekend. It is usually quite simple on Thursday. May progressively add or change each day.

Make sure that **someone will prepare rector's room.**

DURING TEAM MEETINGS:

Every week, **arrive very early** to get set up and organized. Kitchen is responsible for decorating or assigning the decorating of refreshment table and beverage table.

At **first team meeting, call meeting** to order, introduce secretariat chairman who will introduce the rector.

Get with rector concerning **agenda for each meeting**. Agenda is up to rector. A time for announcements should be included for anyone who needs to make them. That usually includes you and the rector, assistant head cha, sometimes head dorm cha, kitchen heads, and any other section heads who may need something from the team. It also may include the prayer chas, depending on how the rector wishes to handle their ministry to the team. Agenda may be typed or written if rector desires.

On a weekly basis, prepare and distribute **announcement sheets** (include roster corrections, prayer requests, announcement of upcoming events and other information.

On a weekly basis, hand out **critique sheets and outlines** as previously directed by rector.

Keep cha attendance. Section heads call absent chas if you did not hear from them prior to their absence. They can ask if they are OK? Prayer requests? **Keep rector posted** about absences.

If possible, write a **personal note** to each of your chas during the eight weeks of team meetings. You may want to do a **little palanca** for your chas at the team meetings and/or on the weekend.

Collect information sheets 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 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.

Lead The Cha Section Meetings:

Pray

Conduct short meeting with all chas as needed. Possible topics include:

Role of Head and Assistant Head Cha (explain difference in roles between Team meetings and weekend itself)

Line of authority on weekend: Team member→Section Head→Assistant Head Cha→Head Cha→Rector. During team meetings, chas may report directly to Head cha.

Give brief overview of weekend schedule (Thursday through Sunday) if Rector does not plan to cover in general meeting. Discuss what is important Each day and what requires special instructions. Give opportunities to ask questions.

Pass out weekend schedule to each section head for and explain that in advance of weekend, they should highlight all that pertains to them.

Divide into sub-section meetings. Sub-section Heads should instruct, plan, answer questions, and pray with their section. This is an ideal time for section bonding. Please note that section heads should be prepared to instruct based on their experience and having familiarized themselves with the job description. You also will have given them special instructions at the sub section heads meeting prior to team meetings starting.

You may want to visit each section meeting over the team meeting time and answer questions, observe interaction, and pray.

Just prior to weekend, make sure candidates' names are written on all their nametags, as well as any last minute team member's.

WEEKEND SET UP:

Supervise Wednesday night activities at Camp of Colors. Rector does not usually come on Wednesday night.

Various section heads should be there on Wednesday night including head storeroom, head chapel, head dorm, and head palanca to set up and make sure their supplies are there. The secretariat weekend couple will be there on Wednesday night (NOT THURSDAY) to make sure you have everything and to give instructions to each section.

Work with weekend couple and section heads to locate and arrange replacement of any missing supplies ON WEDNESDAY NIGHT.

Other chas besides section heads may need to come on Wednesday to assist their section heads.

All areas should be setting up by 6PM Wednesday.

Weekend couple will supply snack dinner.

Set up team will also be there to help out.

On Thursday at 2pm, the remainder of chas should arrive to finish the set up. Supplies will already have been accounted for the previous evening.

Assistant Head Cha should be there at 2PM on Thursday to supervise.

WEEKEND:

Attend sendoff with rector. Bring information sheets for 4th day couple.

Reserve two seats in front of bus for you and rector

If you have a cell phone, you may want to call the Camp of Colors once you are on the road to give them your estimated time of arrival.

Stay with and support the rector in any way necessary throughout the weekend.

Be present at all team meetings, talks, meals, and chapels unless otherwise directed by rector.

Maintain communication link with Spiritual Directors and Assistant Head Cha (or any others) for the rector.

POST WEEKEND:

Give CORRECTED roster directly to secretariat database manager. This information is essential in updating service records.

Head and assistant head kitchen usually coordinate the Celebration dinner. If celebration dinner is planned, a flyer can be prepared to include in packet with roster and picture. It should also be announced in Rollo room.