

RVTD ASSISTANT HEAD CHA JOB DESCRIPTION

Assistant Head Cha (optional: multiple asst. heads)

Start each day with prayer so that you may serve in love, joy, peace and unity of the Holy Spirit.

Rector's Choice : Rectors have the choice of electing up to 3 Asst. Heads. Women's Leader should help with this option in an effort to further qualify rectors.

The Assistant Head Cha is involved in all aspects of team meeting and weekend preparation. The following are general guidelines. The Rector will meet with the Head and Assistant Head Chas to clarify what is expected for the team. Have a servant's heart and respond to the Rector's wishes. 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 of the Rector's request, and EVERY TEAM MEETING.

Prior to Team Meetings:

- Be at all planning meetings
- Discuss Asst. Head roles and understand Rector's vision and necessities of your job.
- Become thoroughly familiar with **ALL** service areas and job descriptions
- Learn what the Rector's preferences are for the weekend
- Create team fee payment work sheet from team list (work sheet provided by Secretariat Treasurer)
- Be available to assist with Professors talks critiques

During Team Meetings:

- Arrive well in advance of team meeting each week in order to set up and be organized for team meetings
- Check with the Head Cha to see where best to set up table for registration and team fees
- You will be collecting for the following:
 1. Team Fees
 2. Scholarship Money
 3. Community Donations if they are offered
 4. Tshirt fees
- Have at all meetings:
 1. team worksheet
 2. pens
 3. badges
 4. markers
 5. basket for scholarship money
 6. hard candy/mints
 7. money bag
- At each team meeting, be available to the Head Cha and assist wherever needed.

Turn in the updated spreadsheet and the collected money to the RVTD Treasurer for deposit.

- Expect to make an announcement each meeting concerning the collection of team fees.
- Keep the Rector informed regarding payment of team fees and the need for scholarships.
- 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. *Some team members will need to pay weekly increments.* A payment schedule can be set up.
- Keep careful records of who has paid team fees
- Pass basket for team scholarship money
- Check with Treasurer for available team scholarship funds
- Remind team that all scholarships are as follows:
 1. Team Member may need to pay a portion of their team fee depending on what is collected at team meetings. The total amount of scholarship will be based on the total amount collected divided by the number of team members needing a scholarship. *(subject to change)*
 2. Remind the team that it is an opportunity and honor to be called to serve. 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.
- Notify Treasurer/Head Cha of the postdated checks.
- Sometimes husbands and wives serve together. In that event, they will need to write separate checks for each one of their team fees. Follow up with the Treasurer on any specific payment issues.
- Make a note of any questions you have and be sure to get them answered before the weekend so that you are prepared

Weekend Setup:

Start each day with prayer so that you may serve in love, joy, peace and unity of the Holy Spirit.

- Be at the campground on Wednesday evening by 6:00 P.M. to help the Rector, Head Cha and all Service area Heads
- Before candidates arrive on Thursday evening, make sure that every service area is ready and organized for the weekend
- Upon arrival Thursday evening, synchronize your watch with the Rector, Head Cha, Spiritual Directors and Escorts and Head Kitchen

On The Weekend:

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- During entire weekend one Assistant Head Cha should be in the Rollo Room at all times (roles for other Asst. Heads can be determined prior to Team meetings with Rector's approval). Other Assistant Heads should be available and in communication with Rollo room. Coordinate with Rollo Room Cha regarding Assistant Head Tables decorations.
- One Assistant Head should be outside or near the chapel door and the bathrooms when candidates are in those areas to keep a head count and to communicate with Rollo Room Assistant Head. You'll need to know that all candidates are accounted for before rollos or chapel services begin.
- Occasionally a candidate may need counseling and will be unable to return to Rollo Room for start of next event.

- If a candidate must lay down in the dorm for medical reasons, do it during a time when they will NOT miss a Spiritual Director's Rollo. *(Always consult with Head Cha to determine how Rector wishes to proceed)*
- Check to be sure that Media Cha has made arrangements to take weekend photo on Friday morning.
- Work with Head Storeroom throughout weekend to determine when and if a supply run is necessary.
- All receipts from the weekend and tax exempt form should be returned to the Treasurer at the end of the weekend

Throughout the weekend you are responsible for:

- Escort Chas to pulled rollista and prayer palanca team.
- Chapel Chas to be prepared for communion and each morning chapel and for the Sacred Moments chapel visit.
- Kitchen to be ready for everyone to arrive for meals. Meal times are written in the Expanded Schedule and are to be adhered to throughout the weekend.
- All Chas to line the walk when candidates move from place to place.
- Palanca Chas to bring palanca into Rollo Room as directed by Rector and Head Cha.
- Handle any unexpected situations that arise. If needed, consult the Head Cha
- Constantly review the Expanded Schedule. Anticipate what needs to be done ahead of time
- Make Rector and Head Cha aware of any upcoming time scheduling issues

SUNDAY:

- After breakfast, remind each section head to pack and do inventory as soon as possible after lunch.
- Check after lunch to see if each area is being packed and inventoried. All inventories MUST be complete before the Rector's "Security in the Fourth Day" rollo.
- All Chas should have their own personal items packed and loaded into their vehicles before lunch
- Prior to the conclusion of the weekend, collect any Heads' and Professors' notebooks that have not already been turned into the Head Cha

Closing:

- Help prepare the Rollo Room for Closing while the candidates are in the Chapel for the presentation of crosses.
- Solicit all Chas and community to help take down the tables and set up the chairs for community. Be sure that the sign with the two questions is on the podium. It may be found in the Rector's script. Members of the community should also be available to help with the Closing set up.

Help clean-up trash after closing and assist with making sure all tubs are stored in the storage room. Solicit men from the community to help stack the chairs by the back walls.

Praise God for all that HE did on the weekend!