

RVTD DORM CHA JOB DESCRIPTION

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

Overview of responsibilities:

Help the candidates to feel comfortable, welcome and lovingly cared for. Report any problems to the Assistant Head Cha. Pray over every aspect of your duties.

Remember, yours is the first face candidates see in the morning and the last one they see at night. You will have an impact because of this. Be ready to allow Christ's love to flow through you and minister His love and grace.

Assist candidates with any of their needs when they are in the dorm area.

Make candidate and team name tags for beds and signs for dorm room doors to identify candidates or Service Area for each dorm. ASSIGN CANDIDATE BEDS - This may done by the Head Cha or Rector, DO NOT ASSIGN TEAM BEDS.

Set up a luggage check-in area at the end of the steps to the candidate dorm. Welcome candidates, tag their luggage and take luggage into the dorm. Direct the candidates and sponsors to the check-in table in the Dining Hall.

Make four LARGE name tags for luggage prior to the weekend. Have blue or masking tape available for bulky luggage or extra bedding the candidate brings.

Put luggage in front of candidates' beds on Thursday evening. Team will help.

Keep the dorm clean and neat throughout the weekend - empty wastebaskets, put out paper supplies, make candidate beds if left unmade, sweep floors, and clean bathrooms, shower and mirrors.

Wake up candidates each day, gently, softly and lovingly.

Set up for coffee, hot water and snacks in the candidate dorm meeting area.

Make sure ALL candidates leave the dorm on time in the morning. Report any problems experienced during the night to the Head Dorm. Head Dorm is to report candidate problems to Assistant Head Cha. Head Spiritual Director may need to be notified of some candidate dorm issues.

Help Palanca chas put out candidate bed palanca.

Line the walk as directed by the Assistant Head Chas.

Have a Dorm Cha sleep in each candidate and professor dorm (if possible).

Stay in your service area each day until all your duties are complete. The Head Dorm Cha should always know where you are.

Dorm chas will be responsible for greeting the serenaders as well as directing them to the practice spot on the campground.

Items to Cover Before the Weekend:

All necessary supplies will be provided by the community or campground. Go over the attached inventory list and make note of anything you might need that is not covered.

Team room assignments: Head Dorm Cha should check with the Rector for any preferences about this. The Rector may want to do all the assigning or chose to let the Head Dorm cha assign all rooms.

You will be given a master list of dorm assignments by the Head Cha for the weekend.

On each dorm door, put a list of the team members by service areas assigned to that dorm.

Make a bed name tag for each team member so they can choose and label their own bed.

Name tags should be easy to read, easy to remove, leaving the surface clean. Use Blue Paper Painters Tape ONLY.

Candidate bed and room assignments: Pray over candidate bed assignments. It is usually wise to separate groups from one church or family members or best friends. Head Dorm Cha should check with the Rector for any preferences about this. The Rector may want to do all the assigning or chose to let the Head Cha assign.

Put a name tag on each dorm door with the candidates name.

Give a copy to Palanca and Assistant Head Chas.

Head Dorm is to get a list of the candidates from the Pre-Weekend couple so they can label candidates beds prior to Thursday night. Keep in mind any physical limitations when assigning bunks. Be flexible and attentive to candidate needs. Rector/Head cha may choose to do the assignment.

Name tags should be easy to read, easy to remove, leaving the surface clean.
Use Blue Paper Painters Tape ONLY.

Assign dorm chas to sleep in candidates' and professors' dorms. Dorm chas are on call for the entire night. Be prepared to have extra supplies (i.e. blankets, towels, washcloths, hairdryer, toiletries, etc.) and be available to attend to any need which may arise in the dorm. Model Jesus!

The Smoker Cha will accompany the candidates to the smoking area outside of the candidates' dorms five times daily: before morning chapel, after each meal, and before bedtime.

Dorm chas are to line the walk in front of the dorms when candidates leave the dining hall. This is to discourage candidates from returning to the dorm. As soon as candidates have returned to the Rollo Room,

Dorm Chas may need to report to the Dining Room to help with the clean-up after meals, while Kitchen Chas eat.

Dorm chas are to stay in the vicinity of the dorm until their tasks are completed. If a Dorm Cha desires to hear a specific Rollo, it must be cleared with the Head Dorm Cha first. Do not leave your service area without checking with the Head Dorm Cha first. Dorm chas may be asked to be the ones to get additional items from town.

Make luggage Tags: Make two (4) luggage tags to match the dorm room and candidate name tags. BE SURE THAT THE LUGGAGE TAGS ARE EASY TO READ AND SECURE TO THE LUGGAGE AND GARBAGE BAGS. Make extra blank luggage tags.

Candidate and Professor Name Tags: Head Dorm must get the candidate name tags from the Head Cha to coordinate with the dorm assignment PRIOR to the weekend.

BE SURE TO PUT A STICKER ON THE BACK OF CANDIDATE NAME TAGS DURING THE TEAM MEETINGS SO THAT DORM COLOR CAN BE CALLED OUT BY RECTOR.

Head Dorm Cha should obtain a copy of Expanded Schedule from Head Cha and highlight everything that pertains specifically to dorm. Also highlight things that pertain to all chas, such as lining the walk. *Head Dorm, be sure there is an Expanded Schedule in the Professors' side of the dorm.

Announce during team meetings any needed donations or borrowed supplies (i.e. pillows, sheets, blankets, toothbrushes, travel size toiletries such as shampoo, soap, toothpaste, lotions, etc.) Explain that borrowed items will be returned (please label clearly), and toiletries will be kept.

Weekend Set-Up

- Head Dorm must know which campground staff person to go to for cleaning supplies. Be sure to get the phone number for the weekend maintenance staff person ahead of time for any need that should arise.
- Make sure there are adequate supplies in every dorm bathroom in every candidate and team bathroom.
- Put one air freshener spray in each stall.
- Put a bar or liquid soap at each sink.
- Remember to furnish the Rector's room, the Spiritual Directors' rooms with the supplies above.
- Make up baskets of toiletries for each bathroom, including a supply of feminine hygiene products. (Women) Have ear plugs readily available in candidate dorms.
- Make sure bathrooms and dorm rooms are clean.
- Report any problems to the Assistant Head Cha.
- Put out light breakfast items each morning for candidates and a basket containing snack items ALL the time for professors with coffee/hot tea, sweeteners, etc. Many people need some food early in the morning to take medicine. Camp breakfast is two hours after wake up time. These items will be provided by the community.
- All needed items are supplied by community unless given as palanca by other team members.

SEND-OFF

The Head Dorm and two dorm chas need to be at the send-off at 4:45 p.m. to greet candidates and tag the luggage.

Have the following items at send-off to tag the luggage:

- Luggage tags (4 for each candidate)
- Extra blank luggage tags
- masking tape and duct tape
- heavy duty black "cinch sack" garbage bags for small items and bedding
- markers
- scissors
- card table for all supplies
- twist ties and string
- flashlight(s)
- If lighting is not good at check-in, bring a bright spot light with long extension cord.

BE SURE THE CANDIDATE NAME TAGS ARE PROPERLY LABELED AND AT THE CHECK-IN TABLE WHERE THE CANDIDATES DROP OFF THEIR LUGGAGE UPON ENTERING THE CAMPGROUND.

After checking the dorm inventory list, the Head Dorm cha should review with dorm chas who will bring any additional items to the weekend. Most everything should come from your own home or be borrowed or already supplied by the community. Nothing should be purchased to meet these needs. Items purchased without authorization from Head Cha will not be refunded.

The following is a list of SUGGESTED items to bring:

- ☐ Tape/CD Player
- ☐ Appropriate CD's and/or tapes (Can request to borrow from other team members)
- ☐ Table coverings and small lamp or other decorative table accent
- ☐ Sharpies/Magic Markers
- ☐ Extension cord
- ☐ Extra coffee pots and carafes
- ☐ Flashlights
- ☐ Other pillow palanca, such as mints, etc. (optional)

On The Weekend:

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

Upon arrival and after greeting candidates, dorm chas and any available community members, will unload the luggage from the car and take it to the candidates' beds before heading to the reception. NOTE: Dorm Chas should pray over the candidates' beds daily.

Guide the candidates to their room to make their beds when reception is over. The dorm chas may choose to wear costumes or pajamas. (Optional)

Starting on Thursday night and throughout weekend, line the walk with other chas whenever candidates are moving from place to place. Position yourself near the candidate dorms to discourage candidates from returning to their dorm.

When the candidates leave the dorm to go back to the Rollo Room on Thursday night, **put up the "Silence" signs.**

Set the example Thursday night by being silent. If you must speak, speak softly. Please refrain from a rude "SHHH!" Silence is to allow for self-introspection and meditation. The silence is an Essential, and a meaningful beginning point of the weekend.

Each night, in candidates' rooms, make sure that lights are turned off within a reasonable time of everyone's returning from evening chapel. One suggestion is to give a gentle warning that overhead lights will be turned off in five minutes. Leave a light on in the restroom area.

The candidates may come to you at various times with needs or questions. Be ready to serve. This is your ministry for the weekend. Do not plan to stay up to make palanca or write notes. Candidates' and professors' dorm chas should be in dorms all night to sleep and be available to help serve if needed.

If you see that someone needs to talk deeply and intimately, do not hesitate to tell the Assistant Head Cha and see that one of you gets a Spiritual Director to come.

Dorm chas are to stay in the vicinity of their dorm room at all times until all preparations and cleaning are complete. It is important that the candidates see that you are there for them when they need you.

You should awaken the professors and candidates each morning. Playing soft music is a nice way to start the day.

The Head Dorm cha is assigned to the Rector, Head Cha, Assistant Head Chas, Back-up Rector, Rover and Spiritual Directors. Check with them about their daily needs (i.e. morning wake-up, etc). In addition, be sure their restrooms are well supplied and cleaned daily.

The candidate dorm area should be cleaned daily. Clean bathrooms, showers, sinks and mirrors, empty wastebaskets, put out paper supplies, make candidate beds if left unmade, sweep floors and clean up the morning coffee area.

The dorm chas that are assigned to the candidates' rooms should not receive any individual bed palanca in their room, since it would be different than what the candidates would have on their pillows. The Head Dorm can check with the Head Palanca Cha about getting any team palanca to the dorm chas.

On Saturday night and again on Sunday morning, remind the candidates that they will need to pack their luggage and leave everything on their bed Sunday morning.

Candidates sometimes accumulate extra items that remain unpacked. Have garbage bags for these extras, label clearly with candidate names.

CLEAN-UP AND INVENTORY

On Sunday morning, collect all the trash in ALL CANDIDATE AND TEAM DORMS. Be sure no toiletries, etc. are left behind in the shower and sink area. Straighten up all areas. **YOU DO NOT HAVE TO CLEAN THE DORMS ON SUNDAY, BUT THE DORMS SHOULD BE LEFT AS NEAT AS POSSIBLE.** Your area

should be completed before the Rector's Rollo, and your own personal items should be packed and loaded in your car before lunch.

Team members are responsible to work with the Section Head to help clean up their service area, inventory, and pack items for storage. Before the Rector's rollo, the Assistant Head Chas will inspect each area to be sure it is cleaned, inventoried, and packed away. On the Women's weekend, help store your service area supplies in the storage room before considering your service area complete.

Before lunch on Sunday, make sure all luggage is on the candidate beds ready for pick up by their sponsors. **BE SURE THE CANDIDATE LISTS REMAIN ON THE DOORS FOR LUGGAGE PICK UP.**

REMOVE ALL NAME TAGS FROM THE BEDS BEFORE CLOSING, but AFTER LUGGAGE IS PICKED UP. BE SURE THE TEAM NAME TAGS ARE REMOVED BEFORE RECTOR'S ROLLO.

At least one candidate dorm cha should be in each candidate dorms to assist with locating luggage before Closing.

Head Dorm, let Assistant Head Cha know if any candidate luggage is not picked up.

***NOTE FOR SATURDAY EVENING TEAM MEETING: Have team to get their candidate luggage before lunch on Sunday if they are taking candidates home!**

NOTE: All Dorm Chas, please continue to pray for all the people in your dorm throughout the weekend and continue until you go to bed on Sunday night after Closing.

THANK you for your loving, joyful, service to honor GOD our FATHER, JESUS CHRIST our SAVIOR, and the HOLY SPIRIT, our GUIDE.