

## ***RVTD ESCORT JOB DESCRIPTION***

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

### **Head Escort Cha:**

*Your main responsibility is to see that professors, Spiritual Directors, and prayer palanca people are pulled at the appropriate times before each rollo.*

### ***Team Meetings:***

*Escort Chas are responsible for pulling rollistas and prayer palanca people at team meetings. Be at the team meetings about 20 minutes early so that you can be familiar with the speakers and prayer palanca team and they can be familiar with you. Find out from the Head Cha where the designated prayer room is, and in which room each rollista will speak. Choose a Spiritual Director for each rollista. The Spiritual Director will accompany the rollista and you for prayer, for the practice talk, and back for praise and thanksgiving. Check with the Head Cha about the schedule for the team meetings and pick a specific time (after announcements for example) for everyone to meet in the prayer room. You will not be interrupting the meeting by searching for people.*

*Each Section Head is responsible for contacting absent team members in her service area. It is a good idea to touch base with each rollista and prayer palanca person the evening before the team meeting and practice talk. This serves as a reminder and also an opportunity to answer any questions or concerns. If there are any changes (i.e. prayer palanca is absent), the Head Escort will make arrangements with the Head Cha to find a replacement.*

### ***PreWeekend:***

*Head Escort Cha will assign an escort cha to each Rollista and Spiritual Director during one of the final team meetings or on Thursday of the weekend after the Reception. You may be flexible on who pulls whom. Just be sure everyone is covered. Take turns on who will pull professors. Be sure that your assigned escorts are not back to back talks. Professors must have time to dress and then all parties come together in the prayer room at the appropriate time for prayer.*

### ***The Weekend***

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

*One Escort Cha should pull the Rollista from the Rollo Room or dining room as the schedule indicates and escort to the dorm. Help in any way you can as the Rollista gets ready. The Rollista may want to be alone. Be sensitive to this. Make sure that the Rollista knows how much time there is to prepare. Do not let Rollista be late. **Candidates should never have to wait for any team members.***

*Escort the rollista to the prayer room. After prayer, Rollista stands with the Spiritual Director to the side of the doorway of the Rollo room facing the stage until the signal is given that they are ready for the Rollo. The praise and worship chas will use that as their cue to begin the music, after assuring that the table cha is also ready and lighting the candle. Stay in or near the Rollo Room while the professor is speaking. Return to the prayer room for closing prayer when the Rollista is finished. Escort the Rollista to the dorm to change. Remind the Rollista to return to the Rollo Room after posters are finished and be seated before the next rollo.*

*Escort chas will pull the Spiritual Director and Head Prayer pulls Area Prayer chas for prayer palanca in Escort Prayer room according to the schedule. They should be pulled in time to be **waiting** for the rollista at the prayer room. **Do not keep the rollista waiting!** Allow yourself plenty of time to find whom you need.*

### ***Things to Keep in Mind***

- *Post a copy of the candidate/professor table seating chart in the Prayer Room.*
- *Have a copy of the Expanded Schedule posted in the Prayer Room.*
- *All escort chas must wear a working watch. Synchronize your watches with the Assistant Head Chas.*
- *Head Escort is responsible for taking a cooler or bucket to weekend for flowers. Also take a roll of masking tape and a sharpie pen to label the flowers. (if flowers are being given)*
- *Keep labeled flowers in the refrigerator of the kitchen..*
- *If changes need to be made in who is praying, take the initiative by notifying the Assistant Head Chas who will help find a replacement.*
- *Be available to the Assistant Head Cha to help out in other areas between pulling times.*
- *Please take special care to be punctual at all times. You are critical to keeping the weekend on time.*
- *Carry a copy of the schedule, and a notepad. You may desire to keep those on a clipboard in a notebook.*
- *God bless you for your faithful service.*
- *Head Escort coordinates with Head or Assistant Head Kitchen any meals that need to be served to a rollista in the dorm. The escort for the rollista is responsible for getting and delivering the meal, and returning the dishes to the kitchen.*

### ***CLEAN-UP AND INVENTORY***

*Pack your personal belongings in your car before lunch on Sunday.*

*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.*

*Be sure anything left in Prayer room by a Professor, Spiritual Director, or Rector is returned immediately.*

*Help set up for Closing in the Rollo Room when the candidates are in the Chapel for the cross ceremony.*