

RVTD Chapel Cha Job Description

Head Chapel Cha

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

Head Chapel Cha should act as a trainer, preparing all chapel chas to be a head on some future weekend. As soon as you know the members on your team, call each one and set up methods of communication. (ex. Email, phone, text,). (If possible email each cha a copy of the service description.) Make sure that each member knows the exact date, time and location of the first team meeting.

- Check with Rector about which Spiritual Director will facilitate communion in chapel. Verify with Rector plans for team communion.
- Make sure elements for communion are being brought
 1. Communion bread and juice
 2. Plate or basket, goblets
 3. Covers for elements
 4. Any other preparation, table cloth, candle, cross.

Team Meetings: Head Chapel

- **Lead Team in Prayer**
- Be aware of team attendance in your section and call any absent members to let them know what has been discussed and ask if they need assistance getting to meetings or get prayer request.
- Discuss with Rector any of the following:
 1. Specifics regarding communion and presentation.
 - A. How will communion be provided? ie: homemade or torn bread pieces.
 2. Rectors Chapel options: ex. Every Man's Way/ Man or Woman in the Mirror – Out of the Carpenter's Shop/ Coal Miners – Under the Blood during SMOG. Where & When Foot Washing will be held.
 3. Any other Rector specific desires.
 4. Get permission from Rector for any special activities or presentation for her approval.
 - Prepare a weekly agenda which includes reviewing job description, planning specifics for the weekend that support the Rectors theme, palanca, prayer requests, flow of the weekend, questions, close in prayer.
 - Make assignments for specific duties. ex. Rectors table decor, lights, team communion and lighting of the cross if "Every Man's Way of the Cross" is used. Assign one cha to be responsible to bring elements to the Kitchen for any team who are not in chapel. Elements should be changed/fresh each day. Assign cha's for Setup and take down.

- Meet with each Spiritual Director. Request each to provide you with any specific requests that they may have for each chapel that they will be conducting. Communion directions are important as each Spiritual Director may have a special presentation in their meditation.
- Spiritual Directors have the ultimate and final determination after discussion with Rector, as to the spiritual aspects of the Chapel service.

Team Meeting: Team

- Responsible for review of job description for all Chapel Chas
- Notify Head Chapel when you are going to be absent
- Notify Rector by phone if you are unable to serve
- Follow agenda Head Chapel has prepared. Discussions will include:
 1. **Smile** – While chas will not be speaking to candidates or team a warm smile conveys compassion.
 2. **Seating** – Each chapel there will be specific seating arrangements. Specifics for Communion and setup. Do not assume that candidates and team will know where to sit. They should be guided by Chapel Chas.
 3. **Kitchen Team Communion:** Chapel Chas will be responsible for taking communion elements to Kitchen for team prior to 9:00am. **(other arrangements may have been set up. Check with your Assistant Head Cha)**
 4. **Call for Special Individual Prayer** – A space should be set up for special prayer or counsel with Spiritual Directors. A Chapel Cha must be posted outside of the prayer room to act as a Chaperone when male SD is counseling. This room may be set up on either side of the chapel on any weekend.
 5. **Forgiveness Cross Paper** – Head chapel cha will be responsible for preparing the flash paper ahead of time for the forgiveness/nailling to the cross time.
- **BE FLEXIBLE** – follow the Lord and maintain a joyful, prayerful spirit.

On the Weekend: Start each day in prayer so that you may serve the Lord in Love, Joy, Peace and unity with the Holy Spirit. The most important service of the Chapel Chas is to prepare a place to worship and focus on our relationship with the Lord. Each Chapel Cha is to pray for God's guidance and for each person entering the Chapel. Each day each chair should be anointed and prayed over before team and candidates arrive. Area Prayer Cha's may take on this duty; check to see if this is the case and coordinate with Area Prayer.

- **Daily Setup:** Each Chapel should include the following:
 1. Communion elements/cloth cover and basket or plate, goblet.
 - A. Communion will be distributed 4 times over the weekend in the chapel
 - B. Additional communion will be distributed in the kitchen for team unable to attend chapel, however this will occur only 3 times.
 2. Place boxes of Tissue throughout the chapel
 3. Seating Plan
 - A. Each day there is are varying communion

B. Rehearse seating for each chapel – use two chapel chas at the end and beginning of each row to show candidates and team where to sit.

4. Lights
 - A. Set lights for each chapel theme.
 5. Vacuum Carpet
 6. Microphone/ charged batteries
 - A. Check sound before each service
 7. Rectors Table refreshments
 8. Water for Worship team
 9. Rectors Table Chair assignments
 10. Chapel Cha chair assignment
 11. Lighter – make sure candles are secure in holders.
 12. Decorations for Head Table and Alter and table outside in foyer of chapel
- **Thursday : Chapel Set Up**
 1. Be familiar with where the light switch, fuse box and fire extinguishers are located.
 2. Know where your electrical outlets are located.
 3. Be aware of where heat and air control is located.
 4. If carpet is not on floor from Men's weekend then it must be placed if available.
 5. If Every "Man's Way Of The Cross" is used, set up the cross of candles at the front of the chapel on a cloth covered table. Secure candles in holders. Have a chair, lighter and a copy of the "Every Man's Way of the Cross" on the table for the Chapel Cha who lights each candle as the Spiritual Director reads each part.
 6. Set up Chairs
 7. See procedures for the "Every Man's Way of the Cross" and "Woman or Man in the Mirror." Make sure we have a standing mirror for the Women.
 8. After evening service leave set up for morning Chapel removing any evening props from earlier service.
 9. Follow Daily setup leaving rows of chairs with center aisle, adding more chairs for team.
 - **Friday: Chapel Set Up**
 1. Start the Day in prayer
 2. Turn Chapel lights on as soon as possible.
 3. Prepare communion elements for Kitchen team communion
 4. After morning chapel add any decorations for evening meditation.
 5. Set up Saturday morning chapel and communion.
 6. Practice Chapel procedure for seating.
 - **Saturday Set up:**
 1. Follow daily setup
 2. Turn Chapel lights on as soon as possible.
 3. After morning Chapel have everything ready for crucifixion.

4. Get flash paper notes from head table cha.
5. Chairs should be situated around outer wall.
6. Have communion ready.
7. Have carpet vacuumed.
8. **(Rector's option)** Work with assigned director to prepare for Via Dolorosa
Minimize decoration other than a focus on the cross.
9. Have hammer and whip ready for crucifixion reading behind curtain. Be sure to have script for Saturday crucifixion behind curtain. (if using)
10. Set up for Forgiveness Chapel, additional flash paper, pens, and hammers, nails. This will be in the Dining Hall.
11. Chapel Chas should sit together at dinner closest to the door so that they are first to leave and get quickly to chapel for Forgiveness Service
12. After Forgiveness Cross, remove nails from Cross keeping out enough for each candidate to have one nail at the presentation of their weekend lanyard cross.
13. Set up for Sunday morning service and the possibility of a return to chapel in evening for night prayers.

Sunday Set Up:

1. Have communion elements ready. NOTE: Prepare additional baskets of bread for sanitation purposes. Communion elements prepared according to what the Rector request is.
2. Prepare chapel for lanyard cross presentation according to Rector preference.
3. Have crosses to be handed out, available on table at front of chapel, by table name. NOTE: Use seating chart to determine number of crosses and number of chairs. (include table and prayer chas).

Pack up and clean up:

1. All chapel chas are required to help with chapel cleanup
2. Pack and clean area before Rectors talk. Do not take materials to storage until candidates have returned from lunch.
3. Clean chapel – Everything must be stored properly in the storage room.
4. Organize supplies – notify supply and procurement if any supplies are needed for next weekend.
5. Collect any communion elements from Kitchen and clean up, if needed.
6. Load all personal items.
7. Before Rectors rollo notify Asst. Head to inspect cleanup

Praise God for all that HE did through the RVTB preparation and weekend!