

RVTD HEAD CHA JOB DESCRIPTION

Head Cha:

*Start each day with prayer so that you may serve in love, joy, peace and unity of the Holy Spirit.
Pray for rector, team, candidates and yourself.*

Understand and communicate the vision God has given the rector for this weekend and assist as needed. Your position will be determined by the needs of the Rector. Have a servant's heart and respond to her needs. Some Rectors will need more administration and some less; this should be thoroughly discussed prior to acceptance of the position. This position must be held in order to be Rector qualified.

Prior to Team Meetings:

- *Discuss with Rector his/her needs for your role.*
- *Read and understand **All** job descriptions. Discuss with Rector.*
- *Meet with Rector and Men's/Women's Leader to clarify Head's role.*
- *Establish relationship with Asst. Head chas to clarify the roles for each.*
- *Nametags for team and candidates before weekend. (**Use large font, first name should be larger than last name. Differentiate team badges from candidate badges.**) Can assign to an Assistant Head*
- *Notify Chairman of Secretariat/Team of time, date, and location of team meetings.*
- *Assist Rector with team meeting agenda and notify all who have been given a role and get confirmation.*
- *Attend the Head's and Professors' meetings and assist the Rector as needed*
- *Prepare all printed materials or direct team to community site (ie: service descriptions, professor's outlines, preparing a talk, relationships among the talks)*
- *If Rector requests have visual, scripture, colors, and song prepared for hand out*
- *Inform department Head's that they need to make copies of their job description for their team, to be available at first team meeting.*
- *Work with the Rector to compile the contents for the team books. Team books should be distributed at the first meeting, and they may include the following:*
 1. *Weekend scripture and visual*
 2. *Team list by service area, addresses, phone number, and email address.*
 3. *Follow team meeting schedule (greeters, opening prayer, devotional, practice rollos, {Rector's Option} heart check by Spiritual Director.)*
 4. *Team Weekend Guidelines*
 5. *Palanca information sheet*
 6. *Sample of General Palanca Letter*
 7. *Meditation (from page 14 of Pilgrim's Guide)*
 8. *Words to theme song (if Rector desires)*
 9. *Words to DeColores*

10. Map and directions to campground.

11. Information and directions to Victory Secuela - may not be available at first team meeting

Cost of printing materials may come from Rector budget.

DURING TEAM MEETINGS:

It is the Head Cha's responsibility to conduct the team meetings. A typical agenda for team meetings may be:

- *Praise and Worship (to begin promptly at the scheduled meeting time)*
- *Opening Prayer*
- *Devotional (Team or Spiritual Director)*
- *Announcements (Rector, Head Cha, Assistant Head Cha, Head Kitchen, Prayer, Palanca, Dorm, others)*
- *Sponsorship responsibilities and applications*
- *Go over weekend events and expectations*
- *Practice Rollos*
- *Section Meetings (bond as a service group, pray for each other, plan and prepare for weekend service)*
- *Final Heart Check and Prayer*

Tasks involved with conducting the meeting are:

- *Be at location for team meetings early for set up.*
- *At the first team meeting, introduce Spiritual Director who will introduce and pray for the Rectors.*
- *Have ready practice rollo outlines and critique sheets.*
- *Define and mark meeting rooms for department meetings if available . Have a space available for prayer for Rollistas.*
- *Start the meeting on time.*
- *Keep decorum.*
- *Direct all department heads to their area.*
- *Head cha should make sure that the cleanup has been completed before leaving the location.*

It is the Head Cha's responsibility to make sure that departments are carrying out their tasks. Show encouragement to department heads as you teach and assist them in their duties. Head cha should never take a department heads authority, nor is it your place to instruct their team. Head cha must only stand in a position of assistance and encouragement to a department head.

Department Heads should inform Head Cha of team members who continue to be absent. Only after Department Head has made an effort to notify team member should the Head cha discuss replacement for that team member. Head Cha, keep the Rector posted about absences.

Prior to the Weekend:

- *Be available to all Department Heads for questions and answers regarding specifics of the weekend as directed by the Rector. Rector makes the final decision on all aspects of the weekend.*
- *Obtain from Pre-Weekend Couple at send off a candidate list and candidate information sheets. This information should then be passed to the Media cha.*
- *Be sure that crosses are available on the weekend.*
- *Check with the Head Spiritual Director to get the list of which Spiritual Director is giving each meditation, each rollo, and escorting each rollista.*
- *Give Head Dorm a candidate name list prior to send off; as soon as possible. Candidate name tags need to be available for the pre-weekend couple before candidate check-in.*
- *Professors name tags should also be prepared .*
- *Make sure that Media cha is prepared for Friday morning photograph with camera and tripod.*

Weekend Set-Up:

Head Cha's responsibilities for set up include the following:

- *All department heads should be on the campground for set up Wednesday afternoon after 4:00pm.*
- *Head cha should provide Rector's table with notebooks including Spiritual Directors. Contents of the notebook should include the following:*
 1. *Script for each day of the weekend.*
 2. *Expanded schedule for each day of the weekend.*
 3. *Extra paper for notes.*
 4. *One additional notebook should be provided for Asst. Head #1.*
- *Head cha should provide any department additional expanded schedules when needed. (smaller white notebooks are available for department heads)*
- *Additional set up may be required on Thursday any time after 2:00pm.*
- *Be sure that Rector's bell is in the dining hall at podium. Additional bell may be used in rollo room.*

It is the Head cha's responsibility to be sure that all areas are set up, complete and ready for the weekend.

On The Weekend:

The Head Cha is to serve side by side with the Rector during the weekend. Your job is to assist the Rector in keeping on schedule throughout the weekend by constantly comparing the Rector Script with the Expanded Schedule. If changes need to be made for the sake of time, assure that anything changed still is in compliance with the Tres Dias Essentials. Take notes on the Expanded Schedule, giving the actual times and other things of special note. This Expanded Schedule should be given to the Men's/Women's Leader after the weekend for future reference. The Assistant Head Chas are in charge of all the details of the weekend throughout the camp, and they will keep you informed of anything that needs your attention. Any difficulties that arise during the weekend should be resolved, if possible, by the Back-Up Rector, Assistant Head #1, and Head cha before bringing it to the Rector.

- *Media cha should get final approval from Head cha for candidate and team list before printing for distribution.*

After Closing:

Head cha should return ALL unused community paperwork to the Men's/Women's Leaders in the Head Cha tub. All printed material specific to the weekend should be thrown away. All head table white notebooks should be emptied and stored in the storage room.

Victory Secuela:

The Head Chas from both the Men's and Women's weekend are the hosts for the Victory Secuela. They will be responsible to work with the RVTB Secretariat Fourth Day person(s) and plan the Secuela. Among the responsibilities:

- *Plan set-up and solicit a team for set-up.*
- *Decorations (may use leftover weekend palanca)*
- *Contact a Spiritual Director for communion and prayer*
- *Contact musicians for Praise and Worship*
- *Arrangements for Sound Equipment*
- *Use the weekend banner(s) at Secuela. After the Secuela, be sure the banners go to the RVTB Palanca person to maintain with the rest of the banners.*
- *introduce, announce and preside over the Victory Secuela*
- *Solicit a team to help with Clean-up*

****Plan to arrive early (more than one hour prior) to set up Victory Secuela!***

After Weekend:

Be available to participate in a post weekend meeting to determine what areas of the weekend worked very well, and what areas of the weekend need improvement.

Praise God for all that HE did through the weekend!