

Job Descriptions – What do team members do?

- ***Chapel***

The Responsibilities and Privileges of a Chapel Cha

1. Purpose and Atmosphere

The Chapel sets the tone for the Pilgrimage weekend. It is here that our guests come face to face with our Crucified Lord.

As you prepare for the weekend, pray, pray, pray for the freedom of the Holy Spirit to move before, during and after the weekend in all our lives.

The purpose of the chapel environment is to bring us all to an awareness of the closeness of God. It is a total alteration of the study environment of the Rollo Room. The environment changes and the focus narrows totally to our relationships with Christ.

Quieted and opening hearts are our goal here. We are aiming to free our guests to spend time communicating with God. So be quiet at the door and then enter into meditation and enjoy this precious opportunity yourself.

MESSAGE TO ALL TEAM MEMBERS:

Please arrive on time in the chapel and do your part to maintain an attitude of worship as soon as you enter the building.

Please dispose of coffee cups, etc. before entering the chapel. We enter the building and sit in quiet meditation whenever we are in the chapel. The chapel is the one spot on the weekend where conversation is inappropriate and undesirable. The attitude of the chas is always observed and copied by the guests.

Please leave your songbooks and meditations materials in your chair when you come forward for communion. After communion, we leave even more quietly than when we arrive.

Pray that the Holy Spirit will have the freedom to move as we maintain an attitude of grateful worship.

2. Team Meetings

Typically, three team meetings will be scheduled to prepare for the Pilgrimage weekend. Communion is offered as a part of the worship service for each meeting. It is the Chapel Chas' responsibility to see that juice and bread are provided. Also, the Head Chapel Cha must make sure that the communion chalice and plate are available for the pastor who is presiding.

1st Team meeting

- bring bread and grape juice, secure Communion service pieces
- get to know each other and the responsibilities of Chapel chas.
- review responsibilities for the weekend.
- break down responsibilities to be accomplished previous to weekend
(i.e., one person to track down supplies from Operations people,
one person to develop schedule for Prayer Palanca,
third person to begin poster for Prayer Palanca.)
- ask for volunteers or reunion group to provide flowers for Sunday cross
- make copies of the forms and schedules in this manual to use as worksheets

2nd Team meeting

- bring bread and grape juice, secure Communion service pieces
- survey available Chapel supplies
- modify poster if there are changes in team or guests
- locate and make a plan for delivery of shared items from Operations people in Greensboro
- make a list of items needed

3rd Team meeting

- bring bread and grape juice, secure Communion service pieces
- plan for additional needs
- modify names on Prayer Palanca poster
- update schedule for Prayer Palanca with rector
- review plan to receive and set up crucifix, crucifix stand, wooden "Way of the Cross" candlestand, wooden flowering cross
- remind team about bringing flowers for Saturday night
- pray for the freedom of the Holy Spirit to move before and during the weekend.

3. Supplies

Chapel Supplies:

- crucifix (transferred from the west. Check with Head Cha)
- metal and wood frame for mounting crucifix
- wire for securing crucifix and draping
- black fabric draping
- white fabric draping
- spotlights for crucifix
- extension cords for lighting
- duct tape to secure cords to floor
- dimmer switch/rheostats
- songbooks
- “Pilgrims Guides”
- “Way of the Cross” books
- wooden “Way of the Cross” candleholder
- candles (14 for Way of the Cross, 1 for each remaining chapel visit)
- candlestick
- matches
- candle snuffer
- bud vase
- Communion chalice and plate
- tablecloth for Communion table
- banners as chosen by the Rector
- carpet squares for Healing stations
- small bowls for oil, each station
- olive oil
- boxes of tissues
- flashlights
- ribbon or signs to mark reserved seats for kitchen chas, pastors, chapel chas, music chas
- basket for service card dedications
- staple gun and staples
- wooden cross for flowers
- electric screwdriver

Prayer Palanca Supplies

- carpet squares
- Prayer Palanca schedule
- Poster with tables and team members
- candle
- candlestick
- cross
- Bible
- matches
- tissues

Perishables

- bread for Communion, 4 loaves
- grape juice for Communion, 2 quarts
- roses for altar, 2 buds, 1 open
- flowers for cross on Sunday

Be cost conscious. God will provide all we need to bring this weekend together. Work together to use Reunion groups and resources in your area to avoid unnecessary receipts. The team often has decorations or costumes etc. at home that may be on loan for the weekend.

Ask your Head Cha for average budget amounts for your area.

- If you have receipts to submit, mark with your area, your name, and your address.
- If you make a donation for supplies, please turn in your receipts marked DONATION, DO NOT REIMBURSE.

Turn in all receipts to the Head Cha for reimbursement or cataloging. We need to catalog all our expenses for future teams.

4. Set-Up

Set-up at camp on Thursday will involve set up for worship at team meetings including preparations for foot-washing, if used, and dedication of guest crosses.

The chapel will need to be ready for Thursday night devotions.

- windows must be draped,
- crucifix mounted and reinforced,
- table with cloth,
- candle,
- rose in vase
- chairs set up for exact number of guests and team
- podium for rector at back
- chairs for music chas
- lights for spotlighting cross
- lights for reading at podium, batteries
- lights for music chas, batteries?
- dimmer switches set up and operable
- songbooks in chairs
- Way of the Cross candleholder with candles
- Way of the Cross booklets in chairs

Set up room for Prayer Palanca:

- carpet squares for kneeling
- poster of team members, tables and Rollo Room
- candles and matches
- Bible
- small cross with guest crosses
- schedule for Prayer Palanca (forms to help formulate this schedule are following)

When guests arrive to register Thursday, chapel chas may help by transferring luggage to the rooms and helping outside chas as required.

Place trash cans where guests can dispose of cups before entering chapel area.

Banners are added to the walls of the Chapel gradually to recall and emphasize the themes of the talks and meditations. Many are available and stored. Palanca chas are in charge of pressing and keeping the banners until you are ready for them. Let Palanca know which banners you want to use and when you will be needing them. Some need to be repaired or replaced before they are used. Inventory and make notes for reunion groups if there is time.

Daily Set-up

- Communion set on table with bread and juice (morning only)
- Rose in vase
- Candle lit for worship
- Songbooks and worship sheets on chairs
- Exact number of seats
- Work with music chas for placing stands, amplifier, CD player, etc.

5. Chapel Responsibilities

In order to account for all guests and team members, arrange the exact number of chairs required before each worship service.

Kitchen chas will be seated together in reserved seats at the front of the chapel for devotions. Seats are reserved so that kitchen chas may be served communion first and then leave first to resume their duties in the kitchen.

Seats are reserved for music chas, rector, head cha, pastors and chapel chas.

Chapel chas count chairs and signal the rector when all are present.

The Head Chapel cha controls the lighting for reading or meditating. She sits beside the dimmer/rheostat.

Thursday Night

The chapel is set up for the **Way of the Cross** devotional Thursday night. Candles are lit and extinguished as the meditation is read. Have the candle snuffer on table.

Friday

Friday morning the chapel needs to be ready for **communion** during worship.

Saturday

Saturday morning we begin with worship and **communion**.

On Saturday before the Sacraments talk, please assist Rollo Room Chas with the setting up of individual Table Chapel Visits. Each table will need carpet squares delivered to the spot they have chosen. Check in with Head Rollo Room Cha for this information after breakfast.

The flowered cross is prepared and hung Saturday night the last thing after chapel worship before bed.

Sunday

Sunday morning we begin with worship and **communion** and the flowered cross.

Chapel chas are responsible for continuing clean-up of the chapel area. Some sweeping, mopping duties may be required. Sweep steps entering chapel, vacuum carpet where sand comes into the building. Check bathrooms for cleanliness and toilet paper before devotion times. Check chapel, prayer palanca room and other chapel sites to extinguish candles.

SAMPLE CHAPEL SCHEDULE:

Thursday

9:00 am Arrival at camp
Unpack and acclimate yourself to camp

9:30 am **Rollo Room (Camp Dixie) or Chapel (Camp Hanes)**
Prepare for **Footwashing service** --get tubs and towels, water
Prepare for **communion**

10:00 am **Commissioning Service**

11:00 am Meet in the chapel for set up

12:30 pm Lunch (bring your bag lunch)

3:30 pm **Team meeting**

Dining Hall

5:00 pm Dinner

6:15 pm Assemble for reception

6:30 pm **Registration**

7:00 pm **Send-off**

Rollo Room

7:15 pm All team to Rollo Room for Ice Breakers
Rector talk
Introduction of Team and Chas
Servant Song

8:00 pm Guests to rooms

8:20 pm Second Rector talk "Why Are You Here?"
Meditation "Know Thyself"
Have candles lit when guests arrive in chapel.

Chapel

8:55 pm Meditation - "Prodigal Son"
"Way of the Cross"
Special Music
Evening Prayers

9:50 pm Chapel closes -**SILENCE MAINTAINED**

10:10 pm Head chas meet in Rector's room, if necessary. If not, the entire team will maintain the silence.

Friday

6:00 am Team awakened
Chapel

6:30 am Team - Silent prayer
7:00 am Meditation - "Three Glances of Christ"
Light candles
Communion Service
Dining Hall

8:05 am Breakfast
Prayer Chapel

9:45 am Pray-in "Ideals"
11:00 am Pray-in "Grace Given"
Dining Hall

12:30 pm Lunch
Prayer Chapel

1:45 pm Pray in "Laity"
3:00 pm Pray in "Grace Received"
5:00 pm Pray in "Piety"
Dining Hall

6:45 pm Dinner
Rollo Room

7:45 pm Decuria, TEAM present
Chapel

9:15 pm Meditation "Examination of Conscience"
9:55 pm Chapel closes
Rollo Room

10:10 pm Team Meeting

Saturday

6:00 am Team awakened
Wear crosses
Chapel

6:30 am Silent prayer, team and guests
7:00 am Meditation "Figure of Christ"
Prayers
Communion Service
Dining Hall

8:10 am Breakfast
Prayer Chapel

8:45 am Pray in "Study"
Set up Table Chapel Visits (carpet squares)

10:30 am Pray in "Sacraments"
Prepare Chapel for Service for Healing and Wholeness

11:25 am Chapel Visits by Table--bring kits to Rollo Room

Dining Hall

12:15 pm Lunch

Prayer Chapel

12:50 pm Pray in "Apostolic Action"

2:05 pm Pray in "Obstacles to Grace"

3:30 pm Pray in "Leaders"

Chapel

4:00 pm Check preparation for Service for Healing and Wholeness

5:00 pm Service for Healing and Wholeness

Dining Hall

6:45 pm Dinner
Serenade

Outside

8:30 pm Help prepare luminaries

Chapel

9:55 pm Saturday Night Devotions

10:15 pm Chapel closes

Team meeting

Prepare and pack crucifix

Prepare Sunday's cross

Sunday

6:00 am Team awakened

Chapel

6:30 am Meditation time, team and guests

7:00 am Meditation "Christ's Message to the Cursillista"

Communion

Dining Hall

8:15 am Breakfast

Chapel

8:45 am Break down Chapel
Set up for Clausura or closing

Prayer Chapel

9:00 am Pray in "Environment"

10:05 am Pray in "Life in Grace"

11:05 am Pray in "Christian Community"

Dining Hall

12:20pm Lunch

Prayer Chapel

1:15 pm Pray in "Total Security"

1:30 pm Pack personal luggage
(WHERE?)

3:15 pm Dedication of Service Cards

Chapel

4:15 pm Clausura or closing

6:00 pm Help with camp breakdown until complete

DATA TABLE FOR COMPILING PRAYER PALANCA ASSIGNMENTS

Name	Assignment	Critique Group	Prayer Group
	Outside		
	Outside		ENVIRONMENT
	Outside		IDEALS
	Outside		CHRISTIAN COMM.
	Kitchen		
	Kitchen		PIETY
	Kitchen		TOTAL SECURITY
	Kitchen		STUDY
	Kitchen		LAITY
	Kitchen		GRACE GIVEN
	Kitchen		GRACE RECEIVED
	Kitchen		ACTION
	Palanca		
	Palanca		LEADERS
	Palanca		GRACE RECEIVED
	Chapel		LIFE IN GRACE
	Chapel		SACRAMENTS
	Chapel		OBSTACLES
	Rollo Room		
	Rollo Room,		IDEALS
	Rollo Room		PIETY
	Rollo Room		ENVIRONMENT
	Rollo Room		CHRISTIAN COMM.
	Rollo Room		STUDY
	Rollo Room		LEADERS
	Rollo Room		LAITY
	Silent Professor		SACRAMENTS
	Silent Professor		LIFE IN GRACE
	Silent Professor		TOTAL SECURITY
	Silent Professor		ACTION
	Music		
	Music		GRACE GIVEN
	Music		OBSTACLES

No professors or table chas just before or after Table Chapel visits. No professors should be used on Sunday. Needed to help with Service Cards.