

Job Descriptions – What do team members do?

- *Outside*

The Responsibilities and Privileges of an Outside Cha

1. Purpose and Atmosphere

Our guests will need rest and quiet times outside of the Rollo Room, Chapel and the Kitchen.

It is through the Outside Chas' quiet work behind the scenes that the guest can find a home to ponder the days' work.

Outside chas are quiet servants who see to the most basic needs of our guests, morning, noon and night.

The purpose of the outside cha is to provide care and a sense of God's security and provision.

Do not underestimate your vital role in the pilgrims stay. Through your service guests are freed from worry about their basic needs. They are free to meditate and be concerned for nothing other than their relationship to God and this encounter with Jesus Christ.

2. Team Meetings

First team meeting

- Get to know each other and the responsibilities of chas
- Review responsibilities for the weekend.
- Break down responsibilities to be carried out previous to the weekend.
- Choose a photographer to take team and table pictures
- Decide how many copies of pictures to develop. Decide what sizes to develop. Plan to make arrangements for developing during weekend.
- Research supplies available in storage. Arrange to have supplies available at next team meeting for inventory.
- Plan assembling of luggage tags and bed identification tags.
- Begin to plan bunk layout at camp.
- Begin to familiarize yourselves with the layout of the camp and its resources. Sound systems, storage, janitorial, additional tables, etc.
- Begin to plan to familiarize yourselves with the resources around the camp. Building supplies, grocery stores, drug stores, photo processing, copier locations, hospitals, etc.
- Begin to discuss the most diplomatic ways to handle straying guests

Second team meeting

- Check through all supplies (soaps, shampoo, first aid items, etc) and discard any items that have expired.
- Make a list of supplies needed from Reunion groups and give list to Head Cha.
- Make name tags for all beds (team & guests). Make extras for any last minute changes. Decorate nametags with a sticker, etc. for a nice touch. Do not use tags that stick directly on the bed; use twist-on or tie-on tags.
- Prepare luggage tags for all the guests' luggage. You will need 6 per guest, 3 with twist ties and 3 with safety pins for pillows, etc. These can be made with a 12" pipe cleaner and an index card.
- Plan placement of luminaries for the walk to the Chapel on Saturday night. Remember, simple is best. Make a layout on paper and have it approved by the rector.
- Plan for using a truck or trailer with a tarp to cover luggage as it is transported.
- Continue to discuss the most loving ways to handle straying guests.

Third team meeting

- Assign tasks for set-up on Thursday morning at the camp so each cha can begin as soon as possible.
- Plan posters to hang in cabins and or bathrooms. These can be homemade or purchased. For example: "Remember...Silence"
For after chapel the first night, "Smile God loves you", etc.
- Consider adding flowers or little extras like bottled water, coffee, fruit and a few snacks in the cabins.
- Plan break-down for Sunday. Choose someone from the Fourth Day to be instructed to help pack or move luggage. This person may direct as many as three or four others from the Fourth Day with your instructions.
- Pray for God's wisdom in handling straying guests.

GOALS

1. Serve the Guests
2. Serve the Team
3. Serve the Lord

Have FUN!

- A. Determine who has trucks / SUVs for transporting inventory after 2nd meeting.
- B. Luminary bags (600-700) #10 size - Found at "If It's Paper" on West Market St.
- C. Candles - Contact Frankie Taylor (336-351-4422 Ftaylor@surry.net)
- D. Golf Carts - Rent 4 from Brad's Golf Carts / Stokesdale, NC.
Reserve 1 cart for Palanca Chas - Reserve 2 cart for guests w/ walking problems.
- E. Group pictures can be developed for \$.19 each at King CVS.

3. Supplies

Cabin Supplies

- earplugs
- shower caps
- razors
- shaving cream
- deodorant
- first aid kit including aspirin/Advil/Tylenol/cough drops/Sudafed/Band-Aids/etc
- shampoo/conditioner
- toothpaste/toothbrushes
- tissues
- cotton balls
- soap
- tampons/pads
- shower caps
- coffee service each cabin:
coffee pot, coffee, cups, napkins, sugar, spoon, creamer
- water (bottled)
- extension cords for coffee pots
- small cups for bathrooms
- night lights
- fruit/nabs/gum/mints
- cleaning supplies: Lysol, bathroom cleaner, paper towels, etc.
- large drying rack, one each bathroom
- bath mats, each bathroom
- flashlights

Extra supplies for guests:

- sleeping bags
- pillows
- sheets
- blankets
- flash lights
- sweat shirts
- rain coats
- umbrellas

Outside Cha general supplies:

- luggage tag organization board
- lights for greeting station
- extension cord for lights at greeting station
- duct tape
- dry erase board
- walkie-talkies or hand held radios
- 10 new grill lighters
- sand, bags, candles for 500 luminaries
- extra large trash bags
- alarm clocks for outside team
- small bell to wake guests
- camera for table pictures
- film
- small wagon for transporting heavy items

The Head Outside Cha will receive a cash amount from the Council Treasurer on Thursday night. You will use this money for all the team's needs this weekend. This includes photography expenses.

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

Thursday

Arrive:

- The outside chas sleep in the same cabin as the guests. At Camp Dixie there are two small rooms with two bunks on either side of the cabin. Reserve these for yourselves by putting your luggage in the room before guests arrive.
- Synchronize your watches with Head Cha and other Outside Chas

Set up cabins :

- Set up a large drying rack, bath mat and a basket of toiletries (trial size) in each bathroom in the cabins. Toiletries basket to include: toothbrushes, toothpaste, shower caps, shampoo, soap, lotion, feminine hygiene products, tissues, hairbrushes, combs, razors, shaving cream, deodorant.
- Store extra towels, blankets, pillows and sleeping bags.
- Label all beds by tying nametags on all headboards, guests and team. No stickers are allowed on the beds as requested by Camp Dixie.)
- Make a poster or chart of the bunk assignment layout, guests and team, for palanca and Professor chas.
- Make sure to include any guests or team with special arrangements or single rooms.
- Make sure nametags for guests and professors have identifying dots on each nametag for cabin assignments.

Set up other bathrooms:

- Check all bathrooms for adequate supplies, toilet paper, paper towels, and soap. Camp Dixie and Camp Hanes supply these, but may often need replenishing.
- Set up small toiletries baskets in bathrooms in the kitchen area, rollo room area and chapel area with emergency toilet items.

Set up greeting station:

- Place luggage name tags (6) on large board with hooks in alphabetical order
- Locate board at the walkway to the dining hall.
- Hook up lights for checking in guests after dark.
- Park vehicles nearby for moving luggage
- Leave loading spaces next to greeting station for guest vehicles. Ask sponsors to move cars after unloading.

Set up for assembling luminaries:

- Find a spot where you can assemble 500-600 luminaries.
- Use white bags, candles, and plenty of sand.
- It helps in wind and rain if you fold bags once from the top before filling them.
- Pull up wicks on candles before putting them in the bag.
- It is a good idea to have this done well before Saturday night.

Set-up for errands

- Hang dry erase board in refreshment area in Rollo Room
- Check with Heads of cha groups. Remind them of limiting trips to town and use of dry erase board to consolidate needs.

Plan photography

- Take team picture after lunch.
- Plan schedule for table pictures.
- Plan sizes and numbers for developing. (Team picture for everyone, one for each guest of their table, one table picture for each table cha, each professor, all tables for the rector and observing rector)
- If you want to take other pictures use another camera for those you can have developed later after the weekend.

5. Responsibilities

- Hold doors and count heads whenever guests and team go from place to place.
- Know the **exact** number of guests and team. When all are in the room, notify the Head Cha. If anyone is missing, notify the Head Cha. **NOTHING WILL BEGIN UNTIL ALL ARE ACCOUNTED FOR!**
- Light the way at night when the group is outside. Always carry a flashlight at night.
- Be prepared to assist any elderly or handicapped guests to different locations.
- Always check for stray guests during break.
- Notify Kitchen chas as soon as the group is on its way to meals.
- Be sure to have cleaning supplies on hand (Lysol soap, bathroom cleaner, paper towels, etc.) for quick cleanups.
- Clean cabins daily, sweep, empty wastebaskets
- Keep bathrooms clean. Check often.
- Take table pictures, team pictures and have film developed in time for inclusion in Fourth Day packet on Saturday
- Check with Rollo Room for any special needs or requests for the guests.
- Run errands as needed but try to limit trips. If any unusual or extravagant requests are made, check with Head Cha before proceeding.
- Always take a cell phone on errands and check with contact person, Head Rollo Room Cha or Head Cha, before returning.

Friday

- Head Outside Cha wakes up Outside Chas in cabins.
- Make coffee in cabins.
- Wake up guests IN SILENCE! Don't forget anyone!
- Guide guests to chapel.
- One cha stays until last guest in cabin is ready.
- Remember to have one cha per cabin with guests at all times.
- Clean cabins.
- Check the cleanliness and adequacy of supplies in bathrooms.
- Check bathrooms and bedrooms for straggler guests before leaving a building.
- At breaks, know where to find all guests.
- Assemble with team in Rollo Room for:
 - All talks
 - Decuria
- Keep guests near Rollo Room during breaks
- How are you doing handling stray guests? Pray.
- Check with Head Chas during the day
- Take table pictures after lunch
- Plan on a maximum of two trips to town a day. Let all Head Chas know when you are leaving and post time on dry erase board in Rollo Room. A cell phone will help to relay information. Give the number to Head Rollo Room Cha.
- Take film to town to be developed
- View proofs for approval about an hour later before pictures are printed
- Be sure to have flashlights to light the way for guests at night.
- Keep umbrellas handy in the event of rain.
- Count guests at night before lights out

Saturday

- ***Make coffee in cabins.***
- Wake up guests
- Guide guests to Chapel
- Check bathrooms and bedrooms before Chapel
- Chapel
- Clean cabins
- Check and clean bathrooms.
- Recruit other chas to help you put bags out after chapel Saturday night. Saturday is a very busy day.
- Organize for Serenade:
 - Ask the camp to set up their sound system with microphone in the gym.
 - Acoustics are poor in the gym. You may ask the camp to lock up basketballs if desired.
 - You will need to take ice, paper products, songbooks, music stands, etc. to the gym at Camp Dixie or, at Camp Hanes, the picnic shelter or rollo room.
 - Check the sound system.
 - Set up tables. The camp provides 6 tables upon request.
 - Make sure there are trashcans and extra trash bags available in the gym, the picnic shelter or the rollo room.
 - There are no extra chairs available. We use the bleachers.
 - Fourth Day music chas will need to know where to set up in dining hall.
 - Fourth Day will need a microphone set up in kitchen.
 - Plan set up with Head Kitchen Cha.
 - Prepare signs to direct Fourth Day Community to Gym and parking.
 - Put signs up after guests go into Wholeness and Healing Service.
 - Ask the first Serenaders to direct traffic for you.
 - Have 2 outside chas in the kitchen area and 2 in the rehearsal area with Serenaders. Use two-way radios to coordinate your entrance.
 - The Fourth Day is to clean up gym after serenade. Be sure to check with Serenade Coordinator to be sure the gym will be cleaned and swept when they leave.
 - Check gym one last time, turn lights out and close doors.
- Set up luminaries during Decuria.
- Someone needs to stay outside to watch luminaries and put out fires!
- Clean up luminaries after the guests are in their beds. Ask team for help.

Sunday

- Make coffee
- Wake up guests
- Remind guests to pack
- Guide guests to chapel
- After breakfast begin to clean up and pack supplies to be returned to the warehouse.
- After lunch, arrange with Fourth Day to have some volunteers to move luggage to hallway outside of kitchen
- Inventory supplies as you pack
- Arrange to load supplies on trailer
- Clean cabins: sweep, pick up trash, empty trashcans, leave in good order