

Job Descriptions – What do team members do?

- *Rollo Room*

The Responsibilities and Privileges of a Rollo Room Cha

1. Purpose and Atmosphere

The Rollo Room is God's Kingdom for those attending the Pilgrimage. The function of the Rector, Professors, and Pastors is to create community at each table. This is done to allow as much spiritual growth as possible for each guest.

The Importance of Servanthood – Being loved and cared for is an important part of the guests' Pilgrimage experience. Without a doubt you remember the care you were given by your Rollo Room Cha, and cherish that memory. So, endeavor to do the same for your guests.

MESSAGE TO ALL TEAM MEMBERS:

All chas are very busy people, but if we post the schedule we can usually arrange to have everyone in the Rollo Room for all of the Rollos. This is our connection with the guests and the spirit of the weekend outside our specific areas.

- Remember that we can only enter the Rollo Room before the Rollo is begun.
- We are expected to be seated in the seats around the room for singing before the Rollo.
- We do not enter after "Blessed Are They" has begun.
- We always pick up notebooks and pens that have been left in the chairs so that we "write down" with everyone else during the Rollos.
- Our attitude should be one of prayer for the professor and for the guests during the Rollo. We must be conscious of never being a distraction while the Rollo is being presented.
- Once inside the Rollo Room we do not move around the room or leave the room until the Rollo is over and the professor has left the room.
- Chas should leave and resume our duties elsewhere while the tables are doing posters or having table discussion.

2. Team Meetings

Typically, three team meetings will be scheduled to prepare for the Pilgrimage weekend. It is the Rollo Room Chas' duty to make sure the gathering spot for the team is kept clean and neat.

First team meeting

- get to know each other and your responsibilities
- review weekend responsibilities
- break down responsibilities
- make a list of food items desired & make a list for team to sign
- designate someone to inventory food supplies
- designate someone to inventory table boxes of poster supplies
- designate someone to inventory other supplies
- decide on any palanca to be given (stickers, cards, pencils, etc)
- arrange for supplies to be brought to second team meeting for inventory

Second team meeting

- inventory supplies
- post list for food items so team can sign up to bring something (each team member is usually asked to bring 2 2-liter drinks and 1 food item)
- list supplies to be replenished and decide who will purchase what (remember not to overdo)

Third team meeting

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

- If you incur 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 information for future teams.

3. Supplies

- spiral notebooks (enough for team and guests)
- ballpoint pens (enough for team and guests)
- poster board
- 3 – legged stool
- posters with words “Rollo”, Decuria”, Cursillo”, “Ultreya”
- window rainbow curtains
- black material for curtain to surround food and supply area (Camp Dixie)
- hooks, clips, and poles to hang black curtains (Camp Dixie)
- art supplies for posters
- 7 table boxes
- 7 trays for supplies (small & large)
- extra supplies (pens, pencils, tape, markers, table palanca)
- tool box with hammers, staple gun, clothes line & clothes pins, nails,
- heavy tape, etc.
- table cloths
- aprons
- service cards and Pilgrim’s Guides for team & guests
- First Aid kit
- paper products - plates (large & small), napkins, plastic silverware, ziplock
- bags, aluminum foil, cups for cold & hot drinks
- baskets, bowls & pitchers for tables
- utensils (apple corers, cheese slicers, knives)
- coffee supplies (coffee, hot tea, hot chocolate, cream, sugar, equal)
- boxes of tissues
- cleaning supplies
(409 cleaner, baby wipes, dishwasher detergent, paper towels, etc)
- 7 Chapel Kits
(wooden cross, matches, candle with holder, carpet squares)
- candles (enough for all rollos and decuria)
- cross, vase (if used) and candlesticks for podium
- table cloth for podium
- 7 drink trays
- seat cushions

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 material at home that may be on loan or donated for the weekend.

4. Set-Up

Thursday

- Notice how everything is packed so you can repack as you use supplies.
- Secure round tables from Emmaus group.
- Begin setting up room. It is easiest to work from a diagram so everyone helping will have a clear picture of what is happening.
- Put curtains over windows.
- Set round tables up and place tablecloths on them.
- Count exact number of chairs as needed per table.
- Mark the back of the dominant professor's chair to ensure you begin placement of guests at the correct chair.
- Extra chairs go around the outside of the room for team to sit.
- Prepare a small table in front of the podium with tablecloth, cross and candles. A candlesnuffer is nice to have.
- Make sure the microphone and speaker are working.
- At Camp Dixie: Begin to hang black curtain. The curtain starts not quite center of the 1st window to the backside of the door. Attach the rod to the 3rd metal strip from the window as you start. (see instructions)
- Long tables go inside black curtains for food and supplies.
- Some like to hang two front curtains one ceiling tile apart allowing a discrete passageway for team to move from one side of the room to the other.
- Set up drop cords for coffee makers but remember only three can go into a single switch. To access a second breaker, an extension cord must be run to the downstairs outlet in the hallway in front of the camp office. Drop the cord down the window facing the lake and through the first window below. Have someone bring 2 – 100ft. Heavy Gauge drop-cords for this.
- Extra carpet is used under all food tables and taped down to protect Camp Dixie's carpet.
- At Camp Hanes: use the serving room for the Rollo Room supplies with the serving window closed.
 - Two tables are set up at either end of the Rollo Room for drinks, ice, snacks, etc. that are in current use.
 - Coffee pots can be set up in the serving room, but the electrical circuits there are very sensitive to overloading
- Set up food with drinks and ice chests together. Food should be organized and baskets, plates, and utensils handy. Trashcans need to be nearby.
- It is helpful to have somewhere to dump drinks before throwing cups away (There is an old bucket in storage). It is easier and more sanitary to not reuse cups.
- Rollo Room Chas should organize their table supplies in one area. These include : apron, table name, poster supplies, poster board, pens, pencils, palanca, service cards, pilgrim guides, drink tray, craft trays, Chapel Kit bags, tissues, etc.,
- Put up wire for poster around the perimeter of the room.
- Banners are added to the walls of the Rollo Room 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.

- Make sure the bathrooms are well equipped and have plenty of extra toilet paper, paper towels, liquid soap, and feminine hygiene products available. Be sure to check these room and supplies often throughout weekend. (The camp supplies toilet paper & paper towels, but make sure to get these Thursday so you don't have to hunt for them later.)
- Make sure Rollo Room is set-up by 3:00 p.m. on Thursday.

5. Responsibilities

• *Head Rollo Room Cha*

- Check with Head Cha to secure round tables from Emmaus group at Camp Dixie; the round tables should be found in the Rollo Room or on the porch at Camp Hanes.
- It is fun to ask Reunion Groups to provide special food palanca for each day such as cheese balls and crackers, fruit/vegetable trays, ice cream sundaes or whatever. Ask team members for help contacting groups.
- Make sure the Rollo Room is set-up by 3:00 p.m. on Thursday and that all Rollo Room Chas are aware of their responsibilities.
- Floater Cha (or Assistant Head Cha serves music chas and Rector.)
- Make sure all guests are in the Rollo Room at the appropriate times. Everyone must be present before anything can begin. Remind your Chas to account for their table members.
- Know who needs to be out for Prayer Palanca and when. Get a copy of the Prayer Palanca schedule from Head Chapel Cha or Professor Escort. Make sure floater cha helps out that table when is cha is gone.
- Review with your chas about when to hand out **Pilgrim's Guides, steno pads and pencils, service cards.**
- Provide props as needed by Rector or speaker(3-legged stool, posters of words, etc.)
- Replace candles as needed during day.
- Provide a fresh glass of water on podium before each talk.
- Light candle before each Rollo during the beginning of "Blessed Are They" and extinguish it at the end of Rollo.
- Arrange with Head Palanca Cha which banners to use and where to place them.
- Post palanca letters after they have been read aloud.
- Place a dry erase board in refreshments and supplies area to write down needs/requests so that outside chas can get this information. Outside Chas try to limit 1 trip to town each day.
- Check Chapel Kit Bags to make sure they contain a candle, holder, cross and matches.
- Review the Chapel Visits with your chas Saturday morning.
- Remind team not to eat or drink in the Rollo Room unless the guests are being served. Also remember that no one should be moving about behind the curtain while a Rollo is being given.
- No one may enter the Rollo Room once the speaker has begun giving their talk. Assign someone to sit by the side door to lock it as the speaker enters (Camp Dixie).
- Be prepared to break down the Rollo Room if Clausura is to be held there.
- Arrange podium so that both guests and team can see speakers.

- Be prepared for break-down on Sunday. Arrange for someone from Fourth Day to help assist you.
- At the conclusion of the weekend, make an inventory of what is left and give it to the Head Cha to pass on for the next weekend.

- **Table Cha Responsibilities**

Thursday Night

- Follow the Rector from the Sendoff. Try to light the guests' way.
- Once inside the Rollo Room, sit around outside of the room.
- After the guests return from their cabins, the Rector will ask for the chas to hand out Pilgrim's Guides and pencils. Have these with you. Hand these out to everyone, guests and team since they will be sitting together.
- When leaving for Chapel, help light the way for the guests.

Friday

- As the Rector calls out the table names, the dominant professor's name will be called first. This person sits in the chair facing the podium. (It is a good idea to mark the chair ahead of time somehow)
- Seat the guests and professor clockwise as the Rector calls their names and have your table's wooden name plate ready to place in center of table.
- You will need steno pads for each person when the Rector calls for them.
- Make sure your table has songbooks on it.

Refreshments

After each talk, the Rector will give the tables a chance to discuss it.

- During this time be as quiet and unobtrusive as possible, move around the table taking drink orders.
- Have a pencil and paper ready to keep orders straight.
- It is important that the guests and professors talk among themselves, so you should not talk with the guests and professors, except to take refreshment orders.
- Begin by putting out a basket of goodies and building from this to allow their conversations to begin. Let the refreshments accelerate much like the poster supplies – a little to begin with and add to it.
- Stay near your table at all times and don't congregate with other table chas.
- Table discussions and poster making are for the table participants, and you should not actively participate.
- Be close to your table at all times trying to anticipate their needs but do not hover.
- Do not encourage outrageous requests from the guests. If you receive an unusual request inform your Head Cha and a decision of what to do will be made.

The outside Chas will make **one** trip to town a day around 12:00 noon. Please write down your requests on the dry-erase board in the back of the Rollo Room.

Posters

The Rector will call for poster materials to be brought out after the tables have had time to discuss the Rollo.

- Be sure to have your small tray ready. It is fun to put a little variety in at first such as crayons, construction paper, markers, balloons and add to it each time.
- By Saturday you will need the larger tray to hold the supplies.
- Sometimes you may have unusual requests for items. Be creative and improvise. It makes it fun.
- When the Rector calls for the poster, it is your job to get the names of who will present the summary of the table discussion and who will present the poster at the Decuria that night. Be sure to jot this down on the back of each poster.
- Make a list of speakers for each of the discussion/poster presentations and give it to the Head Cha.
- Discourage guests from leaving the table except for bathroom breaks during this time. If we can keep movement down, the table will be able to have better conversations with fewer distractions.
- When the Rector calls for the posters, you will need to clear the table of drinks, craft supplies and food before the next Rollo begins.
- The guests will become very attached to their things so when straightening the table, be sure to leave their things together.

Decuria

Each night after dinner, the Rector will call tables to present their posters.

- You will assist them by having their posters ready as the Rector calls for each topic.
- You might need to remind the table which member is giving the summary of the discussion and the poster. (Hopefully it is written on the back and the Rector was able to pick the appropriate presentations from the list you prepared.)
- After your table is finished, please hang your posters around on the clothesline. This needs to be done quietly so as not to disturb other table presentations.

Breaks

- When guests are asked to go to meals, quickly straighten your table. This way it is ready when everyone returns.
- Try to sit with new people each time during meals.
- After Chapel at night, make sure your table is straight for the next day and clean the food area as much as possible.
- Be sure to dump drinks before throwing them away.
- Be sure when you put palanca on the tables, you do so when the guests are out of the room.
- You may want to add stickers to the front of their books.
- Remember to get your coffee pots ready the night before so the first team members can turn one pot on first thing in the morning.
- The room will need to be vacuumed each night. It is helpful to have several vacuum cleaners.

Saturday

Today is a full day. This day is much like yesterday except that posters are not done for each rollo. Each table may be assigned a **skit** to do instead of a poster presentation.

- Be sure to check with your Head Cha about your table's skit assignment.
- Service cards are distributed today. Have them in your apron until Rector calls for them.
- Chair cushions may be distributed this morning before guests arrive.

Today is also the day of individual table **Chapel Visits**.

- Please review your team manual on how this is done.
- You may like to ask Chapel Chas to help you locate a place for your group and have them take carpet squares ahead of time to this area.
- Be sure you have a place chosen (there are only so many spots).
- Check each bag for a working lighter or matches.

After the Wholeness and Healing Worship Service you will sit with your table during dinner.

- It is important to go directly with your group to dinner since the Fourth Day Community will be gathering in the gym area for the Serenade.
- Remember you are to model servant behavior. Please don't get up during the Serenade to greet or hug someone. Do not leave the room.
- Kitchen Chas will need the wooden table names before this service for your tables at dinner. This is such a surprise for our guests!

After the Decuria tonight the guests will be led through the candlelit path to Chapel. There will be time for cleaning the Rollo Room after worship.

Remember that there are no posters on Sunday and supplies can be packed up as time permits on Saturday evening.

- Please place items in the correct box so the next team will find them.

Sunday

Today is the final day. There are no posters only discussions.

- Remember the Palanca bags will be distributed after the Rector's talk. The Palanca chas will bring them. They are handed out first to the tables and then to the rest of the team.
- Give your table space to appreciate and read their notes without hovering over them.

Clausura or Closing

At Camp Dixie Clausura may take place in the Chapel or in the Rollo Room.

- If it is in the Rollo Room the team will assist you in taking down tables and arranging chairs.
- If Clausura is in the Rollo Room, the guests will dedicate their service cards in the Chapel. You will go with your tables to the Service Card Dedication and lead them back to Clausura.

At Camp Hanes Clausura is held in the dining hall. The site of the dedication of Service Cards is a flexible rector option. Check with the Head Cha for information on where this will be held.