

HEAD CHA OUTLINE

General Notes:

- 1) On the Weekend and on Team Saturdays, your job is to direct the orchestra, so avoid giving yourself an instrument to play. It is not possible to do both well, so ignore any pangs of guilt for not doing everything yourself. Delegate tasks so that your full attention and energy are available to manage the flow of events.
- 2) The role of Head Cha creates unique temptations to “take control” and provides numerous opportunities to do so. Resist this temptation. The more you control, the less Spirit-guided creativity flows through the other team members. God alone is responsible for the content and outcomes. You are responsible only for doing your best to create the “space” in which the Team Saturdays and the Weekend unfold.
- 3) As much happens in the lives of the Team Members over the course of the Team Saturdays and Weekend as in the lives of the Guests. Be conscious not to let yourself or the Team slip into an “it’s all about the Guests” mentality. Be intentional about nurturing the Team Experience.
- 4) Use the online data system to manage all of your team member information. The system is set up to provide you with all the ready-made lists you need. If you absolutely, positively, no-way-around-it, must manage this information yourself, please be sure to update the online system so that the information is not lost to the 4th Day and to the leaders of the Pilgrimage movement. The accuracy of the online system is an absolute imperative.
- 5) Use the Council section of www.ncpilgrimage.org to get talk outlines, scripts, and other standardized documents. Also, before you recreate the wheel on a unique document, check the Templates section to see if something already exists that will meet your needs.

Before The Weekend:

- ❖ Get a password and instructions from the Information Systems Councilperson so that you can use the online data system and the Council section of www.ncpilgrimage.org.
- ❖ Arrange for facilities and food for:
 - 3 team Saturdays
 - an Ultreya (coordinate with 4th Day Councilperson)
 - Notes:
 - Be sure to ask church contacts to get permission from the Session to do communion
 - You can use the online directory to search by church name to find people at the churches you want to use. These people can also help you find reunion groups to provide food.
- ❖ Send letters to speaking professor with
 - an outline of the speakers' talk (get online)
 - notes to speaker (get online)
 - copies of sample talks (get from Rector)
 - critique schedule
- ❖ Team letters
 - include directions to first team meeting
- ❖ Start thinking & making arrangements for
 - Rector appreciation: Rector bell, Rector sweatshirt, other?
 - Palanca bags for guests
 - Reliable past suppliers include
 - Health Impressions (www.healthimpressions.com)
 - ◆ Medium-Weight Tote Bag WE02491 (\$1.99 / bag)
 - ◆ Maxi-Tote WE01801 (\$5.33 / bag)
 - JEB Designs (Fayetteville)
 - Logo for weekend
 - Rector letter in newsletter
 - Contact Newsletter Councilperson for due date and letter length
 - Banner for the weekend
- ❖ Head Cha meeting
 - how & when
 - conference call?
 - www.freeconference.com provides free conference call services. The only cost is that callers pay their own long distance charges
 - meet in advance of first team Saturday?
 - meet on the morning of the first team Saturday?
 - what
 - weekend tone/focus
 - warehouse visits
 - 4th day support to help break down camp
 - Any other housekeeping
- ❖ Start working with Rector on schedule and script for weekend.

- ❖ Find out from the Council Treasurer what the cost of the weekend is for Team Members.
- ❖ Check in with the contact person for the facility that will be used on the 1st Team Saturday to confirm all arrangements.
- ❖ 1st Team Saturday
 - Materials
 - You and Rector
 - Schedule for day with times
 - For Team
 - Agenda
 - Professor music preferences
 - Team list- by cha groups
 - Team list- with addresses
 - Critique Teams
 - weekend outline
 - sharing groups
 - Directions to next team meetings
 - What To Bring To Camp
 - Pens & Folder
 - Extra manuals for sale
 - For Critique Leaders
 - Critique instructions
 - Outlines for talks to be given
 - Copies of talks for that day's speakers
 - Extra Team Manuals for sale
 - Major Schedule Items
 - welcome and introductions
 - substantial sharing time / prayer groups
 - critiques (consider excluding Music Chas if possible so that they can practice)
 - some cha group time
 - worship and communion
 - Reminders
 - Time, date and place of 2nd & 3rd Team Saturdays and the Weekend
 - Payment due for the weekend. Make checks payable to NCPP
- ❖ Send any team payments received to the Council Treasurer and record who has paid.
- ❖ Check in with Camp
 - kitchen menu
 - arrival & departure times
 - tables, sound system, podium
 - Camp Dixie:
 - 373 W. Bladen Union Church Rd.
 - Fayetteville, North Carolina 28306
 - 910-865-5180
 - 910-865-4277 (fax)
 - Julie Rauser is contact person
 - www.campdixie.com

- Camp Hanes:
 - 1225 Camp Hanes Rd.
 - King, NC 27021
 - 336-983-3131
 - 336-983-4624 (fax)
 - www.camphanes.org
- ❖ Finalize
 - Rector appreciation
 - Palanca bags
 - Logo for the weekend
- ❖ Continue working with the Rector on the weekend schedule and script.
- ❖ Check in with the contact person for the facility that will be used on the 2nd Team Saturday to confirm all arrangements.
- ❖ 2nd Team Saturday
 - Materials
 - You and Rector
 - Schedule for day with times
 - For Team
 - Agenda
 - Critique Teams
 - Updated Team list- by cha groups (if necessary)
 - Updated Team list- with addresses (if necessary)
 - Updated sharing/prayer groups (if necessary)
 - Copies of all materials from first team meeting for any new team members
 - Extra manuals for sale
 - For Critique Leaders
 - Critique instructions
 - Outlines for talks to be given
 - Copies of talks from that day's speakers
 - Major Schedule Items
 - introductions of new team members (if necessary)
 - sharing / prayer groups
 - critiques (consider excluding Music Chas if possible so that they can practice)
 - cha group time
 - worship & communion
 - Check with Head Chas
 - warehouse visit?
 - special needs or concerns?
 - Reminders
 - Time, date and place of 3rd Team Saturday and the Weekend
 - Payment due for the weekend. Make checks payable to NCPP
- ❖ Send any team payments received to the Council Treasurer and record who has paid.
- ❖ Check in with Camp again (if necessary)
- ❖ Approach completion of
 - the weekend schedule and script with the Rector
 - the banner for the weekend

- ❖ Check in with the contact person for the facility that will be used on the 3rd Team Saturday to confirm all arrangements.
- ❖ 3rd Team Saturday
 - Materials
 - You and Rector
 - Schedule for day with times
 - For Team
 - Agenda
 - Critique Teams
 - Updated Team list- by cha groups (if necessary)
 - Updated Team list- with addresses (if necessary)
 - Updated sharing/prayer groups (if necessary)
 - Copies of all materials from first team meeting for any new team members
 - For Critique Leaders
 - Critique instructions
 - Outlines for talks to be given
 - Copies of talks from that day's speakers
 - Major Schedule Items
 - introductions of new team members (if necessary)
 - sharing / prayer groups
 - critiques (consider excluding Kitchen Chas if possible so that they can have an extended cha group planning session)
 - substantial cha group time
 - worship & communion
 - Reminders
 - Time to arrive on Thursday before the weekend
 - Payment due for the weekend. Make checks payable to NCPP.
 - Identify and touch base with Team Members have not paid (check with the Rector for whether Spiritual Directors are being required to pay).
 - Protocol for wearing crosses
 - Find out who needs a cross
 - Check with Head Chas
 - warehouse crew to bring stuff to camp?
 - special needs or concerns?
 - "to-do" punchlist
- ❖ Send any team payments received to the Council Treasurer and record who has paid.
- ❖ Finalize
 - the weekend schedule and script with the Rector.
 - the Banner for the weekend.
- ❖ check with Registrar for
 - a guest count and
 - to coordinate the preparation of guest name tags
- ❖ contact Operations Councilperson to find out which reunion group is responsible for crosses
 - Give this reunion group a count of
 - guests

- team members who need crosses, and
- one or two extra crosses
- ❖ check in with camp (if necessary)
- ❖ check in with Head Chas on their “to-dos” on the “to-do” punchlist (if necessary)
- ❖ Take a deep breath. God is in control.

After the Weekend:

- ❖ Send to the Council Treasurer any invoices the Camp gives you.
- ❖ Confirm Ultreya details with the 4th Day Councilperson.
- ❖ Identify which Team Members have not yet paid and request their payment.
 - Direct the payments to you, not to the Council Treasurer.
 - When you have all the remaining payments, send them to the Council Treasurer.
- ❖ Collect receipts from Team Members who need reimbursement.
 - Organize and tally the amounts owed to each person.
 - Send the receipts and your tallies to the Council Treasurer, including the names and addresses to which the checks should be mailed.