CHAPEL OUTLINE

You have been selected for a very special purpose. As a Chapel Cha your primary purpose in all that you do is Pray. God will use you in wondrous and mighty ways before, during and after the weekend. This overview will give you a guideline and walk you through the steps in preparing for the weekend and set ups during the weekend.

Colorado Via de Cristo (CVdC) currently holds Concurrent Weekends. This is where the men and women attend the weekend at the same time. They will each have their own Rollo Room where the talks will be held. But most of the activities outside the Rollo Room will be done together. It will be important that you find out who the other Head Chapel Cha is and work together with him/her as the Pilgrim Chapel and Prayer Chapel will be a shared location. The Pilgrim Chapel is the location where we meet each day for Meditation and Communion. The Prayer Chapel is where the Chas and 4th Day Community come to prepare Rollists (speakers) and lift any prayer concerns for the community and pilgrims. This is also the location of the Candles for the 72 hour Prayer Vigil.

To get you started it will be important that you are in communication with the Rector/Rectora and the team must work together in preparations. Below is a brief description and a to-do list prior to even the first Team Building.

PRAYER VIGIL

You will need to register the weekend for the 72 hour prayer vigil. This is done by getting on the internet and going to www.3dayol.org/ There will be a link to request a weekend. You will register the weekend as Colorado VdC # _____. You will need to know the dates of the weekend – beginning on Thursday around 5:00 p.m. and ending Sunday evening around 5:00 p.m. Remember to share this prayer vigil opportunity to 4th Day members through Facebook, the VdC website, local churches and team trainings. It is handy to print out right before going to the camp.

COMMUNION SUPPLIES

CVdC has a trailer that holds many of our supplies. You will need to contact the Property Coordinator and ask that the Communion “bin” be brought to the first Team Building. This will have cups, plates, candles, and crosses. You will need to purchase the Bread (you can make it) or the wafers. You can buy the small (4 pack) of wine and white grape juice (it helps to differentiate
when communing). It will also be important to get wafers for gluten intolerance people. When
the weekend arrives you will need to bring enough communion supplies for each Chapel time
each day (when we have communion) which will include the team and pilgrims. You will also
need to plan ahead for the Clausura (Closing Service) on Sunday afternoon. On Saturday of the
weekend the team generally uses French Bread if they are using the Mimes for Dying Moments.

**PRAYER PARTNERS**

It is the Head Chapel Chas duty to pray over prayer partners for team. Generally the Head
Spiritual or Head Kitchen Cha and the Rector/Rectora are Prayer Partners. The method you use
in selecting partners is up to you. It is nice to mix the group up so that fellowship and
friendships can build through the whole team. You will need to contact the Registrar or
Secretary of the Secretariat to let them know you are the Head Chapel Cha and will be needing
the list of pilgrims to assign prayer partners. Each Pilgrim will be given a Team Prayer Partner.
This should not be their Sponsor. Most of this should be completed prior to the first Team
Building. You can assign Pilgrims as they come in.

**CORE TEAM MEETINGS**

It is encouraged that the Rector and Rectora hold Core Team Meetings prior to the Team
Buildings. It is recommended that there be at least one – three Core Team Meetings. The reason
for this is to prepare those holding the Head positions to review the schedule discuss any
concerns and make the preparations for the weekend. This will help the Team Building times
flow smoothly and also provide a time for you to review with your team the schedule and plans
of the weekend itself. This will also help you in becoming familiar with the progression of the
weekend and the duties of all involved. The Secretariat also recommends that both the Men and
Womens Core Teams meet once together prior to the Team Building. This will give you a
chance to review with each other the schedule and form a cohesive group moving forward to
train the Team.

**TEAM BUILDING**

The Chapel Team is responsible for setting up Communion for the Team meeting. The Chapel
Team will notify the team of their Prayer Partners and will conduct the prayer for the Pilgrims
during the gathering time. During Team Building there will be break out times for you to meet
with your team. This will be a time to review the schedule and get a plan as to the duties for the
Chapel Team. As Head Chapel it is important to check with each of the teams to see if there are
any specific needs that they may have. Please check with the Music Chas to see if they will be
gathering Rollo walk in songs. Contact each Rollist to inquire if there is any scripture that they
would like read during their preparation time. There will be a time to hear the “practice Rollos”
and you will provide a cross for each of the speakers. During prayer time or “zappings” a
member of your team will either lead or finish the prayer for each Rollist. Remind your team
that they need to be at the camp to help unload the trailer and set up the Prayer Chapel and get
things ready for the Pilgrims to arrive. You will also need to arrange for a photographer to be at the camp on Thursday evening to take the Pilgrims pictures. These pictures will be placed in the Prayer Chapel. Inquire as to the bibles, crosses and candles that are purchased by the Secretariat. Make sure those items are ordered and will be at the camp on Thursday.

**Unloading the Trailer – Setting up the PRAYER CHAPEL**

Thursday afternoon of the weekend the trailer should be there by noon. You will unload the Chapel bins. The following items will go in the Prayer Chapel

- White Boards
- Candles
- Candle holders
- Bibles
- Rollist crosses
- Necklaces
- Open Bible
- Markers for white board
- Kneeling alter
- Prayer boxes
- Kleenex
- Prayer boxes
- Foot washing bowl and pitcher
- Kneeling pads
- Towels

The Chapel Team will take part in the prayer walk that afternoon. Prayer over the camp, over each bed for the pilgrims and team.

Set up the Prayer Chapel for the **SPONSORSHIP COMMUNION** for that evening. Make sure that you have someone to perform the service and a musician is a nice touch. Set up chairs for the 4th Day and sponsors.

The Prayer Chapel is a place open to all team and 4th Day as a refuge or place of peace. As the Chapel Team you are there to pray and serve ALL who enter the room. Have a table set up with the bibles. You can place stickers of the Pilgrims names in each bible. The community will come in and sign the bibles. At the end of the day, those bibles go to the Rollo room for each pilgrim. Place the candles in a Safe Place where they can burn the entire time the weekend is underway. Set up a place where the pictures of the Pilgrims will go for our vision board. Set up white boards for prayer requests. Arrange for an Angel to watch the Candles and stay in the Chapel until your team returns from Stations of the Cross.

After Sponsor Communion – The bibles need to go to the Rollo Rooms. Prayer boxes can go to the Rollo Room and various areas (by sleeping areas, etc.) These are checked by your team throughout the weekend and requests are placed on the white board. You can then set up the Chapel to prepare for the morning when the Rollist will come to be prayed over.

**SETTING UP THE PILGRIM CHAPEL**

The Pilgrim Chapel will be the location for all Chapel times, Stations of the Cross, Dying Moments/ Celebration of Repentance and the Clausura. Most of these bins can be put in the back of the chapel. Items used in the Chapel are: Altar dressing, communion ware, wine, bread, Large Cross for Stations, banners, the spot light, the rack to hang the banners, (leave the heavy cross in the trailer that is used for Dying Moments until Saturday) candles, half of the
footwashing towels, pitcher, kneelers, song books (if being used), the Mime bins, Trunk for Dying Moments, hammers, nails, and make sure you have a lighter for the candles.

**STATIONS OF THE CROSS** - You will set this Chapel up on Thursday for Stations of the Cross. Have the Cross set up front have the designated candles for the participants to hold. Set up the rack and banners along with the spot light. Assign a person to do the light, another to change the banners. Set the room up with the chairs leaving a middle isle. Ensure that there are enough chairs for pilgrims and team.

The musicians normally set up in the back of the chapel that evening. The podium and/or a music stand will be used for the Reading of the Stations from the back. A backup flashlight might be helpful to have.

After Stations of the Cross, once the pilgrims leave you will then reset the Pilgrim Chapel for morning Meditation. You can set up the altar having everything ready for communion in the morning. (this will make it easier in the morning – all you will do is get the bread and wine ready) The musicians will set up their own sound and area.

**FRIDAY MORNING CHAPEL** – 3 Glances of Christ

Chapel on Friday morning will have communion- assign a Chapel Cha to set up the Chapel before the pilgrims arrive, remain during Chapel that morning, and clean up after communion. Remaining wine and bread is returned to the earth.

**PRAYER CHAPEL DUTIES** – Praying over Rollists

You will need to check with each Rollist as to what time they wish to begin preparing for their talk (i.e. shower, eat, review, pray) and bring them to the Chapel for prayer. You will need to stay mindful of the schedule that has been prepared but ALSO you will need to be aware of the actual time that the Rollo Room is working under. As the Rollist enters the Rollo Room a Chapel Cha will be with them through their talk. They will be in prayer for God to be used through the Rollo being presented. Once the Rollist is finished they will return to the Prayer Chapel for prayer thanking God for the honor of being used through the word shared. If the team is light you may need to ask the Kitchen Chas to help assist you with the fetching of the Rollists. Make sure that the Head Cha is aware of your “fetching” and “zapping” schedule.

Periodic checking of the prayer boxes – is crucial. Take all requests and put them on the prayer boards.
At some point during the Weekend the Chapel Team is introduced to the Pilgrims. The Team will introduce themselves and tell the Pilgrims you are here to pray and serve. The Head Chapel will read a short script explaining some of the Chapel Duties. The Prayer vigil will be explained.

At another time you will bring the crosses into the Rollo Room on Friday as the Tables will have a short prayer time (Decuria Time).

**FOOTWASHING – Friday Evening**

The Men and Women have separate Foot Washing Stations. It is good to determine the location during your Core Team meetings. Chapel will set up on a small table an open bible, the bowl and pitcher. It is good to have Kleenex placed here and there under the chairs. A dim lit room with candles or a warm fire adds to the ambiance. Depending on the Rectors desire of set up you will make sure that everything is ready to go. You will want to have some of the kneelers available for the feet washers. You will work with the Kitchen Chas for the set up of the wash bins, sanitizer, soap, and towels. The music team will either have meditative music that is sung or played or they may bring a CD. Simply check with them to ensure it has been taken care of. You will want to check with the Rector/Rectora to see what they would like your role to be. Generally the Chapel Team is available to pray over the pilgrims while their feet are being washed. There are times that this can be quite emotional for some realizing the act of service Christ gave his disciples and now this is being done for them. Be mindful of each person’s need for comfort or assistance. They may want a hug, while others may simply want to process through what they are experiencing on their own. When Foot Washing is completed the Pilgrims will leave. There may be an individual who wishes to remain to speak to clergy. Stay mindful of that pilgrim and give them a little time. You can begin to pick up some things and quietly put them away. Generally an angel will take the towels home and wash and dry them.

**MORNING CHAPEL – The Figure of Christ - Saturday Morning**

There will be NO Communion on Saturday morning so simply set the chairs up and ensure the altar is cleaned up. When Chapel is finished the group will head out to breakfast. This may be a time for a few of you to get some of the bins out for the Celebration of Repentence – Dying Moments later than morning. This will be a fine balance and depending on the size of your team you will need to schedule what will work best. You will also be “fetching” and “Zapping” Rollists throughout the day.

Dying Moments is generally held in the Pilgrim Chapel. If the Rectors have elected to have the Mimes, you will need to make sure they have either a practice time set aside, which could be before or after they put their makeup on. You will want to check with the Mimes selected if they will need someone lined up to do their makeup. They usually determine set up and prop placement for their Rollo. You will however, need to set up the Altar, have the wine and juice and perhaps some of the gluten wafers. The Mime will usually use French Bread and it will be
with them in the “Gifts from God” box. If there are no Mimes and it will be a Celebration of Repentance then you can prepare the altar as normal, with the communion set up. You need to make sure that the Cross, hammers, nails, kneelers, any other specific item as led by the Rectors (i.e. rice paper and a bowl of water, pine cones and paper, a firepit to name a few) Generally the Men will attend first. When they finish up the Mimes will reset the props for the box. And you will set up another brand new communion for the women. This will be a fairly quick turn around. The Pilgrims will not return to the Chapel again until Sunday morning.

**SATURDAY – Odds and Ends**

After Dying Moments – you may be asked to help assist the Palanca Chas with the distribution of Palanca bags. You may also be asked to help the Kitchen Chas with the Agape Meal this is why you should always bring the black pants and white shirts in case you need them.

After the Agape Meal the pilgrims will be dismissed to their rooms. They will be asked to have another Decuria Time, praying for one another. You will need to make sure that there are crosses, candles and a place for this to happen. Room maps you can pick the best room for each table to have their prayer time.

**MANANITAS – The Message of Christ – Chapel Sunday Morning**

Whether there is a celebration of Mananitas with members of the 4th Day Community or a Team alone celebration that is determined by the Rectors. You will simply ensure that the Chapel is set up that morning for the Meditation.

**PRAYER CHAPEL VISITS – Sunday morning**

Most likely after breakfast on Sunday morning pilgrims and their table leaders will make their way to the Prayer Chapel. This will be the only opportunity they have to see the Chapel. To prepare for this visit – there are a few housekeeping items for you. Any and all prayer requests that have been written on the board are wiped clean. Those requests remain confidential to only those who were in the Chapel praying. You will give them a brief overview of the things that have been happening in this Chapel. You explain that this is where the speaker comes to pray prior to giving their talk. That a candle was lit upon their arrival on Thursday and has been burning ever since. The wooden Prayer kneeler is a place where someone can come and spend some time with God in prayer. Let the pilgrims know that you have been here in the Chapel to pray over each and every request that has crossed your path. Keep your talk short as this day will get very busy quickly and there is much to do.

Once all the pilgrims leave, you will begin packing things up. You will keep the reverence of the Chapel, but many things can be loaded back up in the trailer.

Don’t forget you will still have “fetching” and “Zapping” to do for the Rollists.
TOTAL SECURITY ROLLO – given by the Rector/Rectora

This final talk will begin with the Chapel giving a brief description as to the “Zapping” and will either lead or close the prayer time. There is a brief outline in the Script. You may want to ask the Rector if they would like to have a few of the team members or the whole team. Also if they are having any friends and family joining us.

CLAUSURA – Sunday Afternoon

You will need to set up chairs to welcome our community, team and pilgrims to the closing service. This service will have Communion so you may want to speak to the Spiritual Director as to how many Communion stations they would like set up. The PILGRIM CHAPEL must be set up before the Rector’s Total Security in the Fourth Day Talk as the community will start arriving while the team is together with the Pilgrims. All team and pilgrims are present for the last talk.

While the duties of the Chapel are very important it is also important to remember that we are here as one team. We are one TEAM here to pray and serve in whatever capacity that we are needed.

After the Clausura it is important that you help pick up and put things back where we need to. We would like to keep the camp we are using in the same or better shape than when we arrived on Thursday. God’s blessings on your time serving HIM in the Chapel.
Cha Responsibilities
A prime cha responsibility is to KNOW where all the Pilgrims are physically - all of the time. Be alert whenever Pilgrims are out of the Rollo room. Be prepared for some resistance from the Pilgrims in reaction to the degree of attention exercised. Mature people are not used to having someone else assisting and directing them every hour of the day. Be patient and considerate and if you must say something to a Pilgrim, ask the Holy Spirit to work through you. If a Pilgrim leaves the group, accompany them. Remind them that nothing can begin until ALL the Pilgrims are present. As Cha, you can set an example here, by-being sure that you too are where you are supposed to be, on time.

The Chas will mingle with the Pilgrims during walks, at meals, and during breaks. At least one Cha will be the last one in the line, making sure that all the Pilgrims have moved to the appropriate place. Others will be at the front of the line to lead the way, set the pace, and open doors. Usually, the Rector heads the line to Chapel and to meals, and the Head Cha accompanies her. At least one other Cha needs to be close to the head of the line, to open doors and run errands if needed.

When you are mixing with the s, you need to be cheerful and helpful. If Pilgrims ask questions about what is happening next, answer them honestly, but be brief, giving no more information than is necessary. They aren't supposed to anticipate. Try to turn the conversation to the topics of the Rollo. You will have a schedule of the events of the weekend, but this will not be seen by the Pilgrim. Unless you need a watch for some special reason, you shouldn't wear one.

If a Pilgrim needs spiritual help, direction, or counseling, find a Spiritual Director and leave the Pilgrim there. Notify the Head Cha or the Rector, giving her the Pilgrim ’s name and who she is with and where. Return to the general area where the Pilgrim is and try to keep anyone else from intruding on the session with the Spiritual Director. You can then help the Pilgrims return to the group discreetly.
During meals and at breaks, try to mix with different groups; avoid bunching with Professors and other Chas. You want to be open and accepting of everyone. Be especially alert to shy Pilgrims or those who seem to be alone. Offer them conversation and friendship.

During the Chapel services, the Chas will sit in the back. This allows them to move in and out if needed. But they are supposed to participate actively in the services. During the first day of the Weekend, the Pilgrims are more reserved. Someone may need to speak out in the service, contribute to the discussion, or sing with enthusiasm. You can let your light shine and be an example and an encouragement to others. As the weekend progresses, and the Pilgrims begin to warm up, you will be able to sit back and encourage them to blossom out. It is their weekend, and if they will take part in the discussions, the team members should hold back. Listen for the guidance of the Holy Spirit and follow His lead. If you are tuned in to the Spirit and are alert to the needs of the Pilgrims, you will know when you should participate and when you should let someone else speak.

After the Chapel at night, encourage anyone who wishes to remain and talk to a Spiritual Director to do so. For the rest, encourage them to retire quickly. One Cha needs to stay with the Chapel Cha to watch the door and to escort the Pilgrims to the sleeping areas after they are finished talking with the Spiritual Director.

Team meetings are held each night to plan for the next day and to handle any problems that came up during the day. During discussions each member should feel free to present her ideas and make suggestions. Each member of the team is important and should be heard, so everyone should be encouraged to speak out. When the discussion is finished, and a decision must be made, the Head Cha or the Rector has the final say. At this point, it is very important to pull together behind the leader. You may not agree with the way something is handled, but once the decision is made, your responsibility is to follow the leader's direction. Another leader may do things differently on another weekend. For this weekend, you need to cheerfully accept the leader's decision. THE IMPORTANCE OF UNITY ON A TEAM CANNOT BE OVERSTRESSED!

Each member is responsible for helping to create a sense of community among the team members. If the team is a loving, caring group that works together, that love and caring are seen and felt by the Pilgrim. The love flows from the team to Pilgrims and the weekend progresses
more smoothly. If there is dissension and backbiting among the team, those vibrations are picked up by the Pilgrims too.

Each of us reflects what is inside us. What we are comes out in unguarded moments. When we are tired after long hours of service, it is easy to have unguarded moments. Remember, the team sets the tone of the weekend. We need to shine out the love of Jesus to each person there. We need to sing with enthusiasm; we need to listen attentively to the Rollos, even if we have heard them before; we need to be full of pep at the Decuria (the talks on the posters at the end of the day). SMILE! SMILE! SMILE!

We will now get more detailed about the Chas work. The first night the Chas will serve coffee and a snack when the Pilgrims come to the site. This is an effort to put them at ease. Remember, do not treat the Professors differently than the Pilgrims. Help them blend into the group as a whole. Their table discussions will be freer if each person feels equal. So often, if the table knows that someone is experienced, they create a teacher-pupil relationship instead or a sharing community. Thankfully, this becomes less of a factor after the dynamics of the table begin to work during Friday afternoon and Saturday.

During Thursday night's period of silence, except for the team meetings, the whole team observes the silence too. The team should remain silent until after Chapel on Friday morning and set the example for the Pilgrims. The team should be first to Chapel.

The Chas assigned to the Rollo room will keep the Pilgrims supplied with refreshments, paper, pencils, posters, and poster supplies. They will also have first aid supplies, and aspirin. Refreshments are served only during poster of discussion time. During Rollos, the Chas listen attentively.

NO ONE LEAVES OR ENTERS THE ROLLO ROOM DURING A ROLLO! During breaks, the Chas clean up the room and straighten the tables. Banners may be hung or palanca distributed when the Pilgrims are out of the room.

Chapel Chas are responsible for setting up the Chapel and for keeping supplies there. During each Rollo, someone will be in the Chapel to pray. An Escort Cha has the duty of escorting the Table leader or Spiritual Director to the Chapel before each Rollo for a period of prayer. Another Cha will get a Table leader from the Rollo room and take her to Chapel to pray while
the talk is being given. The Escort Cha escorts the speaker to the Rollo room, and then returns with her to Chapel for prayer after the talk.

One Table leader and at least one Cha will be praying for the Rollista while each Rollo is being given. Someone from the kitchen crew may also be praying with you. Holding up the speaker and the Pilgrims in prayer is one of the most important parts of the weekend. God's power flows into a Via de Cristo Weekend, and the people who are praying intercessory prayers act as a funnel for that power.

The exact form of prayer is left to the Table leader in the Chapel. The intent is for all to be in touch with God and commend the Rollista and Pilgrims. This time of offering prayer palanca can be among the most enriching moments of the weekend.

We do remember the special things that were made for us, and of course the palanca letters. Chas distribute the palanca items. The Head Cha will coordinate when this is to be done. It should be planned to build momentum, with more and more appearing as the weekend progresses. One Cha will be designated as Palanca Cha and will oversee the incoming letters and goodies.

The Palanca Cha will help the Spiritual Director choose which of the general letters are to be read to the Pilgrims and when. Most importantly, this Palanca Cha will oversee the sorting of the mail to the Pilgrims. The letters from the spouse should be marked with a W or H for wife or husband, and any children's letters should also be marked. These are put on the top of the stack for the Pilgrim to read first. Other Chas can be asked to help with the sorting. It is a big job!

A word here about the palanca letters you will be writing. Team members should have these done before they come to the weekend. It is almost impossible to find time to write after the weekend begins. Remember, that team members have meetings after the Pilgrims go to bed. They are also the first to arise. Chas serve the morning coffee. So please, try to have the letter writing chores out of the way before the weekend. There may be some whom you will want to write special notes to after the weekend begins, but these should be few.

There are a number of other chores that Chas do. You may be asked to be a runner or gopher (go for -?), to get some needed supplies for either the kitchen or the Rollo room. The kitchen crew may need some extra help. Chas will be asked to clean bathrooms, empty wastebaskets, and
assist in emergencies. Chas will hang banners and posters. Posters are collected after each Rollo and are marked with the table name and Rollo title. In the evening, Chas will sort these and then hang them for display after the explanations.

All of this probably sounds like quite a bit of work- IT IS. But, it is work done for the Lord and in His service. He blesses it with His presence and helps us with all the needs, even the small ones.

There are only a few basics to remember. The first is that all service is done for the Pilgrims. Their needs are to come first. The second is that the team sets the environment for the weekend; you are the example. That is why it is so important to follow the Rector's directions, to be prompt, to be alert to the needs of others, and to be cheerful. It is also important to be confidential. There should be no gossip, no sharing of a Pilgrim's troubles with someone else (unless of course you need to alert a Spiritual Director about someone's needs). The rest of the team can pray for each Pilgrim without knowing details.

Above all else, serve with love. You will rely upon Jesus-He will help you. You are His hands, feet, and voice for the weekend.

**GENERAL DUTIES**

Below are listed the duties and responsibilities handled by Chas, plus, general information that will help ensure a smoothly functioning Weekend.

The main purpose of the Chas is to make the weekend a comfortable and carefree three days for the Pilgrims.

1. Be at the site as soon as possible on Thursday afternoon (unless you are sponsoring a Pilgrim). Go over the entire physical arrangements with the Physical Arrangements Chairman. Check to be sure that all nametags (including team, Rector, and Spiritual Director) are made. A first pass of this check should have been completed at setup.

2. If it is a different place, arrive at the send-off site early for Chapel visit (if you are not sponsoring a Pilgrim).

3. Carry the Pilgrims luggage to the transport vehicle or to their assigned bed.

4. Do not whisper to any team member including the Rector and the Spiritual Director. We don't want to give the Pilgrims the impression that we are PLOTTING against them.
5. Be alert at all times to what is going on in the Rollo room. Be ready to issue supplies when they are required. Be prepared to handle any emergency. Do your assigned task and rejoin the group. If a Pilgrim leaves the room for any reason, a Cha is to go with them.

6. Chas assigned to the Rollo room will prepare and carry to the Pilgrims such items as coffee, tea, hot cocoa, pop and medications (such as aspirin or alka-seltzer). There should be no reason for the Pilgrims to leave their tables to get these items on their own. If a Pilgrim should leave their table, offer to bring them what they want and ask them to return to their table. This includes Professors. Chas will open doors for Pilgrims. They should never have to open doors for themselves.

7. There are designated times when Chas will serve tables in the Rollo room:
   a) At poster times
   b) Break times as announced by the Rector
   c) Before Decuria (depending on direction of Rector)

8. There might be times when meal time servers are short handed. If the need arises, Chas will be assigned for this job by the head Cha.

9. Good housekeeping is necessary. The facilities we are using belong to others. During the three days of the Weekend, the Chas will be responsible for keeping clean: the restrooms, the Chapel, the mailroom and the Rollo room.
   a) The restrooms should be cleaned after each restroom break. The Cha assigned to this job will pick up paper from the floor, empty the trash cans, replenish paper towels and toilet tissue if needed, replenish soap as needed and damp mop floors as needed.
   b) The Chapel will be checked after and before each Chapel visit. Paper picked up, chairs straightened. The Cha assigned to the Chapel will also keep a close check on the Altar candles. Also, replace any banners that might have fallen.
   c) The Rollo room will be kept neat and clean at all times. When Pilgrims leave the Rollo room for Chapel, walks and meals the assigned Chas will stay behind and clean. Clean trash from the tabletops, arrange the Pilgrims personal items on the table in front of their seats, empty trash cans, empty ash trays, and pick up trash from the floor.
10. Never clean in the Rollo room while the Pilgrims are in the room.

11. The Rollo room is designated NO SMOKING.

12. There should be no movement in the Rollo room during the Rollos. The Chas should not be walking around or opening and closing doors. No deliveries from the kitchen should be made during a Rollo. Silence is golden during a Rollo.

13. Chas will cooperate with the Rector and the Professors by not getting into discussions with the Pilgrims while in the Rollo room. Leave the discussions to the Professors, Rector, and Spiritual Director. Please, leave the Pilgrims spiritual needs to the Spiritual Director. (You will have a chance to talk on walks and meal times.)

14. All unauthorized persons stay out of the Rollo room.

15. BE ON TIME ... This is important. Always be on time to Chapel and meals (unless you have been assigned a job). The Head Cha is responsible for a head count and this includes yours. Don't keep others waiting.

16. The Chas should be happy. The days will be long, the sleep little, and at times the work hard; but remember, the work you do and the sleep you sacrifice is for the Lord. SMILE ALWAYS, and be courteous to the Pilgrims and to the other team members.

17. The Head Cha will be with the Rector at all times, unless otherwise specified.

18. Chas will be assigned to the doorways to the Rollo room to keep outsiders out.

19. Every time we leave the Rollo room, the Cha at the door will notify the Head Cha that the room is clear.

20. The Head Cha or his appointee will take a head count upon arriving for Chapel and meals and when returning to the Rollo room. No function will start until all are present and/or accounted for.

21. Do not leave any notes or schedules laying around.

22. Keep matches on hand at podium. The Head Cha or his appointee will be responsible for lighting the candies prior to each speaker.
23. Check the speaker, and make sure the water pitcher is full, and be sure cups or glasses are available beside the water pitcher.

24. A Pilgrim's needs and wants might be unique, needs such as special medication. We will make every attempt to furnish needs. If there is an unusual want, such as a special brand of cigarettes, we will attempt to furnish it at the Pilgrim's expense. Each Weekend has a runner who will go after such items. Chas will not leave the Weekend site except in an emergency with the Head Chas knowledge.

25. During Chapel visits on Saturday afternoon, one Cha must be stationed outside the Chapel door. It will be his responsibility to assist the group dynamic by discouraging any one from leaving chapel without the group, protecting the privacy of people in the Chapel, and keeping the noise down outside the chapel while they are meeting.

26. As each poster is explained each night at the Decuria, two Chas will be assigned to hang the posters on the walls on the sides of the room.

27. The mail room Cha will check off spousal letter against the Pilgrim's name. If any are missing, effort should be made via telephone to secure a spousal letter.

28. Chas will sit with Pilgrims at meals and go on walks when they can. Remember, center the conversion on the last Rollo if possible.