

ASSISTANT HEAD CHA

The following job description, tasks, and responsibilities are only guidelines and suggestions. The Director can decide to combine or change the tasks to any of their core team. Many times the core team decides to share the responsibilities more equally among themselves as the Director chooses. The following are guidelines that have worked well previously and are suggested for the core team.

The Assistant Head Cha is the "right hand" of the Head Cha; It is the Assistant Head Cha's job to carry out the desires of the Director and Head Cha about the Weekend. You will work very closely with the Director, Head Cha and Youth Director and take care of most of the behind the scenes duties associated with the Weekend and team meetings. The Assistant Head Cha is responsible for almost everything prior to the Weekend, such as putting together the Team Book, reserving churches for team meetings, keeping the entire Team informed of updated information, and so on.

It is also your job to "help manage" the actual Weekend with the Head Cha. You will also receive assistance from the Head Rover in managing the running of the campground. You and the Head Cha must make sure that all sections are coordinated. Make yourself available to all area Heads to handle last minute questions. Monitor the Weekend schedule closely, working to anticipate anything that would put you behind schedule in any area. It's very important to be proactive, rather than reactive, in this position as much as possible. Keep in constant contact with the Head Rover. The three of you are the main instruments for keeping the Weekend moving properly. It will be helpful to share the following info with your Heads:

- Do the little things the Lord lays on your heart. The little touches may be a blessing to someone.
- The teens are our fellow team members, but it's up to the adults to set the example through attitude and actions.
- Regarding teens: tell 'em, remind 'em, write it down, then remind 'em again!
- If a teen has been asked to do a specific task on the Weekend or during team meetings, we will have to call them frequently to remind them. The closer to the event the better.
- Draw the teens into your planning. They have a lot to offer and desire to be a part of the Lord's blessing.
- When planning palanca, be sensitive to the fact that many of the teens (and adults) have more time than money.

You should begin and end each meeting and each day of the Weekend with prayer. Share with each other how the Lord is leading you in the areas of Piety, Study and Action. Reunion groups are the lifeblood of the 4th day experience. Please encourage "grouping" activities.

BEFORE THE WEEKEND

1. Meet with the Director, Head Cha and Youth Director to review:

- The Weekend theme and goals
- The Team Book. This includes (boys usually do not have a team book)
 - Vision page with logo, scripture, etc.
 - Listing of time, location, directions, and tasks of team meetings
 - Include which Cha's are scheduled for Greeting, Clean-up, etc
 - Team roster

- Consider emailing this to keep down printing costs
 - General Cha Guidelines' page (should already be in girl's binder)
 - Particular section job responsibilities pages (should already be in binder)
 - Palanca Guidelines' pages (should already be in binder)
 - My Personal Checklist' page (should already be in binder)
 - Number each binder if it is not already done (again, girls only)
 - Each Cha will "sign out" a binder and be responsible for returning it before the Weekend. If anyone has forgotten theirs, you will call them to remind them. If it has been lost or destroyed, the Cha is charged a \$10 replacement fee. State this as Books are distributed.
 - Purchase more binders if necessary and number them accordingly
 - All job descriptions, Weekend schedules and Director's Script
 - Determine who will make Team and Candidates nametags
 - For each Team meeting
 - For the Weekend
2. Call area churches to ask for their use for team meetings, including Serenade practice. Try to keep the church in a central location to the majority of the Team, and close access to major highways or streets (e.g., First Christian Disciples of Christ in Hyde Park, and Community Bible Church in Brooksville)
- Once they have been secured, forward the info to the VN Newsletter Couple (see website for current info) so that it can be posted on the website.
 - It is wise to have Serenade practice at a church in Brooksville.
 - VN gives an offering of at least \$50 for each time we use a church. Some churches have required as much as \$150.00. Others charge nothing. Get this from the VN Treasurer in advance so that it can be left with the church at the meeting (or mailed).
3. Expenses
- Get a check from the Treasurer for all expenses needed for pre-Weekend preparations, such as team book supplies, team meeting supplies, church reservations, etc. Be sure to give the Treasurer adequate notice.
 - Get a few deposit slips from the Treasurer to deposit all team fees, Bible sponsorship money, etc into the VNTB account. (This task is typically done by the Asst Head)
 - Make a copy of all deposits and deposit receipts and give to the Treasurer. It's very important that you keep accurate records. (Typically the job of Asst. Head Cha)
4. Make all necessary copies (This task can be shared with core team or delegated)
- Each section Head receives their binder with job description and a copy of the Weekend schedule
 - It's best to mail/email these as far in advance as possible
 - Also give them a copy of the roster so they can contact their section members or consider emailing these to keep printing costs down.
 - Each Speaker receives a copy of their Talk outline and binder with information
 - It's best to mail/email these as far in advance as possible
 - Critique sheets for practice Talks during team meetings
5. Attend all meetings having to do with the Weekend including before the actual team meetings, such as first Head's meeting and first Speaker's meeting.
6. Work with the Head Cha and Youth Director to prepare Team Books and nametags. Make any updates or corrections as necessary and have the books ready by the first team meeting

7. Work with the Head Cha and Youth Director to prepare the Team roster.
8. Order the Director's bell and have it engraved. Traditionally, it's engraved with the Weekend's #, date and Director's name. Bells can be purchased at George Levy's Awards at 2614 W. Kennedy Blvd in Tampa and the average cost is under \$30.00.
9. At the Head's meeting, handout job descriptions (if they have not already been sent out) and be prepared to help the Director with training and review of the Weekend schedule.
10. At the Speaker's meeting, assist the Director as they desire. Have copies of Talk outlines available to hand out (if they have not already been sent out, or as extras). Make sure the Talk Coach is present for training overview.
11. Check to make sure Head Kitchen has a refreshment schedule prepared for the team meetings and/or one for the Team Books.
12. Make sure that all section Heads are aware of their responsibilities for all team meetings.
13. Contact all Chas a few days before they have a responsibility for an upcoming team meeting, e.g. Greeter, Clean-up, etc. Let them know which speakers are giving their talks at the team meeting so they can write notes of encouragement ahead of time. (Have note paper available at the team meeting for those Chas that forget to write notes.)
14. Make a plan to have candidate and team nametags delivered to the campground early Friday morning.
15. Work with Head Dorm to have dorm assignments posted at the campground early Friday morning.
16. Call the 4th Day Couple (see website for current info) to find out who the photographer for the Weekend photo is and when they are to arrive. Find out if a ladder is required for the large group shot and if you need to make plans for one to be available, or if they can bring their own.
17. Work with the Serenade leader
 - For the length planned for Serenade
 - For the timing of their arrival on the campground
 - Let them know that the Head Rover will meet them in the parking lot to lead them to the Dining Hall
 - For timing of entering and exiting the Dining Hall

DURING TEAM MEETINGS

1. The first team meeting will be the busiest. Arrive early to organize for distribution of
 - Nametags, Team Book sign outs, correct contact information for all Team, collection of Weekend fees. (Share these tasks with core team and more, if necessary)
 - Keep a current and accurate record of all payments. Many times, team members will pay in installments so be sure to keep a tally of all payments.
 - Work with the Head Cha, Youth Director and Back-up Director to do this. Can also ask for help from Head Gopher and Head Rover.

- Palanca Couple will also need a space for prayer banner sign ups, Bible palanca payments and prayer token assignments. Contact them to find out what they will want. Head Palanca should help with these items.
 - Work with the Palanca Couple for depositing and recording of monies that are collected
 - Determine which areas of the church will be used for giving practice Talks and let Head Table know so they can set a table up for the candle.
 - Have letter bags available for each person giving their practice Talk
2. Arrive early for all team meetings and set up as above
 3. Move through each area during section meetings. Address questions and areas of confusion now to help the Weekend flow more smoothly.
 4. Disburse and collect critique sheets before and after each practice Talk and give them to the Director, unless directed otherwise.
 5. Make final plans with the Head Gopher before the team meetings for pulling Speakers and prayer palanca chas during meetings.
 6. Make sure the church is in excellent order and everything is returned to its previous state before leaving.

DURING THE WEEKEND

1. Arrive at the Campground as soon as possible on Friday
 - Early in the morning, or
 - Sleep over on Thursday night
 - there is a \$10 fee from the campground for this and arranged in advance.
2. See that every section arrives on time and completes their preparations on the campground before the candidates arrive.
3. Have the Head Rover, or another Rover, always available to open the doors for the Director when leading the candidates so that they are not stuck holding the door open.
4. Have everything ready for the Weekend packet. This includes the cover page with the Weekend logo and Scripture and all team info. Give it to the Post-Weekend Couple (see website for current info) at Send-over, along with the candidate information sheets. They will deliver the packets to you on Sunday morning
 - Give appropriate amount of packets to Head Table (include all team in Conf. Room)
 - Give the rest of the packets to Head Palanca to put in team bags
 - Keep the candidate and team medical release forms with you in case of emergency.
 - Form is for those under 18 years old.
5. You will be responsible for making sure that all sections outside of the Conference Room run smoothly and on time once the Weekend starts.
 - Headsets are highly recommended for you, Head Rover, Head Kitchen, and Head Chapel. They can be found in Supply. Make sure there are extra batteries.
 - Follow the Weekend's Long Schedule for complete direction of activities.
 - Be flexible to time and schedule changes as the Weekend progresses and immediately communicate those changes to all affected section Heads.

- Try to keep your communication with all sections as peaceful and nonstressed as possible; remember that we are to serve in love.
6. You will be posted outside the areas that the candidates are in at all times (except for meals and bedtime); the Head Rover will mostly remain with you as well. This is so that you can be immediately aware of any changes in the schedule and progress accordingly
 7. You will be the last one behind the candidates for every activity, from following them to morning chapel to following them back at night. This is done so that every candidate is accounted for and will be involved with each activity. Remember that "we cannot begin until everyone is present."
 - Signal the Director when all candidates have arrived for each activity.
 - Be conscious of communicating discreetly with the Director at all times.
 8. On Saturday morning, greet the photographer and work to move the team and candidates to the picture site promptly.
 9. You may be requested by the Director to greet the Community who come to Serenade practice to thank them and give a general update on what the Lord has done by that point on the Weekend.
 - Promptly return to the campground after the update
 - A Palanca Cha may come with you to collect any last minute palanca
 - The Head Rover will be in charge until you return.
 10. On Sunday
 - Be prepared to offer special help to the Director (and spouse, if applicable) as they prepare for the *Marriage* or *Single Life* Talk. The Youth Director will take over "Script" responsibilities during this time, but you should be prepared to assist if necessary.
 - Work with each area Head to begin clean up and inventory count as soon as possible
 - When the candidates receive their Weekend packets, the Director may call upon you to go over the Candidate Roster with the candidates. Make all corrections and get them to the 4th Day Couple as soon as possible.
 - Work with the Weekend Couple to make sure everything is cleaned and the campground is "returned better than we found it."
 11. As with all good job descriptions, the bottom line is "*and any other duties or responsibilities that are deemed necessary.*"

AFTER THE WEEKEND

1. Contact the VN Council Treasurer as soon as possible after the Weekend to give an accurate accounting of team and candidates fees paid and outstanding for the Weekend (if not done at Send-over)