

## HEAD CHAPEL

### GENERAL

The Head Chapel Cha has the responsibility of training the Youth Assistant Head Chapel Cha to assume some of the leadership responsibilities on the weekend and the training of the other chapel chas as to their responsibilities.

There are four basic requirements for Chapel Chas:

1. To keep chapels ready for use.
2. To assist in the operation of prayer palanca for speakers.
3. To "chaperone" any and all counseling sessions between spiritual directors and candidates or team members.
4. To supply the elements for communion. Verify if the Food Couple ordered any if not you will need to bring some.

It is suggested that the chapel be changed for each visit. Sometimes this will be as simple as changing the cross, and sometimes it will involve redecorating the whole room. This needs to be coordinated with the Director and the Spiritual Directors.

The Chapel Services are:

Friday night -

Crucifixion/Lazareth Service  
Ashes meditation  
Evening Prayers

Saturday -

Morning Prayers with Risen Christ Meditation  
Koinonia Service  
Forgiveness meditation  
Personal Sharing  
Evening Prayers

Sunday -

Morning Prayers with Confidence in  
Christ Meditation  
Morning worship and Communion

## **BEFORE THE WEEKEND**

### Team Meetings:

You may be requested to serve at team meetings by setting up chapels for practice talks and prayer palanca. You will be responsible for arranging for team communion. Check with the Director, Head Cha, and or Spiritual Directors for details.

Before the weekend begins, you will need to find out the type of communion bread preferred by the Head Spiritual Director. Notify the Food Couple so they can purchase the bread.

You will need to bring some of the following items to the weekend:

- several extension cords
- table cloths for altars and Director's table
- flowers and plants, if possible
- music tapes (see Dir. and Spir. Dir. for preferences)
- Communion Supplies for chapel and kitchen. (Keep receipts for reimbursement.)

The following items can be found in the Supply Room:

- bag of cough drops and dish or basket
- Bottles of water for Directors table
- matches
- notepad and pen for Director's table
- Bible
- silver duct tape
- masking tape
- Lighter Fluid
- a container for burning pellon strips and hearts
- everything else should be in the chapel trunks.

- Contact the Head Cha if anything is missing.

Make small signs for chairs in chapel –

**DIRECTOR, YOUTH DIRECTOR, MUSIC CHA, SPIRITUAL DIRECTORS (3), CHAPEL CHA (3). HEAD CHA, ASST. HEAD CHA.**

The Directors table should have a Spiritual Director on the end by the door, then the Director, Youth Director, Observing Director and Head Chapel or Sound person. Have chairs reserved in the back corner by the door for the rest of the above mentioned chas.

## **THURSDAY NIGHT**

Make sure the chapel floor is clean.

Set up tape player and fans.

Set up the large plain cross at the front of the room.

Set up 84 chairs in rows with a center aisle.

Set up chairs for leaders at table in back.

See Diagram A for initial set up.

For the auxiliary chapel:

- Bring in an altar bench or three or four chairs and place next to wall
- Set up a tray table with a small cross, votive candles, matches, and, if possible, flowers and a table cloth.
- Place two large floor cushions close to altar. Those doing prayer palanca may want to kneel.
- Place prayer chart against altar.

Check the trunk for:

communion set  
candle holders  
small crucifixion cross  
basket  
crown of thorns  
purple cloth  
napkins to cover communion elements.  
study lamp for Director's table

Make sure there are plenty of tissues.

**FRIDAY NIGHT**

Be sure to attend the reception, so you can introduce yourself.

You can sit in on the events of the evening as long as the chapel and dining area are ready for the Crucifixion or Lazareth Service. As the conference room portions of the Crucifixion or Lazareth Service is drawing to a close, quietly slip away and make any final preparations in the chapel.

The candidates will come from the conference room to the meadow or side chapel, in silence, in single file. Have a circle of chairs set up in the side chapel (none in the meadow). Have enough chairs in the circle for everyone in the conference room and all other team members who are participating in the service. You should get a count in advance from the various heads of the number of team members who will be participating. Set the chairs up as shown in Diagram B. Find out if the Spiritual Director wants a table, podium, microphone, etc.

After tying the strips on "Jesus/Lazareth stand in", the candidates will go into the chapel for a service. After the service, they will come back into the meadow or side chapel and again stand or sit in the circle. Crucifixion service..After the Jesus standin takes off the pellons strips and burns them, they will file out of the meadow or side chapel and come back in to go to the Main Chapel. (Lazareth only) After untying the strips, they will file out of the meadow or side room chapel , burn the strips, and come back in to go to the chapel.

Start a small fire in a metal basin just prior to the arrival of the candidates. Keep a close eye on this fire until you are ready to extinguish it.

Once the Jesus stand in or all the candidates have dropped their strips in the basin and have left the area, smother the fire. Have premade ashes in a container (pellon strips don't make any ashes). Take the ashes to the Head Spiritual Director in the chapel.

In the chapel -

Have bottles of water ready, have lights dimmed, music playing. Guide candidates to front, team to back.

After everyone is in, have the Head Rover announce over the radios to please be "SILENT".

As service ends, start music, have one chapel cha standing outside door to acknowledge candidates as they leave.

You will need to do any chapel reset before you go to bed, so anyone rising early to pray will not be interrupted in the morning.

## **SATURDAY AND SUNDAY MORNINGS**

Wear your nametag.

Come early to set out communion and light candles. Cover the communion elements with a white napkin.

Silently and smilingly greet candidates.

Have chapel set up for the Koinonia Service. Once the morning chapel is over, you will need to prepare for the "God is a Community of Love" talk. For this talk, have the prayer palanca team set up in the main chapel - with the prayer and seating charts. When the Spiritual Director brings the candidates in, you will need to have a banner ready to present (the palanca chas should have the banner ready).

Once the Community talk ends, the Spiritual Directors will move directly into the Koinonia Service. This will begin with communion, so the elements will need to be available. There will be a communion shared across the kneeling benches. When this portion of the service ends, the candidates will be taken to the meadow or side chapel for the foot washing. As the communion portion is coming to a close, slip out and make any final arrangements for the foot washing.

When the Koinonia Service is over, the chapel can be set up for the Cross Service. In this service, the candidates and team will be invited to nail hearts to the cross. Check with the Spiritual Director doing the service to see when and how he wants the cross presented. Make sure you have an ample supply of nails, and that you have a supply of hearts for those who forgot to bring theirs to the service. When the service is over, coordinate disposal of the hearts with the Spiritual Director - they should be burned in some manner, with the ashes collected for Sunday Morning chapel.

## **SUNDAY**

The morning communion will be a petition communion. Check with the Spiritual Director performing the service to see how many stations he wants at the cross.

Once this service is over, the chapel can be broken down and cleaned. The candidates will be back once more - for the presentation of their crosses - but all that will be needed is a cleared chapel with the crosses present at the front.

Set up the crosses for presentation.

**CHAPEL TAKE-DOWN CHECKLIST**

1.		Stack chairs in the racks after the last chapel service. Leave inside the chapel unless asked to move to the kitchen. This is done only on the boys weekend.
2.		Inventory and repack the chapel trunk. Both weekends
3.		Return the chapel trunks to the VN Shed. (Boys weekend only)
4.		Take all trash to the dumpster.
5.		Clean and vacuum the chapel.
6.		Straighten VN Shed. Put things in their appropriate place on shelves.
7.		After the crosses are presented: if AC is on, turn off.
8.		Turn off lights
9.		Put sound equipment back in VN Shed or Tres Dias depending on whom it belongs too.
10.		<b>Head Cha initial here</b>

Chapel Diagram A

Front of room



