

HEAD SUPPLY CHA

Primarily your role as Head is to model "group reunion" with your section. You should begin and end each break out session and each day of the weekend with group prayer. Share with the section members how the Lord is leading you in the areas of Piety, Study and Action. Encourage other members to share as well. Reunion groups are the lifeblood of the 4th day experience. Please encourage "grouping" activities.

As Head Supply Cha, you are responsible for organizing and maintaining all the supplies needed for the Conference Room as well as additional essential supplies for the Weekend. In addition, you will be responsible for delegating responsibilities and preWeekend preparation for the Weekend supplies. The Supply Room is stocked by the Weekend Couple on the Secretariat who provide inventory listing for each trunk and/or box.

BEFORE THE WEEKEND

1. Team Meetings

- Pray together and reunion as a section
- Lead Section Meetings:
 - Review details about the responsibilities of the section. (many details appear in the Heads description that team members do not see- it is helpful to review these in advance)
 - Make sure each team member has access to a copy of their position description
 - Plan for how these responsibilities will be carried out
 - If a team member in your section misses a meeting, contact them to review details about both the team meeting and section meeting
- Plan the set-up of the Supply area
- Become familiar with the complete inventory list of supplies
- Make sure there are enough items in inventory:
 - Count Pilgrim's Guides (one for each Candidate and Table Leader)
 - Commitment Cards (one for each Candidate)
 - Vida Nueva Crosses (one for each Candidate)
 - Word Signs (Vida Nueva, Decuria, Palanca, Butterfly)

2. Prepare the Weekend Sign (to be used in the photo Saturday morning). The Weekend Couple provides the supplies necessary for this.

3. At the Campground (please be sure to arrive early)

- Check in with the Head Cha to see if/what you have been assigned to do
- Collaborate with the Weekend Couple -- there are a variety of details you should cover with the Weekend Couple to insure smooth section operation during the weekend including
 - Review the complete inventory of supplies. At the end of the weekend, you need to give the Weekend Couple an updated ending inventory list.
 - o Young Women's Weekend: It is very important for this Team to do ending inventory because of the short time between weekends to buy supplies for the young men. The Weekend Couple needs to know what has been used.
- Arrange tables the Supply Area. Weekend Couple will set up walls and tables in Supply Area and deliver all supplies
- Separate and tape daily schedule to the wall.

- o Set-up supplies behind the room divider at the rear of the Conference Room. Set up a kitchen area, vacuum if needed. Work with the Weekend Couple to cover the floor/carpet with a tarp and large piece of carpet that belongs to the Community. Believe we are using some sort of plastic tape now
- Store unopened cans of soft drinks under the tables and along the back wall. Set up coffee pots and organize supplies. Set up a large pot for dumping liquids and a lined garbage can that can be easily accessed by Table Chas.
- Some Head Supply chas have preferred to use hard plastic cups instead of all paper cups. This cuts down tremendously on trash emptying and carrying it to the dumpster. The cups can be purchased at Wal-Mart for 4 for \$.88. Typically, you need to buy 60. They need to be quickly washed after each use and names put on all cups. I have bought cups for the girls to use, the table chas have them.

DURING THE WEEKEND

1. You are responsible for Conference Room supplies. All supplies that are needed for the Weekend should be in the Supply trunks. This includes:
 - Everything the Table Chas need for table set up, posters and beverages
 - Easel and Vida Nueva word signs
 - Pilgrim's Guides, Commitment Cards and Vida Nueva crosses
 - Hand held crosses for the Speakers to hold during their Talk, along with a Pilgrim's Guide and matches or lighters
 - Plenty of Table Cha notebooks ready for drink orders
2. You will be responsible for putting the word signs on the easel before the appropriate Talk, i.e., Palanca, Vida Nueva, Decuria, etc. Please check the schedule ahead of time so you will know when to do this. Starting Friday evening, make sure the easel is next to the podium at the proper time with the "word" posters turned backward. Use the easel in the Supply items. *(The Set-up Crew may have the easel already set up near the podium for you.)* After a word sign has been used, return it to its Supply trunk.
 - Friday evening: "Vida Nueva" and "Decuria"
 - Before "God - Community of Love" Talk: "Palanca"
 - Before "Beyond VN" Talk: "Butterfly"
3. Have Pilgrim's Guides and pens ready to hand out. Have these counted out before the candidates arrive and give to Table Chas so that they can pass them out after Friday evening introductions.
4. Immediately before breakfast on Saturday, have the Weekend Sign ready for group photograph. This permanent sign is updated each Weekend by the Supply section in conjunction with the Head Cha and the Weekend Couple. You are responsible for having the date, weekend number, theme, and Director's name on the banner before the Weekend.
5. Have table name signs, notebooks, and pens sorted and ready for the Table Chas to seat the candidates at their tables Friday evening.
6. At each break, be ready with blank poster board for the Table Chas to give to their tables. These can be set on a table or chair outside the Supply Room and makes for less congestion at door.
7. Preparing drinks to be served to Candidates. Restock all items before each Talk. Make fresh coffee if needed. If this is too noisy, make it right after the Talk. You will not be able to

work during the Talks because the sound carries into the Conference Room. Set up should include the following:

- Coffee, tea bags and hot chocolate packets
 - Hot water for tea and cocoa (run through the coffee maker)
 - Coffee filters
 - Soft drinks
 - Water
 - Cups for hot and cold drinks
 - Napkins
 - Sugar, artificial sweetener, cream
 - Spoons or stirrers
 - Plenty of ice (The ice comes from the kitchen; ask Rover Chas to help with it.)
8. At the end of each Talk, be ready to fill drink orders for Table Chas. Make sure there is a garbage can with plastic liner on the Table Chas side of the serving table. Have Table Chas empty liquids into a large pot (this pot is a 5 gallon white container that is in Supply) that you have provided for them and then discard cups in the lined garbage can. Discard this liquid frequently. Make sure Table Chas understand this procedure.
 9. Organize and restock whatever the Table Chas might need in their table boxes, i.e. markers, gum, mints, etc.
 10. Help straighten up the Conference Room after Candidates leave. Open windows/doors and use air freshener if necessary. Put away signs that have been used and are not needed for the next Talk.
 11. Young Men's Weekend only: You are responsible for assisting the Dorm Chas in maintaining the restroom areas in the Conference Room. This includes restocking all items: toilet paper, soap, paper towels, etc. Use air fresheners to keep the restrooms odor-free.
 12. Help Palanca and Table Chas put out palanca while the candidates are in chapel during "God - Community of Love." They will only be gone a few minutes, so you must work fast.
 13. Have "legs" of tripod ready on the podium before PIETY, STUDY and ACTION Talks. Put out tripod for PIETY Talk during discussion of "God - Community of Love" Talk. After Candidates have gone to chapel Friday evening, put STUDY and ACTION tripod legs under the podium for Saturday Talks. During these Talks, the tripod should be displayed somewhere in Candidates view. Pack it up after the Action Talk. (You may want to leave this on the table in front of the podium for the rest of Saturday and use it as part of the table decoration. Coordinate with the Head Table Cha).
 14. Provide the pieces/pads of paper for the Forgiveness Chapel. Ask the Director when he/she would like them to first be distributed. Provide extras to the Head Chapel Cha. (Suggested number: 150. Can be cut out during team meetings before the weekend).
 - 0 If appropriate: Assist the Chapel Chas in preparing the fire for burning the "Forgiveness Chapel" papers. Since the Chapel Chas will be in chapel, they will need your help in getting this started. Have the fire burning when Candidates exit the Forgiveness Chapel. Work with the Chapel Chas to clean this up after the ceremony around the fire.

15. Have commitment cards ready to be passed out during "Beyond VN" Talk on Sunday afternoon, or as designated by Director. The time for this is the Director's choice.
16. Be aware that Dorm is to come to Supply for anything that they run out of or need i.e. medicine, toilet paper, and paper towels. Note: Dorm should get coffee packets from kitchen
17. When Candidates leave the Conference Room for Sunday lunch, stay in the room to help Table Chas clear the tables and take food palanca from containers and put it in Ziploc bags. Have the Ziploc bags ready. If everyone works together, it can be done quickly. Candidates should distribute extra palanca amongst themselves.
18. Update the Supply Inventory Sheet and deliver to the Weekend Couple.
19. Before Closing, get the Supply Room packed up. When Candidates leave for Commissioning, tables should be quickly cleared off. Sometimes there will be other members of the Community assigned to do this for you. They have not worked the Weekend so let them help wherever possible. Remove all tape from backs of palanca letters and posters when removing from the walls. Letters and posters should be placed on the Director's bed. NOTE: leave wall up that separates Supply from Conference Room. The Candidates can see in through that door as they come to the Conference Room for Closing.
20. It has been noted on recent weekends that if you plug more than 2 coffee pots into a power strip, it overloads
21. Put candidate crosses in the conference room to be prayed over during community chapel after send-over before you go to the reception. (Gophers should take them to auxiliary chapel after community chapel time.)

GUIDELINES FOR SUPPLY

1. Supply Chas may sit in the Conference Room during the Talk, but they need to check with Head Supply first.
2. After Candidates leave for Chapel or meals, help Table Chas straighten Conference Room. Help Table Chas vacuum and clean Conference Room at the end of each day. Be ready to fill in for a Table Cha if she has to be away from the Conference Room.
3. Line the walks every time Candidates are moved. Have flashlights ready and labeled with your name.
4. You will receive a prayer palanca schedule before the Weekend begins. If a team member from your section is scheduled for prayer palanca at a time that conflicts with the preparations in your section, it is your responsibility to find a replacement (possibly from another section - check with their head) and communicate that change to the Head Gopher.
5. Wear comfortable clothes and shoes.

Enjoy your time as Head Supply Cha. Model group reunion with your section. You will be blessed as you serve the Father by serving others.

Supply Area Set up

Clear chairs out

First objective is to clear the area that will become the "Supply Area " by removing all the chairs in that area. Pull the chair racks out away from the wall. Fold chairs and hang as many as possible on the chair racks. Fill all spaces on the racks. There are two racks in back left corner and 2 racks in the back right corner. When the racks are full, store all four in the area marked "Conference Room/Palanca Staging Area" (See Diagram).

Form Supply room

When all chairs are cleared, pull the accordion walls together to form the Supply Area. (This is the in the back left corner Of the room as you are standing in the back Of the room.) The accordion walls usually don't latch so you need to have the wrap a piece Of wire around the latches to secure the corner. Also, make sure that accordion walls are together at the front Of the room on the right (where the other side door is). This will be the Side Room for the Crucifixion and Foot Washing Services.

Set up Supply area

Next, prepare floor Of the Supply Area by laying the blue Tres Dias carpet to cover the existing carpet to protect it from spills. Use the Braun tape to secure edges. DO NOT USE DUCT TAPE ANYWHERE IN THE CONFERENCE ROOM

Place seven tables according to diagram. Supplies can be placed under the tables in Supply. All canned soda under table #1 and #2, Water under table #3, paper towels and toilet paper under table #4, coolers under table #5. Some supply tubs will fit under table #6 and the others along the wall between tables #6 and #7. Styrofoam coffee and drink cups can be stored under table #7.

Place medicine chest and supply chest on top Of table #2. Place all bottles Of juice are put on top Of table #3. Use Table #7 for the coffee table so all coffee pots and supplies are here, along with coffee chest which contains all teas and cocoa, etc.

You have completed setup of the Supply Area. You may want to rearrange some of the items for your own way of doing things, but please put it back to this arrangement when the Young Women's Weekend is over since the Young Men are expecting it as described.

The table chas will have their own room set up all the table chas supplies should be put in there prior to the weekend. They only need to come in the Supply room for the food and drinks really. I will talk to you about this, OK.

Tear down of Supply Area to make ready for Closing

1. Remove and pack all coffee supplies from Table #7
2. Move Table #6 to the right and place next to Table #7
3. Stack all leftover soda, water and paper goods under Tables #6 & 7
4. Place Medicine Chest, Supply Chest and Coffee Chest on top of Table #6
5. Fold Tables #1-#5 and stack against the wall where Table #6 was during the Weekend. They can be stacked either vertically or horizontally.
6. Stack any leftover palanca and containers on Table #7
7. Stack Supply tubs next to and in front of folded Tables #1-#5
8. Leave carpet down on the floor, do not roll up
9. Place chairs on the carpet area, especially along the edges to eliminate anyone tripping on carpet edges.
10. Consolidate 12 ounce and 16 ounce Styrofoam drink cups in one box if possible.
11. Stack coolers and drink cup box wherever you can fit it.
12. Leave the wall up that separates Supply from rest of room until after Closing (Candidates can see in as they approach Conference Room building from the left)

Conference Room Setup / Tear down

The Conference Room has 6 different ways that it is set up:

- Friday Night "Send-over"
- Friday Night with Round Tables
- Saturday Crucifixion Service (a.m.) and Foot Washing (p.m.)
- Closing Ceremony for Men
- Closing Ceremony for Women
- Normal Church of God of Prophecy Campground Setup

Friday Night "Send-over"

Move Long benches to left front

You normally find the long benches sitting on either side on the podium in the front of the room. You need to stack the benches two high on the left side of the podium against the wall leaving room for the round rollo candidate tables at the left front end of the building.

Store round Candidate tables in left front

Store the round Candidate tables along the wall between the benches and the wall until after Candidates leave to go to the Welcome Reception and Chas set up Conference Room for Friday night.

Generally structure the Conference Room

If the supply area has not been set up, help with that set up as they need to move out the additional chairs.

Close off the right accordion walls nearest foyer entrance to form a room. Place two tables in this area for Palanca staging. Place all of the extra chairs in this area, compressing them against the right rear wall.

Position chairs

Set up chairs for Friday night "Send-over" (stated above).

Friday Night with Round Tables Compress Rows of

tables to back

You need to create more space in the front of the center section of chairs. To do this you need to compress the center section rows of chairs by eliminating the space between the back ten rows of chairs. Do this by folding up the seats of all of the chairs in the back row. Move the row in front of that row back as tightly as possible against the last row. Repeat the process for the last ten rows of chairs. Now move the remaining rows back, but space them out for team who wish to sit in during Talks.

Remove and reposition side chairs

Remove five rows of the chairs in the center left section. Place the removed chairs in the right rear room. Rotate the remaining chairs in the left center section by 90 degrees so that they are facing the center of the room rather than the front.

Do the same with the right center section. Remove five rows of chair placing the removed chairs in the right rear room. Rotate the remaining chairs in the right center section by 90 degrees so that they are facing the center of the room rather than the front.

Set up round tables

Roll the round tables into the open center section that has been created. Unfold the tables (6 for the men and 7 for the women) and place them equal distance apart in the open center section. See diagram. Place chairs around the tables and you are set.

Saturday Crucifixion Service (a.m.) and Foot Washing (p.m.)

Section for Side Room

Close off the right accordion walls nearest right side entrance (the door facing Palanca dorm) to form a room. Stack any benches along walls to make as much room as possible. Move benches or other furniture to other "room" nearest foyer entrance if necessary.

We may be doing this in the meadow or maybe some place else

Closing Ceremony for Women

Set up tables for stuff

Set up two tables just inside the door of the left center section. Stack any left over things on these tables.

Remove round tables and clean area

Have the Table Chas move all of the Candidates items to a safe area. Remove all other stuff from the tables and discard. Wipe off the tables, fold them up, and roll them into the left front corner.

Sweep/Vacuum Conference Room

Sweepers are in the closets in the entry way next to the bathroom entrances. Please vacuum the carpets before you start placing any chairs.

Set up chairs for Candidates

Set up the chairs in the left center section in rows for each table, 6 for the men and 7 for the women. Place the table name at one end of the row. Each row should have 7 chairs in it. Be sure that people can easily move in and out from each side. Make sure that the right front corner of the section is not too close to the audience seating section. Leave at least five feet between these sections.

Set up chairs for Director, Youth Director and Spiritual Directors

Place 5 chairs to the left of the podium, but down off of the podium area. If there are more than three Spiritual Directors, place another chair for each.

Set up chairs for Team

The Team sits in the right front and right center sections during closing. Arrange rows of chairs facing the center of the Conference Room. Get extra chairs from the right rear room where chairs have been stored. Set up six rows of chairs. Place reserved seating signs on front row for Table Chas and Table Leaders since they will be accompanying their Candidate table to the podium.

Set up chairs for the audience

Move the rows of chairs in the center section towards the front until the first row is about even with the edge of the Candidate chairs. Move the next row up behind this row and repeat the process.

Stop at this point and be sure that there is at least 5 feet of clearance between the left front corner of the center section and the Candidate's chairs.

Now move the rest of the rows of chairs towards the front. Uncompress the chairs in the back of the center section as needed.

Closing Ceremony for Men

Perform all "Closing Ceremony for Women" steps

Go through all of the steps described in the men's closing ceremony procedures.

Tear down Supply Area

Go through all of the "Tear down Supply area..." procedures. Get chairs from the chair storage in the right rear room and place the chairs in the area opened up by tearing down supply.

Open up back right room

Pull back the accordion walls in the right rear section. Remove the tables in the area and discard any non-Vida Nueva or Tres Dias items. Arrange the chairs in rows facing the podium.

Normal Church of God of Prophecy Campground Setup

Clean floor

Vacuum the floor thoroughly! Find the vacuums in the closets on either side of the entryway. Bad spots need to be cleaned with a cleaning machine of some sort before placing the chairs.

Arrange chairs

All chairs need to face the front of the room. Start the rows in the center section about five feet from the stage of the podium area. Place all chairs in the two side section so that they face the front. Be sure that there is a 5-foot wide aisle in front of each of the exit doors in the back of the room.

Place items on podium area

The drums, the small piano and podium need to be on the stage. Please place them there if they have been moved.

Replace benches

The set up crew stacked the long benches in the left front. Move half of the benches to the right front of the room facing the podium. Evenly space the other benches on the left front of the podium.

Replace vacuums in closets

Put the vacuums and all other God of Prophecy equipment in the closets in the entryway.

Check the diagram

Look at the diagram and be sure that all is as it should be for the turning the room back of to the Campground.

Get results approved: Check with the Weekend Couple to be sure that all looks as it should be.