

# **Team training**

## **Foundation of the 4th Day**



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**The 4<sup>th</sup> Day Team**

## **Foundation of the 4<sup>th</sup> Day**

### **Who should be on a team?**

There is no greater service than bringing someone to Christ. By serving on a team, you are investing your time and money in the spiritual future of the Pilgrims who are on the weekend.

### **How do you get to be on a team?**

In order to be eligible to work a team, a 4<sup>th</sup> Dayer must meet three requirements. First, the 4<sup>th</sup> Dayer must be living his or her 4th Day by regularly meeting in a reunion group and attending Ultreyas. Second, everyone who wishes to apply to work a team must have attended a team training session within the past two years. Third, each person applying to work a team must make a firm commitment to attend both team retreats and the Welcoming Ultreya. After you have met these three conditions you may apply to work a team by applying to the rector or rectora of an upcoming 4<sup>th</sup> Day weekend expressing your desire to be considered to work the team.

Generally, the rector and rectora are announced about six months in advance of the weekend and aspiring team members should apply as soon as possible.

### **Selection**

There is no guarantee that you will be selected to work any particular team. The number of 4<sup>th</sup> Dayers applying to for a team is usually greater than the number of positions on the team. Team selection is also subject to some guidelines as well as a great deal of prayer for guidance by the rector and rectora. The rector or rectora tries to see that each team has members from all areas of the diocese and has a balance of experienced and inexperienced team members. Priority is given to those that have not had the opportunity to work recent teams. If you are not selected to work a team, don't take it personally -- every rector and rectora has to turn down applicants that they would very much like to have on the team, but the limits on team size and the guidelines must be met. Don't be



discouraged, apply for another team; you will be selected when He wants you there.

## Leadership-Rector/ Rectora

Let us now look at how the team is selected and organized. A rector or rectora is appointed by the 4<sup>th</sup> Day Council to be responsible for selecting and forming the team and for planning and carrying out the weekend. The rector or rectora is in charge -- of everything. Every team member, at all times, needs to be faithfully obedient to his or her leadership. There is an old saying at 4<sup>th</sup> Day -- "**No surprises for the rector.**" The rector and rectora plan every detail of the weekend -- your job as team members is to carry out their plan -- no changes, no surprises.

To be selected Rector or Rectora you must meet certain requirements.

The following minimum requirements must be met in order to be considered for Rector or Rectora on a 4<sup>th</sup> Day weekend. After these requirements are met, the person's name is "placed in the hat." The Spiritual Advisor then prays for Devine guidance and selects names from the hat to be Rector and Rectora for the next 4<sup>th</sup> Day weekend. To be eligible to be selected as rector/a, a person must have:

- A. Written and given a minimum of two different Rollos.
- B. Served as a table worker a minimum of two times.
- C. Served in Set Up in at least three different areas
  - a. Kitchen
  - b. Rollo Room
  - c. Cabin
  - d. Chapel
  - e. Palanca Room
  - f. Floater
- D. An Alternative to the above Set Up requirement is to have served in a minimum of two different areas and served as Head of Set up on a weekend. Serving as Head of Set up counts as two Set Ups.
- E. Actively living out their Fourth Day by regularly grouping, attending Ultreyas, Send On, Closing and Wakeup.
- F. Be approved by the by the 4<sup>th</sup> Day Spiritual Director and the Anglican 4<sup>th</sup> Day Council.

## Leadership team

With the guidance of the 4<sup>th</sup> Day Council, the Rector or Rectora's first task is to fill several leadership positions on the team. The first team member selected by the rector or



rectora is an advisor, or bell ringer. This is someone who is very experienced in 4<sup>th</sup> Day and has previously served as rector or rectora. The Advisor serves the rector as friend, advisor, chief of staff, troubleshooter, coordinator, and timekeeper.

The second person chosen is the Head of Set Up who is in charge of all Logistical matters for the weekend. He oversees the Rollo Room, The dining room, the Chapel and the Cabin Cha Chas. He makes sure all the candidates lodging, food and physical needs are met.

The Head of Tables supervises the Table Workers. His primary task it to ensure each table worker understands their duties to provide guidance to the Pilgrims. The Head of Tables, by tradition, is a former Rector or Rectora.

The Head of Music provides music for the entire weekend. He also arranges for extra musicians to be at Wake Up and Closing.

The two Spiritual Advisors are on the team to meet the spiritual needs of the candidates and team for the weekend. The lead the prayers, provide counseling and hear confessions of the Pilgrims and team.

## **Organization**

Spiritual Advisor for Anglican 4<sup>th</sup> Day, appoints two priests to serve as spiritual advisors for the weekend. The spiritual advisors advise the rector or rectora in spiritual and liturgical matters and serves as spiritual directors for the team prior to the weekend and for the candidates during the weekend. The rector or rectora will also select someone to serve as Head of Setup. The Head of Setup is in charge of all logistical support for the weekend. Finally, the rector or rectora selects six or eight team members to serve as Table Workers (depending upon how many tables there will be on the weekend) and eleven team members to serve as Cha-Chas on setup. One of these Cha-Chas is selected to be Head of Music.

Generally, the team selection process is complete by about six weeks before the 4<sup>th</sup> Day weekend. Letters are sent to each team member telling them of their place on the



team and assigning responsibilities for the talk and backup talks. These letters also inform the team of the dates and locations of the two-team retreats. All talks must be completed and ready for critique by the first of the team retreats.

## **The Retreats**

The forming of the team into a real Christian community in action takes place at the two overnight team retreats. The purpose of the team retreats is threefold. First, they are to prepare the team spiritually for their ministry on the weekend through worship, meditations, self-examination, and spiritual direction. Second, they are to build a close bond of brotherhood or sisterhood in Christian love through personal sharing in large and small groups. Third, the team retreats are used to critique the talks of the weekend and review some of the specific duties of team members. The format of the overnight retreats varies, but generally, they include some sharing and a spiritual retreat on Friday night, with Eucharist, more sharing and critiquing and planning on Saturday morning and early afternoon. It is very important that all talks be critiqued at the first team retreat in case some talks need to be modified and re-critiqued at the second retreat.

## **Team Duties**

Now let's look at the specific duties of the team members on the 4<sup>th</sup> Day weekend itself. Usually all team members are asked to arrive at camp before noon on Thursday of the weekend so that everyone can help set up the camp. It is not possible for the members of setup to do this by themselves; they need the enthusiastic help of the Table Workers. The setting up of the camp should be about finished by 4:00 P. M. when the team gathers for a team Eucharist followed by a team dinner and a team meeting. Then a few team members go to Send-On, while the rest relax and prepare for the arrival of the candidates.

## **Table Workers**

Being a Table Worker is just like going to 4<sup>th</sup> Day again. Once the candidates

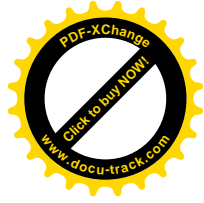


arrive, the duties of a table worker are very simple -- **be a perfect candidate!** Always respond to the bell. Take lots of good notes. Participate enthusiastically in everything with a spirit of charity. Table Workers lead by example. The candidates will follow your lead; whatever you do they will do.

There are two Table Workers for each table family. One of these will have worked table before and usually one will be working table for the first time. It is very important that the Table Workers form a reunion group with their table partners at the first team meeting and that they meet in group reunion at least three times before the weekend -- once at each team retreat and once on Thursday at camp. This serves two purposes: It builds a close bond between the table partners, and it prepares them to lead their table families in a demonstration of group reunion on Sunday. It is also important for each Table Worker to review all the talks before the weekend. Read your *Lay Talk Workbook*, *Leader's Manual*, and the notes you have taken on previous weekends. You should know the points to each talk.

The Table Workers lead by example. After each talk, you are to keep the discussion on track and everyone involved by the use of friendly questions. For example, ask some candidate, perhaps the one who is shy and hanging back, "What was that point the speaker made about....?" But don't **ever** force a candidate to do or be something that he or she is not comfortable. If someone seems to be having a difficult time, or doesn't want to participate in some activity, just be loving and pray for God's grace for them. The 4<sup>th</sup> Day is meant to provide people with a safe place to look at themselves and their relationship with. We need to remind ourselves frequently that loves each candidate just as they are, and that it is God's plan for them that matters, not our plan. There are no difficult candidates on 4<sup>th</sup> Day weekends, just team members with inflexible expectations. If a candidate does seem to be having unusual trouble, tell the bell ringer or one of the spiritual advisors, let them handle it. Don't worry about them, just pray for them.

During the talks, let the candidates see you taking good notes. When the speaker says, "write this down," write it down. Always sit across the table from your table partner, never next to him or her. During the summaries, don't be in a hurry to correct someone, let



a candidate do it. During poster time, try to allow the candidates to come up with the ideas and play the main artistic roles. Table Workers should appear to be expert only at filling in the colors.

Table Workers should be always smiling and enthusiastic, but don't expect the candidates to smile constantly. Thursday night and Friday's talks are supposed to make them uncomfortable. Be available to your table family, but if they seem to need to be quiet or by themselves, respect that. Don't try to push them, even by example, into swaying, holding hands, linking arms, or hugging. Here you should be a follower. Setup will set the pace by example -- you follow the candidates as they pick it up.

Above all be honest. If a candidate asks what is coming up next, tell them. If it is a surprise, you might suggest that they wait and not spoil their surprise, but if they still insist, tell them. Remember, they usually do not know what questions to ask and are usually satisfied with and answer like "we have another talk" or "we have early prayers on Sunday."

Finally, remember that you are Table Workers -- perfect candidates -- not members of setup -- what you do the candidates will do. Table Workers should **never, repeat never**; perform setup tasks in the sight of any candidate. If a candidate needs something, a band aid perhaps, or some mustard at lunch, ask a member of setup to get it, don't you do it.

## The Set Up Team

Now let's look at the duties of the setup team. The Cha-Chas are responsible for keeping everything running smoothly on the weekend. Everything is planned out before the weekend by the Head of Setup, and specific tasks are assigned to each member of setup. As a general rule, each member of setup has access to a copy of the schedule for the weekend that details each Cha-Cha's duties at all times of each day. The rule for a good Cha-Cha is very simple -- do everything you are told to do cheerfully when you are told to do it. If you are not told to do something, don't do it without checking with the Head of Set Up or Advisor. Cha-Chas never seem to be tired, worried, or upset. They always smile and **never complain**. It is not your weekend! It is your time to serve others. You



can think of yourself and your needs when you get home.

### **Division of Duties**

In addition to the Head of Setup, there are eleven Cha-Chas selected for each team. Two of these are assigned to be candidate cabin Cha-Chas, two are assigned to work in the Rollo Room two are assigned duties in the dining room, one in the chapel, one is in charge of the Palanca and one “floater.” This is more than enough to get everything done. If someone has to drop off the team after the building of community at the team retreats has begun, they should not be replaced, the floater can take over or we can get by with only one Cha-Cha in the Rollo Room or in the dining room-chapel area.

Cha-Chas will have plenty of opportunity during the weekend to take a needed break -- relax, have a cup of coffee, perhaps take a shower. But Cha-Chas never take a break when the candidates are on break. This is the time Cha-Chas are busiest. Cha-Chas must always be available during break time, and mealtime, to open doors, fetches needed items and tends to every need of the candidates. Remember, candidates are not supposed to do these things for themselves, and Table Workers are not supposed to do it for them -- Cha-Chas are there for that.

### **Cabin Cha-Cha**

The cabin Cha-Chas are there to clean the cabin, tend to the personal needs of the candidates and be a friend for the candidates in their cabin. During break time, the cabin Cha-Chas must be in their cabins to tend to the needs of the candidates. When the bell rings, cabin Cha-Chas must see that the candidates are all on their way to the next assigned meeting place, and they must inform the bell ringer when all candidates are out of the cabin.

### **Dining Room Cha-Cha**

In the dining room-chapel area, one person is appointed chapel Cha-Cha, and is responsible for seeing that the chapel is always ready for its next use. This is almost a full-time job. The other two Cha-Chas are responsible for seeing that the dining room is always ready. Palanca Cha Cha ensures mail is sorted in time for Saturday lunch. All



work closely together and assist one another to see that everything is done on time.

### **Rollo Room Cha Cha**

The Rollo Room Cha-Chas are responsible for setting up and maintaining the Rollo Room, providing art supplies, leading the music, providing snacks, and anything else necessary to see that everything runs smoothly. Everyone on setup is there to tend to the candidates' and Table Workers' needs.

In addition to providing all of this logistical support, setup also provides spiritual support for the weekend. During each of the fifteen talks on the weekend, a member of setup is in the chapel praying for the talk, the rollista, and the candidates. Each member of setup shares this wonderful duty at some time on the weekend.

### **Christian Community In Action**

The 4<sup>th</sup> Day team is a Christian community in action. Each team member has a vital part to play, and each is a Christian leader. Remember the characteristics of a Christian leader -- **humility, faith, hope, and charity**. We must all be humbly obedient to the roles assigned us and remember that we are serving Christ -- it is His will, not ours that must be done. Do everything asked of you prayerfully, joyfully, and with complete trust in Christ -- he will see that the results are according to His plan.

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