

TEAM TRAINING THE TALKS



Revised 3/16/2011

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The Team

The title of this presentation is "The Team." In this presentation we are going to look at the selection, organization, and formation of the team and the duties of the various team members.

How get to work a team

Let's begin by looking at how you get to work a team. In order to be eligible to work a team, a Pilgrim must meet three requirements. First, the Pilgrim must be living his or her Fourth Day by regularly meeting in a reunion group and attending monthly 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 commit to attend both team retreats and the Welcoming Ultreya. Anyone meeting these three conditions may apply to work a team by applying to the rector or rectora of an upcoming 4th Day weekend expressing their 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 write them as soon as possible.

No guarantee

There is no guarantee that you will be selected to work any given team. The number of 4th Dayers applying to work is usually greater than the number of positions on the team, and team selection is 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, has a balance of experienced and inexperienced team members and that priority is given to those that have not had the opportunity to work recent teams. If you are not selected to work a team you apply for, 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 above do not allow them to select them. Don't be discouraged, apply for another team; you will be selected when God wants you there.

How the team is selected and organized

Let us now look at how the team is selected and organized. A rector or rectora is appointed by the 4th 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 in 4th Day – “**No surprises for the rector.**” The rector and rectora plan every detail of the weekend – our job as team members is to carry out their plan – no changes, no surprises.

Leadership team

With the guidance of the 4th 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 Bellringer. This is someone who is very experienced in 4th Day and has previously served as rector or rectora. The Bellringer serves the rector as friend, Advisor, chief of staff, troubleshooter, coordinator, and timekeeper.

Team Spiritual Advisors

Fr. _____, one of the spiritual Advisors for 4th 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 Advisor for the team prior to the weekend and for the Pilgrims during the weekend. The rector or rectora will also



select someone to serve as Head of Set Up. The Head of Set Up is in charge of all logistical support for the weekend. Finally, the rector or rectora selects twelve or fourteen 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 4th Day weekend. Letters or e-mails 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.

Team Building

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 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 4th 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 P. M. The team then 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 Pilgrim about 7:15 P. M.

Table Workers

Being a table worker is just like going to 4th Day again. Once the Pilgrims arrive, the duties of a table worker are very simple -- **be a perfect Pilgrim!** 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 Pilgrims 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.

Lead By Example

The table workers lead by example. After each talk, you help keep the discussion on track and everyone involved by the use of friendly questions. For example, ask some Pilgrim, perhaps the one who is shy and hanging back, "What was that point the speaker



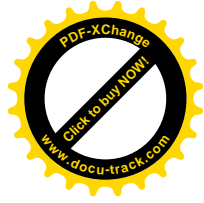
made about....?" But don't ever force a Pilgrim to do or be something that he or she is not comfortable. If someone seems to be having a difficult time, or doesn't want to participate in some activity, just be loving and pray for God's grace for them. The 4th Day is meant to provide people with a safe place to look at themselves and their relationship with God. We need to remind ourselves frequently that God loves each Pilgrim just as they are and that it is God's plan for them that matters, not our plan. There are no difficult Pilgrims on 4th Day weekends, just team members with inflexible expectations. If a Pilgrim does seem to be having unusual trouble, tell the Bellringer or one of the spiritual Advisors, let them handle it. Don't worry about them, just pray for them.

Above all, never discuss any Pilgrim with another Pilgrim or with other team member. This applies after night prayers as well as during the day. You are there to be the Pilgrim' friend -- not to gossip with your friends about them. If another team member seeks to talk about a Pilgrim, gently remind him or her that this is a no-no.

During the talks, let the Pilgrims 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 Pilgrim do it. During poster time, try to allow the Pilgrims 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.

You should be always smiling and enthusiastic, but don't expect the Pilgrims 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 Pilgrim as they pick it up. Above all be honest. If a Pilgrim 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.

Finally, remember that you are table workers -- perfect Pilgrim -- not members of Setup -- what you do the Pilgrim will do. Table workers are not to perform Setup tasks in



the sight of any Pilgrim. If a Pilgrim 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 Setup Team

The Set Up Team is responsible for everything logistical, the Rollo room, the dining hall, the cabins, the chapel and the music. The cha-chas are responsible for keeping everything running smoothly on the weekend. Everything is planned out before the weekend by the Head of Set Up, 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 when you are told to do it. If you are not told to do something, don't do it without checking with those in charge.** Cha-chas never seem to be tired, worried, or upset. They always smile and never complain.

Team Cha-chas

It was pointed out earlier that in addition to the Head of Set Up, there are eleven cha-chas selected for each team. Two of these are assigned to be Pilgrim cabin cha-chas, two are assigned to work at the Rollo room, two are assigned to the dining room, two are music cha-chas, one is assigned duties in the chapel and one is assigned to the palanca room. One "floater" may also be assigned. 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, but rather we can get by handily with only one cha-cha in the Rollo room or in the dining room-chapel area.



Set Up Team Duties

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 Pilgrims are on break. This is the time cha-chas are busiest. Cha-chas must always be available during break time, and meal time, to open doors, fetch needed items, and tend to every need of the Pilgrim. Remember, Pilgrims 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.

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

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. The Palanca cha-cha insures that the mail is sorted in time for Saturday lunch. Usually, all four work closely together and assist one another to see that everything is done on time.

Rollo Room Cha-chas

The Rollo room cha-chas are responsible for setting up and maintaining the Rollo room, providing art supplies, providing snacks, and anything else necessary to see that everything runs smoothly.

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 Pilgrim. Each member of



Setup shares this wonderful duty at some time on the weekend.

Christian leaders

The 4th 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.