Assistant Rector(a)

Congratulations, the Weekend Rector(a) with prayerful consideration has selected you to be an Assistant Rector(a) in the Rollo Room. This manual contains all of the necessary information for the Weekend and will be a useful tool for you to refer to. Please read through the manual and familiarize yourself with its contents.

Your role in the Weekend will be to support the Rector(a) and ensure that the Weekend is a Spirit filled occasion for all of the participants.

You will be asked to facilitate some of the sessions during the training sessions and you should ensure that the teachings are given with an expression of joy and relevance to the progression of the Weekend.

During the Weekend you will be asked to give one of the rollos and your preparation and deliverance will be the same as the other rollistas. On the day that you give your rollo it is recommended that you are in a "general support" role and not one of specific tasks.

One day you will be **the timekeeper** for the rollo room. This means that you will be the person responsible for keeping the Weekenders and team on schedule – to the best of your ability. You will also need to work with the runner for the day to make sure that the support teams are aware of your schedule. You are essentially responsible for the running of the rollo room on this day.

One day you will be **the runner or "gopher"** for the rollo room. On this day you are responsible for the communication with each of the support teams. This may organized through text messaging – however, you will need to have ongoing face to face communications with the support teams during the day so that everyone is aware of the timings and schedule changes as they occur.

Here is a suggested schedule for the Assistant Rector(a)s

Assistant	Rollo Day	Runner	Rollo Room/Timekeeper
#1	Saturday	Sunday	Friday
#2	Sunday	Friday	Saturday
#3	Friday	Saturday	Sunday

Rollo Day

Prepare for rollo – assist other assistants and rector(a) as required

Runner Day

Liaise with Palanca *Rollista – give 15 min and 5 min warnings - collect from

Palanca Chapel

*Weekender Chapel – check that it is set up for eucharist.

Liaise with 4th Day *Updates of schedule/timing when we will be out of the rollo room.

*Saturday bibles come down to rollo room – handed out after Study Rollo.

*Palanca handed out for the first time after rollo #4 (Friday) Actual Grace.

*Sunday lunch serenade - timing.

*Sunday – Clausura when the weekenders are "coming up"

Liaise with kitchen *fetch chicken

*give timing for meals – delay/problems in the kitchen

*make sure people with special diets have what they need.

Rollo Room/Timekeeper *medications – reminders

*timing –keep rectora updated – work with her on adjusting breaks etc.

*Posters – hand out paper/timing.

*Assign bible readings – per manual

*Assign blessing before meal/thanksgiving after meal.

*Organize poster party