

RESOURCE – 4TH DAY

Responsibilities:

- Serve team and Weekenders.
- Interface between Weekend and the 4th Day Community.
- Promote harmony between the host church and the Via de Cristo Community.

You Are Responsible For:

- Set-up registration desk, Rollo room, Weekender's chapel, dorms and 4th Day Center.
- Delivery of other team supplies to them and helping them with their set-up if needed.
- Receiving and logging palanca brought in by the 4th Day community.
- Team and Weekender photo with roster.
- Team and Weekender rosters.
- Filling Weekender information envelopes and palanca bags.
- Agape dinner room decorations (under direction of Kitchen Rector(a))
*Kitchen handles table decorations – you do cross and room.
- Sunday morning clean-up
- Set-up for Clausura
- Sunday lunch serenade
- Sunday afternoon clean-up
- Set up, announce, and maintain a lost and found to be brought to the Ultreya.
- Arrangements for post weekend Ultreya.
- Mattress care.
- Name tags – make sure they are easy to read.
- Angel crew coordinator.

Specifics:

- Be responsible for goodwill with the host congregation for the entire team. Get to know the custodian and office manager. Communicate with regard to facility and supplies
- Leave host church in better condition than you found it. On Weekend and after team meetings. They may have specific requirements regarding cleaning methods and equipment.
- Clean up and store supplies as soon as you are done using them.
- Involve extra 4th Day community in set-up, clean-up, and other activities. Set up angel crew coordination with other support team rectors.
- Follow sample Weekender and Team Rosters exactly. Team list is usually compiled by the Weekend Rector – copy and have all check for accuracy. Can be organized through the team rectors – compiling lists of each individual team.

- Get approval of the Secretariat before accepting permanent palanca.
- Return supplies to storage area in organized fashion. Use care with the supplies.
- We have been blessed by community members taking the group photos at no cost. Consider carefully cost of color copies before having them done. There may be a preferred place which is cost effective. Consult with previous 4th Day Rector(a)s.
- Treasurer is for the whole team. Bulk of the expenses will be for food. Specific instructions are in the Treasurer's manual. Keep separate books for the men's and women's weekends.
- Purchase supplies for the Weekend as needed – if there is a shortage of something let the Secretariat supplies person know so that they can do a bulk order before the next set of Weekends.
- Use recyclable materials wherever possible – organize for someone to be responsible for taking things to the recycling center.
- Use as much help from the 4th Day community (angel help) as you can but do not turn the weekend over to them. Sponsors of Weekenders, renewal groups, teams from the paired weekends are all places to look. Be specific of the need and get a firm commitment.
- Waste – Via de Cristo Weekends generate a large amount of waste relative to the normal church's capacity to hold it for disposal. One extra garbage pickup is recommended – together with recycling wherever possible.
- Make sure there is a photograph of the rooms used before so that they can be returned to that on Sunday.
- Be sensitive and use common sense in posting signs.
- Fourth Day team can be a very exhausting team to be on – always start the day with a team devotional and prayer time.