

TEAM DUTY BREAKDOWN

Kitchen Team	Palanca Team	4th Day Team
<p>Greet & escort Weekenders to sleeping quarters & Rollo room.</p> <p>Secure, prepare, and serve all food for Team, Weekenders & Rollistas</p> <p>Set up & clean up of dining room</p> <p>Maintain Rollo room & 4th day snack rooms</p> <p>Serve as Gopher for the weekend.</p> <p>Coordinate placemat supply with Team</p> <p>Teach DeColores to Weekenders</p> <p>Coordinate AGAPE dinner which includes;</p> <ol style="list-style-type: none"> 1. Meal preparation 2. set up & decoration of tables 3. Angel crew 4. Escorts 5. Clean Up <p>Provide treats for Sunday Church Services</p> <p>Note: Kitchen Rector coordinates musician(s) for Agape dinner</p>	<p>Prepare Palanca Chapel</p> <p>Prayer Team for everyone</p> <p>Prayer Team for Rollos, Crosses & Candles</p> <p>Ensure availability of Eucharist Elements</p> <p>Prepare Altar & Elements for all Eucharist</p> <p>Set up and maintain Weekender Chapel Altar</p> <p>Conduct Sponsor Service</p> <p>Conduct Team Eucharist each day</p> <p>Each Team Member is an Angel to the Rollistas</p> <p>Coordinate meal, visitors, songs & scripture</p> <p>Special send off & thanksgiving for all Rollistas</p> <p>Banner progression in Rollo room & dining room</p> <p>Rose bud progression in Weekender Chapel</p> <p>Ensure carnations are ready for Rollistas</p> <p>Do heart, rooster & church cut outs for dining room</p> <p>Clean restrooms</p> <p>Coordinate Stations of the Cross</p> <p>Assist with AGAPE dinner serenade</p> <p>Set up for Chapel Visits in Sanctuary</p> <p>Coordinate Sunday Morning Serenade</p> <ol style="list-style-type: none"> 1. Musicians & Sponsors 2. Song sheets 3. Bed chart 4. Flowers 5. Flashlights 6. Orange juice <p>Set up Apostolic Hour in Weekender Chapel</p> <p>Conduct pre-Clausura Eucharist & offering</p>	<p>Confirm all supplies are secured</p> <p>- includes all flowers</p> <p>Get all supplies to the church & to teams</p> <p>Set up, rearrange as needed, and clean up (with help from entire team)</p> <ol style="list-style-type: none"> 1. Registration table 2. Sleeping quarters 3. All furniture 4. Rollo room 5. Weekenders Chapel 6. Smoking area 7. Sanctuary for Stations & Clausura <p>Cover clocks & windows accordingly</p> <p>Prepare & distribute all name tags</p> <p>Post appropriate signs</p> <p>Coordinate Angel Crew</p> <p>Serve as Weekend Team Treasurer</p> <p>Host to 4th Day Community & Clausura</p> <p>Have Bibles available for signing</p> <p>Arrange group photos</p> <p>Distribute all palanca (except food)</p> <p>Prepare rosters, photos, Ultreya flyer & bags</p> <p>Flower pot progression in Rollo Room</p> <p>Liaison to church & control building lock-up</p> <p>Decorate dining room & cross for Agape Dinner (except for tables)</p> <p>Coordinate Sunday lunch serenade</p> <p>Coordinate post-weekend Ultreya</p>

Revised: July 21, 2012