

GOPHER CHA JOB DESCRIPTION

Your main responsibility is to see that professors, pastors and prayer palanca people are pulled at the appropriate times before each rollo. Professors must have time to dress and all parties come together in the auxiliary chapel at the appropriate time for pre-rollo prayer.

The Expanded Time Schedule is your constant guide. You should never be without it. It will give you cues as to when and whom to pull for rollos. But **take note**...you will need to constantly revise the times on the schedule as the weekend progresses. Sometimes you will be ahead and at others you will be behind. Your mental “calculator” must constantly be refiguring when you will pull people. Because of this, you are absolutely critical to the timely running of the weekend! You will be in constant communication with the Assistant Head Cha as changes occur.

One Gopher Cha should pull the rollista from the Rollo Room or Dining Room as the schedule indicates and escort him/her to his/her dorm room. Help in any way you can, as he/she gets ready. He/She may want to be alone...be sensitive to his/her wishes. But make sure that he/she knows how much time he/she has to dress. Do not let him/her be late. Candidates should **never** have to wait for **any** team members. When it is time for the rollista to go to the chapel, escort him/her there for prayer. After prayer, take him/her to the Rollo Room. Wait outside the Rollo Room door until the signal is given that the Rollo Room is ready for him/her.

Be in or near the Rollo Room while the professor is speaking. You must be there as he/she comes out to escort him/her back to the chapel for prayer, and then to the dorm to change. Remind him/her that he/she is expected in the Rollo Room once the table discussion and posters for his/her rollo are over with and before the next rollo.

The **Second Gopher Cha** will pull the Spiritual Director and two prayer palanca people according to the schedule. They should be pulled in time to be **waiting** for the rollista at the chapel. **Do not keep the rollista waiting!** Allow yourself plenty of time to find whom you need.

You may be flexible on who pulls whom...just be sure everyone is covered! Take turns on who will pull professors and who will pull prayer palanca people.

Things to Keep in Mind

Adjust your “pulling” as changes are made to the schedule. Keep in close contact with the Assistant Head Cha on changes in the time schedule.

Be available to the Assistant Head Cha to help out in other areas in between pulling.

Please take special care to be punctual at all times. This is vital! You are critical to keeping the weekend on time. Check your watches frequently with Assistant Head Cha. Carry a copy of the schedule, and a notepad.

Make sure you synchronize your watches with the Assistant Head Cha and pastors. Do not go into the pastor's room under any circumstance. Have another pastor help you if you need to get a pastor from his room.

Team Meetings

Gopher Chas will be responsible for pulling rollistas' and prayer palanca at team meetings. Be at the team meetings about 15 minutes early so that you can be familiar with the speakers and prayer palanca team and so that they can be familiar with you. You also need to find out from the Head Cha where the designated rooms are for prayer palanca and what rooms each rollista will be speaking in depending on how many talks are given in a night. Also, choose a pastor (Spiritual Director) for each rollista. He will accompany you and the rollista to prayer, the practice talk, and back for praise and thanksgiving with the prayer palanca team. You may want to check with the Head Cha about the schedule for the night and pick a time (after announcements for example) that would be good for everyone to meet you at a designated location. That way you won't be interrupting any part of the meeting by searching for people.

Options on weekend

Ask Rector if there are any special suggestions or things he/she would like to have done on the weekend. For example, a sample copy of a letter to the rollista and a letter to someone who is giving prayer palanca is attached. These letters are self-explanatory and may be a special blessing to the rollista and those giving prayer palanca if the Rector would like to have that done. Remember, this is the Rector's option. If the rector does not chose this option, then it is a good idea to at least touch base with each rollista and prayer palanca person the evening before simply as a reminder and to answer any questions or concerns they have.

A blessing to the speakers is to have a small table (T.V. tray size) set-up by their beds when they come to get dressed for their rollo. You can decorate it as the Lord leads you. Some suggestions are; a pretty table cloth, a nice glass of ice water, fruit, nuts, crackers, mints, etc. This helps the rollista to relax and feel very special as he/she reads his/her letters and gets ready to share what God has given him/her to share. It is an added special blessing to him/her. If a rollista's talk is being given just before or after a meal, you need to find out in advance if he/she would like to eat in his/her room. If he/she would like to do so, then you simply coordinate with the Head or Assistant Head Kitchen ahead of time about having a plate prepared when the time comes. You would bring it to the rollista. This is something you can discuss with him/her and the kitchen during team meetings and then confirm it on the weekend. Remember; always make notes during team meetings and on the weekend so that you won't forget.