

ABOUT THIS BOOK

JAMAICA TRES DIAS INSTRUCTION BOOK

DATA CHA

PURPOSE

The purpose of this job description is to provide instructions to the Data Chas on their responsibilities for a Jamaica Tres Dias (JATD) weekend.

POLICY

It is the policy of JATD to provide instruction to team members on the specific policies and procedures related to their service areas on a Tres Dias weekend.

PREPARING TO SERVE

As a team member, it is your responsibility to serve with a spirit of idealism, a spirit of cooperation, and a spirit of love. You should enter into the pre-weekend preparation, as well as the weekend, spiritually prepared to serve as Christ served. You should strive to:

- Pray to discern God's will
- Trust God in His direction
- Create and maintain an atmosphere of spiritual unity
- Be an example of servant leadership
- Maintain a focus on Christ
- Be fully supportive of the Rector and team in planning and carrying out for the weekend

OVERVIEW OF RESPONSIBILITIES

- Pray daily for the Rector, team, and candidates.
- Assist the Rector, Head Cha, and Assistant Head Cha as requested. These additional responsibilities may include maintaining the team roster and preparing name tags for the team meetings and/or the weekend. **NOTE:** Dorm Chas make the luggage tags and name tags for the dorm rooms.
- Update and print the final Candidate and Team Send-Off List for the Thursday night team meeting.
- Take the weekend photo, make prints (see Addendum B), and create a photo key.
- Create the *Weekend Information Packet* for the candidates and team.

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- Report correct team and candidate data to the Secretariat to help ensure the accuracy and completeness of the JATD database by providing the *Weekend Information Packet* to the Secretariat Database Manager immediately following the weekend.
- Provide the completed and corrected *Weekend Information Packet* (candidate and team information) to the Secretariat Leader's person immediately following the weekend.
- Assist team members with administrative needs during the weekend, e.g., printing palanca letters for candidates, printing copies of rollos, etc.

INTRODUCTION

Data Chas are responsible for assisting the Rector and Head Cha with communicating information to the team and for reporting accurate team and candidate data to the team and the JATD Secretariat, using the methods and procedures defined by the Secretariat. The data you collect is used to maintain the Pescadores' contact information and service records in the JATD database.

This position requires computer proficiency and the ability to:

- Upload files to a website
- Edit Excel files
- Create and edit MS Word documents
- Create and edit PowerPoint files

The JATD Secretariat will provide one printer, copier, and other supplies for your use on the weekend. (The supply list is kept by the Secretariat Procurement / Supply position.) You will need access to a laptop and camera to fulfill the responsibilities of this position.

TIP: It is very helpful to have two laptops. If each Data Cha has a laptop, you can work on different tasks and get done faster.

NOTE TO SECTION HEAD

As leader of your assigned section, it is your responsibility to lead your team with a spirit of idealism, a spirit of cooperation, and a spirit of love. You should enter the pre-weekend preparation, as well as the weekend, spiritually prepared to lead as Christ would lead—by example.

Secondly, you are also responsible for training the Chas in your service area to fulfill their duties on the weekend. Proper training is vitally important because the next time these Chas serve in this area, they will most likely be serving as the Section Head. Prepare your Chas well by:

- Attending all team meetings, including the Heads and Professors meeting;
- Being thoroughly familiar with this job description;
- Planning and conducting training during the section meeting portion of the team meetings; and
- Getting answers to your Chas' questions.

Remember, you are helping to grow leaders for God's kingdom. Your conduct will shape your Chas' perception of leadership in the body of Christ, in the JATD, and in the Tres Dias movement.

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PRIOR TO THE TEAM MEETINGS

Prior to the Heads and Professors meeting, the Head Data Cha shall:

- Obtain the weekend theme, scripture, and a JPG, JPEG, or PNG file of the visual from the Rector for use in the *Weekend Information Packet*.
- Assist the Rector, Head Cha, Assistant Head Cha, Backup Rector, Professors, Section Heads, and Prayer Chas with accessing the JATD **team web page. These team members are selected prior to the Heads and Professors meeting and will need to review their job descriptions and rollo outlines prior to the team meetings. ***(This *team web page is being created for JATD)**
- Discuss with the Rector and Head Cha:
 - What information does he/she want communicated to the team? The information most often needed by the team is:
 - Team Roster
 - Team Meeting Agendas
 - Team Meeting Assignments (e.g., greeters, opening prayer, meditations, Rollistas, prayer palanca, etc.)
 - Food Schedule (Talk to the Head Kitchen Cha about what posting menus and food assignments for the team meetings).
 - Visual (a downloadable file)
 - When does he/she want you to begin posting information on the *team's web page?
 - Who will maintain the team roster? If you will be updating the roster, determine how you will be kept informed of team changes. If the Rector or Head Cha will maintain the roster, find out if he/she will upload the roster to the *team web page or email the file to you for you to put it on the *team web page.
 - Who will print the name tags for the team meetings? If you will be responsible for the name tags, find out who will purchase the name tags and how they will be paid for.
 - Who will print the name tags for the weekend? If you will not be responsible for the weekend name tags, obtain the electronic file for the name tags prior to the weekend and make sure you have it available during the weekend in case you must make replacement name tags on the weekend.
 - Reimbursement procedures for any supplies you purchase for the team meetings.
Receipts are required for all reimbursements.

After the Heads and Professors Meeting, the Head Data Cha shall:

- Maintain the roster, if requested to do so. Be sure to include the current date in the filename so team members can distinguish between versions. Placing the date in the footer of the document is also helpful.
- Assist team members with accessing the JATD *team web page by emailing the URL and the site password to the team each week.
- Post information to the Men's/Women's *team web page as directed by the Rector and Head Cha.

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- Print the name tags for the team meetings, if asked to do so.
- Print a copy of the most current team roster and a “Roster Corrections Sheet” to take to each team meeting. (The Roster Corrections Sheet is located on the JATD *team web page “Job Descriptions and Training” page under Data Cha.)

TEAM MEETINGS

- Maintain the team roster if this is assigned to you.
- Maintain the *team web page. If maintenance of the team roster is not assigned to you, arrange to get updated copies to put on the *team web page from the person responsible for this task throughout the team meetings.
- If you are responsible for maintaining the team roster, make corrections to the roster prior to the next team meeting. If someone else is maintaining the roster, give the corrections to that person at the end of each team meeting.
- During section announcements, encourage the team members to review their roster information to help ensure the JATD database is accurate. Also, give everyone the URL and site password to the JATD *team web page. (**NOTE:** A password hint is on the website, and the password is in the **team web page Administrator’s Guide*. **The password is case-sensitive.**)

PRIOR TO THE WEEKEND

- Maintain the team roster by remaining in frequent contact with the Rector and/or Head Cha regarding team changes. Do everything you can to ensure the roster is as complete and accurate as possible BEFORE the weekend, so you will only have to make minimal revisions on the weekend for last minute drops and additions.
- Receive copy of the prayer sign-up sheets from the Secretariat Palanca couple and upload prayer sign-up sheets to the Men’s and Women’s sections of the *team web page.
- If you are responsible for printing the name tags for the weekend, ask the Rector to send you the Candidate Report. Purchase enough name tags for the team and candidates with a few extra. Create the electronic file and print the name tags. It is recommended that you wait until a few days before the weekend to print the name tags because there are often changes in team members and candidates until Thursday. Make sure you take the electronic file to the camp with you.
- Review the *Weekend Information Packet* template. The template is under Data Cha on the “Job Descriptions and Training” page on the JATD *team web page.
- Obtain a copy of the Rollo Room table seating diagram from the Rector for the table information needed to create the *Weekend Information Packet*. This diagram will show the Table Cha, Professors, and Prayer Cha assigned to each table. If you obtain a copy within a week of the weekend, the Rector may have also assigned the candidates to tables. Start filling in the candidate’s contact information by table.
- Obtain the secuela date, location, and time. If for some reason, the information is not posted there, contact the Secretariat Fourth Day couple for the secuela information.
- Begin creating the *Weekend Information Packet* following the instructions in Addendum C. You can enter the weekend theme, scripture, dates, Rector’s name, team table assignments, (Table Cha, Professors, and Prayer Chas), and secuela information. Doing as much as you can before the weekend will make your work on the weekend a matter of making minimal revisions and proofreading. Be sure to take the electronic file with you to the weekend.

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- Make sure you have the following electronic files on a flash drive:
 - Name tags
 - Team Roster
 - Weekend Information Packet Template (save the original template as a back-up)
 - Weekend Information Packet file for this weekend (if you have already created it)
 - Secuela Flyer Template (save the original template as a back-up)
 - Secuela Flyer for this weekend (if you have already created it)
 - Vida Nueva Flyer Template (save the original template as a back-up)
 - Photo Key Worksheet (The worksheet is under Data Cha on the “Job Descriptions and Training” page on the JATD Community Website.)

THE WEEKEND

Thursday Set-Up

- Adopt a servant’s attitude throughout the weekend. Be willing, flexible, patient, and gracious whenever team members ask you to type or print unexpected items.
- Check the Data Cha storage bin(s) to make sure you have all the needed supplies. The Secretariat will provide a laptop (unless you prefer to use your own), printer/copier, extra ink cartridges, paper, office supplies, camera, tripod, sponsorship applications, and manila envelopes for the *Weekend Information Packet*. See the Data Cha Supply List provided by the Procurement / Supply Couple from the Secretariat for a complete list of supplies. If you do not have enough of an item or something is missing, advise the Assistant Head Cha and/or the Secretariat Procurement / Supply Couple immediately.
- Set up your workspace in the Data Cha space provided.
- Obtain the access code for the WIFI from the Assistant Head Cha.
- Connect the computer and printer. Make sure you can successfully print and connect to the WIFI.
- Head Data Cha - check your email for the Candidate and Team Send-Off List from the Secretariat Pre-Weekend Couple.
- Obtain the Data Cha fund (if one exists) from the Secretariat to pay for printing the weekend photo. If it is necessary to purchase emergency supplies, e.g., ink cartridges, paper, or envelopes, be sure to obtain approval from the Assistant Head Cha prior to making any such purchases. If the purchase is approved, turn in all receipts to the Secretariat. If your purchases exceed the funds approved and provided by the Secretariat you may have to absorb the additional cost yourself.
Unauthorized and/or un-receipted purchases will not be reimbursed.
- Review the instructions for operating the camera and taking the group photo.

Thursday Evening

- Head Data Cha, at the end of Send-Off, verify the number of candidates and their names with the Secretariat Pre-Weekend Couple. Immediately communicate this information to the Assistant

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Head Cha, Head Dorm Cha (for name tags and room assignments), Head Table Cha (for number of candidate chairs) and Head Chapel Cha (for number of candidate chairs).

- Ask the Asst. Head Cha for any corrections to the team roster, i.e., any no-shows or re-assignment to other positions.
- After dinner, update the Candidate and Team Send-Off List, and make some copies for the Thursday night team meeting.
- Set up the camera and take some test photos to make sure you are comfortable operating the camera for the weekend photo on Friday morning. (See Addendum B for specific instructions on taking the picture, printing the photo, and creating the photo key.)
- Print 10 copies of the Photo Key Worksheet. Number 8 of the worksheets Row 1–8. Keep 2 blank worksheets in case extra or replacements are needed.
- Put the worksheets on clipboards. The clipboards are in the Data Cha supply bins.
- Get the banner for the weekend photo from the Storeroom Chas.
- Be prepared to make corrections to name tags and forms as requested. This may include making copies of the Rollo Room table seating diagram.
- At the team meeting:
 - Distribute copies of the Candidate and Team Send-Off List to Core Heads and Section Heads.
 - Obtain the final Rollo Room seating diagram from the Rector.
 - Ask the Section Heads to verify the names on the team roster for their service areas.
(TIP: Circulate several copies and have Section Heads write their initials by their name.)
- After the team meeting, enter the candidate information into the *Weekend Information Packet* document for each table and print a copy of each table's page to take to the Table Chas Friday morning.

Friday

- On your way to breakfast:
 - Make sure the area selected to take the group picture is still appropriate, if not find another area.
 - Leave the camera and banner for the weekend photo in the area where the picture is to be taken.
- After the tables are seated, go directly to the area selected to take the weekend photo. (See "Taking the Weekend Photo" for specific instructions.)
- After taking the weekend photo on Friday morning:
 - Return the banner to the storeroom.
 - Give the hard copies of the table pages from the *Weekend Information Packet* to the Head Table Cha. Ask the Table Chas to have their table members carefully review their name, address, phone numbers, email address, and church. Tell them to write any corrections on the hard copies. Ask them to please complete this during the morning so you can pick up the corrected pages after lunch.
- On Friday morning, check with the Assistant Head Cha to determine if all team members are

DATA CHA JOB DESCRIPTION

present at the campground and if any team members were moved to different positions. Any team changes must be reflected on the team roster for accurate reporting to the Secretariat.

- Select the photo you wish to print and create the photo key. (See “Taking the Weekend Photo” for specific instructions.) **TIP:** One Data Cha can go to Walmart to print the weekend photo while the other Data Cha works on the photo key.
- After lunch, pick up the corrected table information pages from the Table Chas and make any necessary revisions to your *Weekend Information Packet*.
- Complete the *Weekend Information Packet*. (See Addendum C for specific instructions.)
- Make any corrections to the team roster, double checking it against the team list and the team information sheets for accuracy and completeness.
- Make sure both Data Chas cross-check each other’s work for accuracy.
- Check the Expanded Weekend Schedule for the weekend to determine when the Data Chas will be introduced to the candidates. Go to the Rollo Room at the scheduled time.

Saturday

- Assemble and distribute the hard copies of the *Weekend Information Packets*. (See Addendum C for specific instructions.)
- Give the Head Cha a copy of *Weekend Information Packet* so he/she can review it prior to discussing it with the candidates on Sunday. Be sure to include Addendum D.

Sunday

- Take a copy of the *Weekend Information Packet* with you to the Rollo Room to listen and make corrections as the Head Cha reviews the package with the candidates.
- Correct the *Weekend Information Packet* as needed.
- Email the corrected *Weekend Information Packet* to all team members, candidates, Secretariat Database Manager, and the Leaders person.

Sunday Take-Down

- Complete the inventory sheet and return all supplies to the Data Cha storage bin(s).
- Give the Assistant Head Cha all receipts and any unused funds to return to the Secretariat.

AFTER THE WEEKEND

- Send feedback on your service area to the Secretariat Leaders person on what worked well and suggestions for improvement within a week following the weekend.
- Praise God for the mighty work He accomplished through you on the weekend.
- Attend the secuela to celebrate with our new Pescadores.

Thank you for your faithful service!

ADDENDUM A

Suggested Training Outline

Team Meeting #1:

- Introductions
- Overview of the Data Cha responsibilities
- Assign responsibilities.
- Discuss how to improve the effectiveness of getting team members to review their individual data sheets.
- Identify items to announce at the next team meeting during section announcements.
- Discuss managing updates to the team roster.
- Discuss managing updates to the *team web page.

Team Meeting #2:

- Review the Data Cha activities for each day of the weekend.

Team Meeting #3:

Preparation:

- Download the Weekend Packet Template from the JATD *team web page to a laptop so you can use the laptop to review the documents during training.
- Get the Rollo Room Table Seating Diagram from the Rector.

Training:

- Review the Weekend Information Packet, referring to the Rollo Room Table Seating Diagram.
- Review Addendum B – Taking the Weekend Photo.

Team Meeting #4:

- Review Addendum C – Creating and Distributing the Weekend Information Packet.

Team Meeting #5:

- Address any outstanding issues or questions.
- Review the individual data sheets and visit service area section meetings to ask team members to review their sheets.

ADDENDUM B

Taking the Weekend Photo

Check the Camera Batteries

Insert the Batteries into the Camera

Set Up the Camera

Prepare the Stage

- Set up the location to take the group photo for the weekend.
- Place the Rector, Head Cha, Assistant Head Cha, Backup Rector, Rover, and the Spiritual Directors on the front row.
- Make sure you have the weekend banner with the correct weekend number on it.

Prepare the Audience

- Direct the candidates to be toward the front.
- Direct taller team members to the top bleachers.
- Be sure to save spaces for the Data Chas.
- Admonish everyone to make sure they can see the camera. If they cannot see the camera, the camera cannot see them, and they will not be visible in the photo.
- Remind everyone to put their hands down.
- Inform the group you will be taking 3–5 photos and you will select the best one as the weekend photo.

NOTE: It is okay to take a “silly” photo with everyone making funny faces or poses in addition to the normal portrait, if the group requests to do so.

Take the Photograph

Print the Photograph

Step	Action
1.	Follow the directions in the camera’s operating guide to remove the memory card from the battery compartment of the camera.
2.	Insert the photo memory card into your computer.
3.	Save the photos to the computer.
4.	View the photos and select the one you wish to print. (See the camera’s operating guide for instructions.)
5.	Delete the unwanted photos from the computer and the memory card. (See the camera’s operating guide for instructions.)
6.	Insert the memory card back into the camera.
7.	Rename the selected photo on the computer as JATD Men’s or Women’s #XX Print.jpg.
8.	Save the selected photo to a flash drive.

ADDENDUM C

Creating and Distributing the Weekend Information Packet

Overview

The *Weekend Information Packet* contains the following information:

- Contact information for the candidates
- Team roster
- Weekend photo
- Photo key
- Sponsorship guidelines
- Sponsorship application
- Secuela flyer with date, time, and location
- Via Nueva flyer with young men's and women's dates and location

Hard copies of the *Weekend Information Packet* are given to the Rector, Head Cha, Head Spiritual Director, and the candidates. The packet is emailed to the team, candidates, and the Secretariat Database Manager. The Database Manager will use the packet to add the candidates' names and address information to the JATD database and to update the service records of the team members.

The completed *Weekend Information Packet* is compiled from the following **electronic files**, which you will create:

- Weekend Information Packet (MS Word document)
- Team Roster (MS Excel file)
- Weekend Photo (jpeg image file)
- Photo Key (a jpeg image saved from a PowerPoint file)
- Secuela Flyer (MS Word document)
- Vida Nueva Flyer (MS Word document)
- Jamaican candidates and team members receive a hardcopy of the items listed above

The following procedures describe how to create the electronic files, and then print and distribute the *Weekend Information Packet*.

Step 1: Create the Photo Key

Step	Action
1.	Open PowerPoint.
2.	Open a blank slide.
3.	Insert the photo you selected to print into the slide.
4.	Size the photo and center it on the slide within a .25" margin.
5.	Organize the completed photo worksheets in order of the rows of people in the photo, starting with the top row.
6.	Manually renumber the completed photo key worksheets, numbering the names sequentially. The first person on the left end of the top row is number 1.
7.	Insert text boxes on the photo to enter a number for each person. Use "Calibri" 14-point font in yellow. Start numbering at the last row in the back, and work toward the front. (See "Sample Photo" on next page.) TIP: Putting the 1- and 2-digit numbers on the people in the back will make it easier to read the larger numbers on the rows that are closer to the front.
8.	Select the photo <u>and</u> all the text boxes, right click, and select "Save as Picture."

9.	Save the image as a.png file, naming the file Men's or Women's #XX_Photo Key.png. NOTE: A png file will not become fuzzy when enlarged. It also minimizes the file size.
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ADDENDUM C

Creating and Distributing the Weekend Information Packet

Sample Photo Key



ADDENDUM C

Creating and Distributing the Weekend Information Packet

Step 2: Create the Weekend Information Packet (MS Word Document)

Step	Action														
1.	Download the Men's or Women's Weekend Information Packet Template from the JATD Team Website. The template is located on the "Job Descriptions and Training" page under Data Cha.														
2.	Use the "Save As" function to create a copy of the template to use as the packet for this weekend. NOTE: Keep a copy of the original template in case you need to copy something from the original file or start over.														
3.	Enter the following information: <table border="1"> <thead> <tr> <th>On page...</th><th>Enter...</th></tr> </thead> <tbody> <tr> <td>Cover</td><td> - Weekend number - Weekend theme - Weekend scripture and reference - Rector's name </td></tr> <tr> <td>2-7</td><td> - Weekend dates </td></tr> <tr> <td></td><td>The contact information for each table, including the Table Cha, Professors, and Prayer Cha.</td></tr> <tr> <td>8</td><td>Insert the photo key png image.</td></tr> <tr> <td>9</td><td>The names from the photo key worksheets.</td></tr> <tr> <td>10</td><td>Enter the dates for the next two sets of upcoming weekends.</td></tr> </tbody> </table> TIP: Save the document frequently while you are working.	On page...	Enter...	Cover	- Weekend number - Weekend theme - Weekend scripture and reference - Rector's name	2-7	Weekend dates		The contact information for each table, including the Table Cha, Professors, and Prayer Cha.	8	Insert the photo key png image.	9	The names from the photo key worksheets.	10	Enter the dates for the next two sets of upcoming weekends.
On page...	Enter...														
Cover	- Weekend number - Weekend theme - Weekend scripture and reference - Rector's name														
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	The contact information for each table, including the Table Cha, Professors, and Prayer Cha.														
8	Insert the photo key png image.														
9	The names from the photo key worksheets.														
10	Enter the dates for the next two sets of upcoming weekends.														
4.	Proofread the document, confirming the accuracy of all information you entered.														
5.	Save the file as Men's or Women's #XX Weekend Packet.docx														

Step 3: Create the Secuela Flyer

Step	Action
1.	Download the Secuela Flyer Template from the JATD Community Website. The template is located on the "Job Descriptions and Training" page under Data Cha.
2.	Open the Secuela Flyer Template in MS Word.

ADDENDUM C

Creating and Distributing the Weekend Information Packet

3.	Enter the following information: • Weekend number • Date and time • Name of church • Church's street address • Church's city, state, and zip • Church's telephone number
4.	Save the file as Men's or Women's #XX Secuela Flyer.docx

ADDENDUM C

Creating and Distributing the Weekend Information Packet

Step 4: Create the Vida Nueva Flyer

Step	Action
1.	Download the Vida Nueva Template from the JATD Team Website. The template is located on the “Job Descriptions and Training” page under Data Cha.
2.	Open the Vida Nueva Flyer Template in MS Word.
3.	Enter the following information: • Young Men’s Weekend dates • Young Women’s Weekend dates
4.	Save the file as Men’s or Women’s #XX Vida Nueva Flyer.docx

Step 5: Print and Distribute the Hard Copies of the Weekend Information Packet

Step	Action
1.	Finalize the team roster, making any necessary revisions due to last minute drops and additions.
2.	Print a master copy of the following on the small inkjet printer: • <i>Weekend Information Packet</i> • Team Roster • Secuela Flyer
3.	Use the laser printer/copier in the Storeroom to make enough copies of the items listed in Step 2 for the candidates, Rector, Head Cha, Rover, and Head Spiritual Director. TIP: If the printer does not collate. Make copies of the entire packet one at a time to avoid having to collate individual pages.
4.	Staple the pages of the <i>Weekend Information Packet</i> together.
5.	Insert the following into manila envelopes for the candidates, Rector, Head Cha, Rover, and Head Spiritual Director: • Color Photo (4x6 for Jamaican candidates, team members, Rector, and Rover) NOTE: The color photo will be emailed to the Head Cha and all other team members. • <i>Weekend Information Packet</i> • Team Roster • Sponsorship Application • Secuela Flyer • Vida Nueva Flyer TIP: Find ample workspace where you can assemble the <i>Weekend Information Packets</i> . Ask the Discretionary Chas to help assemble the packets.
6.	Label the envelopes for the Rector, Head Cha, Rover, and Head Spiritual Director.
7.	Give the Head Cha his/her copy of <i>Weekend Information Packet</i> on Saturday so he/she can review it prior to discussing it with the candidates on Sunday. Be sure to include Addendum D.
8.	Give the remaining packets to the Head Table Cha for distribution on Sunday.
9.	Keep the master copy for the Data Chas to mark any additional corrections.

ADDENDUM C

Creating and Distributing the Weekend Information Packet

Step 6: Email the Electronic Copy of the Weekend Information Packet

Step	Action
1.	Take the master copy of the <i>Weekend Information Packet</i> to the Rollo Room on Sunday and note any corrections as the Head Cha reviews the packet with the candidates.
2.	Make any corrections to the <i>Weekend Information Packet</i> .
3.	Send an email to the candidates, team, and Secretariat Database Manager with the following attachments no later than Monday after the weekend: • <i>Weekend Information Packet</i> (MS Word document) • Team Roster (MS Excel file) • Color Photo (jpeg file) • Secuela Flyer (MS Word document) • Vida Nueva Flyer (MS Word document) TIP: If you do not have a distribution list for the team, select the column in the team roster containing the email addresses, copy, and paste the addresses into your message's TO: field. It is recommended that you send this email on Sunday while at the campground.

ADDENDUM D

Weekend Information Packet Content Overview for Head Cha

Data Cha: Give this form to the Head Cha with the Weekend Information Packet. This form will help the Head Cha identify the contents of the *Weekend Information Package* they receive in the manila envelope.

Head Cha: Review the contents of the *Weekend Information Packet*, highlighting the following items in as much detail as you feel is necessary.

1. Candidate Contact Information

- Instruct the candidates to review their information carefully.
- Ask each table for corrections.

NOTE: The Data Chas will be present to note any corrections. They will correct the information before emailing the packet to the team and candidates.

2. Team Photo and Key

- An electronic color photo is provided.
- A black and white numbered photo and a photo key are in the *Weekend Information Packet*.

3. Sponsorship

- Point out the "Sponsorship" page in the weekend packet and the enclosed application.
- Pray. Ask the Holy Spirit to reveal who God wants you to sponsor.
- Tres Dias is for **Christians** who want a closer relationship with Christ. It is **not** an evangelism tool to lead people to Christ.
- Review the dates of the upcoming weekends.
- Candidates must be at least 21 years of age. (15–20-year-olds attend Vida Nueva.)
- Both husband and wife must agree to attend, and both must sign the application.
- Applications are located on the community web site at tresdiasja.org.
- Tell the candidates to read the sponsorship instructions carefully so they are familiar with the sponsor's duties. Encourage them to contact their sponsor or the Secretariat Pre-Weekend Couple for assistance.

4. Team Roster

Advise everyone that the contact information for the team and candidates is **NOT** to be used for solicitation.

5. Secuela Flyer

- The secuela is a victory celebration for the men's and women's weekends.
- You can invite someone who has not attended a Tres Dias weekend.
- No children are allowed to attend.
- Bring a covered dish to feed 12-15 people.

6. Vida Nueva Flyer

- Vida Nueva is a third-day community for teens 15-20 years old.
- Northeast Georgia has a Vida Nueva community that meets at the Legacy Retreat Center.
- Visit negavn.org for more information.