

Back-Up Director

The Back-Up Director should be much more than a “couch potato.” You are a source of advice and support to the Director as well as a trouble-shooter when needed.

Pre-Weekend:

1. Understand the Director’s vision for the weekend so you will be able to carry out his/her plans if necessary.
2. Attend all pre-team meetings; Professors, Chas, Sections, etc. Attend Professors’ section meetings during team meetings.
3. Be ready to follow through with consistent direction if it is necessary to lead the weekend.
4. During team meetings, the Director may wish to meet with Spiritual Directors, Chas or Kitchen. Be available to lead the Professor’s section meeting.
5. Assist Director and Spiritual Directors during team meetings with talk critiques, communion or whatever they ask.
6. Support the Director by giving advice for preparing him/her for specific tasks that may arise. However, do not take the place of the Leaders person in answering questions concerning Council policies or team selection criteria.
7. Pray especially for the Director and Spiritual Directors.
8. Encourage the Director with phone calls or notes of support.
9. Make sure there is water at the podium for talks at team meetings, both rooms.
10. Make signs for chairs in the Conference Room for: Director, Head Cha, Asst. Head Cha, all Table Chas and Spiritual Directors.

Weekend:

1. Be available for the Director, Head and Asst. Head Cha and Kitchen and Spiritual Directors to answer questions. But do not give instructions to team members unless specifically asked to do so by the Director.
2. Make suggestions or help out wherever you see a need, but be submissive to the authority of the Director.
3. Usually control of time is the biggest challenge for the Director on the weekend. You can advise the Director with specific ways to make up time when necessary, particularly in relation to Serenade and Closing.

4. The Spiritual Directors (especially “first timers”) are often unaware of weekend logistics. The Back-Up Director can be a great help in communicating with them informally on such matters as time, what’s next, who to do what, etc.
5. During the quiet times, pray for all aspects of the weekend especially for the Director and Spiritual Directors.
6. Encourage the Director with observations of how well things are going, how mightily the Lord is working, etc. throughout the weekend. Don’t burden the Director with petty issues that may be brought to your attention. Try to work with team members to resolve minor problems so the Director can focus on the spiritual aspects of the weekend.
7. Things can be a bit overwhelming for the Chas on Friday evening and Saturday morning. You can help by anticipating what is coming next and helping them to be in place and ready. Always be careful, however, not to undermine the authority of the Head or Asst. Head Cha or Kitchen.
8. Be quick to help out in any area where there is a need.
9. You are looked upon as a special leader on the weekend--Let your love shine to all.
10. Place name tags on chairs in Conference Room. Remember to put the Table Chas next to or very near their tables.