



DON DAVID WILEY  
LA OFICINA & CONSULTORIO

# ON-SITE ASSISTANT

## Support Document

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D<sup>ON</sup> DAVID WILEY'S OFFICE  
Tepoztlán, MEX.

# Learning to be an Elder Assistant

## ON-SITE ASSISTANT ORIENTATION

Serving as **Elder Assistant**, in this case Don David's assistant, is an extremely important and honorable role. Great trust is being placed in you while serving in this role as performing it well helps the ritual or event go well. It is important to find out who you will be working for in your role as David's assistant. This is not David. This is the **Host** or in many cases this will be the **Ritual Manager** and you will be **reporting to them** before during and after the event to be sure your responsibilities are met.

Serving in this role demands it remain of utmost importance amongst the other tasks you are involved with at an event. It is important you understand this and not only be ok with it but be excited to serve in this capacity. Serving Elders whether they are part of the Sacred Fire or from other peoples is a very great honor. It helps the Elder (David in this case) share their wisdom and gifts to better our lives, carry on the traditions and be of service to the world as they are being called to do.

In serving, you need to **anticipate** David's needs. For example, rather than asking, "What do you need?" it is better to offer what is needed or ask, "Do you prefer this or that?" **David's responsibilities are such that he will often prioritize the needs of the group or of the event over his own** and so it is **not uncommon for him to go without eating or resting during the many days** of his work and travel. The Elder assistant's job is to be sure that David's personal needs are not overlooked.

In order to anticipate David's needs it is necessary for the onsite assistant to **obtain an itinerary/schedule of David's time.** This includes **everything** from meeting start times, meal times, appointments, timing of massages and anything else that may be part of David's work. **If the host of the event has not provided one, you must make one up as complete as possible.** This means you need to work with the **host** of the event **ahead of time** regarding the event arrangements. David is given a copy and the assistant holds a copy of this schedule. This amount of organization makes the whole time much easier for both David and you as the assistant

Before the start of the event, **review the event with the Ritual Manager to ensure you have coordinated** the timing of his arrival, meals/massages before and after the Grandfather Fire and responsibility of the ritual items leaving his suitcase and getting back into his suitcase.

**If possible** join the **pre-event call** with the Sacred Fire Community Event Planner, David's office and the Host / Ritual Manager – **The purpose of the call is for the team to review the many aspects of the event and be sure things are in place.** During this call it is common for there to be a **walk through of David's schedule**, travel, transportation, meals, snacks, special needs, massages, and so on and determine if any gaps need to be filled in or adjustments made.

Following are areas to be aware of:

- a. Either **you or the host makes a public announcement at the beginning of the event** that you are his assistant and people need to talk to you if anyone has a question or a request or wants an appointment. **Do not create an expectation that the person's request will be answered.**
  - i. Your job is to **gather and bring requests to David.**
  - ii. **Stay in good communication** with the people regarding if and when their request can be answered, scheduled, or not.
  - iii. **In a friendly way** that is clear, direct and kind. \* (see addendum re announcement)
- b. **Meet with David** when he arrives and decide with him when and how often you will meet each day. This is often twice a day, in the morning and immediately after a meal. During these meetings you should make yourself available and go over the schedule. Suggest a flow for the day. Present him with

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a list of things he'll be doing and get his input as to what are A, B, and C items. Help him keep that sorted in your notebook. (Bring a notebook you can carry around with you). If you have not been an assistant at this venue before, talk to someone who has so you know the lay of the land.

**For example**, if you are at Casa Xiuhtecuhtli, you will need to get in the house kitchen to sterilize the fruits and vegetables and know how and when to do this.

- c. **If David and Sherry are together**, take care of getting her water and anything she might need, or at least make the offer.
- d. **Hydration: very important.** Always keep a water bottle filled with filtered water. If you need to, buy filtered water and have it available. Be aware of what he prefers. You may need to be sure you have access to a car to buy what is needed.
- e. **Snacks:** Ensure the host has purchased appropriate snacks for David.
  - i. Consider bringing snacks or buy them before the event to be certain you have what is needed – for example if he is going to be in the rural homelands with no store in sight then bring them.
  - ii. Depending on the event to provide snacks is risky. If there are snacks provided by the event, get some first before they are gone and offer those with your snacks to David.
  - iii. David usually needs a snack at midmorning and almost always at midafternoon.
  - iv. Snacks to have available: sliced apples, carrots (baby or cut into sticks), roasted salted almonds. He likes crunchy things.
  - v. For a treat, he enjoys milk chocolate, local or Virgil's root beer, or a small coke in a glass bottle, small bag of chips.
  - vi. Have the snacks ready. Do not try to substitute healthier things for him but you can offer something new or interesting in addition to the standard snack fare and inform David's office if he liked it so they can add new discoveries to this orientation.
- f. **During breaks** people often descend on him. *Be sure David knows that he can refer people to you for the scheduling of meetings.* If he has made it clear he needs time alone then **assist him by intercepting anyone headed his way.**
- g. **Coffee:** It is usually your job to make coffee for David in the morning. You will know from your initial meeting with him whether this is the case.
  - i. Make sure there is a **French press available.**
  - ii. Have the water boiling
  - iii. Add 3 coffee scoops (2 Tablespoons each scoop = 6 T) for a medium large cup and steep covered with a towel for at least 5 min.
  - iv. Push the plunger down when he comes to the table for breakfast (depending on the venue, occasionally, he enjoys coffee in his room or tent when he wakes up).
  - v. Know where his coffee cup is.
  - vi. Bring coffee he enjoys: Peets Major Dickinson's is best, second is Starbucks dark roast (Verona).
- h. **After a Grandfather Fire**, have coffee, bacon, fried eggs (3), whole grain toast with jam/butter, and some fruit ready for him as soon as he gets out of the shower and before his massage.
  - It is the Ritual Manager's job to arrange the massages, but you should know where and when they are scheduled. As well as if he needs to travel to get them.
- i. **For meals:** if David is not present at the beginning of the meal, make sure he has a plate and keep it warm or find him and ask if he wants to eat with the group or have you make a plate.
  - i. Keep an eye out for when he is done eating and remove his plate and take care of it for him.
  - ii. Same goes for snacks.

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- j. **If there is a Grandfather Fire:** The Ritual Manager is responsible for determining whose will be the **Specific Grandfather Fire Prep Assistant** for right before the fire – which could be you.
- i. Note that the GFF Prep Assistant will be responsible for helping David get dressed in his ceremonial **traje** before the Fire, be his runner if he needs anything, and determine when it is time for him to enter the fire area.
  - ii. This person also ensures his Pajamas, toothbrush, etc are laid out for him after recovery.
  - iii. Ritual Manager ensures David is satisfied with this selection – it can be his onsite assistant, the ritual manager, his wife, another Mara'ákame, medicine path person or someone familiar with his needs around preparing for Grandfather.
  - iv. If you are not also serving in this role, you at least need to be aware of who has been selected and ensure you touch base with them: kind of like tag team.
  - v. Communicate anything in particular that has arisen such as – I just went out and purchased a new pair of pajamas for David, please make sure you lay these out for him to sleep in after the GFF.
- k. **If you have been selected to help David in this way** but have also been given another ritual responsibility, your role in helping David before the Grandfather Fire comes first and you may need to decline the other responsibility or delegate that to someone else temporarily. For example, being the chocolate maiden.

If there is a **patient day** scheduled, please review the **patient day** document (If you don't have it, please request it from the office in Mexico) and or coordinate with the host of the **patient day** and any attending **Mara'ákame** so that the various responsibilities are covered.

If you have any questions or comments  
please feel free to call or e-mail the **Consultorio**:  
011 52 (739) 395-1501 **México line** / (678) 528-8315 **US line**  
[consultorio@keepsthefire.org](mailto:consultorio@keepsthefire.org)  
[tepozoffice@keepsthefire.org](mailto:tepozoffice@keepsthefire.org)  
Monday through Friday, 10AM – 4 PM CST  
**Leticia's US Phone #** (865) 898.7135

### \*Announcing David's Assistant

David has many roles and responsibilities in his service to community. For him to stay focused and be most effective, it is vital that he have someone supporting and assisting him in various ways.

We want you to know that during our time together, \_\_\_\_\_ will be Don David's assistant.

Should you have a request for a conversation or meeting with David please consult with his assistant. A determination will be made if something can be scheduled.

If you happen to notice something David may need or want, feel free to bring it to his Assistant.

Thank you.

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*for Don David Wiley*

*Use the form below to gather the information for the event you may need.*

Event: \_\_\_\_\_

Launch Day: \_\_\_\_\_ through \_\_\_\_\_

Flag Holder: \_\_\_\_\_ Cel: \_\_\_\_\_

Other useful phone number: \_\_\_\_\_

Event Address: \_\_\_\_\_

David's Lodging Address: \_\_\_\_\_

**Daily Schedule for on-site assistant**      Date: \_\_\_\_\_

*Make sure to have a printout of the schedule for every day covering the event.*

8:00 AM \_\_\_\_\_

10:00 AM \_\_\_\_\_

12:00 PM \_\_\_\_\_

2:00 PM \_\_\_\_\_

4:00 PM \_\_\_\_\_

6:00 PM \_\_\_\_\_

8:00 PM \_\_\_\_\_

10:00 PM \_\_\_\_\_

Notes: