

TABLE CHA DUTIES AND RESPONSIBILITIES

The table cha is in direct contact with the candidates throughout the weekend. A smile, a kind word, a touch (especially a back rub) goes far. The love of the entire team will be felt by the candidates, but the table cha's love for each person at their table will have a lasting impact. The head table cha has the same responsibilities as any other table cha. The role of head table cha is different in that he/she is the contact person for questions. If he/she cannot answer the question, he/she is to contact the assistant head cha. The STOREROOM will be set up next to the rollo room for drinks, trays and cups which will be available for each table. Before each rollo, the tables should be cleaned of trash and drinks provided before the rollo starts. No serving of drinks or food during rollos.

When candidates leave the rollo room for meals, chapel or just to stretch, clear and clean the table of any unneeded articles. Coming back to a neat table is the table chas palanca to them. Stay near your table at all times, in case you are needed for some reason. If one of your candidates leaves the room at an inappropriate time (during rollo or decuria, for example) go with them and make sure they are OK but give them space.

You are there to serve the table whatever is needed. You actually become a 'member' of your table community. The professors are to be treated just like the candidates, especially the silent professor. Eventually the speaking professor will be exposed, but sometimes the silent is not known until Sunday. Pray for unity. Whenever possible pray over each chair at your table that the Lord will be real to them and make Himself known to them in a mighty and loving way. CHAPEL participation is required in all chapels.

WEDNESDAY: SET UP activities on Wednesday will required the rollo room to be set up for sendoff. Chairs set up in rows facing the podium and chairs along the walls around the rollo room. Make sure all material needed for the weekend is in the store room, pads, pens, markers, poster paper, trays for drinks, discipleship guides, table name plaques, etc. Check with store room chas and ensure that fresh water is on the podium for each speaker prior to their talk.

THURSDAY: After sendoff set the chairs up in rows with enough only for the candidates and professors, have them facing the podium. Thursday evening all

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pads, pens and other materials needed for the weekend should be obtained from the storeroom. Also, it will be good to provide each table with a small trash bag for napkins, etc. Thursday night after candidates go to chapel set up six tables with nine chairs at each table (may need to be adjusted depending on how many candidates are on the weekend).

FRIDAY: Friday morning, when everyone comes into the rollo room, get the table's notebooks, pens and the table name plaque ready to be placed after the table has been seated. When the rector calls the table name, the table cha will be called first for introduction. After the table cha's name has been called, he/she will stand by their table ready to seat the candidates and professors as their names are called. Have the seating plan for your table available. (Obtain a copy from the assistant head cha or communication cha on Thursday evening). The first name called for seating at the table will be the dominant professor. He/She will sit facing the podium. Seat each candidate and professor according to their assignments. Take table name plaques with you when having picture made.

Try to remember each name at the table and begin calling each person by their first name. Also try to remember what each person is drinking or their special needs. It really pleases the candidates if the table cha knows the needs of those seated at their table before they express them.

Poster paper and colored markers are to be obtained from the storeroom and placed on your table near the end of the discussion period. Have them ready to pass out when the rector announces the "two-minute warning" to finish their discussions. Write on back of the poster the name of the person who will do the summary and who will explain the poster to avoid last minute confusion at Decuria. Collect them and keep them in the storeroom until Decuria. During Decuria, each table will be called to the podium to explain their posters. You will need to see that they have their posters at this time. Once the poster has been explained, you are to take it and display it on the walls of the rollo room.

Collect matching palanca containers, if used (to be returned) and give them to the head palanca cha.

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SATURDAY: Saturday night dinner, you will be asked to sit with your table, take table name plaques with you.

You are to participate in prayer during the table visits for the “we” prayer and “I” prayer. “We” prayer is on Saturday and “I” prayer is on Sunday. You will be the first one to pray, have something “small cross” that can be passed to each person as they are praying. The table cha will set the pattern. The dominate professor will be about the 3rd or 4th person in line to “re-set” the pattern if necessary. This will be done once on Saturday (we payer) and once on Sunday (I prayer). It is OK if a candidate does not want to pray aloud, just ask them to say a silent prayer and then pass the cross on to the next person.

Collect matching palanca containers, if used (to be returned) and give them to the head palanca cha.

SUNDAY: SUNDAY MORNING PACK AND PUT ALL YOUR PERSONAL BELONGINGS ON YOUR BED SO THAT DORM CHAS CAN CLEAN AND VACUUM.

You are to participate in prayer during the table visits for the “I” prayer You will be the first one to pray, have something “small cross” that can be passed to each person as they are praying.

The table chas will pass out the Discipleship Guides before the Life in Grace Rollo as directed by the Rector. After the Life in Grace Rollo, the table chas will lead their table to place the Discipleship Guides in a basket (you will need to provide the basket, they are typically in the store room) as directed by the Rector. You will also lead the prayer for your table, or assign a candidate to pray, as the cards are placed in the basket. Upon completion of the prayer and after all of the cards are placed in the basket you will need to take the basket in to the store room and remove the professor’s cards and return those cards to the professors discretely at the conclusion of the cross ceremony. Please place a rubber band around the remaining cards with the table name written on a small piece of paper and give to the Head Storm Room Cha.

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Prior to closing, the table chas should remove all trash from the tables in preparation for closing. Disperse all left over palana to each candidate, you can provide them a trash bag from the store room to put all of their stuff in. Collect matching palanca containers, if used (to be returned) and give them to the head palanca cha. Please do not let the candidates take containers from a set home with them. When the candidates are filing out to go to closing, check the table for any items left by them. See that they get them before they leave closing.

CLOSING: The table cha needs to lead his/her table into the dining hall to help them find their seats and lessen the confusion, take table name plaques with you to closing. Take down of the rolo room will be the next to last area to be completed on Sunday. During closing activities, the set-up and take down chas (on women's weekend) will be serving in this area. All chairs and tables must be stacked on the far wall, all trash removed and the floors vacuumed.

SEATING OF CANDIDATES & PROFESSORS

You will seat the dominant professor first in the seat facing the podium. Seat in a clockwise position after that. Lay down pad & pen before each person is seated. Pull out chair and seat the person. Table name will go on table when you are called to stand at your table.

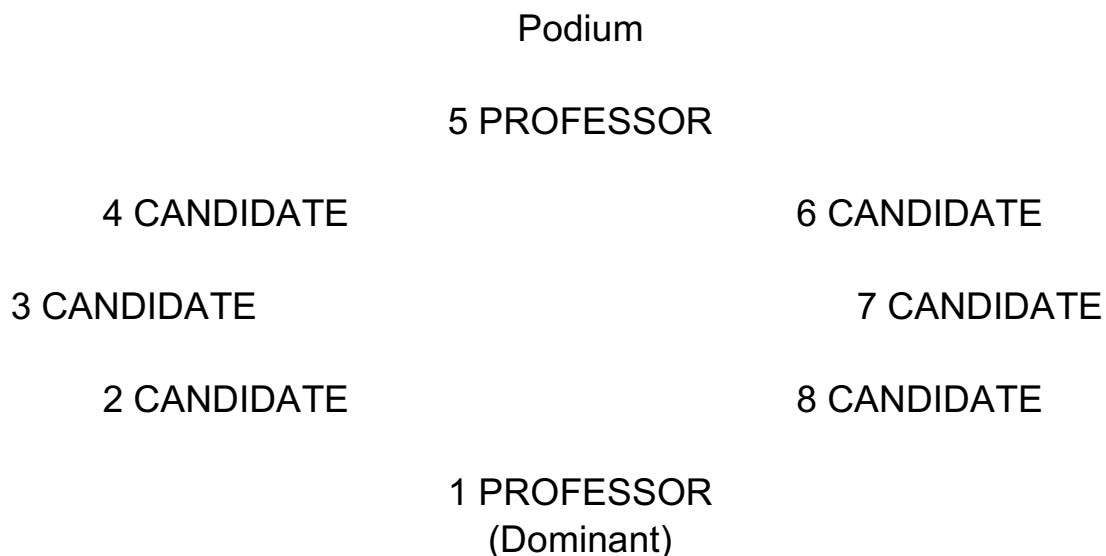


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THE “WE” and “I” PRAYER

Lead your table to the place the rector designates. Explain to your table what you all will be doing. (Explain to pass the cross when finished praying or pass it if they don't want to pray.) (Provide your own cross!) Table cha leads, professor will close.

1 – TABLE CHA
Begins Prayer

8 – Professor
Ends Prayer

2-Candidate

7-Candidate

3 – Candidate

6-Candidate

4-Professor

5- Candidate

CANDLE LIGHTING & PROCEDURE FOR ROLLOS (TEAM MEETINGS AND WEEKEND)

Before all rollos, the table cha for each rollista needs to be sure a glass of fresh water (or bottled water) is on the podium, and also that fresh candles are ready for lighting.

TABLE CHA DUTIES AND RESPONSIBILITIES **FOR MEN'S WEEKENDS:**

The table cha for the Rollista will ask everyone to stand, and then light the candle. The rector will then greet rollista, hand a cross to the rollista and gives him a hug. Then rollista will lead the meditation and then give their talk.

FOR WOMEN'S WEEKENDS:

Just before the rollo is to begin, the table cha will move in front of the podium. She should have a Pilgrim's Guide with her for the reading of the Meditation.

After the gopher cha signals that the rollista is ready, the table cha will do the following:

1. Ask all to "please stand."
2. She then turns & lights the candles and picks up the small cross.
3. She then faces the group and says, "Please turn to page 14 in your Pilgrim's Guide and pray the meditation with me. As the meditation is recited, the professor comes in and faces the table cha with her back to the audience.
4. After completing the meditation, the table cha gives the professor the cross, hugs her and sits down.

For all of the rollos BEFORE Piety, the meditation concludes after the phrase "Through Christ our Lord, Amen." Beginning with the Piety rollo, the ENTIRE meditation is prayed.

After the rollo, the rector will go to the rollista, give her a hug and receive the cross back. The rollista then leaves to go back to pray with the prayer team and the rector goes to the podium and asks for a moment of silent reflection.