

Head Gopher Training

- Read your entire manual – most questions will be covered in this manual.
- You are responsible for pulling all professors; spiritual directors and prayer people at the appropriate times and see that they are in the appropriate place when needed.
- Assign one gopher to pull the speaker and the other will pull prayer palanca team and pastor.
- Never appear panicked even if you are – encourage speakers – let them know how much time they have when you pull them – limit number of people in the area when Rollista is dressing.
- It is your responsibility to set up the professor area (between office and prayer room), communion elements, snack, etc. The Professor can be escorted into the office and then the small conference room without being visible to candidates if they are in the hallway. They can then be taken directly to the Prayer Room for prayer without going into the hallway. You can use this professor room as your “area” during the weekend.
- Check with the Rector – do they want you to assign the prayer palanca or does the rector wish to assign them. There are guidelines on who can be assigned in your book. There are also two different types of forms you can use in your book.
- Help set the tone in the Professor room and prayer room – cheerful and encouraging but not cutting up and loud laughing
- Stay on top of the schedule, always look ahead and keep in touch with the Assistant Head – be available to them for errands when not escorting professors.
- Escort the Rollista back to the prayer room for thanks to God – reassure them after their talk. Whether you walk them back to their dorm is up to you.
- It is helpful to give each prayer palanca person a note on Thursday night advising them of the day and time they will be pulled. Ask them to let their area head know so they can plan ahead.
- Complete debriefing form and give to Assistant Head.
- After closing, return to your area and do not leave until you have been signed off by the Assistant Head and Weekend Couple/ARC Representative.