

Head Table Cha Training

- Read your entire manual – most questions will be covered in this manual.
- Train your team – Friday morning seating – where to seat professors, can mark the chairs if necessary, “we” prayer, table communions, growth guides, etc.
- Be a part of the table community – don’t treat professors or friends differently or whisper or appear secretive.
- Keep an eye on your table – if candidate leaves the room, go with them and see if you can assist. Rector will give you preferences for handling situations.
- Check with Rector to see who is decorating the podium.
- Decide on aprons for the weekend.
- Responsible for tidying up and vacuuming the Rollo room each day.
- Verify that Decuria posters have names on the back – who is explaining, the Storeroom Chas will stamp the back of each poster and store the completed posters in the storeroom. Be sure to hang Palanca letters where they can be read. Suggest one push pin in the corner and overlap them to leave room for posters.
- Do not rub anyone’s shoulders without asking first.
- You can help the Palanca Chas distribute palanca in the Rollo room after all notes are read if they desire your help, however, do not “throw” Palanca to the tables.
- Each morning, go over with your team what is happening that day – “we” prayer, communion, etc.
- You and your Table Chas can participate in Prayer Palanca, but must get a Storeroom Cha to take your place during that time.
- It is a nice gesture to have the Table Cha sit in the speaking professor’s seat during their talk to “fill” out the table.
- Send a note to your table members after the weekend to encourage them.
- Sunday after lunch have table divvy up the table palanca and take empty containers to palanca room. You should provide some type of bag for the candidates to use.
- Accompany candidates to Chapel cross service and to closing with your table signs. Be sure to return the signs to the Storeroom after closing.
- Dorm, storeroom, and floater supply (Take down team on Women’s weekend) will help clean & close the Rollo room.
- Complete debriefing form and turn it in to the Assistant Head Cha.
- After closing, return to your area and do not leave the ARC until you have signed off with the Assistant Head and the Weekend Couple.