

Tres Dias of Southeast Tennessee

Head Table Cha Team Book

This book is intended to **help**. Please forgive its failings. Please help improve it by noting your suggestions on the Area Head Feedback/debriefing sheet and turn it in to the Assistant Head Cha at the end of the weekend. Alternately, you can send your suggestions to the respective Men's or Women's Leaders person.

Facility problems should be reported on the ARC "Facility Problem Report" forms on the ARC office bulletin board.

Thank you,

Tres Dias of Southeast Tennessee Secretariat

Table Cha Duties and Responsibilities

Your first and foremost responsibility is to serve God through serving the candidates in any way possible.

The Table Cha is in direct contact with the Candidates throughout the Weekend. A smile, a kind word, a touch (especially a shoulder rub) goes far. The love of the entire team will be felt by the Candidates but the Table Chas 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 is across the hall from the Rollo Room for drinks, trays, cups and supplies that will be used to serve each table. Write candidates names on the cups at your first opportunity. Before each Rollo, the tables should be cleaned of trash and drinks provided before the Rollo starts. No serving of drinks or food during Rollo's. The Head Table Cha (or this can be assigned to one of the Table Chas) will need to place drinks and snacks on the small tables for Rector, Spiritual Directors and Head Cha – Also, don't forget the Asst Head Cha – Be sure to ask if they need anything. Head Storeroom Cha is responsible for fresh water placed on the Podium for each Rollo given and each time Rector speaks from the script.

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 Cha's 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, or see to it that a Cha attends to them. 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 the Silent Professors are not revealed until Sunday (note: there may be times a table will not have a Speaking Professor). The Dominate Professor is not always a Speaking Professor. Pray for unity among the table members. 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. After Friday morning – Table Chas should attend all Chapels with their table and sit in the designated chairs in the back of the room.

The Media Cha is assigned to run the sound system and visual systems and play any songs requested by professors during their Rollo or for worship as directed by the Worship Cha.

I. Before the Weekend:

- ❑ Check with the Rector to see if he/she wants the Table Chas to decorate the Podium table and the Rollista practice tables at the Team Meetings.
- ❑ Check with the Rector to see if the Table Chas are to decorate the Podium Table in the Rollo Room on the Weekend.
- ❑ Check with the Rector for preferences in the Candle Lighting Ceremony and practice the Ceremony.
- ❑ Check with the Rector to see if he/she will be supplying the Rollista crosses for the Team Meetings and for the Weekend.
- ❑ Check with the Rector for his/her preferences concerning the details of Dedicating the Service Cards (Growth Guides) and the “We” Prayer.
- ❑ Check with the Rector on their choice of a narrow rectangular table to sit behind or small tables between their chairs in the Rollo Room. If a rectangular table is used, you will need to bring a table cloth.
- ❑ Decide which Table Chas will bring the necessary items to the Team Meetings and to the Weekend. (Lighter, Candles, Table cloth, Bible and Cross)
- ❑ Decide if the Table Chas will dress alike on the Weekend. (Same color shirts/t-shirts, aprons, etc. (It is not necessary to purchase special outfits – just designate a color for each day.)

II. On the Weekend:

WEDNESDAY: Set up activities on Wednesday will not normally require participation by the Table Chas. The Head Cha will advise you if you are needed.

THURSDAY: Prior to the arrival of the Candidates, the Table Chas should arrange the chairs in the Rollo Room for the “Friend Introductions”, which follows the reception and bed preparation. Chairs should be set up in auditorium style (no tables), with just enough chairs for the Professors and Candidates (usually 36 Candidates and 12 Professors). Check with the Assistant Head Cha for any special set up requests from the Rector. Thursday evening after Chapel when the Candidates have gone to bed and after team meeting -- pads, pens, table sign and other materials needed for the weekend should be staged in the Storeroom.

- ❑ Arrange tables and chairs in Rollo Room per the attached room diagram. You may need to remove a chair based on the number of Candidates. A table-seating diagram will be provided at the Thursday night team meeting.
- ❑ Set up tables for Rector etc, as previously decided
- ❑ Tape small paper bags on the back of two or three chairs for trash
- ❑ Place a box of Kleenex in the middle of each table.
- ❑ Place a few mints/candy/gum in a basket on the table. These are obtained from the storeroom.
- ❑ Locate trays and cups for serving drinks in the storeroom. Mark your tray

- with the candidates' names for easy serving. Write the Candidates' names on their cups to allow for washing and reuse. New cups should be given at the beginning of each day.
- ❑ Locate appropriate table name signs in Storeroom.
 - ❑ Assemble pads and pens for distribution on Friday when Candidates are seated at their tables.
 - ❑ Practice seating of the Candidates.

FRIDAY: Friday morning when everyone comes into the Rollo Room, Table Chas should be waiting with notebooks, pens and the TABLE NAME ready for the seating of the Professors and Candidates as their names are called. After the Table Cha name has been called he/she will move toward their table and stand behind the chair designated for the Dominate Professor. (Diagram of seating arrangement will be obtained on Thursday night at the team meeting.) Remember the first name to be called will be the Dominate Professor and they will sit in the chair facing the podium (termed the 12 o'clock position). Seat all others according to the diagram. The Rector will call out the names in a clockwise order. 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 blesses the Candidates if their Table Cha knows the needs of those seated at their table before they express them.

After table seating and before picture, weekend directory sheets for each table will be reviewed and corrected. The respective Table Cha should handle this quickly and give them to the Media Cha. Take table names signs with you to the Auditorium for the photograph.

Poster paper and colored markers are to be obtained from the Storeroom and placed on your table near the end of the discussion period, when directed by the Rector. Have them ready to pass out when the Rector announces the "two minute warning" to finish their discussions. The Storeroom Cha will have stamped or labeled the back of the poster with the name of the Rollo, a space for writing in who will be giving the summary and who will explain the poster to avoid last minute confusion at *Decuria*. Collect the posters and keep them in the storeroom until *Decuria*. During *Decuria*, each table will be called to the podium to give their table summary of each Rollo and to explain their posters. You will need to see that they have their posters at this time. Once the posters have been explained you are to display their posters on the walls of the Rollo Room - DO NOT tape anything to painted surfaces. Fasten the posters with thumbtacks to the corkboard strips designated for hanging posters.

Any Palanca containers that need to be returned should be given to the Head Palanca Cha after the end of the day's activities.

Teams have found it nice for the Table Cha to sit where the professor was sitting

during their talk.

Be Prepared for Saturday:

- Tidy up Rollo Room – vacuuming as necessary.
- Fresh drink cups for candidates with their names.
- Head Table Cha obtains Forgiveness Hearts, Communion cups and plates for communion. Each Table Cha should have small cross or use your Tres Dias Wooden Cross to be passed around their table during the “We” prayer.

SATURDAY: Forgiveness Hearts will be passed out on Saturday morning during the Invisible Barrier Meditation. Each Table Cha should have (8).

Saturday – before lunch – during the Sacred Moments Rollo – Communion will be served in the Rollo room. Head Table Cha will check with the Rector and Head Spiritual Director for directions and check with the Head Storeroom for the elements and serving utensils.

Saturday night dinner you will be asked to sit with your table. (Head Table Cha – Collect table signs and take them with you to the kitchen for this meal as you escort your table---Check w/ Head Cha about directions.) Table Chas are to participate in prayer during the table visits for the “We” prayer. You will be the first to pray. 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, and the other professor should be next to the Table Cha to end the prayer.

Once again – Tidy room – vacuuming as necessary. Collect Palanca containers that are to be returned and give to Head Palanca Cha.

Service Cards (Growth Guides) will be passed out on Sunday – Head Table Cha will obtain those from storeroom. Each Table Cha will need to have a rubber band to use when cards are collected (usually at lunch on Sunday for the men or After the Life in Grace Rollo for the women).

SUNDAY: Sunday morning – Pack and put all your personal belongings on your bed so that Dorm Chas can clean and vacuum. The Table Chas should be ready to pass out Service Cards (Growth Guides) during the Life in Grace Rollo. Check with the Rector for his/her preference in dedicating the Service Cards (Growth Guides). After dedication, place a rubber band around your table’s cards, making sure that they are identified by your table name. The Head Table Cha will collect all the cards and give them to the Head Chapel Cha. The Head Chapel Cha will remove all the Professor’s cards and give them back to them.

PRIOR TO CLOSING (after all talks) the Table Chas can begin removing trash and left over Palanca from the tables in preparation for closing. Palanca containers (to be returned) should be taken to Head Palanca Cha. All other Palanca should be

divided between the Candidates. It is helpful for the Table Chas to provide each Candidate with a bag to put Palanca in. (Sometimes the Table Chas and the Professors go in together and buy canvas bags with the Weekend Visual on them as Palanca for the Candidates.) Before leaving for Closing – your table should be cleared of anything that the Candidates are not taking home. Please make sure all Candidates have *all* their belongings before leaving for the Chapel/Closing – as they will not be returning to the Rollo Room.

Complete the Area Head Feedback/Debriefing Form enclosed in the book by the end of the weekend and turn it in to the Assistant Head Cha. This is extremely important since the Rector was not able to observe all areas of the weekend.

CLOSING: The Table Cha needs to lead his/her table (carrying Table Name) into the Auditorium to help them find their seats on the stage and lessen the confusion. TAKEDOWN of the Rollo room will be the next to last area to be completed on Sunday. During closing activities the Take Down Team (Women's team) will be serving in this area. Chairs are left in the Rollo Room, and must be stacked on back wall, five high in 14 stacks - floors must be vacuumed – Tables cleaned and placed in closet. After closing, Head Table Cha please check with Assistant Head Cha to make sure everything has been checked off for your area and your closing form has been signed – **Before Leaving The ARC.**

Tres Dias of Southeast Tennessee Area Head Feedback/Debriefing Form

Weekend # _____ (Men _____ Women _____)

Area _____ Name _____

What was your overall impression of the weekend and team meetings?

Please list any areas that, in your opinion, need improvement.

Please describe any elements of the weekend that you feel were new or particularly successful.

Did you have any problems with any particular team members? (please elaborate on the problem)

Please describe any outstanding efforts or actions by team members in your area.

Please provide any other comments you may have.

Please return this form to the Assistant Head Cha at the end of the weekend; your duty is not complete until this form is turned in.

Candle Lighting Procedure for Rollos

(Team Meetings and Weekend Rollos)

Materials Needed:

Pilgrims Guide (Page 14)

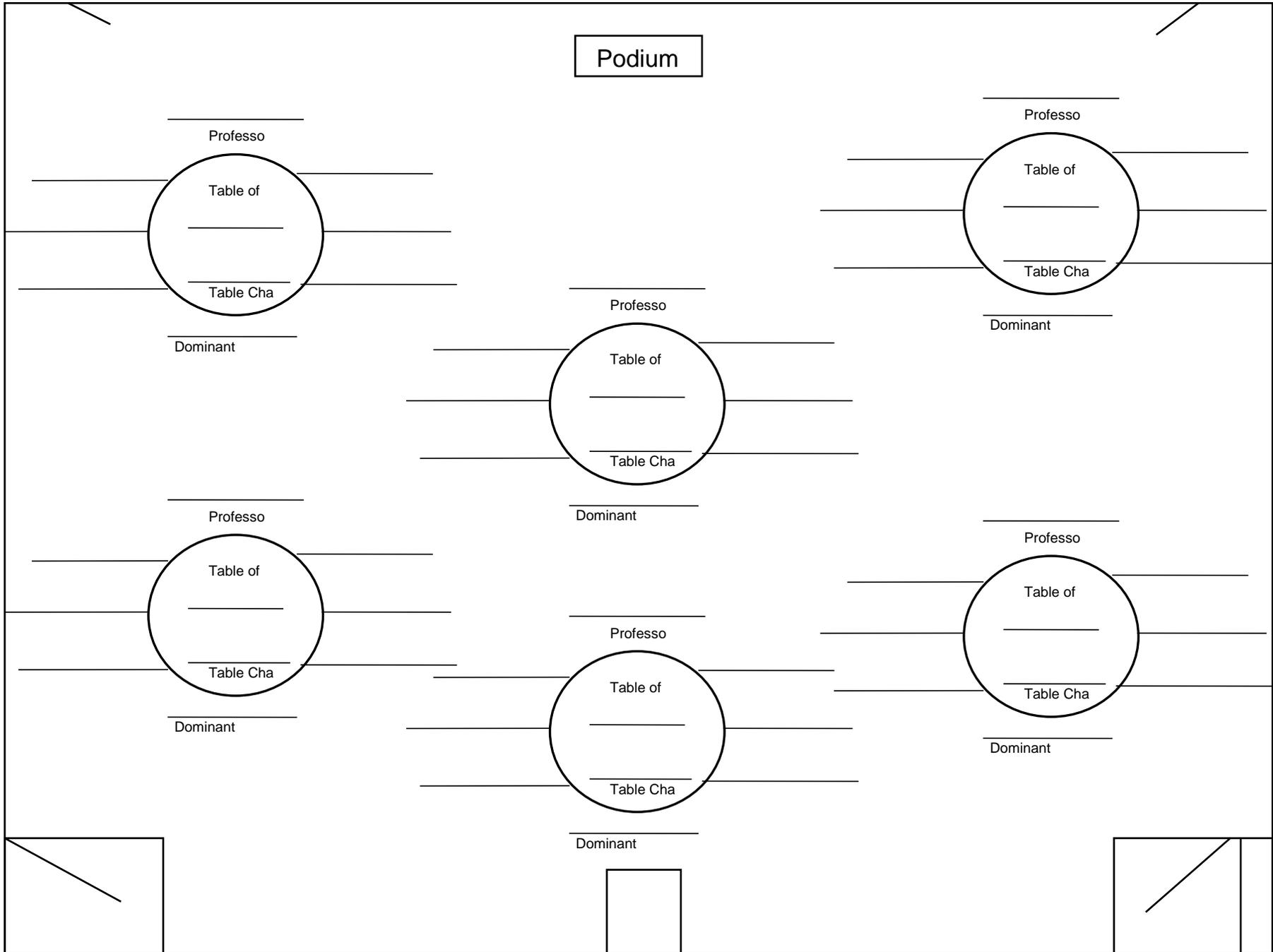
Lighter

Podium Decorations (Bible, candle, cross, table covering)

Small cross to hand Rollista in practice talks (Usually provided by the Rector)

- ❑ The candle lighter (normally a Table Cha) does the following:
- ❑ At signal from Gopher or Assistant Head Cha, light the candle on the podium.
- ❑ Rector hands the cross to the Rollista
- ❑ Stand facing the group.
- ❑ Ask the group to stand and turn to page 14 in their Pilgrims Guide. (On the Women's Weekends, the Table Cha leads the Meditation as the Rollista is entering the room.)
- ❑ Rector hands them the cross and gives an Abrazo hug,
- ❑ Return to your seat.
- ❑ Rollista begins with Meditation (On the Women's Weekends the Table Cha leads the Meditation as the Rollista is entering the room.)
- ❑ After Rollista is finished and leaves the room, extinguish the candle.

Apison Retreat Center



Apison Retreat Center

