

RVTD TABLE CHA JOB DESCRIPTION

Start each day with prayer so that you may serve in love, joy, peace and unity of the Holy Spirit.

Head Table Cha:

Head Table should act as a trainer, preparing al Table chas to be head on some future weekend. As soon as you know the members of your team, call each one and form communication methods, (ie:, email, phone, text. Email each cha a copy of the service description). Make sure that each member knows the exact date, time and location of the first team meeting.

- *Discuss with Rector, particular details that will involve your team for the weekend.
 1. *Example: Friday night dinner, Saturday night dinner, Colors, Decuria materials, Table Names, contents of Candidate notebook and any other details that pertain to the Table Chas role on the weekend.**
- *The Head Table Cha is to assign a table chas for each rollista during team meeting practice talks (unless the Rector has already made those assignments).*
- *Head Table should confer with Head cha as to where each rollista will do their practice talk*

Team Meetings: Head Table Cha

- *Plan to arrive 30 minutes before team meeting so you can prepare room where practice rollos will be.*
- ***Lead team in prayer for the weekend, unity with the section team and individual team needs.***
- *Items needed for practice talks are:*
 1. *Table or tray*
 2. *Candle and candle stick*
 3. *Matches*
 4. *Tissue box*
 5. *Bottle of water*
 6. *Pilgrims guide for meditation.*
- *Head Table Cha should be aware of section team attendance and call any absent member to let them know what has been discussed and ask if they need prayer and find out about their status with team meetings. Be sensitive with these questions.*
- *Lead team on prayer for the weekend, unity with the section team and individual team needs.*
- *Go over job description with team. .*
- *Discuss Procedure for Table Cha Meditation for rollista.*
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Discuss Rectors options:

1. *Table colors*
2. *Seating for Table on Friday morning*
3. *Seating for Friday and Saturday evening dinners*
4. *“We” and “I” prayers*
5. *Seating for closing*

Team Meetings: Table Cha:

- *Table Team review job description and ask questions when unclear.*
- *Notify Head Table when you are going to be absent.*
- *Sit with section during team meetings*
- *Be prepared when it is your practice time to do the rollista’s meditation.*

Pre-weekend: Thursday morning Setup:

- *Head Table Cha is required to be at the campground Thursday morning to set up the Table Cha room. All available table chas should participate. Check all supplies, help set up tables in Rollo Room and organize for the weekend.*
- *Organize each Table Cha box so that supplies and materials can be accessed easily and quickly. All materials can be found in the table cha boxes or in the table cha storage area in the storeroom.*
- *Be sure to have plenty of flash paper prepared*
- *Set up Candidate notebooks as instructed including extra notebook paper.**
- *If there are needed supplies report to Head Table Cha who in turn will request from The Head Storeroom Cha. Head Storeroom will order last minute supplies if possible through Supply and Procurement. (Check with Women’s Leader)*
Tables should be left uncovered and Pilgrim’s Guides and pens should be counted out so that they can be the first items distributed to candidates Thursday night.
- *Expanded Schedule should be posted with blue tape on walls in Table Cha room.*
- *Get information from Storeroom regarding drink offerings and make menus for each table.*
- *Be sure to have small notebook to write down drink orders*
- *Section off and name tray sections for a quick reference of table seating*
- *Tear off Poster paper for talks which will require a poster ***

Weekend Thursday:

- *Be at Send off to mingle with team and candidates. Line walks with the rest of team as candidates go to the reception dinner in dining hall*
- *Be a part of introductions in Dining Hall*
- *When the candidates come to the rollo room after making their beds, you will be called by Rector to pass out Pilgrim's Guides and pens. Collect the ink pens after the candidates write their name on the Pilgrim's Guides.*
- *After the candidates have gone to bed Thursday night, attend the team meeting and obtain a copy of the table diagram for the rollo room. Make any necessary changes on your diagram, so that you have the correct seating. Set up the round tables in the Rollo Room making sure that you have the exact number of chairs needed at each table. Practice the table seating and then be sure the rollo room is neat and organized before you go to bed.*

Friday Procedures:

HOW TO SEAT TABLES

The Table Cha should have the table sign, notebooks and pens (one for each candidate and professor.) When the Rector calls out the name of each table, the respective Table Cha should place the sign in the middle of the table and then seat each candidate and professor as their name is called.

The first name will be that of the Ideal Table's experienced professor, who should be seated in the chair directly facing the podium. The outside tables should slant the seating of the dominant professor so that he/she faces the podium, rather than simply facing the front of the room. Pull out the chair you want him/her to sit in and lay down the tablet and pen at his/her place. The next three or four names called will be candidates. Follow the same procedure, pulling out the chair next to the dominant professor and direct the person to that place at the table and continue clockwise around the table. After the three (or four) candidates have been seated, the next name will be that of the second professor. This professor should be seated directly across the table from the dominant professor. This person's back will be to the podium. Then continue clockwise to seat the remainder of the candidates.

Serving Beverages:

Beverages are usually served after most Rollos during table discussion. There will be a small notepad for any notes or requests. A menu of Available offerings at the table is also helpful. Beverages are generally not served just before a chapel visit or a meal.

Friday before each Rollo:

1. *Have a fresh bottle of water on the podium.*
2. *Any props requested by the Rollista (i.e. stool and legs for piety, study and action).*
3. *Kleenex at the podium.*
4. *Be sure the candle is ready with a lighter or matches nearby and light when music begins*

5. *Have your pilgrim guide ready*
6. *Have the small cross or prayer token chosen by Rector ready to give the rollista for their talk.****
7. *Smile at Rollista and pray for her as you wait for her to be delivered to you for the meditation*
8. *After the song is finished ask everyone to “please stand” and turn to page 14 in their Pilgrim’s Guide and recite the meditation with you*

Meditation guidelines: ONLY USE THE FIRST HALF OF THE MEDITATION UNTIL THE PIETY ROLLO. BEGINNING WITH THE PIETY ROLLO, RECITE THE ENTIRE MEDITATION

Read meditation loud enough for candidates to hear. Read with voice inflection. This is a serious meditation.

When finished with the meditation hand rollista the small cross and give him/her a hug.

First half of the meditation:

*Ideals
Grace
Church
Holy Spirit*

Whole Meditation:

*Piety
Study
Sacred Moments
Action
Obstacles to Grace
Leaders
Environment
Life In Grace
CCIA
4th Day = Rector’s talk*

Sometimes the rector will have the Head Cha, Back-up Rector, Rollo Room cha or another special person (i.e., family member or reunion sister/brother) light his/her candles. Check with the Head Cha and see who is to light candles for Spiritual Directors and Rector. Refer to the Expanded Schedule for assignments.

Decuria Materials:

Have the poster paper and markers or other decuria materials ready to pass out to each table when the Rector announces the “two minute warning” to finish their discussion.

Decuria Materials should be collected before the next Rollo. Write the table name and Rollo on the back for easy identification. Also may write who will give the talk explanation and who will describe the poster.

Decuria:

*During Decuria, each table will be called to the front to explain their creation. You will need to see that your table has all their materials. Once the talk has been explained, you are to take it and display it in appropriate in the Rollo Room. **DO NOT USE MASKING TAPE OR DUCT TAPE on walls.***

We pray and I pray: ****

*Table groups will be instructed to have a prayer time together. **These two Table Prayers are Tres Dias Essentials.** Each table cha needs to decide in advance where their table will go as a group to pray, and be prepared to lead the way to that location or stay at the table. The table group gathers in a circle to pray for each other silently or aloud, passing a small cross from person to person. When the cross is passed to the next person, it signals the next person to pray. The Table Cha can either begin or finish the prayer. Upon completion of the prayer time, return promptly to the Rollo Room. **Table Cha should be mindful of time constraints and keep prayers short and to the point. If a candidate elects to use this time to share intimate things, be diplomatic and suggest that the group return now and get together later for this need.***

****Rector's option: Some Rector's may choose to have all outlines placed in candidate notebook before they are passed out. Follow Head Tables instructions.***

***** Rector's Option: Rector's may instruct different forms of Decuria for each talk or may only require posters. Follow Head Tables instructions***

****** Rector's option: Rector will advise Head Table regarding the token give to the rollista. Rectors can give them out or table cha may. Follow Head Tables instructions***

******* Rector's option: Rectors can assign this essential to be performed anytime. The activity must however be completed on the weekend.***

Miscellaneous:

- 1. Stay near your table at all times in case you are needed for some reason but do not hover.*
- 2. Get to know everyone's names and call them by name.*
- 3. If one of your candidates leaves the room at an inappropriate time (during Rollo or Decuria, for example) notify Asst. Head and go with her; be sensitive to her reason for leaving. If she is just going to the restroom, watch to see that she returns to the Rollo Room. If there is some other problem, help to lovingly resolve it. Involve a Spiritual Director and Assistant Head Cha if needed.*
- 4. Be ready to pass out flash paper during the Sacred Moments Rollo on Saturday morning. The flash paper should be in your boxes. If not, get them from the Chapel Chas.*
- 5. Table Chas should be well prepared for the next task. By checking the expanded Schedule frequently during the day. Do not expect Head Table to gather the team together before each event. **Be responsible, prepared and timely.***
- 6. Be prepared to help Palanca Chas pass out table palanca throughout the weekend.*
- 7. You are to participate in all the morning chapels. During other chapel visits, you should stay behind to straighten up tables and the Rollo Room, unless the Rector says otherwise.*

8. *After the Reunion talk on Sunday, the Head Cha will introduce the Reunion cards and give brief instructions for table discussions for the Reunion talk. Have the reunion cards ready to distribute to the tables at this time.*

Meals:

Saturday supper, you may be asked to sit with your table. (Rector Option: The table signs may be carried to the dining room and placed on the table, or the kitchen may opt to get the signs earlier in the day and already have them placed on the table.)

Daily Clean Up:

When the candidates leave rollo room for meals, make sure that your table is clean, straightened up and ready for their return. Do a thorough straightening and cleaning up when they leave for evening chapel so that the room is ready for the next day. Replace lunch sack trash containers throughout the day as needed.

Sunday Take Down:

Remove all decuria materials and general palanca letters from the walls. Give these to the Head Cha for the Rector to take home. Tables need to be cleared completely before Closing set up time. Make sure the floor is clean of paper and debris.

Clean Up and Inventory:

Team members are responsible to work with the Section Head to help clean up their service area, inventory, and pack items for storage. Before the Rector's rollo, the Assistant Head Chas will inspect each area to be sure it is cleaned, inventoried, and packed away. Help store your service area supplies .

Inventory:

Each Table Cha is responsible for completing the inventory sheet for her box before closing.

Supplies in the tables boxes:

- *Three Legged Stool for and three legs called "Piety", "Study", and "Action".*
- *Pilgrims Guides (54 for candidates and professors, and extras for Table Chas).*
- *Reunion Cards*
- *Tape (scotch, masking tape, blue painters tape)*
- *Brown lunch sack*

- *Menu card*
- *Pens, Pencils*
- *Flash paper*
- *Note Pads for drink orders*
- *Poster Paper – Roll*
- *Colored markers and colored pencils*
- *Candles and lighters for rollo room table.*
- *Small crosses for the professors to hold during their talk*

Give all candles to Storeroom. They will need to put these items in the inventory to be given to Supply and Procurement.

Closing:

Table Chas will not be a part of the Candidate Cross Presentation in the Chapel.

Place a Table Name on the floor beside each row of chairs to show where the Table groups will sit at closing.

- *Help clean-up trash from Closing. Get men from the community to help stack the chairs by the sidewalls.*