

## ***TABLE CHA JOB DESCRIPTION***

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

### **Head Table Cha:**

The Head Table Cha has different responsibilities than the other table chas. He/she supervises and supports the table chas in their positions and manages other functions in the Rollo Room, such as lighting, fans, heat, A/C. He/she coordinates with the Head Storeroom Cha to facilitate the table cha functions.

### ***PRE-WEEKEND***

During your team meetings discuss who has **large baskets** that could be brought to the weekend to be used to deliver table palanca. It is not necessary that all the baskets look alike, but **each table cha will need one – six in all**. Do not put table names on the baskets. That way as you are helping pass out palanca you may grab any basket that is filled. Upon your arrival on weekend, bring these baskets to Palanca Chas. You can get them back on Sunday after the last palanca has been given.

Head Table Cha should ask Rector in advance, and advise table chas accordingly, if he/she would like drinks removed from tables before each rollo. This is a rector option.

Also, prepare to provide lunch bags for each candidate to carry palanca back to their dorm rooms on Friday and Saturday nights.

### ***SET-UP (WEDNESDAY)***

Check with the Head Cha about your attendance at set-up on Wednesday night.

### ***THURSDAY***

You will greet candidates with other chas upon their arrival, then help to quickly unload candidates' luggage from bus and distribute it with other chas to the candidates' beds. Then, you will attend the reception and mingle with the team and candidates. Help make the candidates feel comfortable.

Be ready to line the hall or walk whenever the candidates are moved from one place to another **throughout the entire weekend**.

After the candidates come into the rollo room from making their beds, the Rector will ask for the Pilgrim's Guides to be passed out. Please be prepared to do this. They are in the Storeroom.

Also have ink pens available so that the candidates may write their names on the books.

After the candidates have retired to the dorm on Thursday night, attend team meeting and obtain a copy of the table diagram that the rector has made out. Be sure to make any changes to diagram that come up in the meeting. Then go to set up the round tables in Rollo Room making sure that you have the exact number of chairs needed at each table. Although, the usual number is eight per table, this could vary at one or two tables and you will need to know which ones vary and set up accordingly. Vacuum floor if needed.

### ***HOW TO SEAT TABLES: (FRIDAY)***

The Table Cha should have in his/her possession the table sign, writing tablets and pens (enough for all those who will be seated at his/her table.) These items are all located in the Storeroom. When the Rector calls out the name of his/her table, the Table Cha should place the sign in the middle of the table and wait to seat each person as his/her name is called.

The first name will be that of the experienced professor, who should be seated in the chair directly facing the podium (twelve o'clock position). 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. Each person will be introduced by the Rector. When the Rector is done, 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 names called will be candidates. Follow the same procedure, pulling out the chair next to the dominant professor to direct the person to that place at the table and so on around the table. **(The Head Table Cha should check with the Rector before the weekend to see if he/she wants to seat clockwise or counter clockwise.)** After the three candidates have been seated, the next name will be that of the second professor. This professor should be seated directly across the table (six o'clock position) from the dominant professor. This person's back will be to the podium. Then continue to seat the remainder of the candidates following the same procedure.

**Suggestion: After your table has been seated, draw yourself a diagram so that you can begin to learn names.**

**Suggestion: You may also wish to take a round tray that you will use throughout weekend and on strips of masking tape, write the first name of each candidate and tape to top of tray in the order in which they are seated. It would look like the spokes of a wheel. This could help to assure that the right beverages get to each person.**

## ***SERVING BEVERAGES***

On Thursday or Friday morning you may want to check to see what beverages are available. The Floater/Supply chas can answer any questions. Beverages are usually served after **each** Rollo while the table is in discussion. You will need a small pad on which to write your table's requests. Limit your offerings but do honor special requests of possible.

Beverage requests should be taken to the Floater/Supply Chas in the storeroom.

Please honor request if Rector has asked that drinks be removed before each rollo. If a candidate asks to keep his/her drink, you politely inform him/her that you will be bringing him/her another fresh drink after this Rollo. Beverages are generally not served just before a chapel visit or a meal.

## ***POSTERS***

It is your job to get poster paper and markers from the Storeroom Cha for 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 discussion.

Materials: All materials (markers, pencils, paper, etc.) can be found in the storeroom in a box or in an area labeled with your table's name. (Note: Please help Storeroom Chas to keep the door to the storeroom closed when candidates are in the hallway.)

Posters should be collected before the next Rollo. Write the table name and Rollo on the back for easy identification.

## ***CANDLE LIGHTING***

Each Table Cha will light the candles on the front table for the speaking professors at his/her table. **Specific instructions for candle lighting on a Women's weekend are on the last page of this document.** You will light candles at team meetings for your professors just as you will on the weekend. Also you will need to have a cross to hand to the professor just before he/she goes to the podium. Ask your Head Cha for their crosses and know who should be taking cross or crosses to the weekend.

Please note that the prayer on page 14 is read only half way down the page on each talk before the Piety Rollo, which is the last talk of the day on Friday. Starting with Piety and throughout weekend all of page 14 is read before each rollo.

## ***MISCELLANEOUS***

Stay near your table at all times in case you are needed for some reason. Get to know everyone's names and call them by name.

If one of your candidates leaves the room at an inappropriate time (during Rollo or decuria, for example) go with him/her; be sensitive to his/her reason for leaving. If he/she is just going to the restroom, watch to see that he/she returns immediately to the Rollo Room. If there is some other problem, help to resolve it.

Be ready to pass out forgiveness slips during the Sacred Moments of Grace Rollo on Saturday morning. You should get these forgiveness slips from the chapel chas.

Each table will participate in a table/chapel visit after lunch on Saturday. You should be prepared to lead the way to the location you have arranged in advance for your table. In the Rollo Room, before going to lunch, the Rector will give instructions about the table/chapel visits.

Review weekend schedule and note special mention of anything concerning Table Chas. The Head Table Cha may want to make the schedule readily available throughout weekend.

## ***PALANCA***

Help the Palanca Chas put General Palanca letters on the wall during the Holy Spirit Chapel on Friday afternoon.

Also, be prepared to help Palanca Chas pass out table palanca throughout the weekend.

Remember to give out lunch sacks each evening for them to carry their palanca back to dorm rooms.

## ***MEALS***

For most meals, you will sit at any place card labeled "cha". However, for Saturday dinner, you will be asked to sit with your table. (Head Table Cha: Check with Head Kitchen to see if he/she would like for you to collect table signs and get them to the kitchen for this meal. Another option would be for six kitchen chas to hold up table signs on poles, if signs are available, as candidates enter dining hall. They are easy to read and do not take up room on the decorated tables.)

## ***DECURIA***

During Decuria, each table will be called to the front to explain their posters. You will need to see that they have all of them at this time. Once the poster has been explained, you are to take it and hang it on the sidewalls on the Rollo Room.

## ***CHAPEL PARTICIPATION***

You are to participate in all the morning chapels, as well as serenade and individual table chapels. During other chapel visits, you should stay behind to straighten up you table and the Rollo Room, unless the Rector says otherwise.

## ***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.

Suggestion: Lunch sacks are great trash receptacles, which can be taped to the edge of the table. Replace these throughout the day as needed.

## ***SUNDAY TAKE-DOWN***

The takedown crew will relocate all furniture. Table Chas will need to make sure all posters and general palanca letters are off the walls. Give Palanca Chas the general palanca letters for them to give to rector with other notes and letters. Tables need to be cleared completely before going to closing. Make sure the floor is clean of paper and debris.

## **CANDLE LIGHTING INSTRUCTIONS FOR TABLE CHAS** **(To be used on Women's Weekend)**

When the rector (or head cha) says it is now time for the next rollo:

1. Proceed to the front, light the candles, walk to the side of the table and face the candidates. (Have your pilgrim's guide with you).
2. Ask everyone to please stand.
3. Then look to the Music Cha to start the song for this rollo. She will start and you and everyone in room will join in the song. While you are singing the rollista enters the room and faces you.
4. When the song is finished ask everyone to "please turn to page 14 in their pilgrim guides" and pray the meditation with you.

**ONLY USE THE FIRST HALF OF THE MEDITATION UNTIL THE PIETY ROLLO. BEGINNING WITH THE PIETY ROLLO, PRAY THE ENTIRE MEDITATION.**

- When finished with the meditation hand rollista the small cross and give her a hug.
- At this point you sit down and listen to the rollo. The rector will greet the rollista and give her a hug when the talk is finished.
- First half of the meditation:
  - 1) Ideals
  - 2) Grace
  - 3) The Church
  - 4) Holy Spirit
- Whole mediation:
  - 1) Piety
  - 2) Study
  - 3) Sacred Moments of Grace
  - 4) Action
  - 5) Obstacles to Grace
  - 6) Leaders
  - 7) Environments
  - 8) CCIA
  - 9) Reunion Group
  - 10) Security in the 4<sup>th</sup> day – rector's talk

Sometimes the rector will have the Head Cha, BUR, or another special person (i.e., family member or reunion sister) light her candles. Check with the Head Cha and see who is to light candles for Spiritual Directors and Rector.