

Professor/Table Leader Job Description

As a Silent Professor or a speaking Professor, you play a critical role during the Tres Dias Weekend as a table leader for the Candidates and by doing so effectively you can greatly enhance the weekend for them. You are there to help guide them through their Tres Dias weekend, so that they receive all the Lord has to offer them on the weekend and

Prior to the weekend and at team meetings.

1. Understand the Rectors vision for the weekend. By thoroughly understanding their vision you can help prepare yourself for the weekend and for the discussions that will take place on the weekend.
2. At team meetings
 - a. Listen to as many of the practice rollo's as possible. This will allow you to know what the professor will be saying on the weekend and the direction the discussions may take.
 - b. You should have access to all the talk outlines either in your team book or by other means arranged by the Rector. Study these and be familiar with all of them.
 - c. Pray for all professors who are giving a talk. Lift them up to hear the direction from the Lord for their talk. Be prepared to provide assistance to another professor *if you are requested to do so by the rector*. If you have given a specific talk before your assistance maybe requested for another who is struggling.
 - d. Pray for the Rollistas. When you find out who you will be seated with at the table on the weekend, partner with them in prayer for your combined leadership at the table and for those at your table.
 - e. Attend all section meetings for Professors.

On The Weekend

1. On Thursday night blend in with the Candidates at the Reception Dinner. Get to know as many of the Candidates as possible.
2. Attend all activities just like a candidate on the weekend. These include activities in the Rollo Room, Chapel, meals, etc. You do everything the Candidates do.
3. Sit with different people at meals to get to know as many as possible but pay specific attention to those at your table.
4. Be on time to all events on the weekend. Be an example to others and make it easier on the Rector and Assistant Head Cha so that they do not have to go looking for you.
5. Encourage the Candidates at your table to participate and receive everything the Lord has for them on their TD weekend. Also remember there are No expected responses during the weekend, so allow the Lord to work in them, and be prepared to guide them and love them through the process.

Professor/Table Leader Job Description

Suggestions for Being an Effective Discussion Leader:

1. Be Humble – Let your mindset be to **magnify God** and not yourself.
2. Operate in God's Strength – **Ask God to empower you** to help lead the discussion beyond your own abilities.
3. Be Joyful – Your disposition can affect the way the whole group feels. If you are joyful, upbeat, smile, others will follow. Remember **you have been commissioned by God** to have an impact on people's lives as they attend their TD weekend.
4. Encourages Accountability - The Candidates are asked to participate in the weekend and to receive things with a **Spirit of Idealism, a Spirit of Cooperation, and in a Spirit of Love.**
5. Preparation, Preparation, Preparation – **Know the schedule** is and what is coming next on the weekend. Know the talks that are coming and be prepared to help lead the discussion. Your preparation with help you lead the Candidates at your table.
6. Model and be an Example – If we want others to be transparent and share, **then leaders must be transparent as well.** Help them dig deeper, by leading the way.
7. Create a Safe Environment – One important key for Tres Dias is to provide a safe place for Candidates to share and be open about what is really going on in their lives. Lead by example. **Be supportive** of other's comments. Be supportive of other's traditions. TD is a multi-denominational organization and you can make sure all at your table are respectful of all traditions represented at your table.
8. Be a Listener – **Pay attention** to what each person says. Rephrase the point made when appropriate. Use non-verbal cues that you are listening even when you do not speak (nod head, smiles).
9. Stay on Topic – Sometimes the conversation may stray off topic. Make sure to bring the group **back to the task at hand.**
10. Use scripture as your guide – If any disagreements come up, **let Scripture be your guide** in solving them.
11. Look for Segue ways – If it is time to keep the discussion moving along, listen for a way to **transition the discussion** to the next topic.
12. Echo what has been said – This will help encourage the person who spoke that people were listening, but by **restating**, it can help clarify for others at the table.
13. Connect the Conversation – When there have been several comments made, enhance them for all by **connecting them together.** This will help clarify and keep the conversation moving.
14. Ask Why and How – To keep the conversation moving, **asking questions** about Why or How will help keep people thinking and digging deeper.
15. The Dominator – Some people are more open and willing to share than others. While they may have a wealth of knowledge and good insights it needs to be balanced with **allowing all at the table to share.** Try and control the conversation by asking questions of others to get them involved. If necessary, you may even ask the person to help you in helping to engage others at the table thereby making them part of the solution. The

Professor/Table Leader Job Description

table cha can also be another resource to help engage a dominating candidate and allow you to redirect the conversation to those who have not had the opportunity to participate.

16. The Shy One – There may be some who are not comfortable sharing. Do not force them but **slowly try to pull them into the conversation** by asking questions such as, “what do you think”, “who else would like to share”.
17. Sometimes Silence is Okay – There may be times when the group is silent. Allow them time to think, ponder, and hear from God. **Be sensitive to these moments.**
18. Summarize the key points – Help to make sure the table is ready to summarize each group discussion and **each person captures it in their notes.**