

HEAD TABLE CHA

Primarily your role as Head is to model "group reunion" with your section. You should begin and end each break out session and each day of the weekend with group prayer. Share with the section members how the Lord is leading you in the areas of Piety, Study and Action. Encourage other members to share as well. Reunion groups are the lifeblood of the 4th day experience. Please encourage "grouping" activities.

The Head Table Cha has the same responsibility as any other Table Cha. The role of the Head Table Cha is different in that he/she is the contact person for questions. She will also keep track of the schedule and relay to the Table Chas what they are to do next. If she cannot answer a question, she is to contact the Head Cha.

BEFORE THE WEEKEND

1. Team Meetings - Pray together as a section during each section meeting.
 - Before Talks given at Team meetings, make sure one of the Table Chas has been assigned to light the candles and lead the song and mediation. This is their time to practice for the weekend. Have a copy of the meditation ready.
 - Lead Section Meetings:
 - Review details about the responsibilities of the section. (Many details appear in the Heads description that Team members do not see- it is helpful to review these in advance)
 - Make sure each Team member has access to their position description
 - Plan for how these responsibilities will be carried out
 - If a Team member in your section misses a meeting, contact them to review details about both the Team meeting and section meeting.

DURING THE WEEKEND

1. At the Campground: Arrive early to prepare and set up for the weekend.
 - Check in with the Head Cha upon arrival to see if/what you have been assigned to do.
 - Clean, dust, and sweep the Conference Room. Set up the chairs, facing the podium, leaving leg room. This set up is for the Send-over and will need seating for as many as possible. Check with the Head Cha for any specific needs.
 - Post the Weekend schedule (inconspicuously, if candidates will be present) in your section.
 - Table Chas set up their own room across from the Supply room. All your needed supplies should be put in there at this time. Posters, markers, candles, lighters, notepads, serving trays, Bibles, and all supplies that pertain directly to your job. You should not have to go to Supply except for your drinks or misc. items.

2. During Send-over, be available to help greet Candidates and escort them from their cars to the Registration Table, then to the Send-over Room area until their sponsor returns from parking their car. Make them feel comfortable by introducing them to others and chatting.
3. Later, while the Candidates are making their beds before returning to the Conference Room, assist the other Conference Room Chas with setting up chairs and table for the remainder of the Weekend, as well as setting up chairs in the back of the room for Team; the Community who stayed for prayer will help with the set up also.
4. At introductions on Friday night, have Pilgrim's Guides, notebooks and pens ready to pass out. All materials that you will need (table signs, pencils, pens, notebooks, etc.) you get from Supply Chas. This is also, where you will go for your drinks. Please do not go into the Supply Room area except to pick up your drinks or other supplies. Ask a Supply Cha for anything you will need. Also, please help encourage other Table Chas to stay out of the Supply Room when not necessary. You may want a few cute/loving/hooray type stickers to put on their notebooks each night. Or you may want to write a short note of encouragement and add the sticker.
5. 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 a Talk, for example), go with her, making sure everything is okay. If the Head Cha or Head Rover is outside and will watch for the Candidate), you may go back in to be with your table. Please use the side door entrance into Supply so as not to disturb the Speaker during a Talk.
6. On Friday morning, assist in seating your table. Each Table Cha should have in their possession the table sign, candidate notebooks and pens (one for each person seated at the table). When the Director calls out the name of the table, the Table Cha should place the sign in the middle of the table and wait to seat each person as their name is called.
 - The first name will be a Candidate, who should be seated in the chair to the left of the dominant Table Leader's chair (which will be facing the podium at the 12 o'clock position). The dominant Table Leader will be the last called for each table. When a name is called, pull out the appropriate chair and lay down the notebook and pen at that place. The next two or three names called will be Candidates. Follow the same procedure, pulling out the next chair to direct the person to that place at the table. (The Head Table Cha should check with the Head Cha before the Weekend to verify if seating will be clockwise or counterclockwise). After three (or four) Candidates have been seated, the next name will be that of the second Table Leader. This Table Leader should be seated directly across the table (6 o'clock position) from the dominant Table Leader. This person's back will be to the podium. Then seat the remainder of the Candidates following the same procedure. The outside tables will have to slant the dominant Table Leader so they face the podium. Each table, as a group, will go to the podium to introduce themselves after they have all been seated.

- **Suggestions:** Go over this seating after the tables have been put up on Friday night so each Table Cha will have an understanding of how to seat their table. The Table Cha might want to mark with a small piece of tape where to seat the first name called. After your table has been seated, draw yourself a diagram so that you can begin to learn names.

7. **SERVING BEVERAGES:** Beverages are usually served after each Talk while the table is in discussion. You will have a small pad on which to write your table's requests. Limit your offerings but do honor special requests, if possible. Tape the names of the Candidates on your serving tray for the seating arrangement, thus making it easier to serve (Serving trays can have a menu of drinks taped to them so that the candidates can make choices).

8. **FOR TALKS:** Each Table Cha will light the candle and read the meditation for the Speaker assigned to her table. The Head Table Cha will light the candle and read the meditation for all Spiritual Director's talks, Youth Director's talks and Director's talk (unless specified otherwise).

9. **RESTROOM BREAK:** After discussions have started (1-2 minutes), encourage Candidates to take a restroom break, one at a time, so all have gone before posters are finished.

10. **POSTERS:** It is your job to get poster paper and markers from the Supply Chas for your table near the end of the discussion period. Have them ready to pass out when the Director announces the "two minute warning" to finish their discussion. Posters should be collected before the next Talk. Write the table name and Talk on the back for easy identification.

11. **CHAPEL PARTICIPATION:** You are to participate in chapels as directed by the Director. During other chapel visits, you should stay behind to straighten up your table and the Conference Room, unless the Director says otherwise. Table Chas attend chapel first thing each morning with the Candidates, but not usually other chapels during the day

12. **MEALS:** For most meals, you will sit anywhere unless directed otherwise by the Director. You will sit with your table at lunch on Saturday in order to be together to assemble your table family for the table chapel visits. For Saturday dinner and Sunday lunch, you may be asked to sit with your table when the table family sits together for meals. Note: The Director may want the table families to sit together for more than these meals. The kitchen has a set of table names to use when it is appropriate.

13. **WHEN PALANCA IS INTRODUCED:** During "God - Community of Love" Talk on Saturday morning, work with the Palanca Chas to place palanca quickly in the Conference Room. See the Head Cha for specific preferences on how this should be set up.

14. DECURIA: Each table will be called to the front to explain their posters at the end of each Talk. Each Table Cha will work with his/her own table. You will need to see that your table has their posters at this time. Once the poster has been explained, you are to take it and tape it to the wall. Tape is in your table box or Supply will have plenty.

15. CLEAN UP: Before you leave the Conference Room in the evening, make sure that all tables are clean, straightened and ready for the next day. Floors must be vacuumed each day.

- Lunch bags are great trash receptacles. These can be placed on each table and should be replaced often. Extra bags can also be given out to carry palanca back to the dorm. These are in Supply; ask a Supply Cha for them. As the Candidates go to lunch on Sunday, the Table Chas, along with the Supply and Palanca Chas, should clear the tables. Empty all palanca containers into plastic bags and containers to be distributed amongst candidates.

16. COMMITMENT CARD DEDICATION: The Director or Head Cha will give you instructions before the Weekend begins as to when the commitment cards will be dedicated. The Table Chas will set up for the dedication according to the Director's wishes. This is sometimes done outside or inside the Conference Room or the Dining Hall. The Director will explain the procedure for the dedication before it is done. The Head Table Cha should light the candles before the dedication begins. A Candidate will be chosen from each table to pray with the table. The Table Cha will then collect the cards, rubber-band them with the table name and give to the Head Cha.

17. SUNDAY TAKE DOWN: Sunday, when the Candidates head for Commissioning Chapel, the Table Chas should hang back and quickly clear the tables. The Supply, Conference Room and Palanca Chas will also help clear the tables.

- Weekend banners should be taken down by Palanca during lunch. When Candidates head to the Commissioning Chapel, Table, Supply and Palanca Chas stay behind and take down all letter palanca, posters and banners, removing tape from back of each item. All letter palanca and posters are put on the Director's bed; the banners should be taken to the Palanca Room.
- The Take down Crew will relocate all furniture and help to collapse the Conference Room tables. Table Chas will need to make sure all posters are off the walls. If there is something you don't want the Take down Crew to pack, put it in a safe place with a note.

ADDENDUM

It was discovered that dividing the table in supply into sections with masking tape and labeling according to table names, helped immensely. Each table cha could stack up their stuff before they needed it and grab quickly.

Make sure you have a copy of the meditation for each table cha. It has been suggested to have an envelope or plastic sleeve available where the table cha could quickly grab it when they need it.

Use duct tape doubled over itself to adhere a plastic cup to the table to hold straws and plastic cups for quick grabbing.

TABLE CHA GUIDELINES

1. Bring a servant's heart with an attitude of idealism, cooperation and love.
2. Some kind of a follow-up for the Candidates who sat at your table is highly suggested. A card or phone call is a blessing for you both. It is the best kind of palanca possible!
3. Be sure your Head knows where you are at all times.

ENJOY YOUR TIME AS HEAD TABLE CHA -YOU WILL BE BLESSED AS YOU SERVE THE FATHER BY SERVING OTHERS!!

Conference Room Setup / Tear down

The Conference Room has 6 different ways that it is set up:

- Friday Night "Send-over"
- Friday Night with Round Tables
- Saturday Crucifixion Service (a.m.) and Foot Washing (p.m.)
- Closing Ceremony for Men
- Closing Ceremony for Women
- Normal Church of God of Prophecy Campground Setup

The text below describes each of these different arrangements. **Friday**

Night "Send-over"

Move Long benches to left front

You normally find the long benches sitting on either side on the podium in the front of the room. You need to stack the benches two high on the left side of the podium against the wall leaving room for the round rollo candidate tables at the left front end of the building.

Store round Candidate tables in left front

Store the round Candidate tables along the wall between the benches and the wall until after Candidates leave to go to the Welcome Reception and Chas set up Conference Room for Friday night.

Generally structure the Conference Room

If the supply area has not been set up, help with that set up as they need to move out the additional chairs.

Close off the right accordion walls nearest foyer entrance to form a room. Place two tables in this area for Palanca staging. Place all of the extra chairs in this area, compressing them against the right rear wall.

Position chairs

Set up chairs for Friday night "Send-over" (stated above).

Friday Night with Round Tables

Compress rows of tables to back

You need to create more space in the front of the center section of chairs. To do this you need to compress the center section rows of chairs by eliminating the space between the back ten rows of chairs. Do this by folding up the seats of all of the chairs in the back row. Move the row in front of that row back as tightly as possible against the last row. Repeat the process for the last ten rows of chairs. Now move the remaining rows back, but space them out for team who wish to sit in during Talks.

Remove and reposition side chairs

Remove five rows of the chairs in the center left section. Place the removed chairs in the right rear room. Rotate the remaining chairs in the left center section by 90 degrees so that they are facing the center of the room rather than the front.

Do the same with the right center section. Remove five rows of chair placing the removed chairs in the right rear room. Rotate the remaining chairs in the right center section by 90 degrees so that they are facing the center of the room rather than the front.

Set up round tables

Roll the round tables into the open center section that has been created. Unfold the tables (6 for the men and 7 for the women) and place them equal distance apart in the open center section. See diagram. Place chairs around the tables and you are set.

Saturday Crucifixion Service (a.m.) and Foot Washing (p.m.) Section for Side Room

Close off the right accordion walls nearest right side entrance (the door facing Palanca dorm) to form a room. Stack any benches along walls to make as much room as possible. Move benches or other furniture to other "room" nearest foyer entrance if necessary.

Closing Ceremony for Women

Set up tables for stuff

Set up two tables just inside the door of the left center section. Stack any left over things on these tables.

Remove round tables and clean area

Have the Table Chas move all of the Candidates items to a safe area. Remove all other stuff from the tables and discard. Wipe off the tables, fold them up, and roll them into the left front corner.

Sweep Conference Room

Sweepers are in the closets in the entry way next to the bathroom entrances. Please vacuum the carpets before you start placing any chairs.

Set up chairs for Candidates

Set up the chairs in the left center section in rows for each table, 6 for the men and 7 for the women. Place the table name at one end of the row. Each row should have 7 chairs in it. Be sure that people can easily move in and out from each side. Make sure that the right front corner of the section is not too close to the audience seating section. Leave at least five feet between these sections.

Set up chairs for Director, Youth Director and Spiritual Directors

Place 5 chairs to the left of the podium, but down off of the podium area. If there are more than three Spiritual Directors, place another chair for each.

Set up chairs for Team

The Team sits in the right front and right center sections during closing. Arrange rows of chairs facing the center of the Conference Room. Get extra chairs from the right rear room where chairs have been stored. Set up six rows of chairs. Place reserved seating signs on front row for Table Chas and Table Leaders since they will be accompanying their Candidate table to the podium.

Set up chairs for the audience

Move the rows of chairs in the center section towards the front until the first row is about even with the edge of the Candidate chairs. Move the next row up behind this row and repeat the process.

Stop at this point and be sure that there is at least 5 feet of clearance between the left front corner of the center section and the Candidate's chairs.

Now move the rest of the rows of chairs towards the front. Uncompress the chairs in the back of the center section as needed.

Closing Ceremony for Men

Perform all "Closing Ceremony for Women" steps

Go through all of the steps described in the men's closing ceremony procedures. **Tear**

down Supply Area

Go through all of the "Tear down Supply area..." procedures. Get chairs from the chair storage in the right rear room and place the chairs in the area opened up by tearing down supply.

Open up back right room

Pull back the accordion walls in the right rear section. Remove the tables in the area and discard any non-Vida Nueva or Tres Dias items. Arrange the chairs in rows facing the podium.

Normal Church of God of Prophecy Campground Setup

Clean floor

Vacuum the floor thoroughly! Find the vacuums in the closets on either side of the entryway. Bad spots need to be cleaned with a cleaning machine of some sort before placing the chairs.

Arrange chairs

All chairs need to face the front of the room. Start the rows in the center section about five feet from the stage of the podium area. Place all chairs in the two side section so that they face the front. Be sure that there is a 5-foot wide aisle in front of each of the exit doors in the back of the room.

Place items on podium area

The drums, the small piano and podium need to be on the stage. Please place them there if they have been moved.

Replace benches

The set up crew stacked the long benches in the left front. Move half of the benches to the right front of the room facing the podium. Evenly space the other benches on the left front of the podium.

Replace vacuums in closets

Put the vacuums and all other God of Prophecy equipment in the closets in the entryway.

Check the diagram

Look at the diagram and be sure that all is as it should be for the turning the room back of to the Campground.

Get results approved: Check with the Weekend Couple to be sure that all looks as it should be.

**Table Leader Guidelines
(Table Chas, Speakers and Silents)**

TABLE LEADER OBJECTIVES

1. To develop a relationship with each Candidate
2. To minister to each Candidate
3. To help each Candidate share and discuss their ideas, feelings, thoughts and opinions relating to the Talks and questions asked
4. To promote effective discussions by encouraging "each and every" Candidate to participate
5. To develop a team approach with other Table Leaders.

POINTS TO REMEMBER

1. Talk no more than 15% of the time - remember that the Weekend is for the Candidates
2. You don't need to know the "answers" - only some "questions": Ask "what", "how" and "why" questions
 - a. What did you learn?
 - b. What pleased you about the experience?
 - c. How would you apply that to your life?
 - d. Why should someone try to change?
3. Don't ask "is", "do", and "are" questions
4. Invite responses - explore rather than direct or tell Don't try to be the "expert"

SUGGESTED GROUND RULES

1. Confidentiality - Everything said stays in the group
2. Respect - Insist on it for everyone
3. Talking - During discussions, only one person talks at a time; no side conversations
4. Questions - There are no foolish questions or opinions

PRAYER AND MINISTRY

1. Make sure your heart is clean before the Lord and together seek His favor on behalf of the Candidates at your table
2. Pray with your Leadership Team before and during the Weekend
3. During the Weekend, pray for specific things that evolve in the table discussions
4. Minister to the needs of the Candidates

TABLE CHAPEL #1

INTRODUCTION

"We started today talking about Dying in Christ. We focused on our Ideals, and how we can have "new life" through Jesus Christ. We saw how we are all like a prodigal son or daughter and must confess our sins and ask forgiveness so that they will be gone forever - burned up like ashes."

QUESTIONS

"We would like you to answer 2 questions before we pray together and say goodnight:

4. What is the most important thing you got in touch with today?
5. What action do you see yourself taking to improve?"

PRAYER

Instruct each Candidate to pray as God leads them about the answers to the questions above. Instruct them to keep their prayers short and specific because of the lateness of the hour.

A Table Leader should start the prayer. Each of the Table Leaders, when their turn to pray comes, should be very personal and open as they share and pray. This is very important. You must model the openness and prayer life to the Candidates.

COUNSELING

Be sensitive to the needs of the Candidates. If anyone needs counseling in any way, involve one of the Spiritual Directors.

TABLE CHAPEL #2**INTRODUCTION**

"Today, we celebrated Christ rising from the grave and being among us. His love is demonstrated to us through the community of believers serving us and each other, by washing each others feet, and by building relationships to demonstrate God's love to others who don't know Christ. We grow in Christ and our ability to share God's love by studying God's message of love - the Bible - by praying and by putting His love into action by serving others."

QUESTIONS

"We would like you to answer 2 questions before we pray:

1. How does it make you feel to know that God loved YOU so much that He sent His Son Jesus to die on the cross for our sins?
2. What is the significance of Jesus' death and resurrection from the grave for you?

PRAYER

Instruct each Candidate, after a few moments of silence, to pray as God leads them and to pray specifically about things that are keeping them from having an intimate relationship with Jesus.

A Table Leader should start the prayer and model putting their needs for God's grace before God and the table group. Each Table Leader should do the same when it is their turn. Be sure to space the 3 Table Leaders evenly in the circle between the Candidates.

COUNSELING

Be sensitive to the needs of each Candidate and seek out a Spiritual Director if necessary.

This chapel can go as long as necessary. Do not cut it short, but give time for each Candidate and Leader to go before the Lord in prayer.

TABLE CHAPEL #3

INTRODUCTION

"Because of God's forgiveness, we can have confidence in our relationship with Jesus, in loving our life with and for Him, and for sharing that exciting news with others. God is ALWAYS with us, surrounds us with others who love Him, and sends us to tell others. He has a specific plan for each of our lives - single or married, to tell this Good News to others."

QUESTIONS

"Before we go to God in prayer, we would like to discuss these questions:

1. How can you be sure of the plan that God has for your life?
2. Do you know what it is?
3. Are you willing to follow God's plan for your life, to trust Him with all of your heart, and to share His love with others?

PRAYER

Instruct each Candidate to pray about following God's plan for their life and daily walking in His will under the guidance of the Holy Spirit. Encourage them to pray that God will train them to follow His Word and His Holy Spirit's guidance in their lives on a moment-by-moment basis.

Each Table Leader should lead in prayer and be honest about those things that get in the way of daily - moment-by-moment - walking with the Lord.

MEMORIAL STONES

Ask each Candidate to remember this specific date. This is a very significant day in their life and it should be remembered and celebrated. This is a day when God is sending them out to tell others what He has done in their life, and to share His love.

Give each Candidate 2 stones - one to build an alter with at the campground to celebrate how God has changed their heart and life this Weekend, and the second to take home to be a small alter in their life to celebrate what is happening at this Weekend and to always remind them how God is asking them to follow His plan for their life.

- After praying together in a group, ask each Candidate to individually do 2 things:
1. Go place one of their stone on the "alter"
 2. Go share and celebrate what God is doing in their life with someone on the campground

COUNSELING

Be sensitive to the needs of each Candidate and seek out a Spiritual Director if necessary.