

TABLE LEADER AND ASSISTANT TABLE LEADER

Role during Team Meetings

During Team meetings, you will get to practice your job as Table Leader by facilitating the discussion at your table and coordinating a summary of input/advice for each Speaker.

- Please strive to keep comments on talk previews constructive and encourage the Speakers with positive sharing of what your group really liked about the talk.
- Talks should hit all the major points of the outline but do not need to cover the outline word-for-word or use all the scripture references. Be aware that sometimes Speakers can cover the material in a slightly different order than is presented in the outline, and that is perfectly fine.
- Be sensitive when previewing talks and please do not nit-pick. As during the Banquet, please keep in confidence any personal stories or examples the Speaker may share during their talk.
- Strive to keep comments relevant to the content of the talk, not anyone's personal testimony. Ask *"Does the talk overall communicate the main points as outlined?"*
- Please keep comments succinct and do not repeat anything another table has already said to help the meeting schedule stay on time.
- Should anyone in your group have any major concern with the talk or the theological content within, please discuss it directly and only with the Lay Director and Head Spiritual Director. They can best address any major concerns (privately) with the Speaker.

- It is very important for Table Leaders to attend all meetings (or as many as possible) to familiarize themselves, in advance, with the talks and each Speaker. This will help as you get to know the guests at your table and be sensitive to any issues shared with those discussed in the talks.

- Participate fully in all team meetings and events. Get to know the Spiritual Directors well. Follow the Lay Director and Assistant Lay Directors' instructions. Pray for the team and guests.

- Invite guests. Who do you know that you can bless with an invitation to the Great Banquet? The bulk of the guests often come from team members. It is a joy for team members to share the Banquet with a guest they know.

Role during the Banquet Weekend:

Your job as Table Leader is to facilitate discussions and allow the guests to process the talk material and experiences of the Banquet in their own way and their own timing. LISTEN, LISTEN and LISTEN. Please do not feel it is your role to teach or preach. The Holy Spirit will work through the team to reach the guests at His own pace. Trust Him. You will be a valuable asset in helping your table gel as a group and in making sure that every individual member feels valued, included and heard. The following suggestions will help you in your role, but feel free to personalize based on your own style and your table's unique dynamics.

- Table pairings of Table Leader and Assistant Table Leader (Speaker) are revealed at the first team meeting on Thursday night. Table guests are called to each table on Friday morning after breakfast, beginning with the table name, Table Leader, Assistant Table Leader and then guest names. Names of guests' table assignments are not available until after that announcement. Should you be aware of a situation of two guests who should not be at a table together, please notify the Lay Director or Head Spiritual Director at the Thursday evening team meeting.
- Table Leaders will be identified (in the LD's introduction Friday morning) as team members. The Table Leader will always sit at the head of the table with your back to the Speaker. This allows you to watch the guests during the talks. Make sure everyone can hear the Speaker OK. Take notice of the guests' reactions (are they engaged and taking notes, was something said upsetting to a guest, are they angry or sad, etc.). You are the only one at the table who will not rotate seats after each talk.
- Immediately following the first talk, establish your role as one who will facilitate and guide the process. But remain low key. Neither the Table Leader nor the Assistant Table Leader should dominate discussions or be too controlling. Gently lead your table. Assistant Table Leaders are there to support the Table Leader and help keep discussions flowing.
- Establish the process. Everyone is encouraged to contribute. There is ample discussion time for everyone to participate if they wish. Create an atmosphere of love, trust, and openness.
- Be prepared to ask an open-ended question after each talk to stimulate table discussion (see suggestion list below).
- Guests open their hearts at different times. Be patient. Do not be threatened by silence. Strive to build an environment of mutual trust and respect.
- Remember, good discussions are of far more value than a good poster or skit.
- Draw out quiet members. Ask them to respond to a question or encourage them to participate. Do not push, but gently encourage the table toward total participation. Ask *"Would someone who hasn't had a chance like to add something?"*
- Be careful that no one guest dominates the discussion too much. If this happens, ask others at the table directly what their opinions are or seek help from the Assistant Table Leader or a Spiritual Director. Ask *"What does the rest of the table think?"*
- Help the group stay focused on the subject of the talk. Detours off-topic can use up precious discussion time.
- Encourage note taking by setting a good example and taking lots of notes yourself.
- Foster the development of friendships. Encourage at least a time or two when the entire table sits together for a meal. Look for those who may feel alone or on the outside, especially at meals and breaks.

Role during the Banquet Weekend, cont.

- Be genuine. It is OK to share your own life experiences, but don't overwhelm the guests or dominate the table discussion. Consider flipping it back by asking *"How would you answer that question?"*
- Reach out to the Spiritual Directors for special needs or situations. A Spiritual Director will likely be assigned to your table. Be sure to introduce and include the Spiritual Director so the guests become familiar with them.
- When appropriate, encourage prayer together as a table. Be sure to use your group prayer time when the opportunity is presented to you on Saturday afternoon. Seek the Lord when issues or concerns arise. Ask *"May I pray for you about this?"*
- Help the table with ideas for posters, skits or songs, but utilize the guests' creativity whenever possible.
- Table Leaders must stay at the Banquet the entire weekend (through Closing) to be available for their table guests. Your role is perhaps the most personal to many of the guests.
- Write a personal note, if possible, to each of your table guests for Sunday letter agape.

Open-ended questions to start discussion:

- What was meaningful to you in this talk?
- What else seemed really important?
- How does this message relate to a situation you have faced?
- What struck you most in this talk and why?
- What is the main point the speaker is trying to convey?
- How did this make you feel?
- Did anything the Speaker say raise any questions?

Role after the Banquet

- Encourage all the guests at your table to attend the 4th Day meeting on the Tuesday after Banquet. Send a reminder email or text about the meeting. Check in with your table members to connect them to some kind of small group support.
- Attend the 4th day meeting yourself to support your table.
- Consider helping to kick-start leadership of a reunion group of participants from your Banquet. This can be a short-term commitment of just a few months to help get a new group going and model the way it can be organized and led.
- Facilitate any post-Banquet follow-up guests may need with a Spiritual Director or the Lay Director.