

Table Leader Procedures

The purpose of the Table Leader (TL) is to facilitate table interaction in response to each talk and support the building of Christian community among those at the table. Be a servant, knowing that God's love is demonstrated through your leadership.

This guideline gives you general information and a checklist/timeline to help you accomplish your service.

GENERAL INFORMATION

Responsibilities: Pre-Walk

- Pre-Walk meetings with Lay Director (LD)
 - Review Responsibilities
 - Commit to attend all required meetings
 - Get to know all team members
 - Be available to assist as needed
 - Become familiar with the Three-Day Schedule
 - Become familiar with key points of all talks
 - Participate in talk preview sessions
 - Prepare your talk (see Chapter 4 of Team Manual for details and Talk Outline)
 - Be prepared to have your talk critiqued at designated Team meeting
 - Know who your ALD will be and discuss how they may assist you with your talk visual aids and handouts during the Walk weekend

Responsibilities: Walk Weekend

- Thursday night in the Conference Room the LD will ask you to stand to be recognized as a member of the team. Remain standing until asked to be seated.
- Table Leaders are named publicly on Friday morning as the table process is explained and the participants are seated. If someone questions how you were chosen to be the TL, you may respond that you know the LD and you were asked to help out. While the pilgrims rotate seats for each talk throughout the Walk, the Table Leaders and Assistant Table Leaders do not. You should remain stationed in the chair that puts your back fully to the speaker and faces you toward the others at the table. *Never* present your back to the Pilgrims. Table Leaders are seated this way for five reasons:
 1. It prevents the Pilgrims from having to sit with their backs to the speaker
 2. It helps you see the Pilgrims and remain aware of their responses toward talks and the Walk
 3. It helps the others at the table remain aware of the Table Leader's example of always paying attention and taking copious notes
 4. It means that the you will have a chance to sit next to each pilgrim at the table
 5. It allows each person to participate at the table from several different positions

- Lead Pilgrims. Stay at your table during talk discussion and summary representation times. If something is needed or if a Pilgrim leaves the table unexpectedly, alert one of the Assistant Lay Directors (ALD).
- Assume no special privileges over the Pilgrims and remember that you are also a pilgrim in need of God's grace and guidance. Tables Leaders take no false pride in the fact that they have been on an Emmaus Walk (or served on teams) before. Therefore, do not talk about it *unless asked*. Serve in your role as a friend among friends. Trying to remain invisible practices deception and may frustrate the table members, especially when the table needs leadership or when Pilgrims need to speak to a team member.
- Your leadership should be low-key but not invisible. There should be no question about who the Table Leaders are.
- After most of the talks, there will be silent meditation, table discussion and summary, and representation of the summary as a poster, skit, song, etc. Follow the lead of the ALD.
- Be on time for all functions.
- It is intended there be no applause after any of the talks. ALD and Music will set the routine of singing *Alleluia* instead of applauding. Be alert to this and be prepared to follow their lead.
- Be alert for talent among the Pilgrims which could be used in future walk weekends. Note if someone mentions they play an instrument or have vocal talent. Use the attached form to document and report this much needed skill, and give it to the Board Representative at the end of the Walk. Note if an individual or small group may be recommended to develop an Entertainment for a future Walk.
- Talk
 - The ALD will remind you when it is time for you to prepare for your talk. When dressed, report to the Speakers Prayer Chapel at least 15 minutes before your scheduled talk time or as instructed by ALD.
 - Prior to the talk, be sure the ALD has a copy of your talk and any supporting visual aids or handouts. ALD is responsible for getting your talk and support items in place in the Conference Room. Discuss any special needs with the ALD in advance.
Note: Speaker handouts should not be presented to the Pilgrims in the Conference Room. They will be assembled by Agape and placed with the take home packet which is presented to the Pilgrims on Sunday Afternoon. Adjust the reference to this in your talk. ALD will be responsible for getting these handouts to Agape.
 - The ALD will escort you to the Conference Room after prayer. After you have presented your talk, the ALD will escort you back to the Speakers Prayer Chapel for prayer.
 - After you have changed into your casual clothes, rejoin the Pilgrims. Dependant on your specific talk, you may rejoin them in the Conference Room, the Refreshment Café or the Dining Hall. The ALD will advise you where and when to report back.

GUIDELINES

Guide by Example

- Setting the example with a positive attitude of confidence, interest, personal openness and eager participation in every part of the Walk will encourage the same from the Pilgrims.
- An attitude of boredom or constant fatigue will foster the same among the table members and reinforce apathy, lethargy or cynicism among them.
- Be human and authentic. By being willing to share your own life struggles and experiences, you give others the freedom to be real and vulnerable as well. By being honest about faith and experience with God, you give others the space to do likewise and rediscover their own unique relationship with God. You are not a teacher, group therapist, spiritual guru or table evangelist. Be your own authentic self living in God accepting grace.

Create a Caring, Affirming Atmosphere

- Foster acceptance among the table members by demonstrating an accepting attitude. You want the table group to become the Pilgrim's family for the weekend, a place where they can be honest about feelings and explore life experiences in relation to talks and the Walk.
- Create an atmosphere of sensitivity and caring for one another by giving personal attention to each member of the table at different times throughout the three days. By drawing into action those who are withdrawn and curbing those who tend to dominate, you can make the table a place where each person is affirmed for who they are and for the gifts they bring to the table community.
- Facilitate full table discussion. You can guard each person's opportunity to speak and deal with the domineering style by being deliberate in calling for and affirming responses from all table members. Sometimes domineering participants can become a positive presence through encouragement of their leadership potential or by private requests asking them to cooperate in drawing out other table members. Occasionally, you must speak frankly, though privately, to domineering table members about the effect of their manner on table dynamics. In case of clergy who choose to dominate table discussion, a Spiritual Director (SD) may need to communicate the problem and affect their behavior. When a person consistently disrupts the table process despite your efforts, the LD and SD should become involved.

Guide discussion Skillfully

- Offer discussion starters and necessary direction to enable dialogue and table work. Some tables need little help; guidance may mean simply reminding the group to move on to summaries. Other tables need to be prompted with discussion questions that elicit responses from each person around the table: "What part of the talk got your attention the most and why?" Sometimes it helps to introduce a question with your own response: "Out of all he/she said in his/her talk, the one thing that was most important to me was...because...What about each of you? What spoke to you?" Or: "What do you think he/she was trying to say? How have you experienced that?" Or: "What about that is important to you? Why?"

- Be intentional in your preparation. One experienced Table Leader said, “It never fails. I think up a couple of good, open questions while we listen to a talk and write them down in my notes in preparation for the discussion. Then I use the questions to begin the discussion, and the discussion goes well. When I wing it and begin with mindless questions like, ‘Well, what do you think?’ the discussion is less likely to go anywhere.” Be prepared to prime the pump with thoughtful questions.
- Be intentional about listening to people’s responses. Some people do not speak because they believe no one ever really listens. Good questions may generate talk, but they cannot bring about dialogue unless persons actively listen to one another.

Encourage Self-Direction of the Table

- Encourage leadership and initiatives shown by the table members. Guide discussion and table work until the group assumes ownership of the table community. Your style should be unassuming and without evidence of a personal need to be in charge. Learn to guide without dominating or making yourself the center of the table’s experience.

Other Resources for Table Leaders

- *The Walk to Emmaus Team Manual* – chapter on “Table Dynamics”
- “Table Leader Training Model” – appendix in Team Manual
- The Walk to Emmaus Talk Outline

THANK YOU FOR SERVING THE LORD.

4/25/09 Update implements compliance changes from Upper Room Training session
8/16/12 Update for Thursday night schedule and film name change.
7/20/13 Update for Upper Room Change in Table Rotation Guidelines
2/1/14 Changes to ensure times are consistent with the Weekend Schedule

ORGANIZATIONAL CHECKLIST/TIMELINE

THURSDAY

6:30 - 7:30 PM *Official Registration – Dining Hall*

- Circulate among the Pilgrims and Sponsors
- Wear your name badge
- Be low-key; concentrate on meeting Pilgrims rather than socializing with other team members
- When you take your luggage to your room, be sure to leave any team notebook or information. Do not carry it to the Chapel or Conference Room.

7:30 PM *Send Off – Dining Hall*

- Follow LD directions of introduction and move to appropriate spot when your name is called

8:00 PM *Introductions/LD Welcome – Conference Room*

- Sit with someone you do not know
- Follow instructions of introductions as presented by ALD

9:00 PM *Film, “Thursday Night DVD” – Chapel*

- The ALD will announce the procession to the Chapel. Go in silence.

9:45 PM *Team Meeting – Refreshment Café*

- Report to Refreshment Café for Team meeting. When you go back to your room, **remember to keep silence.**

FRIDAY – SATURDAY – SUNDAY

Report to all events and locations as prompted by the ALDs

- A copy of the Three-Day Schedule will be in your Walk booklet

FRIDAY

10:30 PM *Team Meeting – Refreshment Cafe*

- Report to Refreshment Café for Team meeting.

SATURDAY

Think about how you will lead your table in prayer time. Remind your Assistant Table Leader (ATL) to sit next to you. You begin with a prayer, the crucifix is passed around the group and the ATL ends the prayer. If one or more people decide not to pray out loud, the ATL may not pray aloud so be prepared to close the table prayer time.

SUNDAY

Sunday AM Wake-Up: All Conference Room Team members will participate in the wakening of Pilgrims regardless of whether or not you are a speaker on Sunday. Report as directed by ALD.

Remember to wear your Emmaus Cross under your shirt or have it in your pocket until the Cross Ceremony begins later that afternoon.

REPORT OF POTENTIAL TALENT

<i>Pilgrim's Name</i>	<i>Skill</i>

At the end of the Walk weekend, give this form to the Board Representative.
This will be used to identify potential talent for future walks.

The Board Representative will give this to the Chair of the Team Selection Committee.