**PREP STAFF HEAD**

**Requirements**: Must have made a prior Awakening, preferably someone who was a prior p-site staffer

**Responsibilities**:

***Since this is a secret staff, often Prayer staff members will tell retreaters whom they know ahead of time an excuse for not being able to make awakening. The retreaters will often question about where a staffer is who is on P-staff. This is normal. The other staffers at main site should be prepared to answer without lying but without telling the full truth. Be creative with excuses without lying.***

**Pray** – This is the secret staff of prayer. Your main task is to pray! Be sure to pray for Jesus to guide you and give you strength you need to guide this important staff. Begin praying before the retreat with novenas, rosaries, etc. Pray at all staff meetings and encourage your staff to pray constantly!

**Tables** – Each staffer is assigned to a table. Pray for the retreaters at your table that you will become “Godparents” for. The weekend should be spent writing PLs and praying for retreaters.

**Banner** – Design a banner to hang at P-site that goes with your chosen theme.

**Passion** **Skit/Drama** – Choreograph before the retreat. Choose appropriate music to go with each scene. The beginning of the skit will begin with whispers of the staff to the retreaters while they have their eyes closed. The end should be energetic and uplifting. This does not necessarily mean an upbeat song. Gather all props before the retreat. Practice ahead of time if possible and several times during the retreat.

**PL** – Write, and sort & organize all PLs, and don’t forget to decorate their folders. CMTs are ultimately in charge of organizing PLs, but you and your staff should help as much as you can.

**Talk Preview CD-** Meet with Speaker Liaison to figure out the details on the Talk Preview CD

**Gopher Runs** – Throughout the weekend gophers will be traveling to and from p-site. Be aware of the run times to keep on schedule.

**Phone Calls-** There should be times scheduled throughout the retreat for parents to call their table’s Godparents. P-staff may have to drop what they are doing to take these calls because Main site is on a tight schedule.

**Sacrifices** – Often members of staff will take on sacrifices for the weekend, to offer them up as a prayer for the retreaters. Some examples: vows of silence, barefoot, no caffeine, no meat, cold showers, no talking during meals or certain times, etc.

**Saturday Night Drama Practice**- Once the retreaters have been put to bed P-staff may come to Main site to run their skit in the hall. Do this with great stealth.

Both Head and Co Head will be work together to make P-staff (retreat) a success. Work is to be divided among both for example one will be in charge of drama and other will be head of activities.

***Never underestimate the power of prayer. Pray with the saints and angels.***