**TABLE STAFF HEAD**

**Requirements**: Must have been a Table Parent or Gopher Before

**Responsibilities**: Table staff head is not a table parent. You will oversee all of the table parents and make sure that they get what they need.

***Before the Retreat:***

**Inform Other Parents of Responsibilities**

**Boxes** – Have each set of parents decorate their own box to fit with Overall Theme. These will be used during the retreat to keep supplies such as Bible, Notepads, Snacks, etc.

**Nametags** – Each table will have name tags that go with their table theme. These will need to be made before the retreat. Have enough for parents, all the retreaters, gophers, and a few extra

**Meet** **with** **Gopher** **Head** with any supplies needed

**Meet** **with** **Prep** **Head**, giving the parent assignment and find out the prep-staff assignments for each table

**Have** **Table Staff** **Meetings** – At your meetings train your staff, design & decorate boxes, nametags, and discuss possible discussion questions that may come up.

***During the Retreat****: Some of the following notes are for table parents*

**Focusing** **on** **retreaters** “Kids”, finding out who they are, and developing a close bond with them

**Facilitating** & **Leading** **Family** **Discussions** – Have everyone participate. It’s okay that you don’t know everything and be honest about that with your kids. We are constantly learning and growing closer to God. Be able to answer questions about the talks (Pay extra attention to speakers, Use what they said to help lead the discussion)

**Encouraging** **Communication**, Participation in Activities – There may be some silent kids, but encourage them to communicate in your family. Pray that they open up to you and make sure to let p-site know in your recordings. More than likely, they just need some time to adjust and will come around by the 2nd day.

**Phones** – You will pick up table parents’ phones any time that they are with their kids throughout the retreat and give them back at pre-scheduled phone time with their family’s godparents and at the end of each night.

**Artistic Drawings** from Retreaters (These will be used for their envelopes)

**Snacks** –Provide snacks as desired to have at tables. Also have some for Riot Hour

**Positive** **Attitude** – If you are joyful, others will be more than likely to join in and do the same

**Parent Interaction and Fun!** - Have ways for table parents to bond. Things that can be done (NEW) are table dads propose to table moms! During the retreat make them compete against other table parents.