**Conference Room Team Information**

Please arrive as soon as possible Thursday afternoon or evening to help with set up. The supply trailer usually arrives about 1 pm. Supper will be served for all Team Members at 5:00pm with Prayer Circle and Commissioning following.

If you have Candidates, if possible, please make arrangements for someone else to bring them so that you can come early to take care of Conference Room Team duties.

Practice the words to DeColores to encourage the candidates to learn them.

Please be respectful and attentive to all talks and take notes to help with table discussion later. If you are taking notes, it will encourage the candidates to do also.

Please follow all directions given during the weekend. This is very important, you are setting an example for the candidates to follow.

The Spiritual Silent Retreat on Thursday night will begin following instructions at night prayers. The instruction sheet will be handed out at chapel. Team members are encouraged to set an example by maintaining a mood of contemplation and quietness until the retreat ends after chapel on Friday morning.

During family visits and the discussion and drawing of posters after the talks, your job is to facilitate the discussion and keep it moving, but never carry or over power it. Maintain self-control and allow others the opportunity to share and work on the posters. During the discussion and drawing of posters after the first two talks table leaders may take turns being the secretary and initiating discussion until the candidates feel more comfortable.

During Liturgies, please help initiate homilies and prayer petitions, *if necessary*, until Candidates understand the procedure or feel comfortable sharing.

On Friday and Saturday nights, there will be a short team meeting in the Candidate Chapel. One team member from each table should remain for the meting while the second team member goes to the
Conference Room to help facilitate with singing, fellowship and popcorn. On the following night, the table leaders should switch duties.

Please be respectful and quiet in the cabins if others are trying to sleep, remember how early we get up.

In the morning one Team Member should stay in the cabin until all Candidates are out.

After closing on Sunday night, team members are encouraged to mingle with the candidates, say goodbye, etc. Be aware that we may have a brief team meeting in the Chapel at that time also for your own farewells and prayers of rejoicing.

Unless you need to take a candidate home, all team members are **expected** to help with getting the retreat center back in order and packing up the Cursillo supply trailer before leaving.

Secretariat Updated 5/2017