

Team Member Checklist

- \$20.00 Team fee paid - (due by **INSERT DATE**)
- I have read my Team book (by **INSERT DATE**)
- \$100.00 Weekend fee paid (due by **INSERT DATE**)
- Met my Area Head
- General Palanca Letter to Asst. Head Cha (due by **INSERT DATE**)
- Meet and converse with team members I do not know
- Sign up for Oven Palanca (**INSERT DATE**)
- Confirmed my week to serve on Food Team
- Signed up for Prayer Palanca for Women's Weekend (by **INSERT DATE**)
- Signed up for Rollista Prayer Palanca (if possible in my service area (by **INSERT DATE**))
- Notify Assistant Head Cha of potential absence from meeting
- Pray for the team
- Pray for the candidates
- Approach qualified candidate(s) to sponsor for weekend
- Commit to provide one of the following for the weekend:
 1. Table Palanca
 2. Kitchen Palanca
 3. Bed Palanca

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Insert (copy and paste) team pages (7) from “Weekend Directory Master”

(You may need to adjust the page numbers on the index page above)

**Team Meeting #1 – (Date and time)
Apison Retreat Center**

Food Lead –
Tres Dias Essentials Training -
Opening Prayer –
Praise and Worship –
Rector Introduction and Team Challenge –
Secretariat Representative -
Rector Comments –
Team Introductions –
Announcements and Cha Duties Review –
Rector’s Meditation & Theme Presentation –
Communion –
Clean-Up-

**Team Meeting #2 – (Date and time)
Apison Retreat Center**

Food Lead –
Opening Prayer –
Secretariat Representative –
Praise and Worship -
Announcements and Cha Duties Review-
Rector Comments –
Team Introductions –
Practice Rollos - Ideals –
 Critique Leader –
 Grace-
Area/Section Meetings
Clean-Up-

**Team Meeting #3 – (Date and time)
Apison Retreat Center**

Food Lead –
Opening Prayer –
Secretariat Representative -
Praise and Worship -
Announcements –
Rector Comments –
Team Introductions –
Practice Rollos Church –
 Critique Leader –
 Holy Spirit –
Area/Section Meetings
Clean-Up-

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**Team Meeting #4 – (Date and time)
Apison Retreat Center**

Food Lead –
Opening Prayer –
Secretariat Representative-
Praise and Worship -
Announcements and Weekend Schedule Review –
Rector Comments –

Practice Rollos Piety –
Critique Leader –
Study –
Critique Leader –

Area/Section Meetings
Clean-Up-

**Team Meeting #5 – (Date and time)
Apison Retreat Center**

Food Lead –
Opening Prayer –
Secretariat Representative-
Praise and Worship -
Rector Comments –
Announcements and Weekend Schedule Review -

Practice Rollos Sacred Moments –
Action –
Critique Leader –

Area/Section Meetings
Clean-Up-

**Team Meeting #6 – (Date and time)
Apison Retreat Center**

Food Lead –
Opening Prayer –
Secretariat Representative-
Praise and Worship -
Rector Comments –
Announcements -

Practice Rollos Obstacles to Grace–
Leaders –
Critique Leader –

Area/Section Meetings
Clean-up-

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**Team Meeting #7 – (Date and time)
Apison Retreat Center**

Food Lead –
Opening Prayer –
Secretariat Representative-
Praise and Worship -
Announcements -

Practice Rollos Environments –
Critique Leader –
Life in Grace –
CCIA –
Critique Leader –

Area/Section Meetings
Clean-Up-

**Team Meeting #8 – (Date and time)-
Apison Retreat Center**

Food Lead –
Opening Prayer –
Secretariat Representative-
Praise and Worship -
Announcements -

Practice Rollos Reunion Groups –

Rector Living the Fourth Day and Team Challenge –
Communion –
Area/Section Meetings
Clean-Up-

TDSETN Team Meeting Food Assignments

Please have your food at the meeting 15 minutes before the starting time. If you are bringing food, please bring a 2-liter, name-brand drink also. It is your responsibility to exchange with someone else if you are unable to attend. Let your Food Leader know of any changes. Food Leaders call your team members a couple of days prior to the meeting you are responsible for to let them know what to bring.

Date, Time, and Place Food Leader	Food Team			
(Date and Time) ARC Food Leader –				
(Date and Time) ARC Food Leader –				
(Date and Time) ARC Food Leader –				
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(Date and Time) ARC Food Leader –				
(Date and Time) ARC Food Leader –				

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Team Meeting Job Descriptions

Please check the team meeting schedule to see if you are assigned any of these duties

Greeter - The greeters are to be at the meeting at least 15 minutes early. Their job is to meet and greet the team members as they arrive. Be sure you know what rooms to direct the team members to, and where to take any food. Approximately 10 minutes after the scheduled start of the meal, you are dismissed to join the meeting. Ask the Head or Assistant Head Cha if there are any other things you can help with, such as set up.

Opening Prayer - Seek the words for your prayer from the Holy Spirit! You are his mouthpiece. Yield yourself to him believing that he will pray through you. This is not the blessing prayer for the food, it is the prayer to begin the meeting just prior to praise and worship.

Food Leader - You are the leader for the food, this includes set up and clean-up of the meal area. Be sure you call the team members who are assigned to bring food. The food should be there 15 minutes early. Be sure to remind each team member who is bringing food to bring a 2-liter drink.

Critique Leader - An experienced Pescadore who usually has given the Rollo before. He/she will lead the critique by discussing it prior to the professor's entry. He/she will use a checklist and the Rollo outline to evaluate the Rollo. There should be at least 2 others critiquing the talk also. He/she also collects the encouragement notes and critiques from the other observers, and gives them to the Rector.

Prayer Palanca - Just as on the weekends, praying for a Rollista is a special blessing. You will meet with the Rollista, a Spiritual Director and Gopher Cha for a prayer before the Rollista gives his/her practice rollo. You will remain and pray for the Rollista, the message, the team, candidates and weekend. Allow the Holy Spirit to be your guide.

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Rollo Prayer Palanca General Guidelines

Participation in Prayer Palanca is one of the greatest blessings of working a Tres Dias weekend.

It is important that you prepare your heart for this unique time of intercession and be ready to go when the Gopher *Cha* comes for you. The Gopher Cha(s) will ‘pull’ you (escort you) from your area of service to the designated Prayer Palanca area. (Please be sure your Head knows where you are).

The Rollista, Spiritual Director and Gopher Cha(s) will join you prior to the Rollo. A brief time of Prayer will be offered, and the Rollista will be escorted to the Conference Room. You will remain to pray during the entire Rollo. To help you in praying specifically, a diagram listing Candidates...by name, by table... will be posted. There will also be a listing of each team member by area of service so you can pray for the team as well. A Bible will be available for your use if you wish to refer to it.

Here are some general guidelines to remember while you pray:

1. Ask the Holy Spirit how to pray. He is your Teacher.
2. Pray in whatever position you feel most comfortable — whether kneeling, standing, sitting, walking or lying prostrate before the Father.
3. Be sensitive to your prayer partner with regard to order of prayer, silent praying, worship and times of waiting on God. It doesn't matter whether you both pray aloud, first one and then the other praying, or praying silently; praying with your brother/sister and feeling the Holy Spirit's presence will be a special time of communion with our Heavenly Father. You'll develop a common bond with your prayer palanca brother/sister that will amaze you.
4. Pray for each of the candidates and team by name. Pray for the Rollista as they share from their heart. Pray for God's purpose to be fulfilled in the Conference Room. Pray for our team's sensitivity to God's direction throughout the weekend. Pray as Jesus leads you to. You are invited to commune with Him, on behalf of your brothers/sisters in Christ. Savor this special time. Remember, “Jesus Christ, Who died, more than that, Who was raised to life — is at the right hand of the Father, and is also interceding for us. (Romans 8:34)

After the Rollista has completed the Rollo, a Spiritual Director and Gopher Cha(s) will escort him/her back to the prayer room, and you will offer a prayer of thanksgiving and celebration for what God has accomplished through the Rollo. The Spiritual Director will then close the prayer palanca time. This will complete your gift of Rollo prayer palanca and you may return to your service area. To God be the glory!

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Candle Lighting Procedure for Rollos

(for Practice Rollos)

Materials Needed:

Pilgrims Guide (Page 14) or Power Point

Lighter

Podium Decorations (Bible, candle, cross, table covering)

Small cross to hand Rollista in practice talks

The candle lighter (normally a Table Cha) does the following:

1. At signal from Gopher or Assistant Head Cha, light the candle on the podium,
2. Stand facing the group,
3. Ask the group to stand and turn to page 14 in their Pilgrims Guide,
4. Rollista is to enter and proceeds to the Rector,
5. Rector hands them the cross and gives Abrazo hug,
6. Rollista (or Table Cha) begins with Meditation (only first part until Piety).
7. After Rollista is finished and leaves, Candle lighter extinguish the candle.

Basic Rules for Team Meetings

1. Support the team with your heart, your hands, your feet, and your mind. You have made a commitment to do a job — do it.
2. Attend all meetings whenever possible. If you will not be able to attend all team meetings, or if you are unable to support this team by being on time and by freely participating for any reason -- now is the time to let the Rector know.
3. There will be things done and said with which you may disagree. Your opinions and suggestions are valued and welcome as our plans are formulated. However, once a decision has been made -- your leaders expect your full support. Become familiar with the Tres Dias Spiritual Authority or Team Organizational chart in your book. We all come under someone's authority.
4. Anything that said or done in the team meetings is for team members only. Each of you is expected to keep these matters confidential and strictly between us as a team. This is particularly important concerning the practice Rollos.
5. If you have a problem with anyone on the team please bring it to the Rector. There can be no room for conflict among us and anyone harboring dissent will not make a meaningful contribution to our efforts.
6. Pray about this team and this Tres Dias. Support this effort with your prayers for all who play a part in it.
7. Remember - Tres Dias is for the candidates, we are only serving to show God in a real and tangible way to them.
8. Please clean up after yourselves during team meetings, no matter where the meeting is held.

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Cha Chas - General Instructions

1. All Chas are under the direction of Assistant Head Cha on the weekend. Please do what he/she asks. Any problems, which come up that you cannot handle, should be directed to your Area Head. Area Heads should go to the Assistant Head Cha. Tres Dias policy questions that are not answered by the Assistant Head Cha should be directed to the designated Secretariat member on the team.
2. Your Area Head should always know where you are. Do not get "lost". Do not leave your area until all your work is caught up. If you get caught up and your head agrees to take some time off, agree on a time you will return. Be sure to honor that time limit. Remember that you are not on the weekend for your own blessing, but to be a blessing to others. It is in the process of serving and blessing others that you will find your greatest blessing!
3. Be an example for the candidates. When the bell rings, respond quickly. Be silent during the spiritual retreat. Be quiet and meditative in the chapel. Do not sing along with the serenaders on Saturday night, they are there to bless the candidates and team, not to lead you in praise and worship. Do not linger outside with the serenaders, come in and resume your duties.
4. This is cloistered weekend. Try to leave thoughts and concerns of home and work behind. Please do not use the ARC telephone except for emergencies. Do not leave the campground for any reason during the weekend unless specifically asked to do so by Rector, Head Cha or Assistant Head Cha. If you bring watches, cell phones, iPads, iPods, tablets, laptop computers, TV's, or other electronic devices, please keep them put away and never have them out where candidates can see them. They have been asked to put theirs away, and so should you.
REPEAT – NO ELECTRONIC DEVICE USAGE EXCEPT FOR THE FLOATER CHAS.
5. Do not ask special favors of other Chas, especially Table and Kitchen Chas.
6. All Chas are expected to line the hallway whenever candidates move place to place unless your specific duty on the weekend prohibits it (Chapel Chas when moving to and from Chapel, etc.).
7. Remember you are there to serve. No candidate should ever get something for himself or herself. Also, they should not go off by themselves, but be sensitive; someone may just need a little space for a while.
8. We want candidates to use restrooms at appropriate times, but don't make a big deal if someone needs to go at another time.
9. On Thursday night, be in your service area at the time designated by your Area Head. All Chas are to be at the Thursday night reception. All except Kitchen, Prayer and Professors will be introduced to the candidates at that time.
10. You may wear your Tres Dias crosses starting after the Piety Rollo on Friday evening, but it is best to wait until Saturday morning.
11. Do not hug until after the Saturday morning chapel when the "abrazo" (hug) is introduced.
12. Have your service area packed and cleaned before closing on Sunday.
13. Remember – SMILE – SMILE - SMILE. God Loves You and Will Use You.

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Types of Cha Chas and Responsibilities

Head Cha

1. Be available to the Rector for anything needed.
2. Train the team in every area during section meetings.
3. On the weekend, be with the Rector at all times.

Assistant Head Cha

1. To collect and account for all weekend fees and team fees.
2. To assist Head Cha with training for every area.
3. To run the weekend outside of the Rollo room, keeping the weekend on schedule as much as possible.

Back-Up Rector

1. Be available to Rector for any support he/she needs in preparing for the weekend.
2. Counsel with the Rector for areas observed as needing attention.
3. Fill in for the Rector should he/she become unable to complete the weekend.

Music Chas

1. Lead team and candidates in praise and worship.

Table Chas

1. Serves their table supplies, drinks or whatever is needed.
2. Becomes a member of the table community.
3. Straightens the table whenever possible, keeping Rollo room and table clean.

Chapel Chas

1. Organize and maintain Chapel supplies and materials.
2. Set up Chapel chairs for each Chapel visit according to the Rector's plan.
3. Keep Chapel clean.
4. Maintain silence in Chapel area at all times.

Prayer Chas

1. Prayer warriors for team and candidates during team meetings and weekend.
2. Assist Rector and Spiritual Directors as requested.

Palanca Chas

1. Receive Palanca letters and sort into individual collection locations.
2. Inventory banners and distribute/hang as needed after Holy Spirit Rollo.
3. Collect and distribute other Palanca as the occasion calls for.

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Dorm Chas

1. One Dorm Cha generally sleeps in and cares for each dorm.
2. Takes care of candidate's and team member's needs while in dorm.
3. Clean dorms every day and as needed (including team dorms).
4. A Dorm Cha needs to be assigned additionally to take care of the Spiritual Director's, Prayer Cha, Rector Rooms, and handicap and Rollo hallway restrooms.

Floater Supply Chas

1. Go for this and that. Run errands.
2. Goes to the store when supplies are needed.
9. Assists Storeroom Chas and other areas as needed.

Gopher Chas

1. "Pulls" Rollista out to get dressed and take to prayer Chapel for prayer.
2. "Pulls" Spiritual Director for Rollista prayer.
3. "Pulls" prayer Palanca Chas for prayer duty.
4. Assists Assistant Head Cha in maintaining order outside of Rollo room and in keeping on schedule.

Rover Cha

1. "Roves" around filling in anywhere needed.
2. Observes and takes notes, as they are training to be the next Rector.

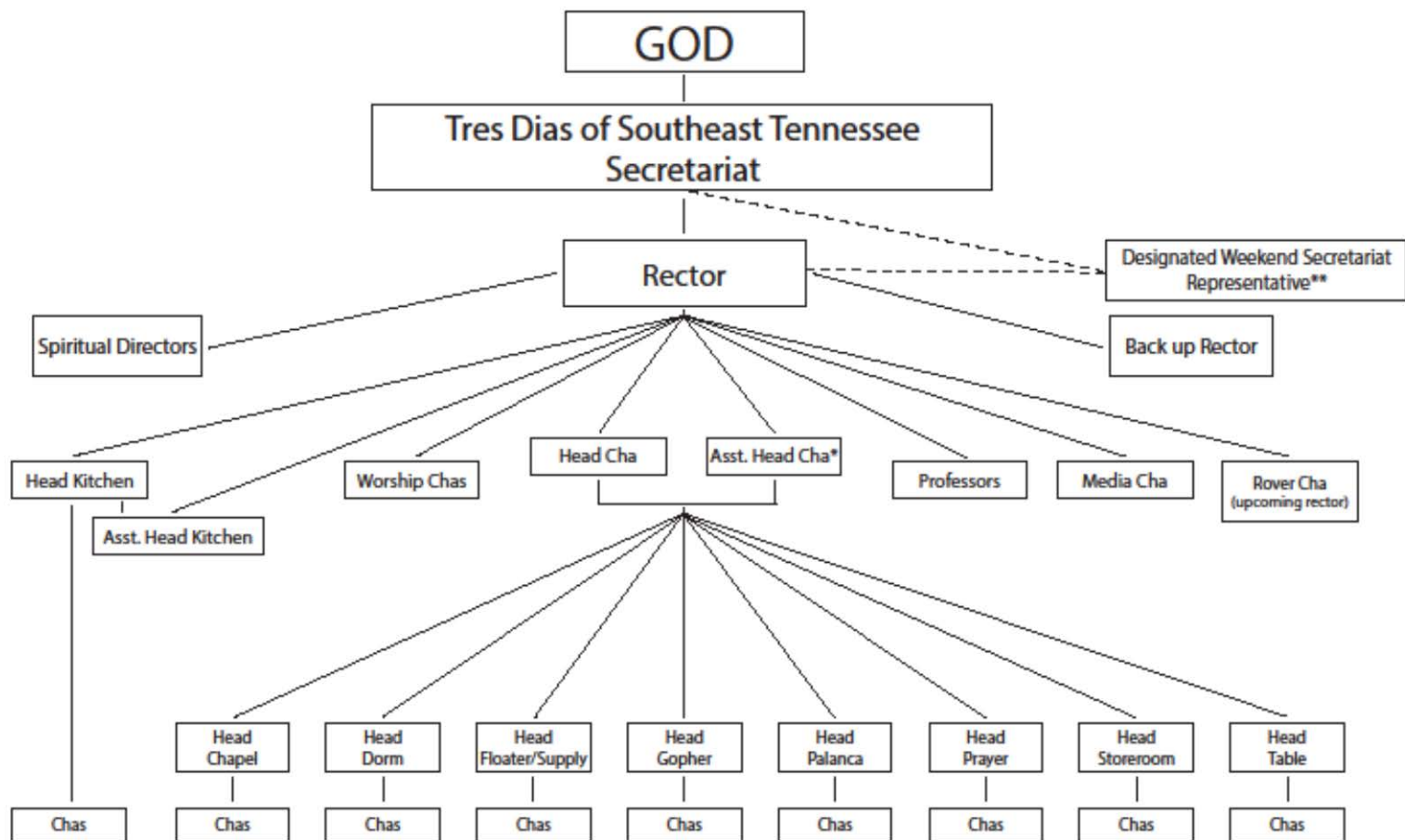
Storeroom Chas

1. Maintains supplies for Rollo room for table Chas to distribute.
2. Maintains poster board, signs, drinks, snacks, coffee, pads, pens, etc.

Media Cha

1. Operating the sound and visual systems at the Apison Retreat Center (ARC) for the weekend and team meetings that are held at ARC. Kitchen and Chapel operate their systems. The Chapel Media Cha assists and relieves the Media Cha as needed.
2. Making the corrections to the Weekend Directory after the photo is taken, then prints out the complete directory and provide it to the Fourth Day Couple (who took the picture).

Spiritual Authority Chart



*Assistant Head Cha leads chas during the weekend

**The designated Secretariat Representative on each weekend is the "go to" person for the Rector, Head Cha, and Assistant Head Cha for all questions where they need Secretariat input or clarification. This Secretariat Representative will make any contact necessary outside of the Weekend team for guidance or counsel.

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Team Member General Palanca Letters

You may recall that General Palanca letters are read during the Spiritual Director's Holy Spirit Rollo on Friday afternoon as "Palanca" is introduced to the Candidates.

The term "General" Palanca letter is used because this is one letter written by you to the entire group of Candidates as a whole. The Spiritual Director chooses a few of these letters to read aloud during the Holy Spirit Rollo. All of the letters are then posted in the Conference Room on the bulletin board wall for the Candidates to read throughout the weekend.

All team members are to write a General Palanca Letter. These will be collected at our team meetings. Because you will be writing your letter long before you will actually meet our Candidates, the following sample letter is provided to refresh your memory of General Palanca Letters. Please use it only to stimulate and inspire your own unique message.

Professors giving their Rollo after the Holy Spirit Rollo should sign their letter "A Brother/Sister in Christ."

Dear Brother/Sister in Christ,

What an honor it is to be able to serve you on this Tres Dias weekend. I am humbled to be called of God to share this weekend with you.

It is a joy to be able to watch our Father as He touches each of you with His love. It has been my prayer for many weeks that His perfect will be accomplished in you during this Tres Dias weekend.

I trust He has prepared your hearts to receive all that He has planned for you during these three days. Be open to the Father. Yield your will to His will that you may partake fully of Him and His blessings to you.

As the weekend progresses, may you see more and more of His unconditional love for you. I pray that those of us who serve you may become a picture for you of His love displayed in the body of Christ.

To God be the glory and honor and praise.

In his Love

(Your Name)

(Your Team Position)

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PALANCA

We all remember what Palanca meant to us on our weekend. To some of us it meant unconditional love from people we didn't know and to some it helped to change the hardest heart into one of love and forgiveness. Our gifts of Palanca for each weekend may be God's way for each of us to minister to every candidate and also the team members. There is to be no individual Palanca on a Candidate's bed or in their Sunday Bags; all Candidates receive identical Palanca. The Palanca Chas are not responsible for returning Palanca that doesn't meet these guidelines.

Here are some ways you can participate:

1. ROLLO ROOM: This can be seven containers, one for each table and one for the Rector/ Head Cha/Spiritual Directors, or fifty (54) individual items (which includes some extra). Please send a note with your Palanca to be read in the Rollo room.
2. BED PALANCA (36 Candidates) Please be sure there is one for each candidate. We do not put out individual bed Palanca for candidates. You may want to make extra in case something gets broken or lost. TEAM (76) Palanca - you may give individual bed Palanca or to every team member if you wish; however, remember the weekend is for the candidates -think of them first.
3. KITCHEN PALANCA (112) This is for the dining hall tables at meals. This Palanca should be given to the Head Kitchen Cha to use as needed. This Palanca is greatly appreciated by the Kitchen. Please send a note with your Palanca to be read in the Kitchen.
4. BANNERS: Banners may be "theme" banners or banners of your choice. They are to be no larger than four feet wide by six feet long (4' x 6'). Please give banners to the Palanca Chas at send-off with instructions regarding when to present them. Remember that all banners become the property of Tres Dias of Southeast Tennessee.
5. PRAYER PALANCA: The community provides Prayer throughout the entire 72-hour weekend. Even though you are not serving on the weekend you can still be a part by praying one hour. Someone will probably call you — it is vitally important that prayer cover the whole weekend. If you offer to pray for a specific time please honor that commitment.
6. OVEN PALANCA: Baked goods from the community provide desserts for the weekend. Baked goods should be taken to send-off for both men's and women's weekends. Put the baked goods in a container that doesn't need to be returned to you and put your name on them. Someone will be at send-off to receive your Palanca.

THANK YOU FOR YOUR COMMITMENT TO PRAY, BAKE, LOVE AND GIVE OF YOURSELF. EACH WEEKEND IS SUCH A BLESSING. GET WITH YOUR REUNION GROUP, A FRIEND OR MAYBE BY YOURSELF AND CREATE A BLESSING FOR SOMEONE ELSE. REMEMBER WHAT PALANCA DID FOR YOU.

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Team Member Packing List

Team Book

Pilgrim's Guide (Table, Chapel, Prayer Chas and Spiritual Directors)

Bed Linens (sleeping bag)

Pillow

Towels & Washcloths

Tres Dias Cross

Miscellaneous:

Personal Hygiene items (shampoo, soap, toothpaste, toothbrush, deodorant, etc.).

Prescription Medication

Flashlight

Sleep wear

Casual Clothes

Light jacket or sweater

Palanca

Letters for candidates

Dress Clothes for Rollista's and back-ups

ATTENTION: "Back-up" Rollistas: Don't forget your Rollo and any props

MOST OF ALL - A SERVANT'S HEART, RESTED BODY, BIG SMILE, AND A SPIRIT OF COOPERATION, FLEXIBILITY AND LOVE.

If you bring watches, cell phones, iPads, iPods, tablets, laptop computers, or other electronic devices, please keep them put away and never have them out where candidates can see them. They have been asked to put theirs away, and so should you.

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Weekend Outline

Thursday - *Putting the Candidate face-to-face with Christ*

Prepare for the weekend

Receive food shipment, Clean camp and set up areas, Assign Dorm spaces, Set up for reception, Prayer Chas prayer for camp ground and each room etc.

Candidate Arrival and Reception

Candidates to Dorm for settling in

Rollo Room "Friend Introductions"

Chapel

Rector's Rollo (*Listen to what Christ says; turn to Him; obey Him*)

Spiritual Director's Meditations

"Know Thyself" (*Why am I here? Past life; introspection*)

"Prodigal Son" or Hosea/Gomer (*God seeks my return to Him*)

Spiritual Retreat

Team Meeting

Friday – "Life In Grace" *The ideal picture - Who am I?*

Continuation of Silent Retreat

Chapel – Three Glances of Christ Meditation (*Response of the rich young man*)

Communion

Worship

Breakfast, kitchen introductions, jokes

Table Assignments

Directory Corrections

Photograph

Introductions

Rollos

Ideals (*What is it to be man/woman; need for Ideal to direct one's life*)

Grace (*Presents the central idea of Tres Dias; life in God's grace*)

Lunch

Rollos

Church (*The church is the connection between the life in grace and the world*)

The Holy Spirit w/ Chapel visit and Prayer Cha Introduction (*God is ready at all times to help those who need Him, and everyone needs His help*)

Piety (*Response to Jesus' glance; living the Christian life fully and unreservedly; directing one's while life to God; witness of one who has chosen the Christian ideal - life in grace*)

Rector's Miner's Story

Chapel

Dinner

Decuria and posters

Team meeting

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Saturday – “The Means of Living the Christian Ideal” - *Practical solutions*

Chapel - Meditation – Figure of Christ (*The person of Christ living here and now*)

Worship and Communion

Breakfast

Meditation - Invisible Barrier

Rollos

Study (*One must use his head to learn how to live the life in grace*)

Sacred Moments of Grace (Chapel and Rollo Room) (*The most important decision points in one's life as a Christian - one's union with Christ*)

Lunch

Rollos

Action (*Without action, piety cannot stay alive, but action must come from Piety*)

Obstacles to Grace (*Obstacles that will draw Christians away from their Ideal and how to avoid them*)

Leaders (*By being fully Christian, a person will become a leader because they will influence those around them, leading them to a life of grace*)

Dinner and Serenade

Chapel Forgiveness visit

Decuria/Celebration (Optional)

Team Meeting

Sunday – “Applying the Lessons of Tres Dias to Daily Life” (*Go and bear fruit*)

Breakfast

Chapel - Meditation – “Christ’s Message to the Pescadore” (*Contact with Christ and others Christians bears much fruit*)

Worship and Petition Communion

Rollos

Environments (*Consideration of how we relate to others around us*)

Life in Grace (*A life centered on contact with Jesus Christ*)

Christian Community in Action (*Challenge of remaking the world through your Christian life individually and in the community*)

Lunch

Reunion Rollo

Rector Rollo – Living the Fourth Day

Palanca Bag Distribution

Chapel Cross Ceremony

Closing - Pescadores by table

“What did you gain from Jesus this Tres Dias Weekend?”

“What does Jesus Christ mean to you now?”

Team Introductions and Community Chairman Introduction with prayer for the next Rectors

Clean up and Facility closure

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