

Tres Dias of Southeast Tennessee

## Assistant Head Cha Team Book

This book is intended to **help**. Please forgive its failings. Please help improve it by noting your suggestions on the Feedback/Area Head debriefing sheet and turn it and the other area Heads sheets in to the Rector at the end of the weekend. Alternately, you can send your suggestions to the respective Men's or Women's Leaders person.

Facility problems should be reported on the ARC "Facility Problem Report" forms on the ARC office bulletin board.

Thank you,

Tres Dias of Southeast Tennessee Secretariat

# Assistant Head Cha Duties and Responsibilities

## I. General Overview

The Assistant Head Cha will be the right hand to the Head Cha. Prior to the Weekend, you will assist the Rector and Head Cha in any area required. In order to prevent duplication of effort, be sure to discuss division of responsibilities and duties with the Head Cha and Rector. Try to do as much of the detail work as you can for the Rector to allow him/her to concentrate on the Weekend's spiritual direction.

The following information is intended to be a resource for persons called to be Assistant Head Cha for Tres Dias of Southeast Tennessee. It is not intended to be a fixed blueprint, nor should it substitute for the leadership of the Rector or the Holy Spirit. It is merely a broad framework to assist in planning the many details that make up the entire process of preparing for the Weekend.

## II. Before the Team Meetings:

1. Rector, Head Cha and Assistant Head Cha meet to discuss delegation of specific duties.
2. With Rector and Head Cha, determine structure, schedule, format, set-up and location of team meetings. (Details in Head Cha book).
3. The Leaders Person will issue Area Heads and Professors Books directly to each person. This will be done electronically from the leaders Person or downloaded from the TDSETN Website. A Sales Tax exemption form to use for purchases is included in this book.
4. Work with Head Cha to prepare schedule for refreshments for team meetings. Evenly distribute the team members over the team meeting dates. (Exceptions: Rector, Spiritual Directors, Head Cha and Assistant Head Cha). It is helpful to group team members who car-pool from long distances (example – team members from Alabama or Atlanta).
5. Materials should be purchased in Tennessee using the Tres Dias of Southeast Tennessee Tax Exempt Certificate of Exemption. This form can be obtained on the TDSETN.ORG website or ARC Office bulletin board or computer. The form is already on file at Staples and Office Depot. You can make copies of the form to use. The first trip to Wal-Mart, you must go to the Service Desk and present the Tax Exempt form and get a small card to show the cashier before you check out items to keep from paying Sales Tax (several of these cards are on the ARC Office bulletin board that you can use). The Weekend and Food Couple have a tax exempt Sam's card that is not transferable. If expensive items are needed at Sam's, please contact them. \$100.00 Emergency Fee should be obtained from Secretariat Treasurer to cover weekend

emergencies. Also Fee (both Weekend and Team) and Attendance spreadsheet (in Excel and Word formats) are available on the TDSETN website. Please contact the Secretariat Treasurer for additional assistance and information.

6. Work with Head Cha to prepare team roster books and nametags for the team meetings. (Details in Head Cha book). Determine who will be responsible to prepare the Rector's book, to decorate (if desired) the Rector's room at the ARC and to make the Weekend theme banner.
7. Make copies of Rollo outlines (if team meetings are not held at the ARC – you may use the Power Point outlines at the ARC) and Rollo critique forms for Practice Rollos given at the team meetings. Obtain back-up Rollista list from the Rector. Prepare instructional letter for each back-up and place in his/her team roster book.
8. Prepare envelopes for team and weekend fees, Service Records (obtained from Secretariat Data Manager), note cards for Rollista notes, etc. and place in each team member's team book.
9. Purchase paper products (plates, cups, napkins, plastic spoons, forks and knives) for team meeting refreshments.
10. Assist Head Cha with selection and purchase of Rector's gift if desired. May wait until meetings have begun before purchasing the gift as the money is contributed from the team members.
11. The ARC has two sets of walkie-talkies to use on the weekend if desired.
12. Review team meeting checklist with Head Cha (in Head Cha book).

### **III. Team Meetings:**

1. Be sure to contact those responsible for food and other duties for the first meeting.
2. Set-up team meetings. Bring paper products for refreshments and miscellaneous supplies that may be needed. Check with the Rector for preferences for decoration of podium table and Practice Rollo tables at team meetings (minimum candle and Bible). Rector may delegate the decorating to the Chapel Chas or the Table Chas.
3. Set-up a check-in table at team meetings to record attendance, distribute team books, nametags and announcements, collect prayer requests and General Palanca letters, and sign up for oven Palanca, bunk requests, and companion weekend prayer Palanca sheet.
4. Assist Rector and Head Cha as needed during the meetings.
5. Responsible for collecting all money. Team fees are currently \$20 and are due from each team member at the first team meeting in cash or a check made out to cash. Weekend fees are currently \$100 and are due on or before the third meeting from each team member, excluding the Rector and Spiritual Directors. Contact the Secretariat Treasurer for additional assistance.

6. Checks made payable to: Tres Dias of Southeast Tennessee
6. Determine scholarship needs. The Rector will provide a scholarship form. Scholarships must be documented on the appropriate Scholarship form, approved by the Rector, and accounted for. Money collected for scholarships must be accounted for separately from team fees. Excess monies must be turned in to the Treasurer with the final team accounting. Check with the Treasurer if scholarship funds are needed, as any excess from previous weekends may be available.
7. Be familiar with each area job description so you can be familiar with them and be prepared to adequately train and handle questions on the Weekend. Assist Rector and Head Cha with training of all areas.
8. Head Cha may appoint the Head Palanca Cha or Assistant Head Cha to collect General Palanca letters.
9. Make sure Area Heads have gone over their area's check off sheets for closing. Obtain the latest "Closing Check-Off List" from the Weekend Couple as the ARC changes the list periodically as the facility changes. The area heads will need you to provide them the latest list for their area.
10. Coordinate ARC set-up with Head Cha and Take Down Team (if applicable)
11. Review the schedule with the Rector to determine Rector preferences and/or options.
12. Secretariat members are to be invited to attend team meetings on the schedule suggested below to meet with respective area heads and give a short description of their duties to the team:
  - 1<sup>st</sup> meeting - Chairman, Data Manager, and Leaders Person
  - 2<sup>nd</sup> meeting - Data Manager if not at first meeting and Fourth Day Couple
  - 3<sup>rd</sup> meeting - Spiritual Director and Pre Weekend Couple
  - 4<sup>th</sup> meeting - Palanca and Food Couples
  - 5<sup>th</sup> meeting - Treasurer and Weekend Couple
  - 6<sup>th</sup> Meeting - Secretary and Communications
  - 7<sup>th</sup> Meeting - ARC Manager and Chairman Elect plus any others due to rescheduling

\*\*\* Please call/e-mail to give the Secretariat member advance notice on date, time and place. Please use the following e-mails to ensure the request is sent to the current e-mail address:

4thDayCouple@tdsetn.org  
 Arc@tdsetn.org  
 Chairman@tdsetn.org  
 DataManager@tdsetn.org  
 FoodCouple@tdsetn.org  
 MensLeader@tdsetn.org  
 NewsLetter@tdsetn.org  
 PalancaCouple@tdsetn.org  
 PreWeekendCouple@tdsetn.org  
 Secretary@tdsetn.org  
 SpiritualDirector@tdsetn.org  
 Treasurer@tdsetn.org

Chairmanelect@tdsetn.org  
WeekendCouple@tdsetn.org  
WomensLeader@tdsetn.org

13. Make a copy of the completed Weekend schedule for Area Heads (including Media Cha) and the Spiritual Directors. Make a copy of the script for the Head Cha, Head Chapel Cha, Media Cha, Rover, and the Spiritual Directors (these may be provided to the Spiritual Directors by the Community Spiritual Director in their manual – check to be sure). Obtain these forms from the Rector.
14. Make sure that the Head Gopher Cha reviews the Prayer Palanca schedule with the Head Kitchen Cha to determine any conflicts with key Kitchen Chas.
15. Receive from the Rector his/her preference for “ice-breaker” for Thursday evening if desired.
16. Assist Head Cha with Candidate nametags. It’s a good idea to have about six extra “blank” tags for last minute changes/additions or spelling corrections. Be sure to have the nametags at Send-Off early for the Dorm Chas to color code or number the back for dorm assignments.
17. The following area heads may be reimbursed up to \$25 for weekend expenses: Chapel, Dorm, Prayer, Palanca, and Floater. Receipts must be turned in to the Assistant Head Cha for reimbursement. In addition, Gophers may be reimbursed up to \$100 for flowers/boutonnieres. Any additional amounts must be approved by the Assistant Head Cha prior to incurring the expense (an example would be the purchase by the Chapel of special communion elements).
18. The Head Kitchen Cha will keep receipts for expenses and is allowed \$400 from the Team Fees and \$150 from the Secretariat for palanca, reception food and any extra items not on the Food Couples’ Menu List. Turn receipts into the Assistant Head Cha to be reimbursed.

#### **IV. On the Weekend:**

##### **1. General:**

- a) You are responsible for all the “behind the scenes” activity on the Weekend. It is your responsibility to see that everything goes according to schedule, that everyone is ready when they are supposed to be and that all Candidates are where they should be. All of the Chas will look to you for direction.
- b) Always wear a smile! Be pleasant and sensitive to others’ feelings. People will be much more motivated to do what you ask if you are pleasant rather than “bossy”. If someone makes a mistake, remember that you make mistakes too! There is One Person who is totally in charge – He can make something good out of any problem.
- c) Photography on TDSETN weekends is limited to the Fourth Day Couple’s photo taken on Friday mornings. Camera or video use on weekends is prohibited. In no case shall the Fourth Day Couple’s photo from a TDSETN weekend be posted on

any website/social media site. We must maintain the confidential cloistered environment of the weekend.

- d) All skits are to be reviewed and approved by the BUR before being presented.

## **2. Wednesday/Thursday:**

- a) May be responsible to bring Rector's and Head Cha's luggage to the ARC. (Remind them to bring their own bed pillows if desired (pillows and bed linens are furnished for them) or send them with you.
- b) Remind the Head Cha to take the list of Candidates and Team Members (Community Handout) to Sendoff to distribute to the Community for prayer covering.
- c) Find out which two Dorm Chas and which two Palanca Chas will be at Sendoff, the others should remain in their areas.
- d) Arrive at the ARC on Wednesday evening or early Thursday to make sure the ARC is in order. Make sure the Storeroom Chas have checked their inventory of Pilgrim's Guides, Service Cards, Tres Dias crosses, Forgiveness Hearts and Table Names, etc.
- e) Candidate Information Sheets will be checked at send-off on Thursday night as the Candidates arrive.
- f) Dorm Chas should have dorm room and bed assignments posted on Wednesday.

## **3. Thursday:**

- a) Insure Storeroom inventory is sufficient – Weekend Couple usually sets up the storeroom.
- b) Make sure dorms are ready by midafternoon.
- c) With the Head Cha, facilitate team meeting Thursday evening – usually around 6 pm. Make last minute announcements, account for all team members (check with Area Heads before the meeting begins), pray over the team and the Spiritual Directors will lead communion. The Rector may request that the Prayer Chas anoint the team at this time.
- d) Have Head Cha notify you when they are approximately 10 minutes from entering the foyer.
- e) Synchronize your watch with the Rector's, Head Cha's, Gophers' and Head Kitchen's. You will be working closely with them to keep the Weekend on schedule.

- f) **Parking for Send-off, Serenade and Closing.** All team members are to park off of the paved area and away from the building to allow room for sponsors, Serenaders and community that come to the events. Make sure this happens before the team meeting at 6:00 p.m. on Thursday.
- g) Ensure the team name badges are available by midafternoon.
- h) Please send an electronic copy of the Community Handout before send-off to: [communications@tdsetn.org](mailto:communications@tdsetn.org).

#### **4. Thursday evening through Sunday afternoon – follow schedule.**

- a) Once the Candidates arrive, receive the seating chart and Candidate/Team member list from the Head Cha. Make and necessary copies for the Thursday night team meeting. Arrange for the Media Cha to update the Weekend Directory and seating chart for Friday Morning.
- b) Your Chas should always know where to find you. Stay in a predetermined area so they can easily locate you. It is easier for 30 people to find you than for you to find 30 people. Generally, you should be situated outside the Rollo Room or Chapel when the Candidates are there. Send a Cha on errands rather than going yourself. You can use Floater/Supply, Gopher or other Chas to run errands.
- c) Make sure all Chas “line the halls” when Candidates are moved from one place to another. Remind the Chas to SMILE!
- d) When Candidates move from one place to another, you need to make a head count to let the Head Cha know when they are all where they should be – Table Chas, Chapel Chas and Dorm Chas can help you. You’ll need to know that all Candidates are accounted for before Rollos or Chapel services begin. Remember, no activity should begin until all Candidates are present (except in unusual circumstances when one might be in a lengthy counseling session and the Rector decides to go on).
- e) In general, you are responsible to make sure:
  1. Storeroom has supplies ready to be handed out
  2. Gophers have pulled the Rollista and have Prayer Team in place
  3. Chapel is ready for each visit
  4. Kitchen is ready for the group to come for meals. Inform Head / Assistant Head Kitchen of changes in the schedule. Let them know when you are 30 minutes from mealtime.
  5. Palanca is ready to be brought into Rollo Room. Go over schedule with the Rector before the Weekend.
- f) Handle any unexpected situations.

- g) *Thursday evening and Friday morning are the most hectic.* Familiarize yourself thoroughly with the schedule. Anticipate what needs to be done ahead of time.
- h) Be in constant touch with the Gopher Chas. Check to see if time needs to be made up and determine how to do it. This only concerns the activities outside the Rollo Room ... the Rector and Head Cha will handle any primary schedule changes and should keep you informed of any changes.
- i) If a problem arises which you cannot handle, let the Head Cha/Rector know as soon as possible. This should be a rare occurrence – proper training eliminates most problems.
- j) Have a copy of the schedule and script with you at all times and follow it closely to be ready for each activity. Ask yourself: “Is everyone where they need to be? Is everything complete and ready for this activity to take place?”

## 5. Sunday afternoon:

- a) Non-team members are not allowed in any part the building except Auditorium. The Secretariat Weekend Couple may be admitted to check the dorm and kitchen end before closing. Rector's spouse, special prayer team and reunion group enter through the back door and go to the office.
- b) Candidate luggage should be left on their bunks. Dorm Chas (men's weekend) or Take Down Team (women's weekend) should be positioned at the Dorm end ramp to bring candidate luggage to the sponsors. Sponsors are not to enter the dorm end of the building.
- c) Make sure the Auditorium has been set up for Closing.
- d) Oversee the cleanup of the ARC. Area Heads turn in completed check off sheets (obtain latest sheets from the Weekend Couple prior to the weekend) to you. The chairs in the Rollo Room should be "stacked" in the back of the room, five high, fourteen stacks. Be sure to have the Auditorium returned to normal set up and return items as necessary. Make sure the dorms and bathrooms are clean. Please do a "walk-thru" before the Closing to make sure that the ARC is clean and the trash has been removed. This is the team's responsibility. **Sign each Area Head Cha's Closing Check Off List before they go to Closing or leave the ARC.** You will do a final walk through with the Weekend Couple and possibly a representative of the ARC Committee.
- e) Collect each area heads debriefing form and give them to the Rector after closing. Be sure all ARC problems are noted on "Facility Problem Reports" in the office

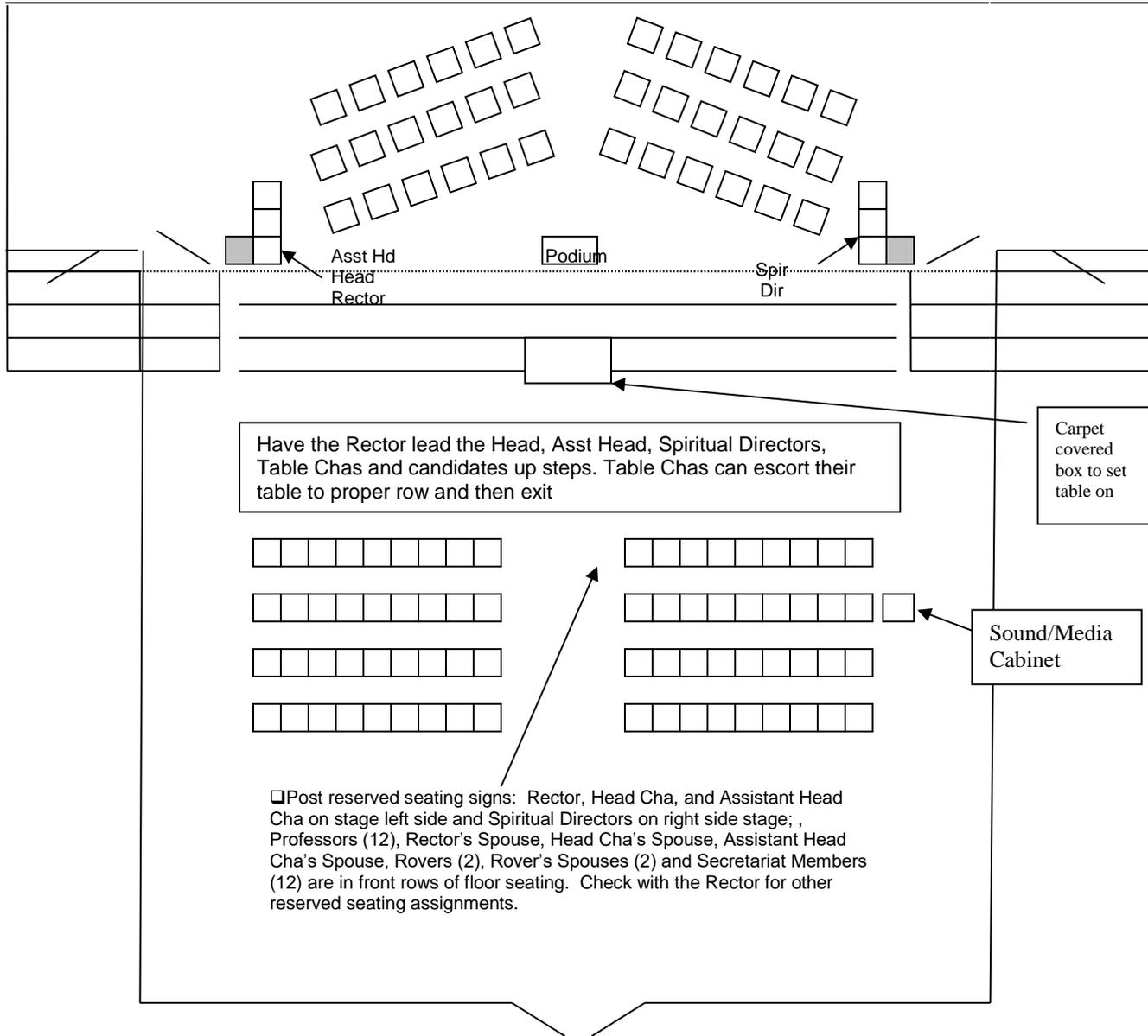
\*\*\*Contact Secretariat Treasurer to arrange a time when final monies and receipts can be turned in to close out the financial portion of the weekend\*\*\*

Things must be done in a timely and orderly manner, but please remember ... a kind word goes a long way. There will be many who are serving on the team for the first time. If team members are unkind to one another that says to them that all the love they saw as a Candidate was not real. Hurt feelings are often difficult, if not impossible to heal. Proverbs 15:1 "A soft answer turns away wrath."

Remember: Find out the facts of a situation before speaking.

While this job has many responsibilities, it is a wonderful opportunity to minister the love of Jesus to many people. God bless you for your faithful service!

# Suggested Auditorium Set up for Closing



**Review the Head Cha book with the Head Cha for duties and items to be considered and resolved prior to the first team meeting.**

## TEAM MEETING CHECKLIST

- ❑ Name Tags
- ❑ Team Books (Team Rosters, Duties and Responsibilities, Refreshment assignments, Meditation, etc.).
- ❑ Song Sheets (Music Cha)
- ❑ Plates, cups, napkins, plastic ware, ice, coffee, etc. (Head Kitchen Cha or Weekly Food Leader)
- ❑ Oven Palanca sign up sheet (Head Kitchen Cha)
- ❑ Envelopes for Team and Weekend Fees (Assistant Head Cha)
- ❑ Candidate prayer assignments and reminders (Head Prayer Cha)
- ❑ Prayer Palanca Sign up for companion Weekend (Head Palanca Cha)
- ❑ Information/Service Sheets (Obtain from community database manager)
- ❑ Rollo critique sheets and outlines
- ❑ Special needs for bunk assignment (Head Dorm Cha)
- ❑ Podium signs for introductions (Head Cha)
- ❑ Practice Rollo podium set ups (Table drape, Bible, Cross, candle and holder, lighter) based on number of Rollos to be given (Head Table Cha)
- ❑ Communion elements for meetings where Communion will be served. (Head Chapel Cha)

## SECTION MEETING GUIDELINES

### **General Guidelines:**

How the Head Cha conducts the section meeting is very much a matter of personality and preference. The same material can be covered using a variety of approaches. Accordingly, this outline and narrative will hopefully only be a skeleton of topics that may be covered. How the material is organized is very much at the discretion of the Head Cha who is chiefly responsible for training.

It is a good idea at the first Team Meeting for the Head Cha to briefly outline the duties of the Rector (including a general description of the selection process by the Secretariat and that he/she answers to the authority of the Secretariat) and then to explain his/her own responsibilities as Head Cha and those of the Assistant Head Cha so that the so-called chain of command is understood by all Chas. Although this may seem elementary, new Team Members will not automatically understand this information just from attending a Weekend.

The Head Cha will be in charge of the section meetings and will coordinate the planning and conducting the section meetings. General, the Rector trains the Professors and Table Chas at each meeting, the Head Cha, Asst. Head Cha and BUR divide up the other sections and make sure all sections are covered by one of them at each meeting to answer questions and take the Rector options to the different areas. Certain portions of the meetings, however, can be the responsibility of the Assistant Head Cha (things such as announcements relating to the Assistant's particular responsibilities or special training with which he/she may assist). Since the Assistant Head Cha will essentially be in charge of all behind-the-scenes details and will probably give the most direction to and have the most interaction with the Chas on the Weekend itself, it is important that their leadership role be explained and reinforced by the Head Cha as the Team Meetings progress, and that he/she develop a working relationship with all Chas. On the Weekend itself, the Assistant Head Cha will handle instructions and questions from all other Chas. They will coordinate all activities and serve as the main contact point with the Head Cha and Rector. Chas should be told that on the Weekend, they should direct all questions to their Area Head, and then to the Assistant Head Cha, who will then either handle the situation or take the matter up with the Head Cha. During the Team Meeting process, however, the Head Cha has primary responsibility for the training and supervision of the Chas, and this entire service area.

In preparing material for presentation at the section meetings, it is important to remember that new Team Members will enter this experience with very little knowledge of how the Weekends are put together and function. For example, the Head Cha cannot assume that all Chas know such customary things as that they are to line the hallway anytime Candidates move from one room or area to another, that no crosses are to be worn until after the Piety talk, or such other similar basic duties or practices of Tres Dias. Be ready to go over every detail of every activity when discussing the duties of the Chas. Likewise, allow time for and encourage questions as you go over your material.

In your early sessions with the Chas, it is a good idea to affirm the Rector's discretion in

many of the activities of the Weekend, and to differentiate this Weekend from all others. *You are to establish the uniqueness of this Weekend, the uniqueness of this Team, and the uniqueness of the Candidates whose hearts the Holy Spirit is preparing for this Weekend.* You may wish to approach this by pointing out that there are many ways to do things --and that on this Weekend, things may be done differently than they were done on their Weekend or on other Weekends on which they may have served. Encourage team members to be open and flexible to such changes, and to view this Weekend as the unique experience that it is.

### **Specific Guidelines:**

- **Spiritual overview of the role of the Cha on the Weekend.** Explanation of anticipating, servant hood, and the scriptural basis of these elements of the Weekend provide the spiritual perspective of the various jobs. Include also explanation of interrelationship between the Cha role and that of Rector, Leadership Chas, Candidates, Professors, Kitchen, etc. Also spiritual perspective of the importance of even the most menial, insignificant and almost unnoticed task of the Weekend - the working of the Holy Spirit in even the smallest gesture. This overview should help the Cha understand how they are to interact with the Candidates and other Team Members, including such elements as friendliness, acceptance, exhortation, empathy, gentleness, forgiveness, and self-control. Chas should understand some of the tension that is associated with team service, and be cautioned that the loss of sleep may also affect how Team Members interact with each other and the Candidates: for example, not to overreact if an answer from another Team Member seems rushed or blunt; not to be defensive if asked to change a course of action or if the schedule must be altered; to neither be judgmental nor pushy with any Candidate, but rather to just let things flow. Caution Team Members to be sensitive to the needs of the Candidates, but not to be overly solicitous. Candidates also need some space.
- **Physical overview of the role of the Cha on the Weekend.** Give a detailed explanation of the specific responsibility of each service area and the interrelationship of these service areas. In preparation for this, you may wish to review the printed job descriptions for any additions or deletions you may have. By this time, each Team Member should be furnished a copy of their job description. Emphasis should be given to understanding both the division of tasks and responsibilities on the Team to prevent overzealous duplication of efforts and also to the need for cooperation among all service areas. This naturally opens the discussion to the great principle of a Tres Dias Weekend: FLEXIBILITY. Ground rules of conduct and attitude can be reinforced and discussed (even things as basic as use of the phone on the campground, leaving the campground, interacting with the community as they visit the ARC, always sitting near the back of the room as they can be the first out of the room to line the hall, not leaving any service area uncovered, always keeping Area Head/Assistant Head Cha informed of where you are so you can be easily contacted, locking/unlocking of doors, who has access to keys, conduct during Serenade, etc.). The physical overview can also include a brief outline of the physical

facilities and where each service area will be working.

- **Detailed description of each day of the Tres Dias**, including the spiritual purpose of each day and the physical tasks that must be accomplished that day. Some Head Chas have devoted one section meeting to each of the days of the Tres Dias, and, using the published schedule, walked the Chas through that day from beginning to end explaining the responsibilities of the Chas. The discussion of Thursday should include the expected time of arrival of Team Members at the ARC that day, designation of with who they are to check in, what duties, if any, will be expected of each service area, settling into the dorm, set-up responsibilities, arrival of Candidates, reception, etc. Such a discussion permits assigning specific tasks to certain Team Members and clarifies to each Cha what important events they must be prepared for and what is expected of them. Every Cha should know exactly where they are to be stationed, what their duties are during the arrival of Candidates, what they are to do once their tasks are completed, what they are to do and where they are to be prior to and during the time of the reception.

Thursday's task breakdown is at the discretion of the Head Cha, but some elements to be considered are the following: Which Chas are to be at Send-Off to welcome Candidates and direct where the Candidates are to be dropped off and registered, Chas to tag luggage of Candidates and load the bus, and a Cha to load and transport Palanca to the camp.

If the Head Cha chooses to train the Chas by carefully reviewing the activities of each day of the Weekend (for example using one section meeting for each of the four days of the retreat), the obvious outline for such an approach is the published schedule and/or the Rector's script. From these, the Head Cha can prepare the presentation to the section meeting. (Note: Even if Wednesday set up and Thursday are discussed in earlier section meetings, these probably will have to be reviewed close to the end of the section meetings as these dates approach).

Chas should likewise be advised of their responsibility to see that their service area is cleaned up at the close of the Weekend on Sunday prior to departure from the campgrounds. Chas need to know that they are responsible for the takedown after the Weekend. On the Women's Weekend, a set up/take down team may be assigned, but this does not relieve Chas of their responsibilities for seeing that their area is "cleared" by the Assistant Head Cha who is turn will be "cleared" by the Secretariat Weekend Couple in charge of seeing that the ARC is left in better condition than when they came.

- **Training on tasks that may need additional explanation beyond the overview of previous meetings.** These may include discussion of lining the hall whenever the Candidates go to and from; walking and conversing with Candidates that appear to be alone; when to light candles and blow them out for Rollos; table seating by Table Chas; distribution of Palanca bags on Sunday, etc. (The Assistant Head Cha may work separately with some service area in this training, rather than having all Chas present for all training. However this is at the discretion of the Head Cha.)

- No non-team members are allowed in the team meetings.
- **Presentation of announcements** that may have to be repeated several weeks in succession:
  - Completion of general Palanca letters and the importance of getting them in early. (It is helpful for the Rector to request these in the Team invitation letter along with a sample).
  - Importance of early completion of individual Palanca letters for each Candidate. Emphasize the pitfalls of trying to write or finish these during the Weekend. Make sure letters are given to the Palanca Chas in alphabetical order, and that they are in by an early deadline (e.g., by Saturday noon of the Weekend).
  - Weekend Fees. The Head Cha or Assistant Head Cha should call any Team Member that has not paid their fees by the fifth Team Meeting.

### **FINAL PREPARATION FOR WEEKEND**

The final preparation for the Weekend for the Head and Assistant Head Cha involves a detailed review of the schedule and/or Rector's script. From this document, the Head Cha can prepare a final checklist of all details. **Even if the responsibility for a supply of item is not a specific duty of the Head Cha, it is the Head Cha's responsibility to see that the detail is being handled by someone or by some service area.** This may involve items as minute as how are the lights going to be dimmed during Chapel readings, to how are the letters from other communities going to be delivered to the campground in time for their use in the Spiritual Director's Rollo. There is no substitute, however, for a careful reading of Weekend script early, as part of preparation for section meetings/training sessions, to prepare yourself and the rest of the Chas for the events of these days. If the script of your Weekend is not created in time for the use for section meetings, use of the printed general schedule from previous Weekends will probably suffice.

1. **Candidate and Professor Table Assignments.** The Head Cha and the Rector need to work together to assign the Professors and Candidates to their table. The Rector and Head Cha should meet together to assign Candidates to tables on Tuesday or Wednesday before the Weekend. The Pre-Weekend Couple will provide the Candidates' names to the Rector on Monday of the week of the Weekend. Try not to place Candidates at a table with a Professor from their church. Try not to place more than one pastor at each table. If two Candidates from one church must be at the same table, be sure to place them on opposite sides of the table. Use the most experienced Professor as the Dominant Professor (this will not always be the Speaking Professor).
2. **Candidate Name Tags.** Once the Candidates names are provided, their nametags can be made. It is always a good idea to make about six extra blank tags for last minute additions or spelling corrections. Be sure to have the nametags at Send-Off early so that the Dorm Chas can color code and/or number the back for dorm assignments. These are given out by the Pre-Weekend Couple when checking in the candidates. Professor name tags should also be color coded and reprinted along with the Candidates so they will match.

3. **Community Handout.** It is the Head Cha's responsibility to make the Team/Candidate listing handout for the Community to be given out at Send-Off. Have about 75 copies at Send-Off. The Pre-Weekend Couple will distribute them. Make enough extras for the team. Please send an electronic copy of the Community Handout before send-off to: [communications@tdsetn.org](mailto:communications@tdsetn.org).
4. **Luggage Tags and bags.** The Head Dorm Cha is responsible for making luggage tags (3 per candidate), dorm room, and bunk assignments. The Candidate's names and any special bunk assignments will be provided to the Rector on the Monday before the Weekend. Sturdy luggage tags should be color coded or numbered to the nametags and dorm room. Two Dorm Chas must be at Send-Off to receive and tag candidate luggage, and to place the luggage on the assigned bunk. The Dorm Chas must furnish some large plastic bags and labels for the Candidates to use for their sleeping bags and pillows.
5. **Palanca.** Be sure that 2 Palanca Chas are available at candidate drop off and Send-Off to transport Palanca brought to the Send-Off.
6. **Weekend Directory.** Candidate Tables in the directory will be corrected on Friday before pictures using sheets provided by the Media Cha. The Pre-Weekend Couple will provide corrected addresses and phone numbers of the Candidates to the Head Cha at Send-Off. The Media Cha is to help make any changes, print a final directory, and provide it to the Fourth Day Couple after the photograph is taken on Friday morning. If a special theme related cover is desired, be sure to provide enough copies for 115 directories. The Head Cha must provide a corrected copy of the directory to the Community Data Manager after the Weekend to allow input of the new Pescadores and updating of service records and addresses. Be sure to mark out any team members or candidates that do not complete the weekend.

### **MISCELLANEOUS**

1. Have a clear understanding with the Rector on what to do in case of illness of any Team Member or Candidate during the course of the Weekend. Make sure Chas understand the Rector's desires on this.
2. Discuss with Chas how to handle it when a Candidate wants to leave the Rollo Room for any purpose at times other than break times or if a Candidate says they want to be alone. In most cases, Candidates may leave to go to the bathroom if they so request, but should be escorted by a Cha. However, it is important not to be punitive to Candidates on this matter, but rather to handle it gently and discreetly. Candidates should not feel they are being "guarded." If a Candidate wants to be alone, assure them that there will be time for this later, but encourage them to abide by the schedule for the time being. If they insist on their request and refuse to wait until later, then the matter should be discussed with the Head Cha and Rector.
3. On Thursday night, Team introductions will be handled in the Dining Room for all Team Members except Professors, Prayer Chas and Kitchen Chas. The Candidates will then go to their Dorm to settle in and then to the Rollo room for "friend introductions." They will then go to Chapel at which time there will be two Meditations by Spiritual Directors and one by the Rector. There should be enough chairs for Candidates and Professors (48) in both places. Other Chas are welcome to sit in back of room during the "friend introductions."

4. During the Weekend, the Head Cha should keep an eye out on the Assistant Head Cha, making sure that communication is always open between the two of them.
5. The Head Cha should sit next to the Rector, keeping up with the time, and checking the script a little ahead of the Rector to make sure the Rector is ready for the next activity.
6. Team Members should be reminded that they are on the Weekend to serve, and that they are not Candidates, in the sense that they should not be demanding of Kitchen Chas during meal service, and that they should not expect to be able to hear all the Rollos or necessarily be present for every activity of the Weekend if they are needed in their service area. Whenever possible, Team members are welcome for Rollos, Chapels, etc. but the important point here is priority of their responsibilities. Their service and their self-sacrifice is their offering of praise. They should defer to the needs of Candidates, and permit the Kitchen Chas to serve the Candidates first. In addition, they should not request special drinks or snacks. If a Team Member has a special need of a drink or snack that is not part of the regular supplies of Tres Dias, they should bring their own supply of this product. The Storeroom supplies are for the team and candidates in the Rollo Room, not the remainder of Team. Other team members should obtain drinks from the Kitchen.
7. Be sure to give the updated service record sheets to the community Data Manager after you have made Team Directory listing corrections. It is not necessary to put the current Weekend service on the record, as this will be done at the conclusion of the Weekend based on the Weekend directory.
8. Be sure to inform Team Members that they will have a Palanca bag to pick up Sunday afternoon in the Palanca Room. (These are placed on team members beds on the women's weekend.)
9. Directory corrections will be made on Friday morning before pictures are taken. Be sure to remove the "professor" label on the sheets to be handed out for correction. The corrected directory sheets can then be provided to the Fourth Day couple after picture is taken. The Media Cha is responsible for this function.
10. It is recommended that the ARC Auditorium be set up for closing on Saturday night due to the rush of activities on Sunday.

### **REMINDERS FOR AREA HEADS**

- Assistant Head Cha - Be sure to call the greeters for the meeting at least two days before the meeting. Remind him/her to call the food lead for the next meeting. Verify any supplies as needed. Keep attendance at the meetings. Collect and account for the team fees and weekend fees. Keep the nametags between meetings.
- Dorm - Be sure to have two dorm Chas at the send off to take care of luggage. Also, be sure to have a list for team member and candidate bunk assignments for those that require a lower bunk. Assign speaking professors a lower bunk if possible to allow for easier dressing and preparation. A Dorm Cha should be at the camp on Wednesday to place bunk assignment tags on beds and post Dorm lists.
- Palanca - Have a sign-up sheet for prayer coverage for the companion weekend. This can be obtained from the Secretariat Palanca Couple, TDSETN Website, or the form in this book. It should be turned back in to the Palanca Couple by the last team meeting completely filled in. Have at least one Palanca Cha at send off to handle Palanca brought to send-off. A large amount of Palanca is not unusual, and must

be planned for. You must have the BUR review all skits before they are presented. Camera or video use on weekends is prohibited

Prayer - You will need to bring a few table cloths for use, and any decorations or lights you want. **NO CANDLES ARE ALLOWED.** A boom box is also helpful. Do not disturb ceiling tiles to install decorations.

Chapel - Bring communion elements for team meetings and the weekend. For the weekend, there should be chair back labels to designate the chairs for the Rector, Spiritual Directors (3), Head Cha, Worship Chas (2), and your Chas in the closet or Storeroom. The mirrors for Thursday night should be in the closet.

Table - You are responsible for the set up at each team meeting for practice Rollos, which includes table cover, Bible, candles, and small cross for handing to the Professor. For the weekend, there are gold colored chair back covers to designate the chairs for the Rector, Spiritual Directors (3), Head Cha, Worship Chas (2), Prayer Chas (2), and Table Chas in the Storeroom.

Worship - Please try to have weekend song available so that the candidates will be able to have them in the chapel to. Power Point is available at the ARC and will be run by the Media Cha in the Rollo Room and Chapel Chas in the Chapel.

Media - You are responsible for the sound in all areas and the visual/computer systems in the office, Conference Room and Auditorium. However, the Chapel and Kitchen run their systems. You are also responsible for Weekend Directory corrections on Friday morning.

Kitchen - Be sure to have team members sign up and bring oven Palanca and name brand two-liter drinks for use in the kitchen.

Gopher - Be prepared to pull Rollistas, Pastors, and designated prayer Palanca team members for practice Rollos. Be sure to purchase flowers/boutonnieres for the weekend.

All Area Heads – Complete the Area Head Feedback/Debriefing Form enclosed in the book by the end of the weekend and turn it in to the Assistant Head Cha. This is extremely important since the Rector was not able to observe all areas of the weekend. Note any facility problems on “ARC Facility Problem Reports” located in the ARC office.

# Tres Dias of Southeast Tennessee Area Head Feedback/Debriefing Form

Weekend # \_\_\_\_\_ (Men \_\_\_\_\_ Women \_\_\_\_\_)

Area \_\_\_\_\_ Name \_\_\_\_\_

What was your overall impression of the weekend and team meetings?

Please list any areas that, in your opinion, need improvement.

Please describe any elements of the weekend that you feel were new or particularly successful.

Did you have any problems with any particular team members? (please elaborate on the problem)

Please describe any outstanding efforts or actions by team members in your area.

Please provide any other comments you may have.

Please return this form (and the other Area Head forms to the Assistant Head Cha at the end of the weekend; your duty is not complete until this form is turned in.

## **Team Book Materials**

**See the Head Cha book for team book materials and weekend forms. The Rector has access to all materials on the TDSETN website.**

**The latest list is to be obtained from the Weekend Couple on the Wednesday before the weekend.**



**Tres Dias of Southeast Tennessee, Inc.**

# APISON RETREAT CENTER

## Facility Problem Report

Please document any facility problems below. Please be as specific as possible to allow for timely evaluation and correction.

Date: \_\_\_\_\_

Room or location: \_\_\_\_\_

Problem Description:

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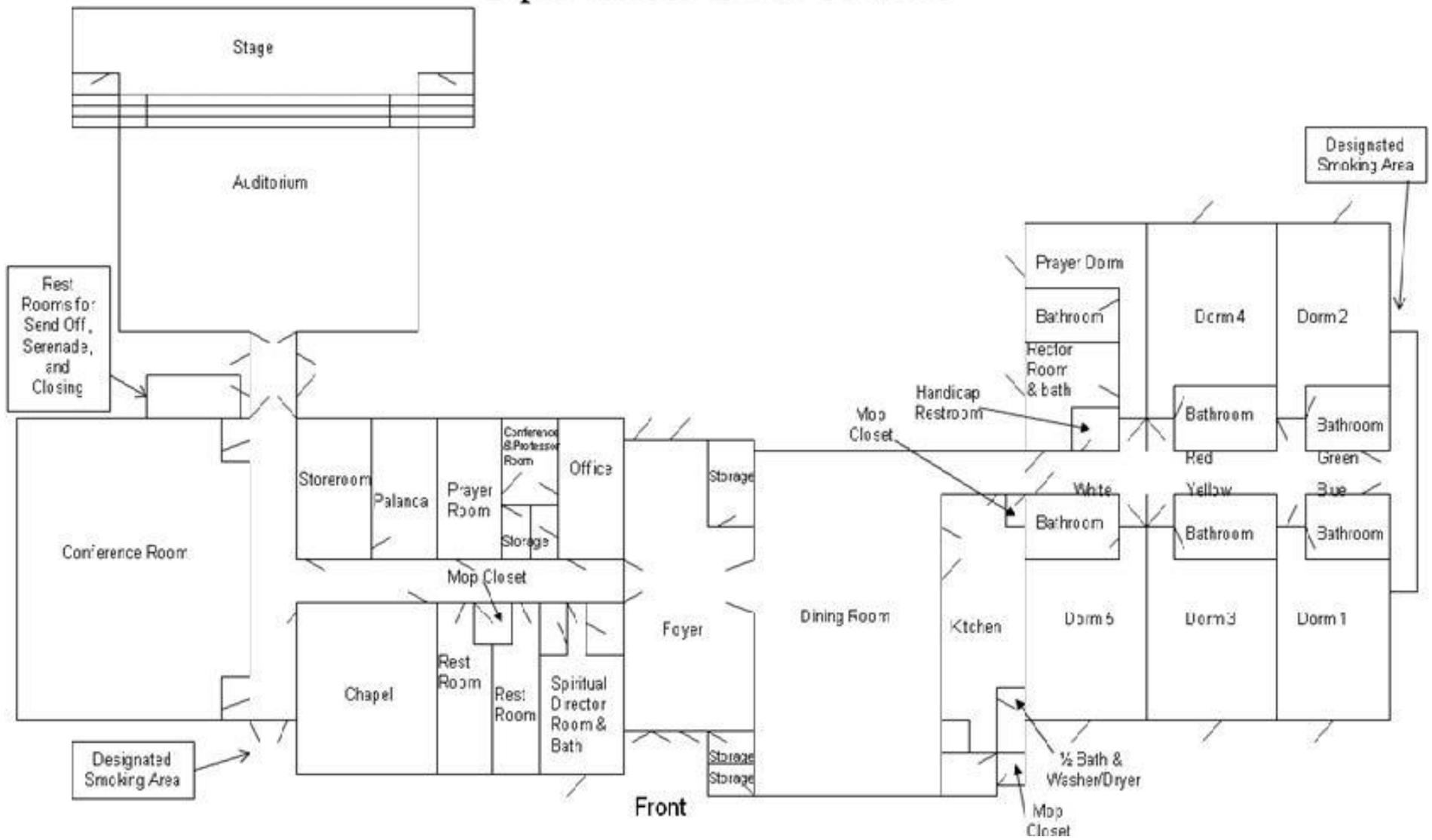
Reported by: \_\_\_\_\_

Contact Number: \_\_\_\_\_ (for follow-up information if necessary)

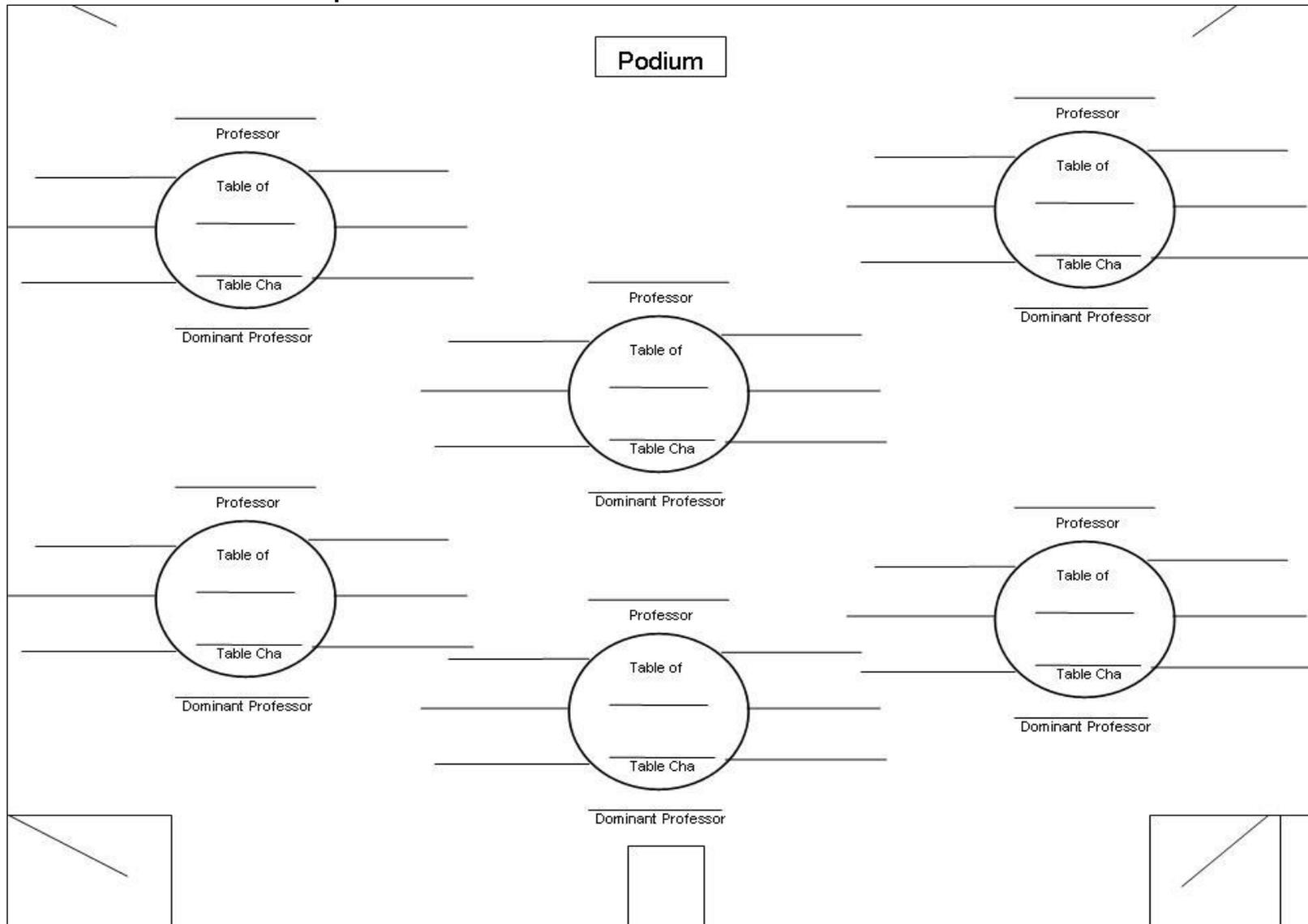
Please leave this form on the Bulletin Board in the ARC Office

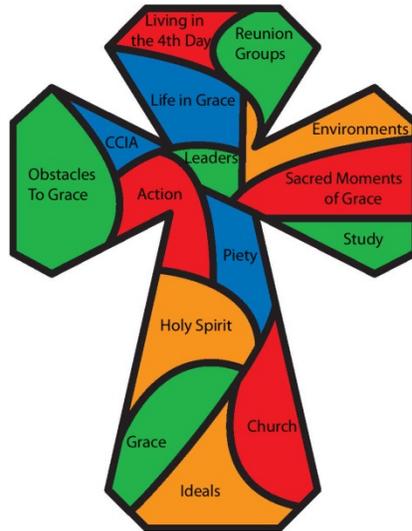
Thanks, ARC Management

# Apison Retreat Center



# Apison Retreat Center Conference Room





Tres Dias of Southeast Tennessee

## Back Up Rector Team Book

This book is intended to *help*. Please forgive its failings. Please help improve it by noting your suggestions on the Area Head Feedback/debriefing sheet and turn it in to the Assistant Head Cha at the end of the weekend. Alternately, you can send your suggestions to the respective Men's or Women's Leaders person.

Facility problems should be reported on the ARC "Facility Problem Report" forms on the ARC office bulletin board.

Thank you,

Tres Dias of Southeast Tennessee Secretariat

## **Back-Up Rector Job Duties**

The Back-Up Rector should be much more than a “couch potato.” You are a source of advice and support to the Rector as well as a trouble-shooter when needed.

### **Pre-Weekend**

1. Understand the Rector’s vision for the weekend so you will be able to carry out his/her plans if necessary.
2. Attend all pre-team meetings: Professors, Chas, Sections, etc. Attend Professors’ section meetings during team meetings.
3. Be ready to follow through with consistent direction if it becomes necessary in preparing for weekend.
4. During team meetings, the Rector may wish to meet with Spiritual Directors, Chas or Kitchen. Be available to lead the Professor’s section meeting.
5. Assist Rector and Spiritual Directors during team meetings with Rollo critiques, communion or whatever they ask.
6. Support the Rector by giving advice for preparing him/her for specific tasks that may arise. However, do not take the place of the Leader’s person in answering questions concerning Secretariat policies or team selection criteria.
7. At team meetings, provide encouragement and training to the Rover. He/she may be lost or not paying attention to the things they should be. Try to sit next to the Rover at times.
8. Provide encouragement and support to the Media Cha.
9. Pray especially for the Rector and Spiritual Directors.
10. Encourage the Rector with phone calls or notes of support.
11. If not done by the Table Chas, obtain signs from Storeroom for chairs in the Rollo Room for: Rector, Head Cha, Asst Head Cha, BUR, Rover Cha, Music Cha, Spiritual Directors, all Table Cha’s, Head Kitchen and Asst. Head Kitchen.

### **Weekend:**

1. Be available for the Rector, Head and Asst Head Cha and Kitchen and Spiritual Directors to answer questions. But do not give instructions to team members unless specifically asked to do so by the Rector.
2. Make suggestions or help out wherever you see a need, but be submissive to the authority of the rector.

3. Usually control of time is the biggest challenge for the Rector on the weekend. You have the authority to step in with specific ways to make up time when necessary, particularly in relation to Serenade and Closing.
4. The Spiritual Directors (especially “first timers”) are often unaware of weekend logistics, The Back-Up Rector can be a great help in communicating with them informally on such matters as time, what’s next, who to do what, etc.
5. During the quiet times, pray for all aspects of the weekend especially for the Rector and Spiritual Directors.
6. Encourage the Rector with observations of how well things are going, how mightily the Lord is working, etc. throughout the weekend. Don’t burden the Rector with petty issues that may be brought to your attention. Try to work with team members to resolve minor problems so the Rector can focus on the spiritual aspects of the weekend.
7. Things can be a bit overwhelming for the Chas on Thursday evening and Friday morning. You can help by anticipating what is coming next and helping them to be in place and ready. Always be careful, however, not to undermine the authority of the Head or Asst. Head Cha or Kitchen.
8. On the weekend, provide encouragement and training to the Rover. He/she may be lost or not paying attention to the things they should be. Try to sit next to the Rover at times.
9. Provide encouragement and support to the Media Cha.
10. You are looked upon as a special leader on the weekend – Let your love shine to all. Be quick to help out in any area where there is a need.
11. Photography on TDSETN weekends is limited to the Fourth Day Couple’s photo taken on Friday mornings. Camera or video use on weekends is prohibited. In no case shall the Fourth Day Couple’s photo from a TDSETN weekend be posted on any website/social media site. We must maintain the confidential cloistered environment of the weekend.
12. All skits are to be reviewed and approved by the BUR before being presented.
13. If it becomes apparent that the Rector must be absent from the Rollo room or other weekend activities, the Back-Up Rector shall, upon consultation w/ the Rector, assume the responsibilities of the Rector and proceed with the weekend activities until the Rector can reassume the responsibilities. This procedure will ensure that the weekend is not interrupted and will enable the completion of activities consistent with the weekend schedule.
14. On Saturday and Sunday afternoons, be sure to check the heat or A/C in the auditorium and turn the appropriate ones on far enough in advance to heat or cool the auditorium for the upcoming activity. On Saturday evening with help of Rover Cha, set up Auditorium for Closing. (Palanca Chas are responsible for bringing the banner to closing and then putting it in storage after closing.) See attached suggested set up for Auditorium.

Place a small table in front of the podium (on a step filler block on main floor) with a table cloth, cross, bible, candle and lighter for closing. Check with Rector for preferences in decorating this table. Remember that Rollo Room decorations and Weekend Banner are not to be removed until after Rector's Rollo and candidates are taken to the Chapel on Sunday for the Cross Ceremony. You may use any floral arrangement, candles, bible and/or picture that were used on weekend. Help rector after closing by assuring that all items from podium and table that belong to him/her actually go home with him/her.

Place two Questions for Candidates on podium – obtain this sheet from the Assistant Head Cha.

Obtain the "Reserved" seat signs for the closing set up from the Auditorium sound cabinet and arrange as necessary. Be sure to collect and return the signs to the cabinet after Closing.

15. Be aware that your commitment to this weekend could include giving the Fourth Day talk in the event that the Rector is unable for some reason to conclude the weekend. Your husband/wife, if you are married, would also need to be available on short notice. Have your talk on the weekend with you.
16. Be prepared to assist the "Smoker Cha" for the candidates during the weekend. Check with the Rector before the weekend so you can be prepared with proper clothing to be outside during breaks. Take care of any other duties between breaks, since you may be tied up during breaks.
17. Be in the Auditorium Hallway for Closing (or arrange for someone) to hold the doors open for the Rector and Candidates when they come in.
18. Complete the Area Head Debriefing Form enclosed in the book by the end of the weekend and turn it in to the Assistant Head Cha. This is extremely important since the Rector was not able to observe all areas of the weekend. Be sure all ARC problems are noted on "Facility Problem Reports" in the office

# Tres Dias of Southeast Tennessee Area Head Feedback/Debriefing Form

Weekend # \_\_\_\_\_ (Men \_\_\_\_\_ Women \_\_\_\_\_)

Area \_\_\_\_\_

Name \_\_\_\_\_

What was your overall impression of the weekend and team meetings?

Please list any areas that, in your opinion, need improvement.

Please describe any elements of the weekend that you feel were new or particularly successful.

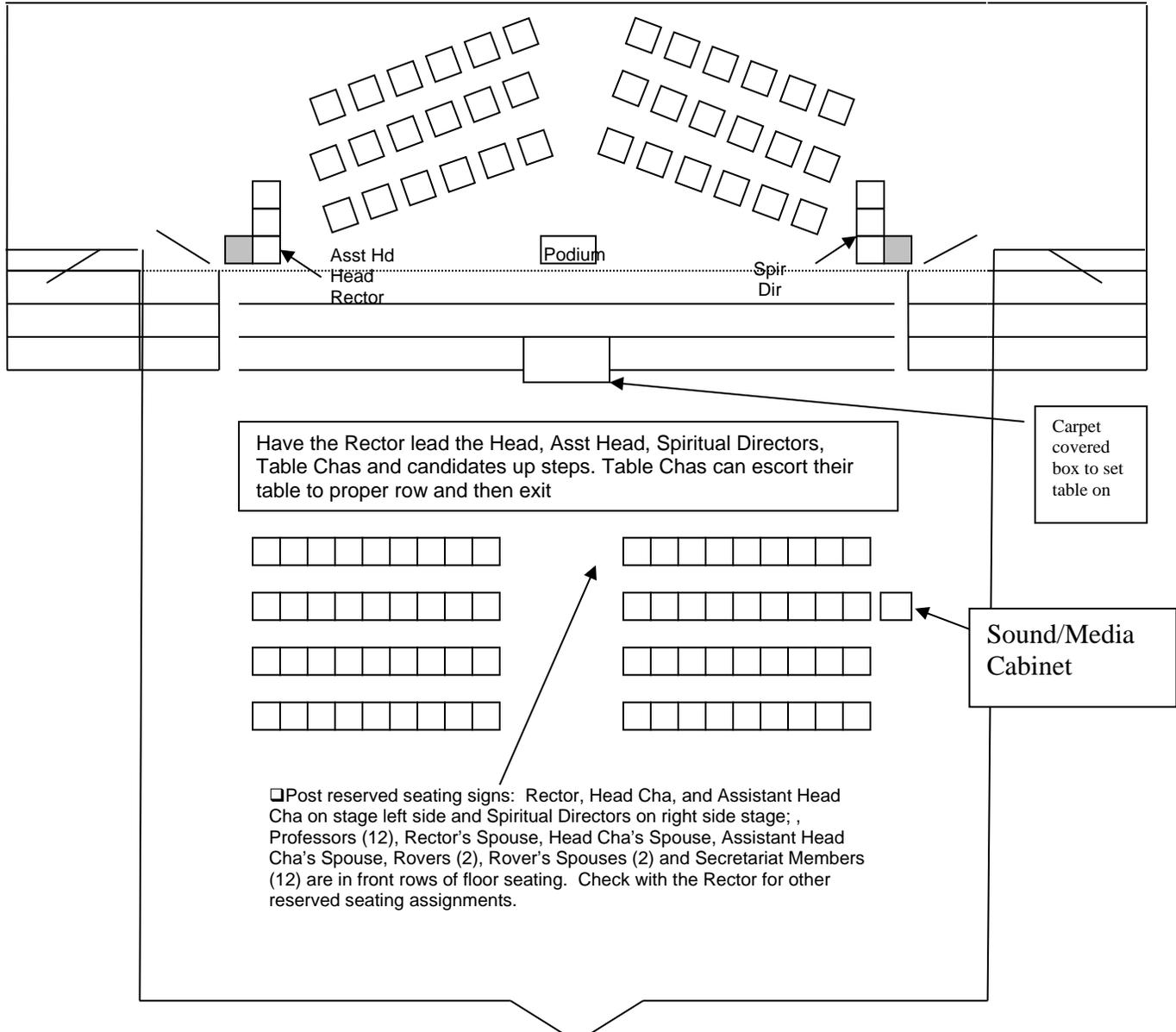
Did you have any problems with any particular team members? (please elaborate on the problem)

Please describe any outstanding efforts or actions by team members in your area.

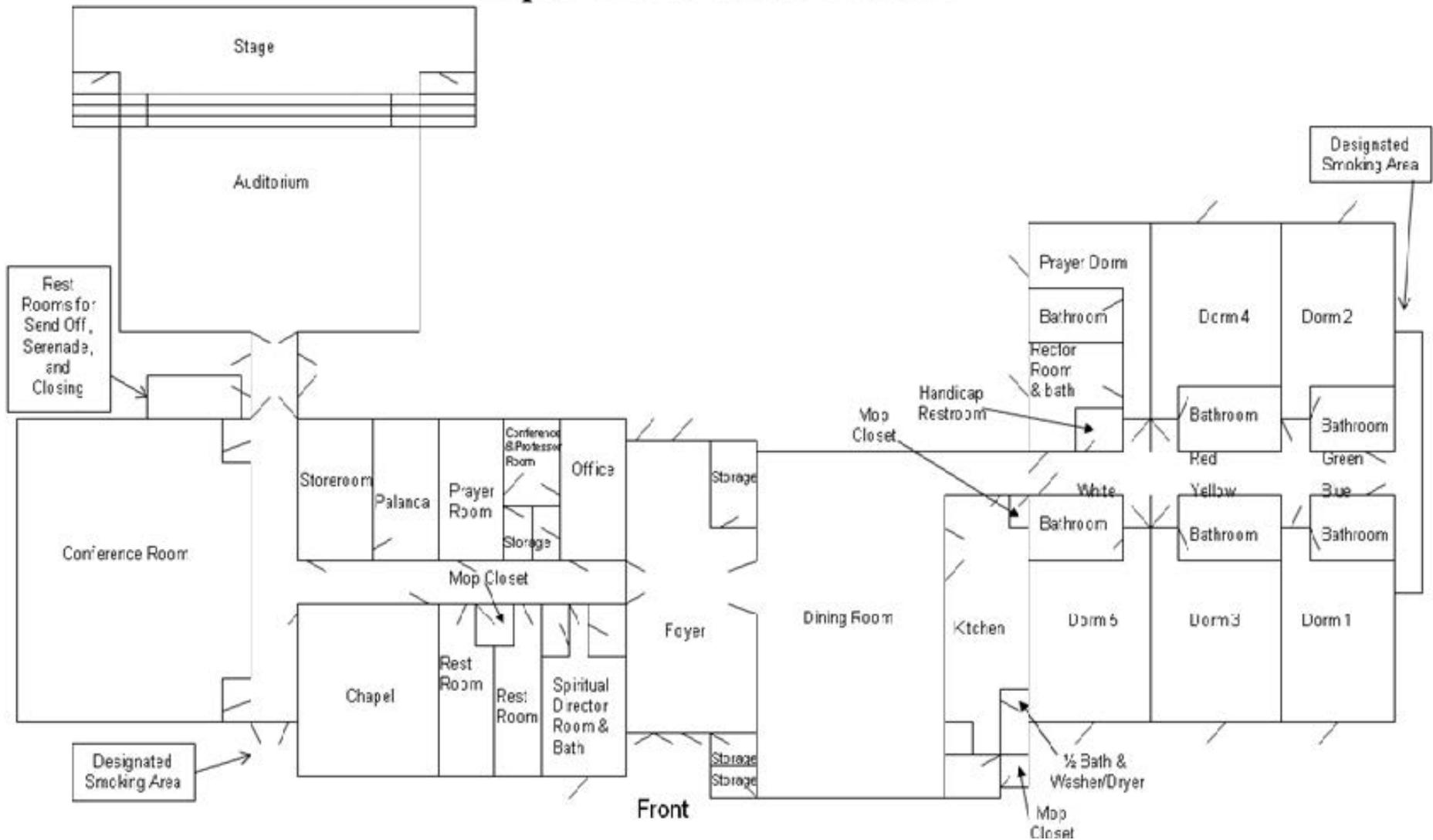
Please provide any other comments you may have.

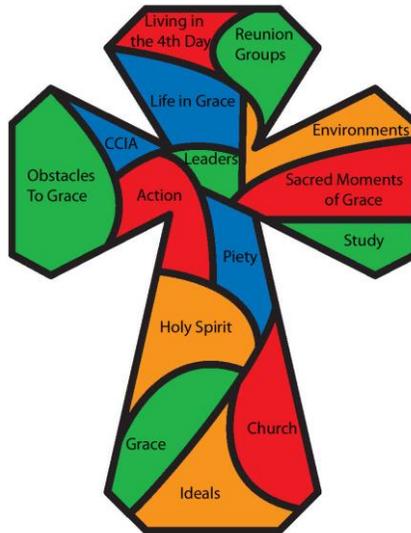
Please return this form to the Assistant Head Cha at the end of the weekend; your duty is not complete until this form is turned in.

# Suggested Auditorium Set up for Closing



# Apison Retreat Center





Tres Dias of Southeast Tennessee

## Head Table Cha Team Book

This book is intended to **help**. Please forgive its failings. Please help improve it by noting your suggestions on the Area Head Feedback/debriefing sheet and turn it in to the Assistant Head Cha at the end of the weekend. Alternately, you can send your suggestions to the respective Men's or Women's Leaders person.

Facility problems should be reported on the ARC "Facility Problem Report" forms on the ARC office bulletin board.

Thank you,

Tres Dias of Southeast Tennessee Secretariat

## Table Cha Duties and Responsibilities

*Your first and foremost responsibility is to serve God through serving the candidates in any way possible.*

The Table Cha is in direct contact with the Candidates throughout the Weekend. A smile, a kind word, a touch (especially a shoulder rub) goes far. The love of the entire team will be felt by the Candidates but the Table Chas love for each person at their table will have a lasting impact. The HEAD TABLE CHA has the same responsibilities as any other Table Cha. The role of HEAD TABLE CHA is different in that he/she is the contact person for questions. If he/she cannot answer the question, he/she is to contact the Assistant Head Cha. The STOREROOM is across the hall from the Rollo Room for drinks, trays, cups and supplies that will be used to serve each table. Write candidates names on the cups at your first opportunity. Before each Rollo, the tables should be cleaned of trash and drinks provided before the Rollo starts. No serving of drinks or food during Rollo's. The Head Table Cha (or this can be assigned to one of the Table Chas) will need to place drinks and snacks on the small tables for Rector, Spiritual Directors and Head Cha – Also, don't forget the Asst Head Cha – Be sure to ask if they need anything. Head Storeroom Cha is responsible for fresh water placed on the Podium for each Rollo given and each time Rector speaks from the script.

When Candidates leave the Rollo room for meals, Chapel or just to stretch, clear and clean the table of any unneeded articles. Coming back to a neat table is the Table Cha's Palanca to them. Stay near your table at all times in case you are needed for some reason. If one of your Candidates leaves the room at an inappropriate time (during Rollo or Decuria, for example) go with them, or see to it that a Cha attends to them. You are there to serve the table, whatever is needed. You actually become a member of your table community. The Professors are to be treated just like the Candidates, especially the Silent Professor. Eventually the Speaking Professor will be exposed, but the Silent Professors are not revealed until Sunday (note: there may be times a table will not have a Speaking Professor). The Dominate Professor is not always a Speaking Professor. Pray for unity among the table members. Whenever possible pray over each chair at your table that the Lord will be real to them and make Himself known to them in a mighty and loving way. After Friday morning – Table Chas should attend all Chapels with their table and sit in the designated chairs in the back of the room.

The Media Cha is assigned to run the sound system and visual systems and play any songs requested by professors during their Rollo or for worship as directed by the Worship Cha.

## **I. Before the Weekend:**

- ❑ Check with the Rector to see if he/she wants the Table Chas to decorate the Podium table and the Rollista practice tables at the Team Meetings.
- ❑ Check with the Rector to see if the Table Chas are to decorate the Podium Table in the Rollo Room on the Weekend.
- ❑ Check with the Rector for preferences in the Candle Lighting Ceremony and practice the Ceremony.
- ❑ Check with the Rector to see if he/she will be supplying the Rollista crosses for the Team Meetings and for the Weekend.
- ❑ Check with the Rector for his/her preferences concerning the details of Dedicating the Service Cards (Growth Guides) and the “We” Prayer.
- ❑ Check with the Rector on their choice of a narrow rectangular table to sit behind or small tables between their chairs in the Rollo Room. If a rectangular table is used, you will need to bring a table cloth.
- ❑ Decide which Table Chas will bring the necessary items to the Team Meetings and to the Weekend. (Lighter, Candles, Table cloth, Bible and Cross)
- ❑ Decide if the Table Chas will dress alike on the Weekend. (Same color shirts/t-shirts, aprons, etc. (It is not necessary to purchase special outfits – just designate a color for each day.)

## **II. On the Weekend:**

**WEDNESDAY:** Set up activities on Wednesday will not normally require participation by the Table Chas. The Head Cha will advise you if you are needed.

**THURSDAY:** Prior to the arrival of the Candidates, the Table Chas should arrange the chairs in the Rollo Room for the “Friend Introductions”, which follows the reception and bed preparation. Chairs should be set up in auditorium style (no tables), with just enough chairs for the Professors and Candidates (usually 36 Candidates and 12 Professors). Check with the Assistant Head Cha for any special set up requests from the Rector. Thursday evening after Chapel when the Candidates have gone to bed and after team meeting -- pads, pens, table sign and other materials needed for the weekend should be staged in the Storeroom.

- ❑ Arrange tables and chairs in Rollo Room per the attached room diagram. You may need to remove a chair based on the number of Candidates. A table-seating diagram will be provided at the Thursday night team meeting.
- ❑ Set up tables for Rector etc, as previously decided
- ❑ Tape small paper bags on the back of two or three chairs for trash
- ❑ Place a box of Kleenex in the middle of each table.
- ❑ Place a few mints/candy/gum in a basket on the table. These are obtained from the storeroom.
- ❑ Locate trays and cups for serving drinks in the storeroom. Mark your tray

- with the candidates' names for easy serving. Write the Candidates' names on their cups to allow for washing and reuse. New cups should be given at the beginning of each day.
- ❑ Locate appropriate table name signs in Storeroom.
  - ❑ Assemble pads and pens for distribution on Friday when Candidates are seated at their tables.
  - ❑ Practice seating of the Candidates.

**FRIDAY:** Friday morning when everyone comes into the Rollo Room, Table Chas should be waiting with notebooks, pens and the TABLE NAME ready for the seating of the Professors and Candidates as their names are called. After the Table Cha name has been called he/she will move toward their table and stand behind the chair designated for the Dominate Professor. (Diagram of seating arrangement will be obtained on Thursday night at the team meeting.) Remember the first name to be called will be the Dominate Professor and they will sit in the chair facing the podium (termed the 12 o'clock position). Seat all others according to the diagram. The Rector will call out the names in a clockwise order. Try to remember each name at the table and begin calling each person by their first name. Also try to remember what each person is drinking or their special needs. It really blesses the Candidates if their Table Cha knows the needs of those seated at their table before they express them.

After table seating and before picture, weekend directory sheets for each table will be reviewed and corrected. The respective Table Cha should handle this quickly and give them to the Media Cha. Take table names signs with you to the Auditorium for the photograph.

Poster paper and colored markers are to be obtained from the Storeroom and placed on your table near the end of the discussion period, when directed by the Rector. Have them ready to pass out when the Rector announces the "two minute warning" to finish their discussions. The Storeroom Cha will have stamped or labeled the back of the poster with the name of the Rollo, a space for writing in who will be giving the summary and who will explain the poster to avoid last minute confusion at *Decuria*. Collect the posters and keep them in the storeroom until *Decuria*. During *Decuria*, each table will be called to the podium to give their table summary of each Rollo and to explain their posters. You will need to see that they have their posters at this time. Once the posters have been explained you are to display their posters on the walls of the Rollo Room - DO NOT tape anything to painted surfaces. Fasten the posters with thumbtacks to the corkboard strips designated for hanging posters.

Any Palanca containers that need to be returned should be given to the Head Palanca Cha after the end of the day's activities.

Teams have found it nice for the Table Cha to sit where the professor was sitting

during their talk.

Be Prepared for Saturday:

- Tidy up Rollo Room – vacuuming as necessary.
- Fresh drink cups for candidates with their names.
- Head Table Cha obtains Forgiveness Hearts, Communion cups and plates for communion. Each Table Cha should have small cross or use your Tres Dias Wooden Cross to be passed around their table during the “We” prayer.

**SATURDAY:** Forgiveness Hearts will be passed out on Saturday morning during the Invisible Barrier Meditation. Each Table Cha should have (8).

Saturday – before lunch – during the Sacred Moments Rollo – Communion will be served in the Rollo room. Head Table Cha will check with the Rector and Head Spiritual Director for directions and check with the Head Storeroom for the elements and serving utensils.

Saturday night dinner you will be asked to sit with your table. (Head Table Cha – Collect table signs and take them with you to the kitchen for this meal as you escort your table---Check w/ Head Cha about directions.) Table Chas are to participate in prayer during the table visits for the “We” prayer. You will be the first to pray. The Table Cha will set the pattern. The Dominate Professor will be about the 3<sup>rd</sup> or 4<sup>th</sup> person in line to “re-set” the pattern if necessary, and the other professor should be next to the Table Cha to end the prayer.

Once again – Tidy room – vacuuming as necessary. Collect Palanca containers that are to be returned and give to Head Palanca Cha.

Service Cards (Growth Guides) will be passed out on Sunday – Head Table Cha will obtain those from storeroom. Each Table Cha will need to have a rubber band to use when cards are collected (usually at lunch on Sunday for the men or After the Life in Grace Rollo for the women).

**SUNDAY:** Sunday morning – Pack and put all your personal belongings on your bed so that Dorm Chas can clean and vacuum. The Table Chas should be ready to pass out Service Cards (Growth Guides) during the Life in Grace Rollo. Check with the Rector for his/her preference in dedicating the Service Cards (Growth Guides). After dedication, place a rubber band around your table’s cards, making sure that they are identified by your table name. The Head Table Cha will collect all the cards and give them to the Head Chapel Cha. The Head Chapel Cha will remove all the Professor’s cards and give them back to them.

PRIOR TO CLOSING (after all talks) the Table Chas can begin removing trash and left over Palanca from the tables in preparation for closing. Palanca containers (to be returned) should be taken to Head Palanca Cha. All other Palanca should be

divided between the Candidates. It is helpful for the Table Chas to provide each Candidate with a bag to put Palanca in. (Sometimes the Table Chas and the Professors go in together and buy canvas bags with the Weekend Visual on them as Palanca for the Candidates.) Before leaving for Closing – your table should be cleared of anything that the Candidates are not taking home. Please make sure all Candidates have *all* their belongings before leaving for the Chapel/Closing – as they will not be returning to the Rollo Room.

Complete the Area Head Feedback/Debriefing Form enclosed in the book by the end of the weekend and turn it in to the Assistant Head Cha. This is extremely important since the Rector was not able to observe all areas of the weekend.

CLOSING: The Table Cha needs to lead his/her table (carrying Table Name) into the Auditorium to help them find their seats on the stage and lessen the confusion. TAKEDOWN of the Rollo room will be the next to last area to be completed on Sunday. During closing activities the Take Down Team (Women's team) will be serving in this area. Chairs are left in the Rollo Room, and must be stacked on back wall, five high in 14 stacks - floors must be vacuumed – Tables cleaned and placed in closet. After closing, Head Table Cha please check with Assistant Head Cha to make sure everything has been checked off for your area and your closing form has been signed – **Before Leaving The ARC.**

# Tres Dias of Southeast Tennessee Area Head Feedback/Debriefing Form

Weekend # \_\_\_\_\_ (Men \_\_\_\_\_ Women \_\_\_\_\_)

Area \_\_\_\_\_ Name \_\_\_\_\_

What was your overall impression of the weekend and team meetings?

Please list any areas that, in your opinion, need improvement.

Please describe any elements of the weekend that you feel were new or particularly successful.

Did you have any problems with any particular team members? (please elaborate on the problem)

Please describe any outstanding efforts or actions by team members in your area.

Please provide any other comments you may have.

Please return this form to the Assistant Head Cha at the end of the weekend; your duty is not complete until this form is turned in.

## Candle Lighting Procedure for Rollos

(Team Meetings and Weekend Rollos)

Materials Needed:

Pilgrims Guide (Page 14)

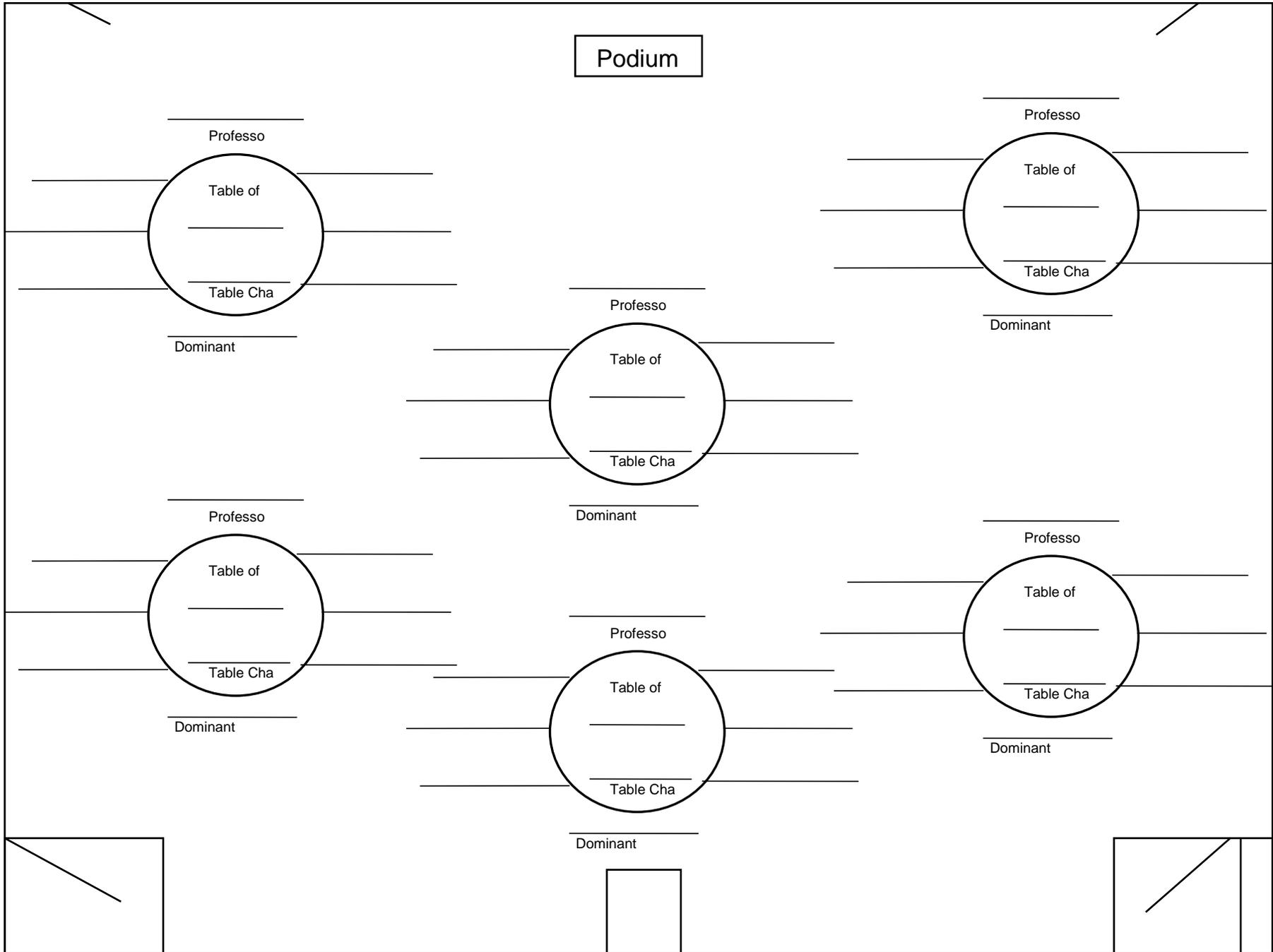
Lighter

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

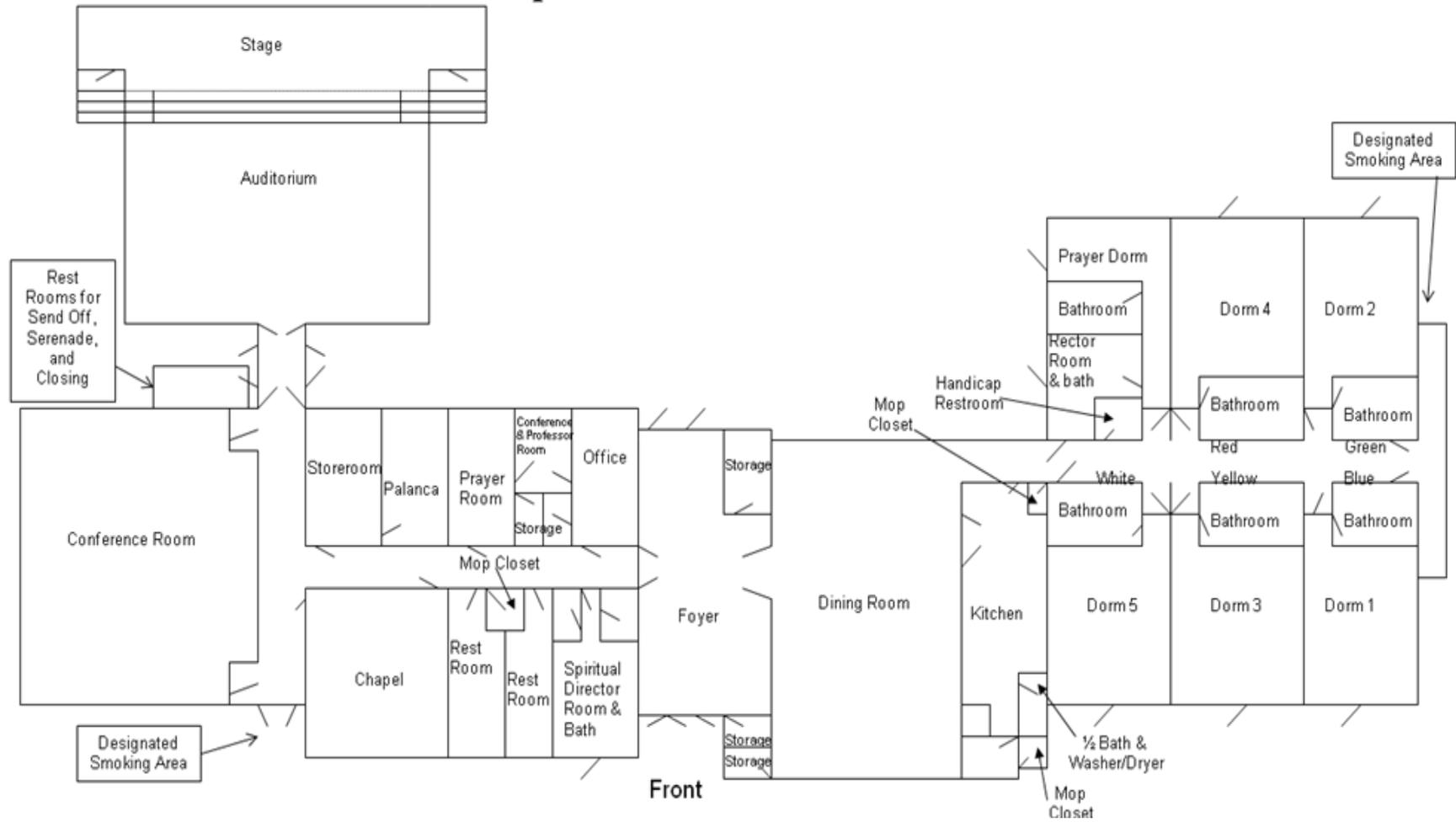
Small cross to hand Rollista in practice talks (Usually provided by the Rector)

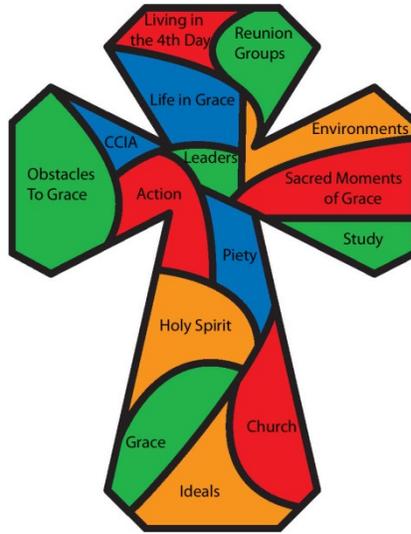
- ❑ The candle lighter (normally a Table Cha) does the following:
- ❑ At signal from Gopher or Assistant Head Cha, light the candle on the podium.
- ❑ Rector hands the cross to the Rollista
- ❑ Stand facing the group.
- ❑ Ask the group to stand and turn to page 14 in their Pilgrims Guide. (On the Women's Weekends, the Table Cha leads the Meditation as the Rollista is entering the room.)
- ❑ Rector hands them the cross and gives an Abrazo hug,
- ❑ Return to your seat.
- ❑ Rollista begins with Meditation (On the Women's Weekends the Table Cha leads the Meditation as the Rollista is entering the room.)
- ❑ After Rollista is finished and leaves the room, extinguish the candle.

# Apison Retreat Center



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Tres Dias of Southeast Tennessee

## Head Cha Team Book

This book is intended to **help**. Please forgive its failings. Please help improve it by noting your suggestions on the Area Head Feedback/debriefing sheet and turn it in to the Assistant Head Cha at the end of the weekend. Alternately, you can send your suggestions to the respective Men's or Women's Leaders person.

Facility problems should be reported on the ARC "Facility Problem Report" forms on the ARC office bulletin board.

Thank you,

Tres Dias of Southeast Tennessee Secretariat

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## **GENERAL OVERVIEW:**

The Head Cha will be the right hand to the Rector. The main area of service is to be to be a prayer partner and close confidant during the Heads' Meetings, Professors' Meetings, Team Meetings and on the Weekend. Prior to the Weekend, you will assist the Rector in any area that is required. Your areas of responsibility will include serving with the Assistant Head Cha in training the team members in their various duties, seeing that all the necessary printing of booklets, forms, maps, and nametags is completed in time for the meetings and arranging the meeting place, Team Serenade, and any joint team dinners during the pre-weekend time frame.

In order to prevent duplication of effort, be sure to discuss division of responsibilities and duties with the Rector. Some Rectors participate in the pre-weekend planning and Team Meeting preparation more than others. Try to do as much of the detail work as you can for the Rector to allow him/her to concentrate on the Weekend's spiritual direction.

The following information is intended to be a resource for persons selected to be Head Cha for Tres Dias of Southeast Tennessee. It is not intended to be a fixed blueprint, nor should it substitute for the leadership of the Rector or the Holy Spirit. It is merely a broad framework to assist in planning and anticipation of the many details which will make up the entire process of preparing for the Weekend, pre-team meeting planning, team meetings, campground preparation and the Weekend itself.

Photography on TDSETN weekends is limited to the Fourth Day Couple's photo taken on Friday mornings. Camera or video use on weekends is prohibited. In no case shall the Fourth Day Couple's photo from a TDSETN weekend be posted on any website/social media site. We must maintain the confidential cloistered environment of the weekend.

All skits are to be reviewed and approved by the BUR before being presented.

## **APROXIMATELY 12 WEEKS BEFORE TEAM MEETINGS BEGIN**

Whether the Rector meets with Head Cha and/or other leadership Chas during this time period is discretionary. Some Rectors meet one or more times with their Head Cha and separately with other leadership Chas. Other Rectors hold one or more meetings in this time period that include all leadership Chas (Head Cha, Assistant Head Cha, Head Kitchen and Assistant Head Kitchen). Others communicate primarily by telephone or email. Whether by meeting, email or telephone, the following list of information will assist the Head Cha in the advance preparation for Team Meetings and the Weekend.

Decisions/ Directions that need to be discussed with the Rector:

**1. Theme, visual & scripture.** Particular wishes of the Rector in carrying out the theme.

**2. Rector's overall view of their role, the role of the Head Cha, and other Chas in leadership positions.** Discuss in particular the role of Head and Assistant Head Cha and the Rector's view of the specific duties of each during the Team Meetings and the Weekend itself.

**3. Structure, schedule, format and setup of Team Meetings, and location of Team Meetings.** Apison Retreat Center (ARC) may be utilized for team meetings, but must be scheduled with the ARC Manager. If at a church, set-up needs for Team Meetings including designation of who is responsible for coordinating meeting rooms and setup needs with the church or facility where Team Meetings will be held (Chairs, blackboard, paper, tables, lectern, easel, sound system, etc.). Be prepared to be very specific with the church room reservation person regarding the exact number and specific location of all rooms being reserved; all of the dates and times they will be used; the exact number and arrangement of chairs, tables, podium, and other needs; and placement of the microphone, easel, etc. These details must be clarified for each room reserved with the room reservation person. Be sure to leave the facility cleaner than you found it. Return any furniture to the location you found it unless other arrangements have been made. Be sure to arrange for the keys or make arrangements for opening and locking the facility. Specific duties are required if utilizing ARC. These are available from the ARC Manager.

- Designate who will be in charge of setting up room for team meetings (it is suggested it be a team member from the church you are using).
- Arrange for where section meetings will be held (breakup into groups in the main room versus reserving extra rooms for section meetings).
- Determine which meetings will include communion and where communion to be held (typically the first and last meetings).
- Determine how many and which Rollos will be given at each meeting (usually 2 each on the 2<sup>nd</sup> through 7<sup>th</sup> meetings, with any make ups on the last (8<sup>th</sup>) meeting).
- Determine which Spiritual Directors will be giving their practice Rollos as the meeting meditation. The team is to hear all practice Rollos (i.e. Rollos are to

be done in series rather than parallel to allow all the team to hear all the practice Rollos).

- Determine at what meeting and by whom Tres Dias Overview training will be performed. Arrange this with the respective Leaders person.
- Determine how the Rollos are to be critiqued (suggest that Gopher be in charge of critiques and each critique be lead by someone who has given that particular Rollo or a past Rector). Gopher Chas should be given a supply of the Rollo outlines (if team meetings are not at the ARC where Power Point may be utilized) and critique sheets.
- The Rector should tell you whom they desire to do opening prayer at beginning of meeting and any special meditation.
- Head Prayer Cha should be prepared to hand out candidate prayer reminders (numbers) at the first meeting, and to take prayer requests from team members. Prayer Chas should pray for prayer requests that come between meetings.
- All of these areas are the responsibility of the Head Cha to see that they get done, but who does it is up to the Head Cha and Rector.
- Secretariat members are to be invited to attend team meetings on the schedule suggested below to meet with respective area heads and give a short description of their duties to the team:
  - 1<sup>st</sup> meeting - Chairman, Data Manager, and Leaders Person
  - 2<sup>nd</sup> meeting - Data Manager (if not at first meeting) and Fourth Day Couple
  - 3<sup>rd</sup> meeting - Spiritual Director and Pre Weekend Couple
  - 4<sup>th</sup> meeting - Palanca and Food Couples
  - 5<sup>th</sup> meeting - Treasurer and Weekend Couple
  - 6<sup>th</sup> Meeting - Secretary and Communications
  - 7<sup>th</sup> Meeting - ARC Manager and Chairman Elect, plus any others due to rescheduling

\*\*\* Please call/e-mail to give the Secretariat member advance notice on date, time and place. Please use the following e-mails to ensure the request is sent to the current e-mail address:

4thDayCouple@tdsetn.org  
Arc@tdsetn.org  
Chairman@tdsetn.org  
DataManager@tdsetn.org  
FoodCouple@tdsetn.org  
MensLeader@tdsetn.org  
NewsLetter@tdsetn.org  
PalancaCouple@tdsetn.org  
PreWeekendCouple@tdsetn.org  
Secretary@tdsetn.org  
SpiritualDirector@tdsetn.org  
Treasurer@tdsetn.org  
Chairmanelect@tdsetn.org  
WeekendCouple@tdsetn.org  
WomensLeader@tdsetn.org

- It is suggested to have weekly announcements printed and distributed. (For example, a single sheet, typed or written, and put on each chair at the team meeting or handed out at check in). If used, who will prepare it (Rector, Head Cha, Assistant Head Cha, other). Note: Some past weekends have found this to be a more efficient method to handle such housekeeping items as correcting mistakes on the team list, notifying of new members added to the team, circulation of prayer requests (particularly for Rollistas for the next week), and giving other general announcements concerning upcoming events: serenade, reminders, or Palanca, fees, etc. Team members who come late will then have all announcements. Saving extra copies each week also helps update team members who miss a meeting. You will also save meeting time by not having to go over these items.

**4. Preparation of Team Book.** This is the responsibility of the Head Cha, but should be discussed with and approved by the Rector.

Suggested Contents:

Team Roster (also used for Weekend Directory when Candidates are added)

Meeting Schedule

Food Assignments

Cha Instructions (Tres Dias Standard)\*

Palanca guidelines (Tres Dias Standard)\*

Weekend Schedule\*

ARC layout and information (packing list)

Meditation (Page 14 of Pilgrims Guide) if meetings are not held at the ARC where Power Point is available

It is suggested to put Team Members' names on Team booklets to provide means of knowing who missed the first meeting, who needs to pick up materials at next meeting and who may have left their booklet at the meeting.

**5. Name tag for Team Meetings and/or Weekend.** The Head Cha is responsible for the preparation of the nametags, but this should be discussed with and approved by the Rector. It is recommended that a light colored background be used and not a busy graphic design. A busy graphic makes the names hard to read. **A large font** should be used for at least the first name. The last name should be on the name tag also. Most teams put service area in smaller letters under the name. If service areas are printed, Professors require one tag for Team Meetings and another tag for the Weekend without Professor. Please do not put a church affiliation on nametags, as Tres Dias tries hard to not label Candidates or Team Members by church affiliation. Assistant Head Cha should collect nametags at the end of each Meeting. After the last Team Meeting, be sure to account for all the name tags and reprint any that may be missing when the Professor and candidate names tags are printed. The Assistant Head Cha should make sure the Team's nametags are at the ARC in early afternoon on Thursday of the weekend.

**6. Refreshments for Team Meetings:**

(Option: Some communities have found it less meeting time consuming to collect money for the meals (around \$4) and have someone, usually the same person, purchase/arrange for the food and have it at the meeting).

- Teams usually have the team that is supplying the food for the Meeting do the set up and clean up, including mopping floors and emptying trash if meetings are held at the ARC.
- It is recommended that the food leader for each week be someone who has worked in the Kitchen.
- Schedule for refreshments should be put in Team Book for reference.
- Assistant Head Cha should contact food leader for the next meeting to ensure that they have contacted those responsible for bringing food. Do not rely on the information being in the book.
- Determine who will buy, bring and store plates, cups, plastic ware, napkins, etc.
- Determine if coffee and/or tea is desired at the meeting. A coffee maker is available at ARC, but must be turned on approximately 30 minutes prior to making coffee. The same applies to iced tea. If meeting is not at ARC, arrange for coffee and/or tea maker.
- Someone needs to be assigned to bring coffee, creamer, sweetener, cups and other supplies as needed.
- Each person who brings food needs to be reminded to bring a drink.
- The purchase of the paper goods, etc. comes out of the Team Fees.

**7. Team members should perform their Weekend service area tasks at Team Meetings.** For example, have the Palanca Chas distribute any team Palanca brought to the meetings, Chapel Chas set up for communion, Table Chas set up and light candles for practice Rollos, Gopher Chas pull professors and arrange for prayer, Prayer Chas anoint and pray for team, etc. The advantages of this are that Team Members get familiar with working together and become familiar with the duties of their service area. However, such assignments are at the discretion of the Rector/Head Cha. Dorm Chas are to clean all bathrooms/restrooms used, including floors as necessary at each team meeting held at ARC. If meetings are held at the ARC, all Chas are to be sure their respective areas are left clean each meeting.

**8. Assistant Head Cha should keep a record of attendance at Team Meetings.** After the third team meeting, the Rector should be notified of Team Members who have attended only one meeting in order that he/she can contact them about whether they can attend enough meetings to serve on the Team. Attendance at all meetings is expected, however the Practice and Policy allows team members to miss up to three team meetings and still serve on the team. The exception is a Team Member who is added after the third team meeting.

**9. Administrative matters.**

- Team fees are recommended to be due at the 1st Team Meeting.
- Weekend Fees are recommended to be due at the 3rd Team Meeting.

- The Assistant Head Cha serves as team treasurer. Attendance and Fee spreadsheet (in Word and Excel format) are provided in the “Current Forms” provided to the Rector/Head Cha. Please contact the Secretariat Treasurer for assistance and information.
- Envelopes for all fees are advisable; have Team Members name and fee designation on front of envelope. Merely handing cash or checks to the Assistant Head Cha can be confusing, time consuming and more difficult to keep track of.
- Assistant Head Cha must discuss documentation requirements with the Secretariat Treasurer. Records must be kept of all income and expenditures.
- Materials should be purchased in Tennessee using the Tres Dias of Southeast Tennessee Tax Exempt Certificate of Exemption. A copy is included in the Forms sections of this manual, on the TDSETN website, and in the ARC Office. The form is already on file at Staple’s and Office Depot. You can make copies of the form to use. The first trip to Wal-Mart, you must go to the Service Desk and present the Tax Exempt form and get a small card to show the cashier before you check out items to keep from paying Sales Tax (unless you use one on the ARC Office bulletin board). The Weekend and Food Couple have a tax exempt Sam’s card that is not transferable. If expensive items are needed at Sam’s, please contact them.

**10. Palanca for the Team should be distributed at Team Meetings by the Palanca Chas.** Individual Palanca for team members (other than notes) is to be given at Team Meetings or privately, since it will no longer be distributed in mass on the Weekend. The Weekend is for the Candidates. Palanca for the whole team may be distributed on the weekend.

**11. At least one member of the Secretariat is to be scheduled at each Team Meeting to explain their function on the Secretariat.** They should be scheduled right after refreshments, and then be excused. They will not stay at the Meeting unless they are part of the Team.

**12. Professors and Area Head Meetings.** What role, if any, for the Head Cha in training of Professors and Area Heads is up to the Rector. Heads/Professors books are distributed electronically from the Leaders Person or obtained from the TDSETN website and do not require accountability.

**13. Candidate, Table Cha and Professor Table Assignments.** The Rector will assign Professors, Candidates and Table Chas to their tables, typically with the assistance of the Head Cha and Assistant Head Cha. This should be done early to allow the Professor to use the Weekend table in their practice Rollo. The Rector will assign Candidates to tables on Tuesday or Wednesday before the Weekend. The Pre-Weekend Couple will provide the Candidates’ names to the Rector on Monday of the week of the Weekend. Try not to place Candidates at a table with a Professor from their church. Try not to place more than one pastor at each table. If two Candidates from one church must be at the same table, be sure to place them on opposite sides of

the table. Use the most experienced Professor as the Dominant Professor (this is not always the Speaking Professor). The Rector may request help with this task from the Head Cha if desired.

**Note:** In addition to discussing with the Rector the responsibilities of each leadership Cha, it is a good idea during this time period to either meet with the Assistant Head Cha or talk extensively by telephone to brief them on your expectations of them. **YOU NEED TO DEVELOP A GOOD WORKING RELATIONSHIP WITH THIS PERSON**, have them involved in all steps of the preparation for the Weekend so they are fully ready to assume their responsibilities for the behind-the-scenes coordination of the actual execution of the Weekend and its myriad of details. This person is also an important resource in delegating some of the duties for preparing for Team Meetings, and also as your back up in the event absence or illness prevents you from carrying out any of your responsibilities.

**14. Pre-Weekend Joint Team Meeting/Dinner or Breakfast: (Optional).** If a joint Women's/Men's Team Dinner or Breakfast Meeting is planned, the Head Chas are responsible for delegation of duties among those in leadership positions on the Teams involved. In general, the Head Chas of the Teams involved are responsible for planning a Pre-Weekend Team Meal if one is planned. The following are some the details, which must be coordinated and/or delegated among the Head Chas and/or Rectors:

- Date, place, time and set-up for food (catered, covered dish, etc.).
- Responsibility for reserving room/fellowship hall or ARC for the meal, and chapel or sanctuary for praise and worship, a meditation, and Communion for date and time selected.

## **ONE TO THREE WEEKS BEFORE TEAM MEETINGS BEGIN**

- Nametags ready for Team Meeting.
- Area Head and Professor Books should have already been sent or given out by the Leaders person, and therefore collection of the books is not necessary.
- Team booklets ready. Note: Because of additions and changes in Team, make sure there are extra team booklets duplicated. Ten extra is not unreasonable for new members and lost booklets.
- Set-up materials for podium: Table cloth, candles, candleholders, matches, cross, and Bible. Copies of the Rollo outlines and critique sheets are in the Miscellaneous forms section for your use in making copies. The team is to hear all practice Rollos (i.e. Rollos are to be done in series rather than parallel to allow all the team to hear and critique all the practice Rollos).
- Check-In table for Team Meetings. Materials to be handled include: nametags, Team Booklets and other materials to be distributed to entire Team, sheet for Assistant Head Cha to record fee payments, receipt of General Palanca Letters, etc. It is suggested that sign ups for oven Palanca, Prayer Palanca and lower bunks also be done at the check-in tables rather than in the meeting.
- Provisions for Palanca. (e.g., baskets, box, etc. for any brought).
- Personal contact with all Area Heads by note or phone call.
- Discuss division of first Team Meeting duties with Assistant Head Cha. Ensure a clear understanding of role of each during Team Meetings process. Be sure that Assistant Head Cha contacts those responsible for food for the first meeting.
- Discuss Team Meeting time schedules with Rector so you can review and anticipate all details that are your responsibility. (Note: You should obtain this schedule for each team meeting as the week's progress).
- Double check reservations for the meeting facility: After the first Team Meeting, a main meeting room, and several other areas (or rooms) where Kitchen Chas and Professors can go for brief section meetings , and prayer Palanca can be done (Suggest Prayer Room if meetings are at ARC). It is also a good idea to prepare signs for the doors of rooms you are using to minimize interruption by persons who are either looking for a quiet room or just looking to see who is inside. Signs such as 'Quiet-Meeting in Progress' or similar indications that the room is in use will assist in maintaining the spirit and continuity of what is going on inside.
- If Communion is scheduled for the first meeting, know where it will be served and have the Head Chapel Cha prepare for set-up: elements, napkins, plate and goblet, extra candles and candleholders (unless Communion is being held in the main meeting room). If Communion is planned for a separate room, then make sure that is reserved in advance. See if Rector wants the Music Cha prepared for any special music.
- Head Cha should have planned at least a general outline of materials to be covered during section meetings with Area Head Chas at each scheduled Team Meeting. Rector trains Professors and Table Chas at each team meeting while the Head Cha, BUR and Assistant Head Cha cover the other areas by a predetermined schedule.
- Double check on arrangements for joint Men's/Women's Team Meal/meeting if one is planned. Make up a list of responsibilities and supplies.
- The Media Cha is designated to run the sound and visual systems in the Rollo Room during team meetings and the weekend.

## TEAM MEETING CHECKLIST

- ❑ Name Tags
- ❑ Team Books (Team Rosters, Duties and Responsibilities, Refreshment assignments, Meditation, etc.).
- ❑ Song Sheets or Power Point (Music Cha)
- ❑ Plates, cups, napkins, plastic ware, ice, coffee, etc. (Designated Food lead for the meeting)
- ❑ Oven Palanca sign up sheet (Head Kitchen Cha)
- ❑ Envelopes for Team and Weekend Fees (Assistant Head Cha)
- ❑ Candidate prayer assignments and reminders (Head Prayer Cha)
- ❑ Prayer Palanca Sign up for companion Weekend (Head Palanca Cha)
- ❑ Information/Service Sheets (Obtain from community Database Manager)
- ❑ Rollo critique sheets and outlines from the Miscellaneous Forms Section of the Head Cha book.
- ❑ Special needs for bunk assignment (Head Dorm Cha)
- ❑ Podium signs for introductions (Head Cha)
- ❑ Practice Rollo podium set ups (Table drape, Bible, Cross, candle and holder, lighter) (Head Table Cha)
- ❑ Communion elements for meetings where Communion will be served. (Head Chapel Cha)

## SECTION MEETING GUIDELINES

### General Guidelines:

How the Head Cha conducts the section meeting is very much a matter of personality and preference. The same material can be covered using a variety of approaches. Accordingly, this outline and narrative will hopefully only be a skeleton of topics that may be covered. How the material is organized is very much at the discretion of the Head Cha who is chiefly responsible for training.

It is a good idea at the first Team Meeting for the Head Cha to briefly outline the duties of the Rector (including a general description of the selection process by the Secretariat and that he/she answers to the authority of the Secretariat) and then to explain his/her own responsibilities as Head Cha and those of the Assistant Head Cha so that the so-called chain of command is understood by all Chas. Although this may seem elementary, new Team Members will not automatically understand this information just from attending a Weekend.

The Head Cha will be in charge of the team meetings and will probably do the bulk of the planning and conducting the team meetings. Certain portions of the meetings, however, can be the responsibility of the Assistant Head Cha (things such as announcements relating to the Assistant's particular responsibilities or special training with which he/she may assist). Since the Assistant Head Cha will essentially be in charge of all behind-the-scenes details and will probably give the most direction to and have the most interaction with the Chas on the Weekend itself, it is important that their leadership role be explained and reinforced by the Head Cha as the Team Meetings progress, and that he/she develop a working relationship with all Chas. On the Weekend itself, the Assistant Head Cha will handle instructions and questions from all other Chas. They will coordinate all activities and serve as the main contact point with the Head Cha and Rector. Chas should be

told that on the Weekend, they should direct all questions to their Area Head, and then to the Assistant Head Cha, who will then either handle the situation or take the matter up with the Head Cha. During the Team Meeting process, however, the Head Cha has primary responsibility for the training and supervision of the Chas, and this entire service area.

In preparing material for presentation at the section meetings, it is important to remember that new Team Members will enter this experience with very little knowledge of how the Weekends are put together and function. For example, the Head Cha cannot assume that all Chas know such customary things as that they are to line the hallway anytime Candidates move from one room or area to another, that no crosses are to be worn until after the Piety talk, or such other similar basic duties or practices of Tres Dias. Be ready to go over every detail of every activity when discussing the duties of the Chas. Likewise, allow time for and encourage questions as you go over your material.

In your early sessions with the Chas, it is a good idea to affirm the Rector's discretion in many of the activities of the Weekend, and to differentiate this Weekend from all others. *You are to establish the uniqueness of this Weekend, the uniqueness of this Team, and the uniqueness of the Candidates whose hearts the Holy Spirit is preparing for this Weekend.* You may wish to approach this by pointing out that there are many ways to do things --and that on this Weekend, things may be done differently than they were done on their Weekend or on other Weekends on which they may have served. Encourage team members to be open and flexible to such changes, and to view this Weekend as the unique experience that it is.

### **Specific Guidelines:**

- **Spiritual overview of the role of the Cha in the Weekend.** Explanation of anticipating, servant hood, and the scriptural basis of these elements of the Weekend provide the spiritual perspective of the various jobs. Include also explanation of interrelationship between the Cha role and that of Rector, Leadership Chas, Candidates, Professors, Kitchen, etc. Also spiritual perspective of the importance of even the most menial, insignificant and almost unnoticed task of the Weekend - the working of the Holy Spirit in even the smallest gesture. This overview should help the Cha understand how they are to interact with the Candidates and other Team Members, including such elements as friendliness, acceptance, exhortation, empathy, gentleness, forgiveness, and self-control. Chas should understand some of the tension that is associated with team service, and be cautioned that the loss of sleep may also affect how Team Members interact with each other and the Candidates: for example, not to overreact if an answer from another Team Member seems rushed or blunt; not to be defensive if asked to change a course of action or if the schedule must be altered; to neither be judgmental nor pushy with any Candidate, but rather to just let things flow. Caution Team Members to be sensitive to the needs of the Candidates, but not to be overly solicitous. Candidates also need some space.
- **Physical overview of the role of the Cha on the Weekend.** Give a detailed explanation of the specific responsibility of each service area and the interrelationship of these service areas. In preparation for this, you may wish to review the printed job descriptions for any additions or

deletions you may have. By this time, each Team Member should be furnished a copy of their job description. Emphasis should be given to understanding both the division of tasks and responsibilities on the Team to prevent overzealous duplication of efforts and also to the need for cooperation among all service areas. This naturally opens the discussion to the great principle of a Tres Dias Weekend: FLEXIBILITY.

Ground rules of conduct and attitude can be reinforced and discussed (even things as basic as use of the phone on the campground, leaving the campground, interacting with the community as they visit the ARC, always sitting near the back of the room as they can be the first out of the room to line the hall, not leaving any service area uncovered, always keeping Area Head/Assistant Head Cha informed of where you are so you can be easily contacted, locking/unlocking of doors, who has access to keys, conduct during Serenade, etc.). The physical overview can also include a brief outline of the physical facilities and where each service area will be working.

- **Detailed description of each day of the Tres Dias**, including the spiritual purpose of each day and the physical tasks that must be accomplished that day. Some Head Chas have devoted one section meeting to each of the days of the Tres Dias, and, using the published schedule, walked the Chas through that day from beginning to end explaining the responsibilities of the Chas. The discussion of Thursday should include the expected time of arrival of Team Members at the ARC that day, designation of with who they are to check in, what duties, if any, will be expected of each service area, settling into the dorm, set-up responsibilities, arrival of Candidates, reception, etc. Such a discussion permits assigning specific tasks to certain Team Members and clarifies to each Cha what important events they must be prepared for and what is expected of them. Every Cha should know exactly where they are to be stationed, what their duties are during the arrival of Candidates, what they are to do once their tasks are completed, what they are to do and where they are to be prior to and during the time of the reception.

Thursday's task breakdown is at the discretion of the Head Cha, but some elements to be considered are the following: Which Chas are to be at Send-Off to welcome Candidates and direct where the Candidates are to be dropped off and registered, Chas to tag luggage of Candidates, and a Cha to load and transport Palanca to the Palanca Room.

If the Head Cha chooses to train the Chas by carefully reviewing the activities of each day of the Weekend (for example using one section meeting for each of the four days of the retreat), the obvious outline for such an approach is the published schedule and/or the Rector's script. From these, the Head Cha can prepare the presentation to the section meeting. (Note: Even if Wednesday set up and Thursday are discussed in earlier section meetings, these probably will have to be reviewed close to the end of the section meetings as these dates approach).

Chas should likewise be advised of their responsibility to see that their service area is cleaned up at the close of the Weekend on Sunday prior to departure from the campgrounds. Chas need to know that they are responsible for the takedown after the Weekend. On the Women's Weekend, a set up/take down team may be assigned, but this does not relieve Chas of their responsibilities for seeing that their area is "cleared" by the Assistant Head Cha who is turn will be "cleared" by the Secretariat Weekend Couple in charge of seeing that the ARC is left in better condition than when they came.

- **Training on tasks that may need additional explanation beyond the overview of previous meetings.** These may include discussion of lining the hall whenever the Candidates go to and from; walking and conversing with Candidates that appear to be alone; when to light candles and blow them out for Rollos; table seating by Table Chas; distribution of Palanca bags on Sunday, etc. (The Assistant Head Cha may work separately with some service area in this training, rather than having all Chas present for all training. However this is at the discretion of the Head Cha.)
- No non-team members are allowed in the team meetings.
- **Presentation of announcements** that may have to be repeated several weeks in succession:
  - Completion of general Palanca letters and the importance of getting them in early. (It is helpful for the Rector to request these in the Team invitation letter along with a sample).
  - Importance of early completion of individual Palanca letters for each Candidate. Emphasize the pitfalls of trying to write or finish these during the Weekend. Make sure letters are given to the Palanca Chas in alphabetical order, and that they are in by an early deadline (e.g., by Saturday noon of the Weekend).
  - Weekend Fees. The Head Cha or Assistant Head Cha should call any Team Member that has not paid their fees by the fifth Team Meeting.

## FINAL PREPARATION FOR WEEKEND

The final preparation for the Weekend for the Head Cha and Assistant Head Cha involves a detailed review of the schedule and/or Rector's script. From this document, the Head Cha can prepare a final checklist of all details. **Even if the responsibility for a supply of item is not a specific duty of the Head Cha, it is the Head Cha's responsibility to see that the detail is being handled by someone or by some service area.** This may involve items as minute as how are the lights going to be dimmed during Chapel readings, to how are the letters from other communities going to be delivered to the campground in time for their use in the Spiritual Director's Rollo. There is no substitute, however, for a careful reading of Weekend script early, as part of preparation for section meetings/training sessions, to prepare yourself and the rest of the Chas for the events of these days. If the script of your Weekend is not created in time for the use for section meetings, use of the printed general schedule from previous Weekends will probably suffice.

1. **Candidate and Professor Table Assignments.** The Head Cha and the Rector need to work together to assign the Professors and Candidates to their table. The Rector and Head Cha should meet together to assign Candidates to tables on Tuesday or Wednesday before the Weekend. The Pre Weekend Couple will provide the Candidates' names to the Rector on Monday of the week of the Weekend. Try not to place Candidates at a table with a Professor from their church. Try not to place more than one pastor at each table. If two Candidates from one church must be at the same table, be sure to place them on opposite sides of the table. Use the most experienced Professor as the Dominant Professor (this will not always be the Speaking Professor).
2. **Candidate Name Tags.** Once the Candidates names are provided, their nametags can be made. It is always a good idea to make about six extra blank tags for last minute additions or

- spelling corrections. Be sure to have the nametags at Send-Off early so that the Dorm Chas can color code and/or number the back for dorm assignments. These are given out by the Weekend Couple when checking in the candidates. Professor name tags should also be color coded for snoopy candidates and reprinted along with the Candidates so they will match.
3. **Community Handout.** It is the Head Cha's responsibility to make the Team/Candidate listing handout for the Community to be given out at Send-Off. Have about 100 copies at Send-Off. The Pre-Weekend Couple will distribute them. It is a good idea to bring about 75 to the camp for the team to use. Please send an electronic copy of the Community Handout before send-off to: [communications@tdsetn.org](mailto:communications@tdsetn.org).
  4. **Parking for Send-off, Serenade and Closing.** All team members are to park off of the paved area and away from the building to allow room for sponsors, Serenaders and community that come to the events. Make sure this happens before the team meeting at 6:00 p.m. on Thursday.
  5. **Luggage Tags and bags.** The Head Dorm Cha is responsible for making luggage tags (3 per candidate), dorm room, and bunk assignments. The Candidate's names and any special bunk assignments will be provided to the Rector on the Monday before the Weekend. Sturdy luggage tags should be color coded or numbered to the nametags and dorm room. The Dorm Chas must furnish some large plastic bags and labels for the Candidates to use for their sleeping bags and pillows. These can also be used for wet towels on Sunday
  6. **Palanca.** Be sure that two Palanca Chas are available at candidate drop off and Send-Off to handle Palanca brought to the Send-Off.
  7. **Weekend Directory.** Candidate Tables in the directory will be corrected on Friday before pictures using sheets provided by the Media Cha. The Pre-Weekend Couple will provide corrected addresses and phone numbers of the Candidates to the Head Cha at Send-Off. The Media Cha is to help make any changes, print a final directory, and provide it to the Fourth Day Couple after the photograph is taken on Friday morning. If a special theme related cover is desired, be sure to provide enough copies for 115 directories. The Head Cha must provide a corrected copy of the directory to the Community Data Manager after the Weekend to allow input of the new Pescadores and updating of service records and addresses. Be sure to mark out any team members or candidates that do not complete the weekend.
  8. **Arrival Notification.** Be sure to notify the Kitchen about ten minutes before moving to the foyer of the ARC.

## MISCELLANEOUS

1. Have a clear understanding with the Rector on what to do in case of illness of any Team Member or Candidate during the course of the Weekend. Make sure Chas understand the Rector's desires on this.
2. Discuss with Chas how to handle it when a Candidate wants to leave the Rollo Room for any purpose at times other than break times or if a Candidate says they want to be alone. In most cases, Candidates may leave to go to the bathroom if they so request, but should be escorted by a Cha. However, it is important not to be punitive to Candidates on this matter, but rather to handle it gently and discreetly. Candidates should not feel they are being "guarded." If a Candidate wants to be alone, assure them that there will be time for this later, but encourage them to abide by the schedule for the time being. If they insist on their request and refuse to wait until later, then the matter should be discussed with the Head Cha and Rector.
3. On Thursday night, Team introductions will be handled in the Dining Room for all Team Members except Professors, Prayer Chas and Kitchen Chas. The Candidates will then go to their Dorm to settle in and then to the Rollo room for "friend introductions." They will then go to Chapel at which time there will be two Meditations by Spiritual Directors and one by the Rector. There should be enough chairs for Candidates and Professors (48) in both places. Other Chas are welcome to sit in back of room during the "friend introductions."
4. During the Weekend, the Head Cha should keep an eye out on the Assistant Head Cha, making sure that communication is always open between the two of them.
5. The Head Cha should sit next to the Rector, keeping up with the time, and checking the script a little ahead of the Rector to make sure the Rector is ready for the next activity.
6. Team Members should be reminded that they are on the Weekend to serve, and that they are not Candidates, in the sense that they should not be demanding of Kitchen Chas during meal service, and that they should not expect to be able to hear all the Rollos or necessarily be present for every activity of the Weekend if they are needed in their service area. Whenever possible, Team members are welcome for Rollos, Chapels, etc. but the important point here is priority of their responsibilities. Their service and their self-sacrifice is their offering of praise. They should defer to the needs of Candidates, and permit the Kitchen Chas to serve the Candidates first. In addition, they should not request special drinks or snacks. If a Team Member has a special need of a drink or snack that is not part of the regular supplies of Tres Dias, they should bring their own supply of this product. The Storeroom supplies are for the team and candidates in the Rollo Room, not the remainder of Team. Other team members should obtain drinks from the Kitchen.
7. Be sure to give the updated service record sheets to the community Database Manager after you have made Team Directory listing corrections. It is not necessary to put the current Weekend service on the record, as this will be done at the conclusion of the Weekend based on the Weekend directory.
8. Be sure to inform Team Members that they will have a Palanca bag to pick up Sunday afternoon in the Palanca Room. Alternately, they may be placed on team members bunks.
9. Directory corrections will be made on Friday morning before pictures are taken. Be sure to remove the "professor" label on the sheets to be handed out for correction. The corrected directory sheets can then be provided to the Forth Day couple after picture is taken. The Media Cha is responsible for this function.
10. It is recommended that the ARC Auditorium be set up for closing on Saturday night due to the rush of activities on Sunday. The BUR and Rover are in charge of setting up for Closing.

11. All skits, whether incorporating videos taken on the weekend or from YouTube type media, are to be reviewed and approved by the BUR before being presented.

## REMINDERS FOR AREA HEADS

- Assistant Head Cha - Be sure to call the greeters for the meeting at least two days before the meeting. Remind him/her to call the food lead for the next meeting. Verify any supplies as needed. Keep attendance at the meetings. Collect and account for the team fees and weekend fees. Keep the nametags between meetings.
- Dorm - Be sure to have two dorm Chas at the send off to take care of luggage. Also, be sure to have a list for team member and candidate bunk assignments for those that require a lower bunk. Assign speaking professors a lower bunk if possible to allow for easier dressing and preparation. A Dorm Cha should be at the camp on Wednesday to place bunk assignment tags on beds and post Dorm lists.
- Palanca - Have a sign up sheet for prayer coverage for the companion weekend. This can be obtained from the Secretariat Palanca Couple, TDSETN Website, or the form in this book. It should be turned back in to the Palanca Couple by the last team meeting completely filled in. Have at least one Palanca Cha at send off to handle Palanca brought to send-off. A large amount of Palanca is not unusual, and must be planned for. You must have the BUR review all skits before they are presented. Camera or video use on weekends is prohibited.
- Prayer - You will need to bring a few table cloths for use, and any decorations or lights you want. **NO CANDLES ARE ALLOWED.** A boom box is also helpful. Do not disturb ceiling tiles to install decorations.
- Chapel - Bring communion elements for team meetings and the weekend. For the weekend, there should be chair back labels to designate the chairs for the Rector, Spiritual Directors (3), Head Cha, Worship Chas (2), and your Chas in the closet or Storeroom. The mirrors for Thursday night should be in the closet.
- Table - You are responsible for the set up at each team meeting for practice Rollos, which includes table cover, Bible, candles, and small cross for handing to the Professor. For the weekend, there are labels to designate the chairs for the Rector, Spiritual Directors (3), Head Cha, Worship Chas (2), Prayer Chas (2), and Table Chas in the Storeroom.
- Worship - Please try to have weekend song sheets available so that the candidates will be able to have them in the chapel. Power Point is available at the ARC, and should be run by the Media Cha in the Rollo Room, and Chapel Chas in the Chapel.
- Media - You are responsible for the sound in all areas and the visual/computer systems in the office, Conference Room and Auditorium. However, the Chapel and Kitchen run their systems. You are also responsible for Weekend Directory corrections on Friday morning.
- Kitchen - Be sure to have team members sign up and bring oven Palanca and name brand two-liter drinks for use in the kitchen.
- Gopher - Be prepared to pull Rollistas, Pastors, and designated prayer Palanca team members for practice Rollos.
- All Area Heads – Complete the Area Head Feedback/Debriefing Form enclosed in the book by the end of the weekend and turn it in to the Assistant Head Cha. This is extremely important since the Rector was not able to observe all areas of the weekend. Be sure all ARC problems are noted on “Facility Problem Reports” in the office

# Tres Dias of Southeast Tennessee Area Head Feedback/Debriefing Form

Weekend # \_\_\_\_\_ (Men \_\_\_\_\_ Women \_\_\_\_\_)

Area \_\_\_\_\_

Name \_\_\_\_\_

What was your overall impression of the weekend and team meetings?

Please list any areas that, in your opinion, need improvement.

Please describe any elements of the weekend that you feel were new or particularly successful.

Did you have any problems with any particular team members? (please elaborate on the problem)

Please describe any outstanding efforts or actions by team members in your area.

Please provide any other comments you may have.

Please return this form to the Assistant Head Cha at the end of the weekend; your duty is not complete until this form is turned in.

## Team Book Materials

Use if desired in making the team books

Always verify the accuracy of the information, some of which is subject to change

These materials are available in Word from the Rector, Respective Leaders Person and/ or the TDSETN website if desired.

The latest ARC Closing list is to be obtained from the Weekend Couple on the Wednesday before the weekend.

## **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. 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 welcomed as our plans are formulated. However, once a decision has been made - your leaders expect your full cooperation and support.
4. Anything that goes on in the team meetings is for team members only. Each of you is expected to keep these matters confidential and strictly among the team.
5. If you have a problem with anyone on the team please bring it to the Head Cha or 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 Weekend. Support this effort with your prayers for all who play a part in it.

## **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 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. Do not bring radios, TV’s, cellular phones, cameras, etc. to the weekend.  
**REPEAT – NO CELL PHONE USAGE EXCEPT FLOATER.**
5. Do not ask special favors of other Chas, especially Table and Kitchen Chas.
6. All Chas, except Chapel Chas, will line the hallway whenever candidates move place to place.
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 section 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.

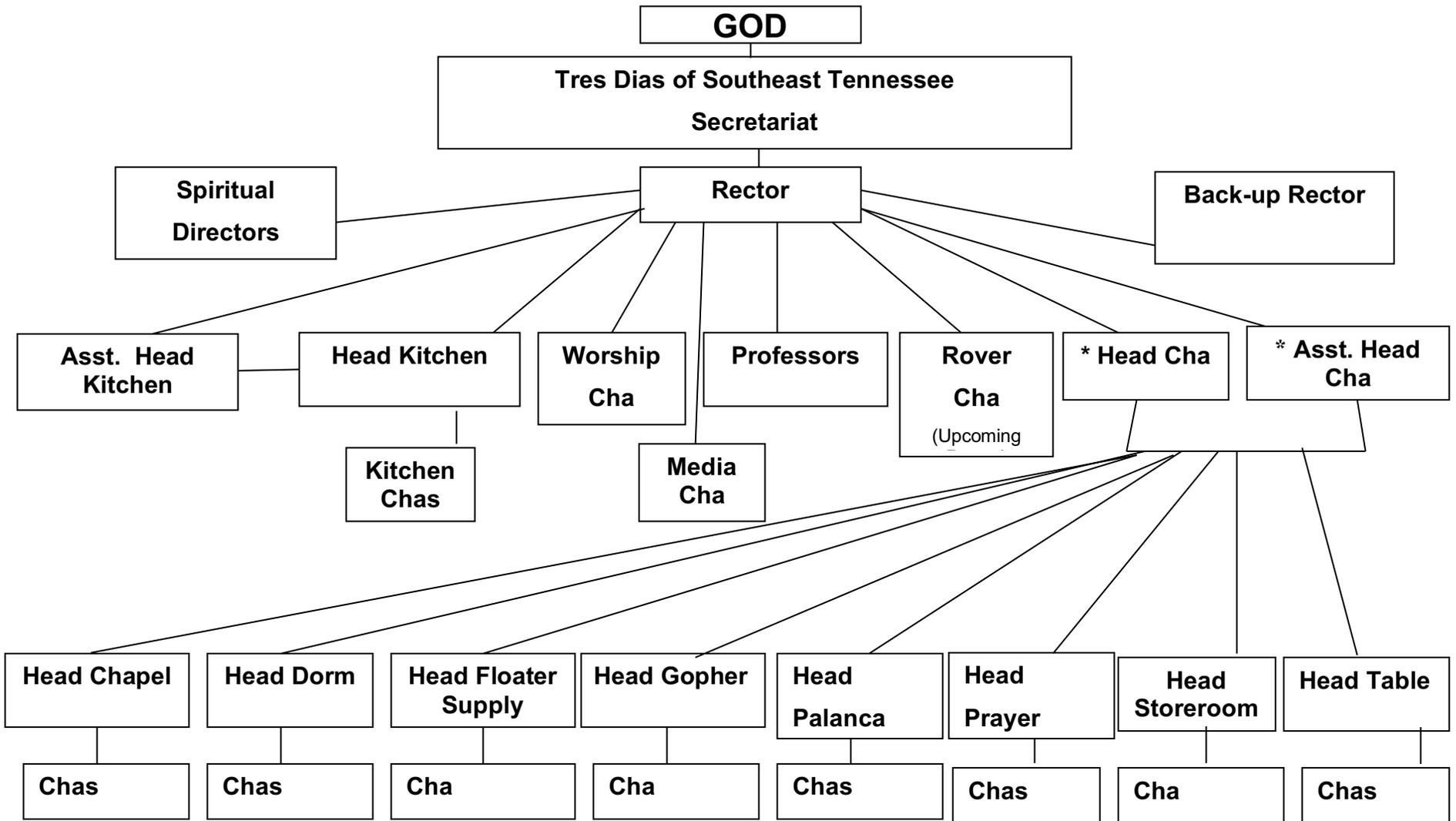
**Please have your food at the meeting 15 minutes before the starting time. It is your responsibility to exchange with someone else if you are unable to attend. Let your Food Leader know of any changes. Food Leaders call your team members a couple of days prior to the meeting you are responsible for.**

Date, Time, and Place	(Item to bring)	(Item to bring)	(Item to bring)	(Item to bring)
	, Food Leader			
	, Food Leader			
	, Food Leader			
	, Food Leader			
	, Food Leader			
	, Food Leader			
	, Food Leader			
	, Food Leader			

- The Food Leader and those who bring food are responsible for meal set up and clean up.
- The food leader may change the menu if desired.
- If you are bringing food, bring a 2-liter drink also.

# *Spiritual Authority Chart*

*\* Assistant Head Cha leads the Chas during the weekend.*



## **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, another Cha and the Gopher Cha will join you prior to the Rollo. The Spiritual Director will offer a brief prayer, and the Rollista will be escorted to the Conference Room. You and the other Cha will remain to pray during the entire Rollo. To help you in praying specifically, a diagram listing Candidates by name and 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. There is no right or wrong.
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 prayer partner 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 partner that will amaze you.
4. Pray for each of the candidates and team member by name. Pray for the Rollista as he/she shares from his heart. Pray for God's purpose to be fulfilled in the Rollo Room. Pray for our team's sensitivity to God's direction throughout the weekend. Pray as the Holy Spirit 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, 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 each of 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!

## **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.
4. Review all skits prior to presentation for appropriateness.
5. Set up for Closing

### 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. Have all skits reviewed by the BUR prior to presentation.
4. Collect and distribute other Palanca as the occasion calls for.

### Dorm Chas

1. One Dorm Cha 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.
3. Assists Storeroom Chas 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.
5. Purchase flowers/boutonnieres for the weekend

### 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
2. Making the corrections to the Weekend Directory after the photo is taken, then print out the complete directory and provide it to the Fourth Day Couple (who took the picture).

### Kitchen Chas

1. Prepare and serve food during the weekend.
2. Present a skit (one) during lunch on Saturday. Other presentations are to only be related to the meal themes, and fit within the issued weekend schedule.

## Definitions/Vocabulary

ABRAZO	A-BRA-ZO. Literally a hug; used to describe the traditional Christian greeting, the brotherly embrace.
CANDIDATE	CAN-DI-D ATE. One who is making a Tres Dias weekend and will become a Pescadore.
CHA	CHAH. Origin unknown. CHA-CHA - A fast, rhythmic, Latin American dance. In Tres Dias, the name given to those on the team to serve on the team. There are kitchen Chas and Cha-Chas who are outside the kitchen.
CLAUSURA	CLAW-ZOO-RA- Literally, Closing. The end of the Tres Dias and the beginning of the Fourth Day. The melding together of the weekend community with the community at large.
DE COLORES	DAY-KO-LOR-RACE. Literally, "of colors". A traditional greeting in Tres Dias. An expression of great joy. Also the name of a song, which has become the theme song of Tres Dias.
DECURIA	DAY-CURE-EE-YAH, A small discussion group (the table). Also the evening period on Tres Dias when Rollo summaries and posters are presented.
FOURTH DAY	FOURTH DAY. All the days of a Pescadore's life after Tres Dias.
PALANCA	PAH-LAHN-KA~ Literally, a lever equivalent to the American terms: pull and influence, clout. In Tres Dias, Palanca is an expression of agape love through sacrifice, self-denial and self-giving.
PESCADORE	PACE-KAH-DOOR. Literally, a commercial fisherman (in contrast to sport fishing which is recreational). The name given to one who is making or has made a Tres Dias weekend. What Jesus called us to be.
PROFESSOR	PRO-FESS-SORE. One who professes in an academic environment, a speaker, a teacher. The name given to one on a Tres Dias team whose job is to deliver a Rollo. A silent professor is one who is a table leader as is a professor, but who does not deliver a Rollo.
RECTOR	WRECK-TORE. The person in charge of a Tres Dias team. Used in the academic sense rather than the clerical sense.
REUNION GROUP	REE-YOUN-YUN GROUP. A group of three to six people who gather regularly each week to share in their Christian lives and to help one another persevere.
ROLLISTA	ROY-YEES-TAH. One who gives a Rollo.
ROLLO	ROY-YO. Literally, one who rolls along (as a log). Loosely, a long boring talk which seems to roll on and on forever. Used to describe the talks or lessons of the Tres Dias.
SECRETARIAT	SECK-RA-TARY-AT. The group of elected officials of a Tres Dias community who coordinate and sponsor the weekend.
SECUELA	SEH-KWAY-LAH. Literally, a sequel or continuation
SPIRITUAL DIRECTOR	SPIRITUAL DIRECTOR. Members of the Tres Dias weekend team who are clergymen as opposed to laymen.
TRES DIAS	TRACE DEE-YAHS. Literally, Three Days. The name chosen for the non-Catholic movement based on the Cursillo.

## Team Member General Palanca Letters

You may recall that General Palanca letters are read during the Spiritual Directors 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 his Rollo. All of the letters are then posted in the Conference Room 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 and Silent Professors 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)

## **Meditation**

Come Holy Spirit, fill our hearts and kindle  
Them in the fire of Your love.  
Send forth Your Spirit and they shall be created.  
And You shall renew the face of the earth.

O God, Who by the light of the Holy Spirit,  
Instructs the hearts of the faithful,  
Grant that by the same Holy Spirit we may be truly  
Wise and ever rejoice in His Consolation,  
Through Christ our Lord, Amen.

*(Beginning with Piety Rollo)*

I believe Lord, that You are here present,  
Although my eyes do not see You,  
My faith senses You.  
Take any stray thoughts from my mind.  
Make me understand the truths  
that You wish to teach me in this meditation.  
Let me make up my mind to put them into practice.  
Your servant is listening; speak O Lord to my soul.

We give thanks, Lord God Almighty,  
For all the benefits You have given us.  
To You Who live and reign forever and ever.

**Amen**

## Weekend Outline

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

Prepare for the weekend

Receive and organize food, 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"

Rector Talk - Idealism, Cooperation, Love. Mechanics of weekend

Chapel - Spiritual Director's Meditations

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

"Prodigal Son" / "Adulterous Woman" (*God loves and forgives us; He seeks my return to Him*)

Spiritual Retreat (Silence)

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 sheet corrections

Photograph

Introductions

Rollos

Ideal (*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*)

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

Chapel visit

Team meeting

**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 (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

Chapel (if not covered in the forgiveness chapel)

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*) - Service Cards

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?”

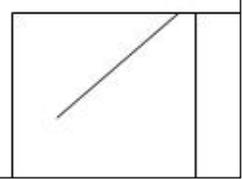
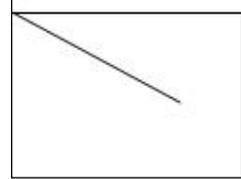
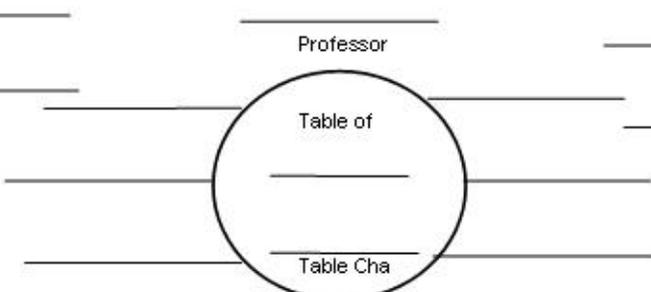
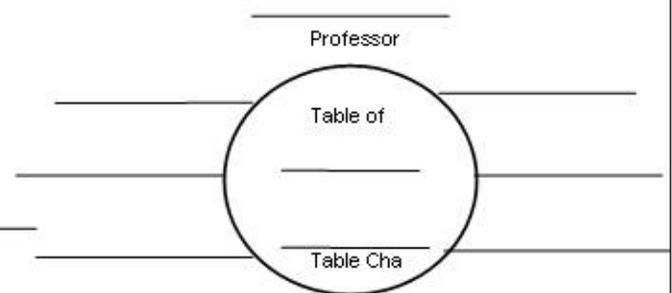
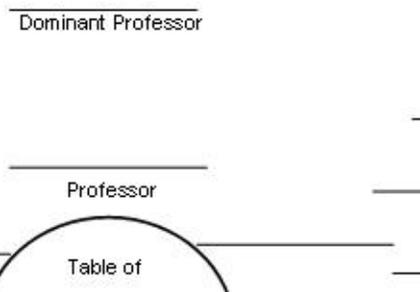
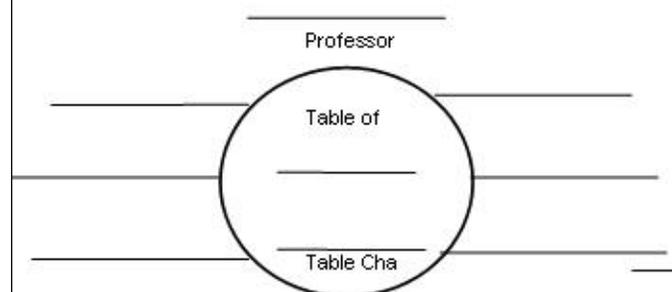
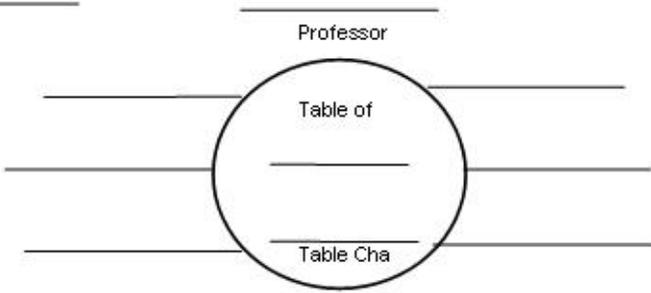
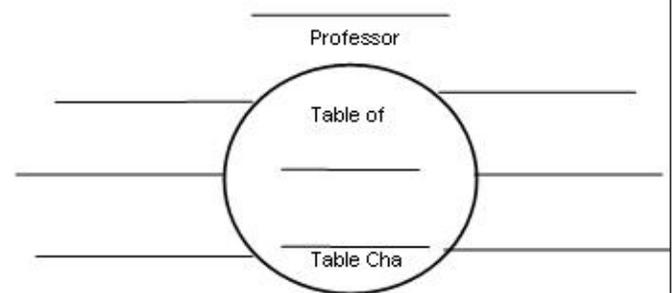
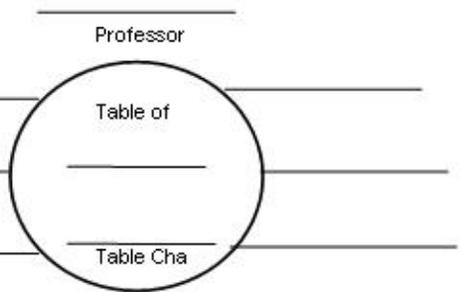
“What does Jesus Christ mean to you now?”

Team Introductions and Community Chairman introduction and prayer for the next Rectors

Clean up and ARC closure

# Miscellaneous Forms

Podium



## Weekend Prayer Palanca Sheet

Friday	Saturday	Sunday
<p><b>IDEAL</b>      30 Minutes      Begins at</p> <p>Professor: _____</p> <p>Spiritual Director: _____</p> <p>Prayer Palanca: _____</p> <p>Prayer Palanca: _____</p>	<p><b>STUDY</b>      30 Minutes      Begins at</p> <p>Professor: _____</p> <p>Spiritual Director: _____</p> <p>Prayer Palanca: _____</p> <p>Prayer Palanca: _____</p>	<p><b>ENVIRONMENT</b>      30 Minutes      Begins at</p> <p>Professor: _____</p> <p>Spiritual Director: _____</p> <p>Prayer Palanca: _____</p> <p>Prayer Palanca: _____</p>
<p><b>GRACE</b>      45 Minutes      Begins at</p> <p>Professor: _____</p> <p>Spiritual Director: _____</p> <p>Prayer Palanca: _____</p> <p>Prayer Palanca: _____</p>	<p><b>SACRED MOMENTS</b>      90 Minutes      Begins at</p> <p>Professor: _____</p> <p>Spiritual Director: _____</p> <p>Prayer Palanca: _____ / _____</p> <p>Prayer Palanca: _____ / _____</p>	<p><b>LIFE IN GRACE</b>      45 Minutes      Begins at</p> <p>Professor: _____</p> <p>Spiritual Director: _____</p> <p>Prayer Palanca: _____</p> <p>Prayer Palanca: _____</p>
<p><b>CHURCH</b>      30 Minutes      Begins at</p> <p>Professor: _____</p> <p>Spiritual Director: _____</p> <p>Prayer Palanca: _____</p> <p>Prayer Palanca: _____</p>	<p><b>ACTION</b>      30 Minutes      Begins at</p> <p>Professor: _____</p> <p>Spiritual Director: _____</p> <p>Prayer Palanca: _____</p> <p>Prayer Palanca: _____</p>	<p><b>CCIA</b>      30 Minutes      Begins at</p> <p>Professor: _____</p> <p>Spiritual Director: _____</p> <p>Prayer Palanca: _____</p> <p>Prayer Palanca: _____</p>
<p><b>HOLY SPIRIT</b>      60 Minutes      Begins at</p> <p>Professor: _____</p> <p>Spiritual Director: _____</p> <p>Prayer Palanca: _____</p> <p>Prayer Palanca: _____</p>	<p><b>OBSTACLES</b>      45 Minutes      Begins at</p> <p>Professor: _____</p> <p>Spiritual Director: _____</p> <p>Prayer Palanca: _____</p> <p>Prayer Palanca: _____</p>	<p><b>REUNION</b>      15 Minutes      Begins at</p> <p>Professor: _____</p> <p>Spiritual Director: _____</p> <p>Prayer Palanca: _____</p> <p>Prayer Palanca: _____</p>
<p><b>PIETY</b>      45 Minutes      Begins at</p> <p>Professor: _____</p> <p>Spiritual Director: _____</p> <p>Prayer Palanca: _____</p> <p>Prayer Palanca: _____</p>	<p><b>LEADERS</b>      30 Minutes      Begins at</p> <p>Professor: _____</p> <p>Spiritual Director: _____</p> <p>Prayer Palanca: _____</p> <p>Prayer Palanca: _____</p>	<p><b>LIVING THE 4<sup>TH</sup> DAY</b>      1 Hour      Begins at</p> <p>Spiritual Director: _____</p> <p>Prayer Palanca: _____</p> <p>Prayer Palanca: _____</p>

# Weekend Prayer Coverage

## Thursday

6:00pm - 7:00pm \_\_\_\_\_  
7:00pm - 8:00pm \_\_\_\_\_  
8:00pm - 9:00pm \_\_\_\_\_  
9:00pm - 10:00pm \_\_\_\_\_  
10:00pm - 11:00pm \_\_\_\_\_  
11:00pm - 12:00am \_\_\_\_\_

## Friday

12:00am - 1:00am \_\_\_\_\_  
1:00am - 2:00am \_\_\_\_\_  
2:00am - 3:00am \_\_\_\_\_  
3:00am - 4:00am \_\_\_\_\_  
4:00am - 5:00am \_\_\_\_\_  
5:00am - 6:00am \_\_\_\_\_  
6:00am - 7:00am \_\_\_\_\_  
7:00am - 8:00am \_\_\_\_\_  
8:00am - 9:00am \_\_\_\_\_  
9:00am - 10:00am \_\_\_\_\_  
10:00am - 11:00am \_\_\_\_\_  
11:00am - 12:00pm \_\_\_\_\_  
12:00pm - 1:00pm \_\_\_\_\_  
1:00pm - 2:00pm \_\_\_\_\_  
2:00pm - 3:00pm \_\_\_\_\_  
3:00pm - 4:00pm \_\_\_\_\_  
4:00pm - 5:00pm \_\_\_\_\_  
5:00pm - 6:00pm \_\_\_\_\_  
6:00pm - 7:00pm \_\_\_\_\_  
7:00pm - 8:00pm \_\_\_\_\_  
8:00pm - 9:00pm \_\_\_\_\_  
9:00pm - 10:00pm \_\_\_\_\_  
10:00pm - 11:00pm \_\_\_\_\_  
11:00pm - 12:00am \_\_\_\_\_

## Saturday

12:00am - 1:00am \_\_\_\_\_  
1:00am - 2:00am \_\_\_\_\_  
2:00am - 3:00am \_\_\_\_\_  
3:00am - 4:00am \_\_\_\_\_  
4:00am - 5:00am \_\_\_\_\_  
5:00am - 6:00am \_\_\_\_\_

6:00am - 7:00am \_\_\_\_\_  
7:00am - 8:00am \_\_\_\_\_  
8:00am - 9:00am \_\_\_\_\_  
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9:00pm - 10:00pm \_\_\_\_\_  
10:00pm - 11:00pm \_\_\_\_\_  
11:00pm - 12:00am \_\_\_\_\_

## Sunday

12:00am - 1:00am \_\_\_\_\_  
1:00am - 2:00am \_\_\_\_\_  
2:00am - 3:00am \_\_\_\_\_  
3:00am - 4:00am \_\_\_\_\_  
4:00am - 5:00am \_\_\_\_\_  
5:00am - 6:00am \_\_\_\_\_  
6:00am - 7:00am \_\_\_\_\_  
7:00am - 8:00am \_\_\_\_\_  
8:00am - 9:00am \_\_\_\_\_  
9:00am - 10:00am \_\_\_\_\_  
10:00am - 11:00am \_\_\_\_\_  
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12:00pm - 1:00pm \_\_\_\_\_  
1:00pm - 2:00pm \_\_\_\_\_  
2:00pm - 3:00pm \_\_\_\_\_  
3:00pm - 4:00pm \_\_\_\_\_  
4:00pm - 5:00pm \_\_\_\_\_  
5:00pm - 6:00pm \_\_\_\_\_

## Practice Rollo Critique Sheet (For Critique Leaders)

Rollista: \_\_\_\_\_ Rollo: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Total Rollo Time: \_\_\_\_\_

1. Did the talk cover all points in the outline? If not, what was omitted?
2. Were you able to follow the talk? Did it flow together? Did you get lost?
3. Do feel that you got the overall vision and message of the talk? Do you think a Candidate hearing this for the first time will get the vision of the talk? If not, what would you suggest?
4. Were all write downs given? Was enough time allowed for writing them down? Were difficult words spelled out?
5. Did the talk go too fast? \_\_\_\_\_, too slow? \_\_\_\_\_, or just about right? \_\_\_\_\_
6. Was the personal testimony too much? \_\_\_\_, too little? \_\_\_\_, just about right? \_\_\_\_
7. What about the speaker's voice? \_\_\_\_\_, eye contact? \_\_\_\_\_, hands? \_\_\_\_\_, facial expressions? \_\_\_\_\_
8. Did the speaker "look and act the part" or "fit the talk"? (e.g. triumphant, joyful, active, enthusiastic, victorious, sincere)
9. What suggestions would you share to help the speaker?

## Community Handout - Available in Excel format if desired

### - Rector

<b>Spiritual Directors</b>	<b>Media Cha</b>		<b>Candidates</b>
- Head	<b>Palanca Chas</b>	- Head	1
			2
<b>Head Cha</b>			3
			4
<b>Assistant Head Cha</b>	<b>Dorm Chas</b>	- Head	5
			6
<b>Back Up Rector</b>			7
			8
<b>Rover</b>			9
			10
<b>Professors</b>	<b>Gopher Chas</b>	- Head	11
- Ideal			12
- Church			13
- Piety	<b>Floater Supply Chas</b>	- Head	14
- Study			15
- Action			16
- Leaders	<b>Storeroom Chas</b>	- Head	17
- Environments			18
- CCIA			19
- Silent	<b>Kitchen Chas</b>	- Head	20
- Silent		- Asst. Head	21
- Silent			22
- Silent			23
<b>Table Chas</b>			24
- Head			25
			26
			27
			28
			29
			30
<b>Chapel Chas</b>			31
- Head			32
			33
			34
			35
<b>Praise and Worship</b>			36
<b>Prayer Chas</b>			
- Head			



TENNESSEE DEPARTMENT OF REVENUE

SALES AND USE TAX  
CERTIFICATE OF EXEMPTION

TRES DIAS OF SOUTHEAST TENNESSEE, I  
PO BOX 22781  
CHATTANOUGA TN 37422-2781

Effective Date: July 1, 2015  
Exemption Number: 780077123  
Expiration Date: June 30, 2019  
1156 CLC EAST BRANCH RD  
KNOX TN 37916-6906

The Tennessee Department of Revenue has issued a tax exemption number for the educational, religious, historical, or charitable non-profit organization or institution named above. State law (Tenn. Code Ann. § 67-6-322) gives the Department the authority to allow this organization to make tax-exempt purchases of goods and services that it will use, consume or give away. This authorization for exemption does not extend to sales tax that the organization must collect or pay on its regular sales of goods or taxable services.

This authorization for exemption is limited to sales made directly to the above named organization. This certificate may not be used for sales made to individuals paying with personal checks or personal debit or credit cards, even if the individual is a representative or employee of the above named organization, and he or she will be reimbursed for the purchase. Sellers must refuse to accept the certificate when the sale is made to someone other than the above named organization.

The organization must furnish its suppliers of goods and services with a copy of this certificate. The lower portion of the certificate must be properly completed. The organization must retain the original certificate for copy purposes. The supplier will maintain a file copy as evidence of the exempt sale to the organization. Later purchases made before the expiration date do not require the submission of additional copies.

The organization must notify the Department immediately if it ceases to exist or if its location or mailing address changes.

Richard H. Roberts  
Commissioner of Revenue

To Be Completed by the Organization

TO: Supplier's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I, \_\_\_\_\_, as an authorized representative of the organization named above, affirm that the purchases made under this authority will be used and consumed by the organization or will be given away.

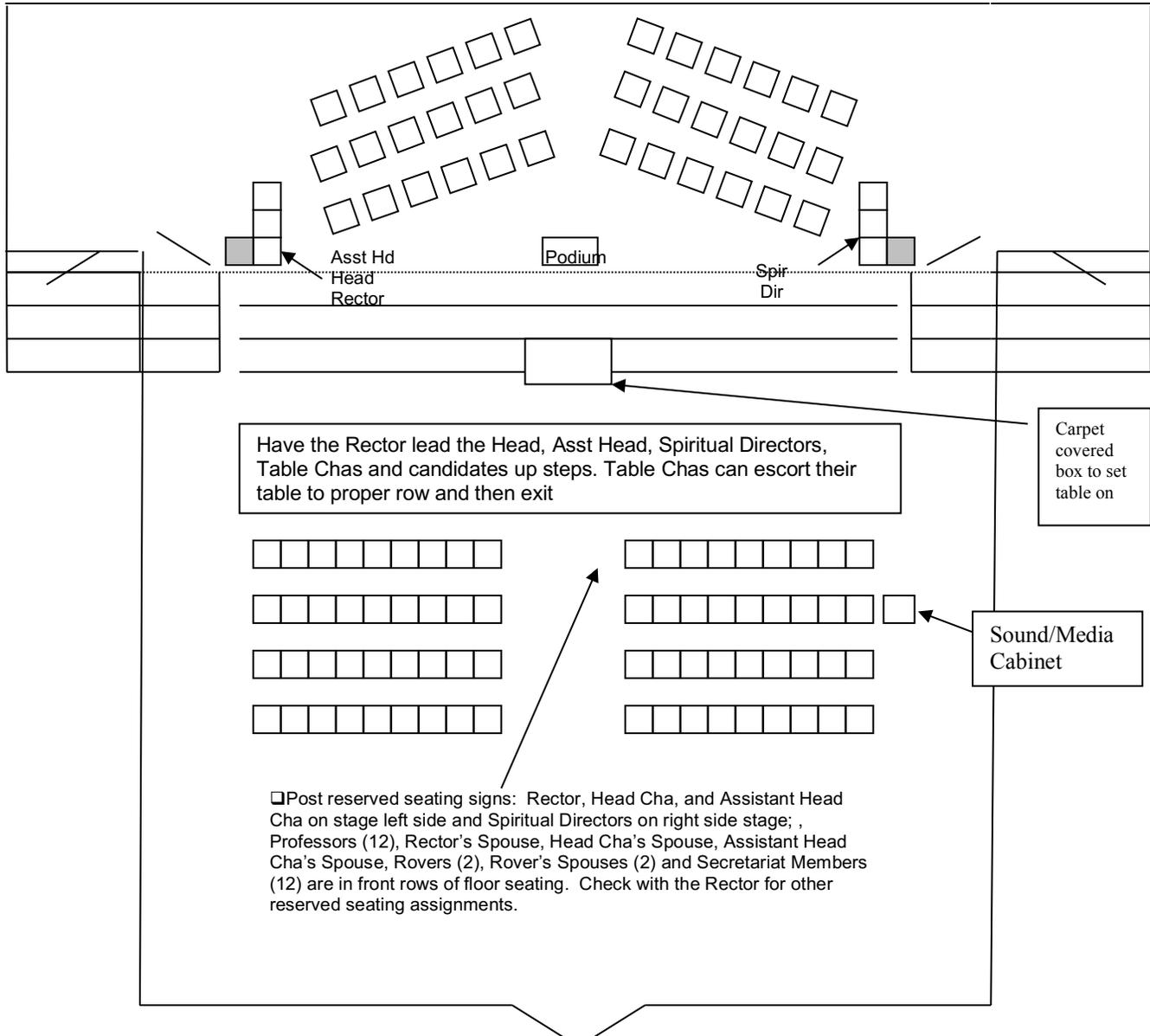
Under penalty of perjury, I affirm this to be a true and correct statement.

Print Name of Organization \_\_\_\_\_

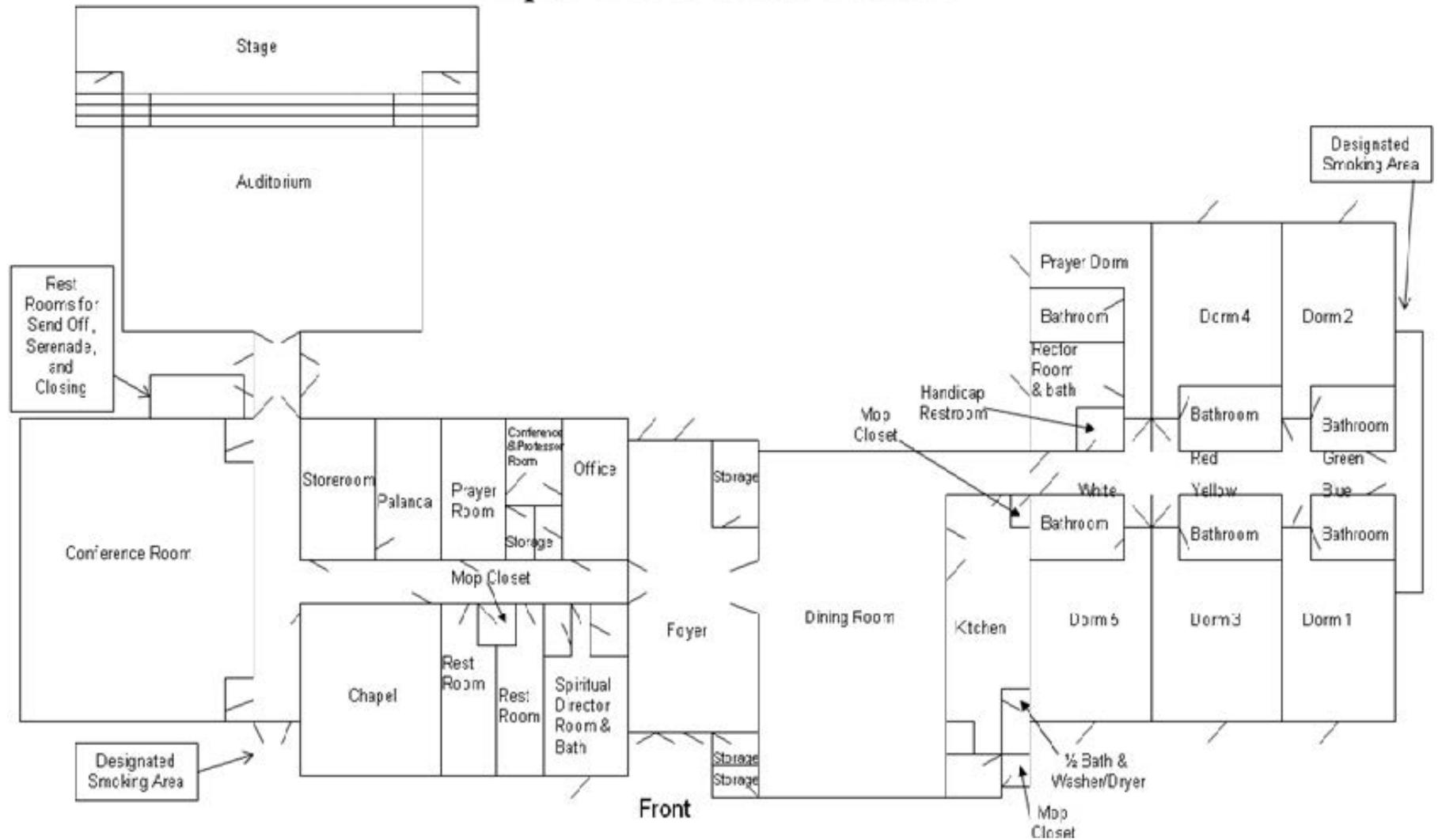
Print Name of Purchaser \_\_\_\_\_

Signature of Purchaser \_\_\_\_\_ Date \_\_\_\_\_

## Suggested Auditorium Set up for Closing



# Apison Retreat Center



## **Team Member Commitment Sheet**

Name: \_\_\_\_\_

1. What commitment are you making to make this Tres Dias Weekend a success?
  
2. What do you hope to contribute to this Weekend?
  
3. What do you hope to gain from this Weekend?
  
4. What do you consider your greatest asset?
  
5. How can the Lord best use this asset on this Tres Dias Weekend?
  
6. What assets would you like to try to acquire while serving on this Team?

This form when completed will be sealed in an envelope and provided to you at the conclusion of the Weekend in your team Palanca bag.

Dear \_\_\_\_\_ ,

As you know during the course of team meetings, there are many behind the scene tasks that take place in preparation for the weekend. I would like for you to critique the Rollo or Rollos listed below. Also, you may need to be prepared to be a substitute for a Rollista on the weekend. That is listed below if applicable. The critique for the team meeting will be closed. This means only you and one other person will follow the outline critique form. Other team members will write an encouraging card to the Rollista. Your primary roll is to see that all of the write-downs are covered during the talk and complete the critique form given to you by the head cha.

If your name is listed below as a Back-up Rollista, please review your Rollo given on a previous weekend and update it to be applicable for this weekend. Also, bring the proper attire for a Rollista to the weekend. Please make it a priority to pray for the Rollista and their family. Pray that the Rollista and their family will be healthy before and during the weekend and pray protection over them and their family.

If you have any questions, please see the Rector during the course of the team meetings. May you be blessed and thank you for your willingness to serve on this weekend.

Critique Rollo \_\_\_\_\_ at Team Meeting \_\_\_\_\_

Serve as back-up Rollista for \_\_\_\_\_ Rollo

- **Name**
- **Weekend Attended**
- **Family**
- **Church**
- **Position on This Weekend**

**Cha Introductions**

# **Give the following for your new friend:**

- **Name**
- **Church**
- **Family**
- **Occupation**
- **Hobbies**

- **Name**
- **Family**
- **Church**
- **Occupation**
- **Something unusual about you**

**Candidate Introductions**

**One**

- **Two minute summary of table discussion**

**Other**

- **Explain the poster**

Decuria

Give your:

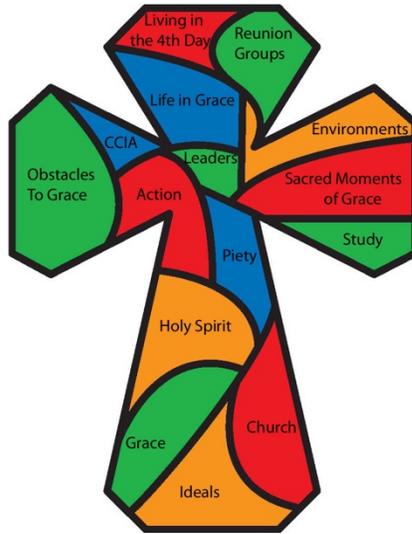
**Name** \_\_\_\_\_

**Church** \_\_\_\_\_

In two minutes, answer:

- **“What did you gain from Jesus this Weekend**
- **“What does Jesus Christ mean to you now?”**

Closing



## Tres Dias of Southeast Tennessee Head Dorm Cha Team Book

This book is intended to *help*. Please forgive its failings. Please help improve it by noting your suggestions on the Area Head Feedback/debriefing sheet and turn it in to the Assistant Head Cha at the end of the weekend. Alternately, you can send your suggestions to the respective Men's or Women's Leaders person.

Facility problems should be reported on the ARC "Facility Problem Report" forms on the ARC office bulletin board.

Thank you,

Tres Dias of Southeast Tennessee Secretariat

# **Dorm Cha Duties and Responsibilities**

## **I. GENERAL OVERVIEW:**

The Dorm Chas' primary responsibility is the care and cleaning of all dormitories, hallways and restrooms. Keep the dorms clean and neat throughout the Weekend, freshening restrooms, and emptying wastebaskets, putting out paper supplies, and even making a bed, if needed. It is the Head Dorm's responsibility to see that everything has been done properly. The Dorms Chas are responsible for waking up the Candidates and the Team each morning. The Prayer Chas will wake up the Rector, Head Cha, Spiritual Directors, Assistant Head Cha and Head Dorm Cha who will wake up the rest of the Team.

The Dorm Chas are the Chas the Candidates will go to if they need anything at night or in the mornings. Be ready to serve. Each Dorm Cha should be an open vessel to the Candidates. If a Candidate wants to share with you – listen. If they want to pray – pray. This might be a good time to share your walk with Jesus and your victory. Be prepared to stay up after the Candidates have gone to bed and after the Team Meeting, especially if a Candidate is sitting up. Do not disturb others. Go somewhere quietly with them. If someone needs to talk to a pastor, tell the Rector and get the Pastor that is needed. Take Candidate to the Chapel and make sure there is a Chapel Cha available. Never leave a Pastor alone with a female Candidate!

There is a designated "smoking area" at the bottom of the rear ramp on the Dorm end and outside of the Rollo Room front Hallway. You should escort candidates to the areas as requested.

As Dorm Chas you are a team. You will be working together under the leadership of the Assistant Head Cha on the Weekend. Make sure you have completed all your tasks before leaving the dorm area. You may listen to a Rollo in the Office or help out another service area after checking first with the Assistant Head Cha. Be sure the Head Dorm Cha approves and knows where all Dorm Chas will be if out of their area.

## **II. RESPONSIBILITIES IF TEAM MEETINGS ARE HELD AT ARC**

### **A. Before the team meetings begin:**

#### **1) Handicap Restroom:**

- Paper Towels, Soap dispenser filled and Toilet Paper stocked.
- Trash removed (if any) and clean liner in trash can(s).

#### **2) Spiritual Director Restroom:**

- Paper Towels, Soap dispenser filled and Toilet Paper stocked.
- Trash removed (if any) and clean liner in trash can(s).

3) Men's/Women's Hallway Restroom(s):

- Paper Towels, Soap dispenser filled and Toilet Paper stocked.
- Trash removed (if any) and clean liner in trash can(s).

4) Auditorium Foyer Restrooms (if used):

- Paper Towels, Soap dispenser filled and Toilet Paper stocked.
- Trash removed (if any) and clean liner in trash can(s).

(Inventory items for the restrooms can be found in the Weekend Couple Closet in the office)

B. After the team meetings end:

- Handicap restroom:
  - Paper Towels, Soap dispenser filled and Toilet Paper stocked.
  - Trash removed (if any) and clean liner in trash can(s).
  - Clean restroom only if facility has been used.
- Spiritual Director Restroom:
  - Paper Towels, Soap dispenser filled and Toilet Paper stocked.
  - Trash removed (if any) and clean liner in trash can(s).
  - Clean restroom only if facility has been used.
- Men's/Women's Restroom(s):
  - Paper Towels, Soap dispenser filled and Toilet Paper stocked.
  - Trash removed (if any) and clean liner in trash can(s).
  - Clean restroom only if facility has been used.
- Vacuum main hall - Rollo Room to the office.
- Auditorium Foyer Restrooms (if used):
  - Paper Towels, Soap dispenser filled and Toilet Paper stocked.
  - Trash removed (if any) and clean liner in trash can(s).

Return any unused supplies to the Weekend Couple Closet.

**III. BEFORE THE TEAM MEETINGS BEGIN:**

1. Read your Team Book thoroughly and discuss any questions you might have with the Rector.
2. Check with the Rector to see if he/she has any preferences regarding dorm decorations or dorm assignments.
3. (Women's Weekend) Talk to the Head Set-Up/Take Down to discuss plans for Sunday cleanup and luggage handling.
4. Call all the Dorm Chas and introduce yourself, begin bonding with your team and discussing the job description. Be especially helpful to those who will be serving on a Team for the first time.
5. Make copies of this Head Dorm Cha Team Book for your team
6. Prepare Signup sheets for bottom bunks and extra items.
7. Make Dorm assignments according to Rector's preferences.

- Candidates: Assign to the two rooms at the end of the hall (dorms 1 and 2). The Rector will supply a list of candidates and special requests on Tuesday of the weekend week.
  - Team: All Kitchen Chas are assigned to dorm room 5, which is the one closest to the Kitchen.
  - Spiritual Directors are assigned to the Spiritual Director's Room across from the office
  - Rector and Head Cha are in Dorm Room 6
  - Prayer Chas are in Dorm Room 7
  - Assign Rollo Room Chas (Professors and Table) to Dorm Room 4, which is next to the Rector Room. Try to assign speaking professors to a lower bunk.
  - Mix remaining Chas in Dorm Room 3 (Check with Rector for preferences – professors can be in Dorm 3 or 4)
  - It is helpful to assign a Dorm Cha to each Dorm when possible. Two Dorm Chas may be required to sleep in each Candidate dorm for space reasons, even though only one is assigned that room for duty.
- A suggested diagram is included at the back of this book.

#### **IV. TEAM MEETINGS:**

1. It is your job to train the Dorm Chas and delegate dorm responsibilities to your team.
2. Announcements for Team Meetings:
  - Have a list to sign up for bottom bunks for Team Members. Stress that request should only be for medical reasons. This list should be in the foyer and not passed around during the team meeting.
  - Have a sign-up for Team Members to bring extra towels, washcloths, sheets, blankets, pillows, hairdryers, curling iron, and nightclothes. Tell them to bring these items to the Weekend and keep them, and you'll come ask for them if needed. (You may elect for the Dorm Chas to bring these items.) Some items are available at the ARC if needed.
  - Remind the Team to bring a flashlight for the optional coal miners set up and Sunday Morning Serenade. The serenade is easier to conduct if team will just stand in the hall outside the Candidate rooms and someone hold the doors open while singing.
  - Remind the Team to please help the Dorm Chas on Sunday morning by packing early and getting personal items out of the restroom and on top of their bed so you may begin your cleaning.
  - Remind them to carry their belongings to their cars as soon as possible on Sunday. All areas need to be broken down before the Rector's talk so you may clean and vacuum. However stressed that

- they are, the dorm Chas should try not to appear hurried in front of the Candidates and the Sunday Speaking Professors.
- Announce that the Weekend Couple will bring any items left behind to the Office of the ARC.
  - Remind team members to pick up their Sunday Palanca bag if not delivered to their dorm room.
3. Decide who will make the Candidate luggage tags, dorm posters and bed tags...make extras of everything for last minute changes.
- Each Candidate Dorm is numbered and also color-coded, and their luggage tags and nametags should be appropriately marked. Since there are two Candidate Dorms, you will need two colors of heavy paper to work with. Assign one color for each of the Candidates' Dorms. (Later you will assign Candidates to their dorms.) It is suggested to make 3 luggage tags for each Candidate using the 2 different colors of the dorm rooms to identify the Candidate Dorm they will be sleeping in. Candidate beds can be numbered 1 – 18. Luggage tags, in addition to the Candidate name, can have a coordinating number on back of them. When luggage arrives at Camp those unloading are looking for a color, and number or name. Make a total of 108 luggage tags – 54 of each color.
  - Make 8 Dorm Posters – 3 Team, 2 Candidate (fill in names later), 1 Spiritual Director, 1 for Rector's Room, and 1 for the Prayer Cha Room.
  - Make bed tags for every Team Member and blank ones for every Candidate. (You will fill in their names the Monday/Tuesday of the Weekend. Candidates' Bed Tags can have numbers 1 – 18 on the backside for identifying luggage.) The bed tags need to be clearly written and attached in a way that Palanca Chas can easily identify names. Make a total of 112 Bed Tags - 76 Team Bed Tags and 36 Candidate Bed Tags.
  - Assign 2 Dorm Chas to take the luggage tags to the luggage drop off. They will need to arrange the tags alphabetically and attach to Candidates' luggage as their luggage is dropped off. Coordinate with the Head Set-up/Take Down to have help unloading and transferring the luggage (Women only).
  - Coordinate with the Head Cha concerning the stickers (colored or Dorm Room number) that will be placed on the backside of the nametags denoting the Candidate's Dorm assignment. (Also place stickers on the Professors nametags.) Candidate dorms are Blue and Green and Professor Dorm is Red.
  - The Dorm Chas are allotted \$25 from the Team fees that may be reimbursed for supplies. Turn in your receipts to the Assistant Head Cha for reimbursement.

4. Make (or obtain from the Storeroom) large "Silence" signs for all restrooms and hallways to remind both the Candidates and the Team of the silent retreat on Thursday night/Friday morning. Make them BIG and easy to notice. Put one on outside of each room door and in every restroom. Attach using "Poster Putty" only, no tape or push pins on or in the walls. There are bulletin boards in each dorm for your use. (Approximately 20 signs)
5. Men's Team only – either during team meetings or on Wednesday before the weekend, pull bunk beds out from walls and clean/vacuum under and behind each bed.
6. Decide who will sleep in the Candidate Dorms, and who will be primarily responsible for each team dorm, the Rector's Dorm Room, Prayer Dorm Room, Spiritual Directors' Dorm Room, Handicap restroom, Rollo restrooms, hallways and auditorium.
7. Decide who will go to the ARC on Wednesday to label bed assignments. (All Dorm Chas need to be in the Dorm area as candidates arrive to assist in luggage handling. The Head Dorm Cha is expected to go to the ARC on Wednesday or early Thursday)
8. Sometimes sections decide to furnish Palanca as a group. Discuss this with your group and decide if you will organize making Palanca. (Not required)
9. Sometimes sections like to all wear something alike, such as a T-Shirt that goes with the Weekend Theme. Discuss this with your group and decide. (Not required)
10. Decide how you will decorate the long narrow shelves inside each dorm. It works out well to start out simple with a tablecloth and one or two items, such as a lamp and picture or plant. Add something each day so that it builds as the Weekend progresses. Be creative with your Weekend scripture and theme. (Suggestions: candlesticks, figurines, vase with flowers, ribbons, pearls, lace scarf -women only). No lit candles are allowed in the dorms. Do not go to any expense – have Dorm Chas bring things they already have at home. Decide who will bring what items.
11. Each dorm restroom should have a basket of toiletries for anyone who forgets something. There may be extras of these items in the Office Closet Storeroom at the ARC – shampoo, conditioner, toothbrushes, razors, etc. Decide who will bring five baskets or containers for these items.
12. Ask the Rector if he/she desires coffee and/or snacks to be set up in the hallway outside the Candidate Dorms each morning and/or Friday and Saturday evenings. Refreshments are not normally put out on Friday morning during the silent retreat. The Candidates will not be lacking in food or drinks, but it's nice to have something there for those times when everyone is standing around waiting to go to Chapel or in the evening for fellowship purposes. Determine who will bring tablecloths and decorations for these tables. There are only two electrical outlets in the hallway, so bring extra-long extension cords if you plan to plug anything in. The kitchen Chas can supply the coffee and juice for the hallway. The Storeroom can supply you with Styrofoam cups, napkins, stirrers, teabags, hot chocolate, sweeteners and

cream. The Kitchen has carafes and a large coffee urn so you can take coffee to the dorms and set up on the dorm tables. You will be very busy in the morning tending to the Candidates and getting everyone up.

13. Often a Rector's spouse, Reunion Group, or close friends will add decorations to the Rector's Room. Check with your Head Cha about this. If no one has planned to do it, it is up to the Dorm Chas to prepare the room. Bed linens are furnished for the Rector's and Spiritual Director's rooms. The Dorm Chas are to make up the beds on Thursday, and wash the linens (kitchen has washer and dryer) on Sunday. Return the linens to the appropriate storage container in the Spiritual Directors closet, but do not make the beds. All linens are stored in plastic tubs in the closet of the Spiritual Director's room.
14. Call your Dorm Chas between team meetings to see how well they are coming along with their assignments.
15. By Monday or Tuesday before the Weekend, get up-to-date team roster from the Head Cha for bed tags and team dorm posters.
16. Monday before the Weekend get Candidates' list (including ages, churches, and special needs) from the Rector. Ask them to let you know of any last-minute changes on Thursday.

## **V. ON THE WEEKEND:**

Wednesday/Thursday:

1. The Head Dorm Cha and one other dorm cha should be at the ARC Wednesday night or early Thursday to assign the Team to their dorms.
2. Put up Dormitory Posters and Bed Tags. Give a final Dorm Assignment Roster to the Assistant Head Cha and Head Palanca Cha.
3. Get all cleaning supplies from the Office Storage Closet. A cart is available for your use in the Dining Room hallway custodial closet.
4. Have the restrooms in the hall ready for use during the Weekend. Clean and re-supply as necessary. The hallway restroom door signs should be reversed for the proper gender weekend after send off.
5. Head Dorm Cha should be sure to take an alarm clock to the Weekend!!
6. General: Place mats outside of each shower stall. Mats are located in the Office Closet

Spiritual Directors Dorm:

- Make the beds from the linens stored in the Spiritual Directors closet. Linens, pillows, and blankets are stored in the marked storage containers, one for each bed.
- Place bath mats in restroom. Bath mats stored in the Office Closet.

Rector Dorm:

- Make the beds from the linens stored in the Spiritual Directors closet. Linens, pillows, and blankets are stored in the marked storage containers. (This may be furnished and done by the Rectors spouse or reunion group)
- Place bath mats in restroom. Bath mats stored in the Office Closet.

- Towels, Hand Towels and wash cloths in restroom. All stored in the Spiritual Directors closet.

Prayer Dorm:

- Bath Mats in restroom. Bath mats stored in the Office Closet.
8. Ensure that the hallway Handicap restroom/shower is reserved for those truly with a handicap, especially those persons wheelchair bound. Do not let team members or non-handicap candidates to use the facility for showering due to limiting the availability for those with a physical need to use only this facility.

Thursday:

1. Two Dorm Chas should be at Send Off/registration by 5:30 pm. Take luggage tags to Dorm end of building for Candidates' luggage, Candidates' Dorm Rosters, and large garbage bags with stickers available to write names on for blankets and pillows. Have a table set up for the name tags and informing of the luggage drop off point.
2. Candidate beds may be numbered 1 – 18 or color coordinated. Luggage tags have a coordinating number on back or color coded. When luggage arrives at Camp those unloading are looking for a number or color to get in the proper room prior to locating the name. The luggage should be placed on the appropriate bed and hanging clothes may be hung up next to the bunk.
3. Unlock outside Auditorium Foyer Rest Room and clean and stock as necessary.
4. All Dorm Chas will be at Thursday evening reception to be introduced to the Candidates. Rector will call each Candidate Dorm by a previously decided sticker on the back of the nametags. Be in the reception area near the dorm hallway and ready to lead the Candidates to their dorms.
5. Thursday evening about 20 minutes after the Candidates come to the dorms to make their bunks, the Assistant Head Cha will let you know when to send them to the Rollo Room.
6. Candidate Dorm Chas should be outside their dorms to make sure all Candidates are on their way to Chapel and report to the Assistant Head Cha.
7. After they leave Rollo Room for Chapel put up "SILENT SIGNS". Set an example by being silent. If you must speak, speak softly. Try to refrain from the infamous "SHHH."
8. An assigned Dorm Cha should monitor the dorm room end at all times except during morning Chapels, meals, Serenade and Rector's Rollo.
9. An assigned Dorm Cha should assist in monitoring the Rollo Room hall when possible to assist the Assistant Head Cha on Candidates out of the Rollo Room and to also keep hall restrooms clean and supplied.
10. The two Candidate Dorm Chas may not attend Team Meetings in the evening: all other Dorm Chas should attend.
11. Lights out in the Team Dorm 20-30 minutes after the Team Meeting is over. Turn off Dorm hall lights. Night lights are available in the Office Closet for the hallway and restrooms.

12. Remember, yours is first face they see in the morning and last one they see at night, so SMILE.

Friday:

1. Remember the Silent Retreat is not over until after Chapel. Set a good example.
2. Wake up all Team Members and Candidates. When you wake up the Candidates do not be harsh. Wake them up gently and then turn on the lights. Double check that all are awake! However, make sure you do not wake up any Prayer Chas that are not on duty. Whichever Dorm Cha is in charge of the Dorm where the Prayer Chas are sleeping should check with the Head Prayer Cha for their sleeping schedule.
3. If permitted by the Rector on Friday morning, get coffee from Kitchen and take to the Dorms or set up in the hall. Do not let the Candidates wander down the hall. Do not let Candidates take coffee to Chapel.
4. A Dorm Cha should be in the vicinity of the Candidates' Dorm at all times, except during meals, in case a Candidate or team member has a special need and to help the Assistant Head Cha make sure the Candidates are where they are supposed to be. Candidates will be allowed to return to their Dorm rooms after meals only, at all other times; they will use the hall restrooms near the Rollo Room.
5. Be ready at all times to minister the love and grace of Jesus to someone in need. This is a very busy and very important service area. Keep a good attitude at all times, you will be tired, but you are very much needed to be available for the Candidates anytime that they are in their dorm rooms or on break.
6. Every day you should clean the restrooms; replace the paper supplies, sweep floors and mop if necessary, empty wastebaskets and anything else you see that need to be done. This behind-the-scenes service ministers more that you will ever know. Trash dumpster is in front of the building. The Secretariat Weekend Couple will purchase cleaning supplies and paper products ahead of time. Ask the Head Storeroom Cha if you are unable to find what you need. Vacuum cleaners, buckets, brushes and cleaning supplies can be found in the Office closet. Hallway Janitor closets may be utilized on the weekends to store your supplies, but must be cleaned and items returned to the Office closet on Sunday before closing.
7. Help the Palanca Chas put out bed Palanca in all rooms if needed. Do not put any Palanca on the Candidate beds until Decuria begins.
8. Be ready to serve coffee and/or snacks to the Candidates before bed if previously decided by Head Dorm Cha and the Rector. (Check with the Head Kitchen Cha for any leftover Oven Palanca)
9. Head Dorm Cha and other available Dorm Chas attend nightly Team Meetings.

10. Lights out in the Team Dorm 20-30 minutes after the Team Meeting is over. Turn off Dorm hall lights. Night lights are available in the Office Storeroom for the hallway and restrooms.

Saturday:

1. Wake up all Team Members and Candidates. Double check that all are awake! However, make sure you do not wake up any Prayer Chas that are not on duty.
2. Get coffee from Kitchen and take to the Dorm hallway.
3. Every day you should clean the restrooms; replace the paper supplies, sweep floors, empty wastebaskets and anything else you see that need to be done.
4. Make sure that all Candidates have left their dorm for Chapel. Notify the Assistant Head Cha when all are clear.
5. A Dorm Cha should be in the vicinity of the Candidates' Dorm at all times, except during meals, in case a Candidate has a special need and to help the Assistant Head Cha make sure the Candidates are where they are supposed to be.
6. Unlock outside Auditorium Rest Room about 5:00 p.m. and clean and stock as necessary.
7. Help the Palanca Chas put out bed Palanca in all rooms if needed.
8. Be ready to serve coffee and/or snacks to the Candidates before bed if previously decided by Head Dorm Cha and the Rector. (Check with the Head Kitchen for any leftover Oven Palanca.)
9. Head Dorm Cha and other available Dorm Chas attend nightly Team Meetings
10. Lights out in the Team Dorm 20-30 minutes after the Team Meeting is over. Turn off Dorm hall lights. Night lights are available in the Office Storeroom for the hallway and restrooms. Lock the Auditorium restrooms.

Sunday:

1. (Optional) Sunday morning the Candidates may be awakened by the Serenade from the Team. Turn hall lights off so as not to wake up any Candidate prematurely.
2. Make sure Team is awake!!
3. A nice thing to do is to have plastic bags available to give the Candidates & the Team on Sunday morning for wet towels. This will speed up packing.
4. Get coffee from Kitchen and take to dorms or set up in the hall.
5. Candidate Dorm Chas will assist the Assistant Head Cha with the monitoring of the Candidates moving from the Dorm Room to the Chapel or kitchen and during restroom breaks after meals. Alert Assistant Head Cha when all the Candidates in your dorm are clear.
6. This will be a busy day for you getting everything cleaned and ready to go. Tell Candidates and Team to put everything on beds packed and ready to go in the morning so you can vacuum and clean during the day. The kitchen and Sunday Professors are the only ones who will have a problem being ready that

- morning, but encourage them to place their personal items on their beds as soon as possible so you may clean their room and restroom.
7. Leave all items on their beds until their sponsor comes to pick it up. That way no items are mixed up. Make sure that every piece of luggage has a nametag on it. Put sleeping bags, pillows and bedding in drawstring trash bags with name labels. After lunch move a table to the hallway for sponsors to come to pick up their candidates items. Dorm Chas (men's weekend) or Set-up/Take Down Team (women's weekend) should be stationed at the Dorm Hallway doors to bring candidate luggage outside to the sponsors. Sponsors should not enter the dorm end of the building.
  8. Begin washing the Rector and Spiritual Directors bed linen early in the day, so the kitchen will have use of the washer and dryer in the afternoon. It is suggested that one Dorm Cha be assigned the laundry duty so they will remember to transfer items to the dryer and get them out, folded, and put away to prevent conflicts in use of the machines with the Kitchen.
  9. Begin cleaning the dorms as soon as you can. Candidates' showers may be cleaned and all but one shower in each Team Dorm. Tape off the Team showers as you clean them but do not tape off the Candidates'. It will make them feel like the Weekend is over. Mop restroom floors and save vacuuming until everything is off the floor. After lunch, clean and tape off all but two toilets in the Professor Dorm. It should not be necessary to wash the bath mats, just dry them in the dryer with a dryer sheet and return them to the Office Closet.
  10. Unlock outside Auditorium Rest Room about 4:00 p.m. and clean and stock as necessary.
  11. Vacuum as needed.
  12. Rollo room may be vacuumed while Candidates are receiving their crosses in the Chapel and the Set-up/Takedown Team will help (Women only).
  13. Don't leave garbage in rooms. Take out and put into dumpster.
  14. Note: Dorm Chas may not get to attend Closing...this responsibility comes with this service area. Follow the Closing Check-Off List closely.
  15. You must have your areas cleaned and checked off by the Assistant Head Cha before attending Closing. You must also not break down the camp too early...the Weekend is still in progress. Do not look hurried in front of the Candidates and Team. You may solicit help from the Floater Chas and anyone else that is available.
  16. Complete the Area Head Feedback/Debriefing Form enclosed in the book by the end of the weekend and turn it in to the Assistant Head Cha. This is extremely important since the Rector was not able to observe all areas of the weekend. Be sure to report any facility problems on an "ARC Facility Problem Report."

# Tres Dias of Southeast Tennessee Area Head Feedback/Debriefing Form

Weekend # \_\_\_\_\_ (Men \_\_\_\_\_ Women \_\_\_\_\_)

Area \_\_\_\_\_ Name \_\_\_\_\_

What was your overall impression of the weekend and team meetings?

Please list any areas that, in your opinion, need improvement.

Please describe any elements of the weekend that you feel were new or particularly successful.

Did you have any problems with any particular team members? (please elaborate on the problem)

Please describe any outstanding efforts or actions by team members in your area.

Please provide any other comments you may have.

Please return this form to the Assistant Head Cha at the end of the weekend; your duty is not complete until this form is turned in.

# Facility Problem Report

Please document any facility problems below. Please be as specific as possible to allow for timely evaluation and correction.

Date: \_\_\_\_\_

Room or location: \_\_\_\_\_

Problem Description:

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Reported by: \_\_\_\_\_

Contact Number: \_\_\_\_\_ (for follow-up information if necessary)

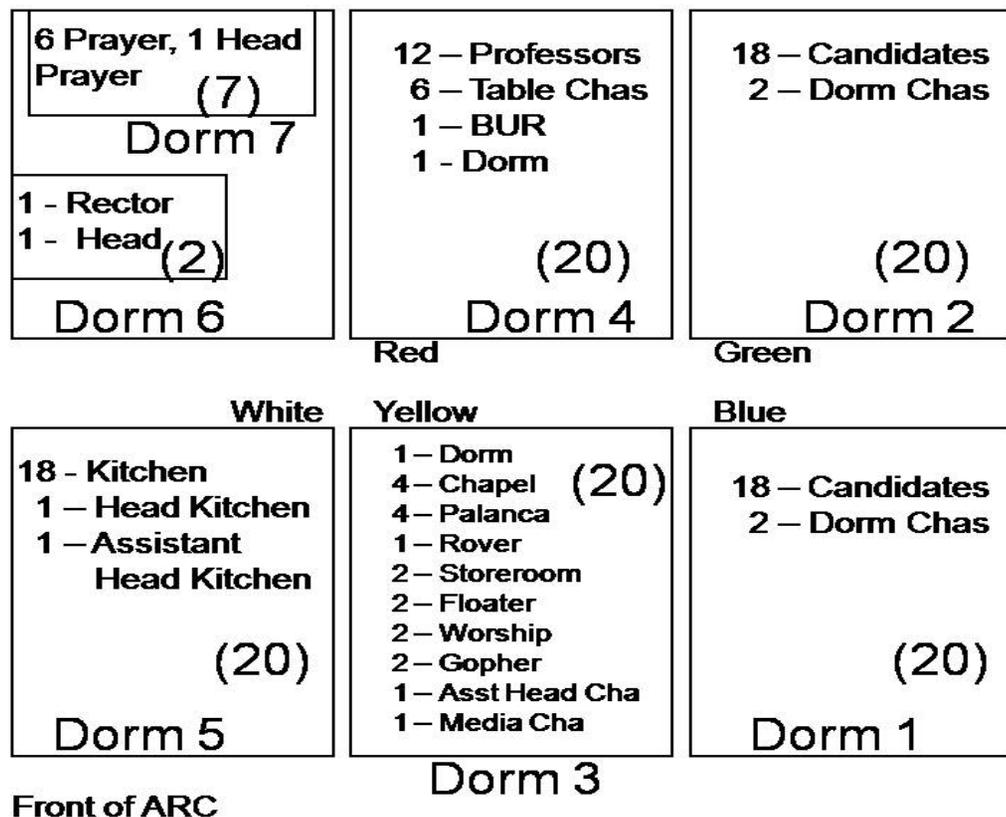
Please leave this form on the Bulletin Board in the ARC Office

Thanks, ARC Management

# Apison Retreat Center

## Room Assignments

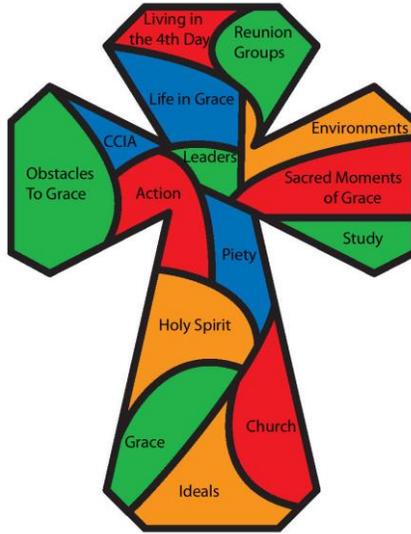
Summary:  
 36 Candidates  
 3 SP Directors  
 1 Rector  
72 team  
 112 Total



3 – Spiritual Directors  
 (3)







## Tres Dias of Southeast Tennessee Head Floater Supply Cha Team Book

This book is intended to **help**. Please forgive its failings. Please help improve it by noting your suggestions on the Area Head Feedback/debriefing sheet and turn it in to the Assistant Head Cha at the end of the weekend. Alternately, you can send your suggestions to the respective Men's or Women's Leaders person.

Facility problems should be reported on the ARC "Facility Problem Report" forms on the ARC office bulletin board.

Thank you,

Tres Dias of Southeast Tennessee Secretariat

# Floater Supply Cha Duties and Responsibilities

On the Weekend your primary responsibility is purchasing all supplies that are needed once the Weekend begins. The Floater Supply Chas are the only Chas that are permitted to leave the facility once the Weekend has begun, unless the Rector grants special permission. You should use the Office as your home base during the weekend.

1. Check with each Area Head at least twice a day to determine their needs and make a shopping list. A request form is included with this book and can be posted in the Office for area heads to write down their needs. The Head Floater Supply Cha then takes the shopping list to the Assistant Head Cha for approval and receives money from the Team Fees to make the approved purchases. Purchase receipts and change are returned to the Assistant Head Cha. This may be done on a daily basis if desired.
2. Attempt to combine as many trips away from the facility as possible by making one morning and one afternoon trip. Be available to make emergency trips as required.
3. Before leaving the facility, go to the prayer room to have the Prayer Chas pray over you. When you return to the camp, go directly to the prayer room to have the Prayer Chas pray over you again. The prayer covering for the camp should never be broken.
4. It is a Tres Dias Policy that no personal purchases will be made for individual team members unless it is an emergency. The Head Floater Supply Cha should make an announcement at the Team Meetings stating this policy; however, be sensitive to Team emergency needs that arise.
5. Wal-Mart/Sam's are the stores used for most purchases. Directions to the Ooltewah Wal-Mart are included in this book. A Tax Exempt form is included for your use. The first trip to Wal-Mart, you must go to the Service Desk and present the Tax Exempt form and get a small card to show the cashier before you check out items to keep from paying Sales Tax (Cards from previous weekends are kept on the Office Bulletin boards and can be used). The Weekend and Food Couple have a tax exempt Sam's card that is not transferable. If expensive items are needed at Sam's, please contact them.
6. If desired, you may be reimbursed for fuel used during the weekend up to \$25. A receipt is required, so it is suggested you start with a full tank, and fill up again on Sunday for a receipt for what you used, up to \$25.
7. Assist any areas needing help during the weekend – **FLOAT**. Example - the Table Chas may need help in filling drink orders for the Candidates after each Rollo, kitchen may need help in set up or cleaning, etc.

8. Work closely with the Storeroom Chas to provide the Team and Candidates with requested supplies.
9. Check with Dorm Chas to determine if you will be needed to help with the Candidates' morning or evening drinks. The Dorm Chas are responsible for the setup but may require supplies or assistance.
10. Sunday morning pack and put away all your personal belongings and put them on your bed so that Dorm Chas can clean and vacuum.
11. Complete the Area Head Feedback/Debriefing Form enclosed in the book by the end of the weekend and turn it in to the Assistant Head Cha. This is extremely important since the Rector was not able to observe all areas of the weekend.
12. You are to be available to direct Serenaders to available parking on Saturday evening.

## **Daily Responsibilities**

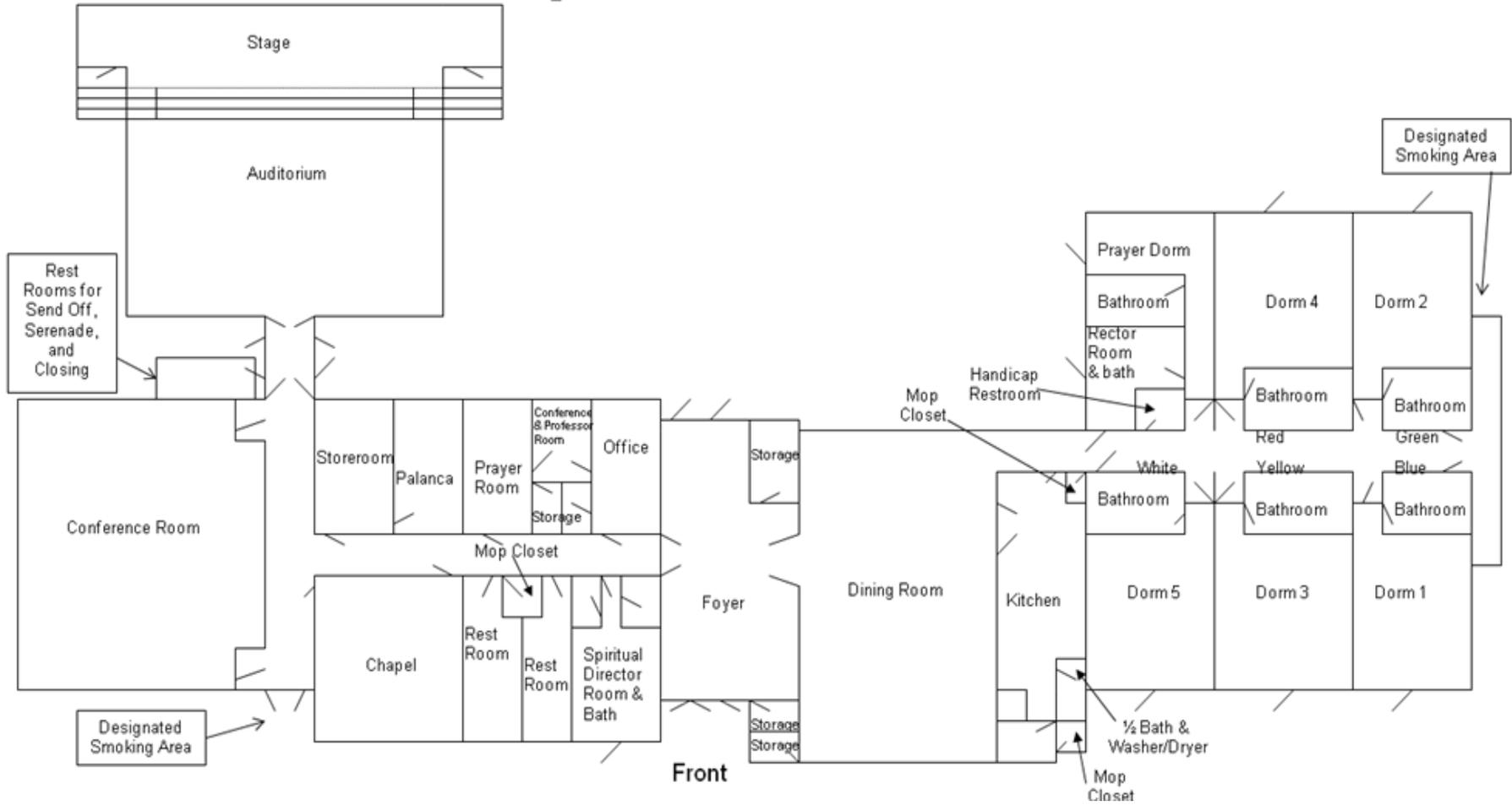
1. Start each day with prayer.
2. Make sure ice chests in Storeroom are full.
3. Check with each Area Head to determine required purchases. Be sure to get proper approvals before making any purchases.
4. Check with Candidate Dorm Chas to determine Candidate purchases.
5. Check purchase list in the Office for needs.
6. Compile a final purchase list and check with the Storeroom to see if these items are on hand.
7. Take your final list of necessary items to the Assistant Head Cha for approval and funds.
8. Go to the Prayer Room and have the Prayer Chas pray over you before leaving the camp.
9. Make required purchases keeping personal lists and monies separate from Team purchases and monies.
10. When returning to the camp, go directly to the Prayer Room and have the Prayer Chas pray over you. Do not break the prayer covering over the camp, as you are the only ones leaving the camp during the Weekend.
11. Give receipts and change from the Team purchases to the Assistant Head Cha. This may be done at the end of the weekend or daily.
12. After making all necessary morning purchases, go to the Storeroom and check with the Head Storeroom Cha to see if your help is needed serving Candidate drinks, refilling the ice chests or emptying garbage. The ice

machine is located in the kitchen. Garbage is located outside in front of the building.

13. If not needed in the Storeroom, go to the Assistant Head Cha for instructions or additional duties.
14. Be available to help the Palanca Chas put up Palanca Letters after the Holy Spirit Rollo while the Candidates are in the Chapel.
15. Always line the hall with the other Chas and smile as Candidates move from place to place.
16. Help tidy up the Rollo Room at lunch and after evening Chapel.
17. Check with Dorm Chas to see if your help is needed serving the evening or the next morning's drinks to the Candidates.
18. Check the phone in the Office frequently during the day up to the nightly team meeting for any messages that may have been left. Pick up the receiver and listen for a broken dial tone, which indicates a message has been left. Instructions for retrieving the message are printed on the side of the filing cabinet by the phone.
19. Attend the Team Meeting each night after Chapel.
20. End your day with prayer.



# Apison Retreat Center



# Tres Dias of Southeast Tennessee Area Head Feedback/Debriefing Form

Weekend # \_\_\_\_\_ (Men \_\_\_\_\_ Women \_\_\_\_\_)

Area \_\_\_\_\_  
\_\_\_\_\_

Name

What was your overall impression of the weekend and team meetings?

Please list any areas that, in your opinion, need improvement.

Please describe any elements of the weekend that you feel were new or particularly successful.

Did you have any problems with any particular team members? (please elaborate on the problem)

Please describe any outstanding efforts or actions by team members in your area.

Please provide any other comments you may have.

Please return this form to the Assistant Head Cha at the end of the weekend; your duty is not complete until this form is turned in.



TENNESSEE DEPARTMENT OF REVENUE

SALES AND USE TAX CERTIFICATE OF EXEMPTION

TRES DIAS OF SOUTHEAST TENNESSEE, I  
PO BOX 22781  
CHATTANOOGA TN 37422-2781

Effective Date: July 1, 2015  
Exemption Number: 780077123  
Expiration Date: June 30, 2019  
11506 OLD EAST BRANCH RD  
ARISON TN 37408-0006

The Tennessee Department of Revenue has issued a tax exemption number for the educational, religious, historical, or charitable non-profit organization or institution named above. State law, Tenn. Code Ann. § 67-8-322 gives the Department the authority to allow this organization to make tax exempt purchases of goods and services that it will use, consume or give away. This authorization for exemption does not extend to sales tax that the organization must collect or pay on its regular sales of goods or taxable services.

This authorization for exemption is limited to sales made directly to the above named organization. This certificate may not be used for sales made to individuals paying with personal checks or personal debit or credit cards, even if the individual is a representative or employee of the above named organization, and he or she will be reimbursed for the purchase. Sellers must refuse to accept the certificate when the sale is made to someone other than the above named organization.

The organization must furnish its suppliers of goods and services with a copy of this certificate. The lower portion of the certificate must be properly completed. The organization must retain the original certificate for copy purposes. The supplier will maintain a file copy as evidence of the exempt sale to the organization. Later purchases made before the expiration date do not require the submission of additional copies.

The organization must notify the Department immediately if it ceases to exist or if its location or mailing address changes.

Richard H. Roberts  
Commissioner of Revenue

To Be Completed by the Organization

TO: Supplier's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I, \_\_\_\_\_, as an authorized representative of the organization named above, affirm that the purchases made under this authority will be used and consumed by the organization or will be given away.

Under penalty of perjury, I affirm this to be a true and correct statement.

Print Name of Organization \_\_\_\_\_

Print Name of Purchaser \_\_\_\_\_

Signature of Purchaser \_\_\_\_\_ Date \_\_\_\_\_

## Directions to the Ooltewah Wal-Mart

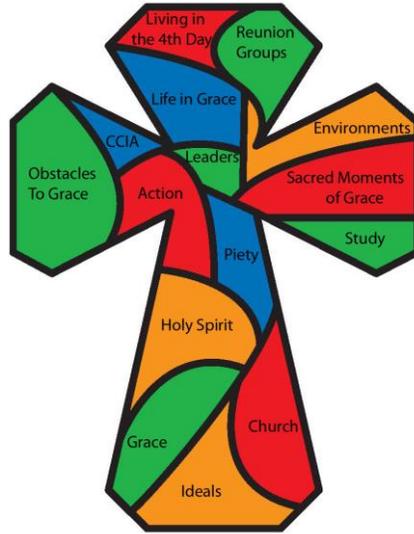
A: 11206 Old East Brainerd Rd, Apison, TN 37302-7506

- |  |  |        |
|--|--|--------|
|   | 1: Start out going SOUTH on OLD EAST BRAINERD RD toward PARK PL. | 0.0 mi |
|   | 2: Turn LEFT onto PARK PL.                                       | 0.1 mi |
|   | 3: Turn LEFT onto BILL JONES RD.                                 | 0.4 mi |
|   | 4: Turn RIGHT to stay on BILL JONES RD.                          | 0.0 mi |
|   | 5: Turn LEFT onto APISON PIKE/TN-317.                            | 2.7 mi |
|   | 6: Turn LEFT to stay on APISON PIKE/TN-317.                      | 0.0 mi |
|   | 7: Turn RIGHT to stay on APISON PIKE/TN-317.                     | 1.7 mi |
|   | 8: Turn RIGHT onto LITTLE DEBBIE PKWY.                           | 1.6 mi |
|  | 9: End at 5588 Little Debbie Parkway Ooltewah, TN 37363          |        |

Estimated Time: 12 minutes Estimated Distance: 6.64 miles

B: Wal-Mart Supercenter: 5588 Little Debbie Parkway, Ooltewah, TN 37363,  
(423) 238-1036

Total Time: 12 minutes Total Distance: 6.64 miles



Tres Dias of Southeast Tennessee

## Head Gopher Cha Team Book

This book is intended to **help**. Please forgive its failings. Please help improve it by noting your suggestions on the Area Head Feedback/debriefing sheet and turn it in to the Assistant Head Cha at the end of the weekend. Alternately, you can send your suggestions to the respective Men's or Women's Leaders person.

Facility problems should be reported on the ARC "Facility Problem Report" forms on the ARC office bulletin board.

Thank you,

Tres Dias of Southeast Tennessee Secretariat

## **Gopher Cha Duties and Responsibilities**

### **GENERAL OVERVIEW:**

Your main responsibility is to see that Professors, Spiritual Directors and Prayer Palanca people are pulled at the appropriate times before Rollos and have them ready and in the proper place on time. Professors must have time to dress and all parties will then meet in the Prayer Room at the appropriate time for Pre-Rollo prayer.

### **TEAM MEETINGS:**

1. Check with the Rector to see if he/she would like for you to pass a Rollista Prayer Palanca Sheet for the Team to sign. If so, make a copy of the Prayer sheet on page 5 to make available at the Team Meetings. This form is available on the TDSETN Website. Make sure the Prayer Palanca Sheet is reviewed by the Head Kitchen Cha to ensure there are no conflicts created by Kitchen Chas on prayer duty. There is a guideline for prayer Palanca assignments on page 9.
2. Pull the Rollistas, Prayer Palanca and Spiritual Director for the practice Rollos beginning at the second Team Meeting. This will give you an opportunity to learn the names and faces of the people you will be looking for on the Weekend.
3. Talk with the Rollistas and Spiritual Directors and determine what they would like to drink and snack on before/after their Rollos.
4. Check with the Rector to see if he/she would like for you to have Communion with the Rollista before their Rollo on the Weekend.
5. Determine which Gopher Cha will pull the Rollistas and which one will pull the Prayer Palanca and Spiritual Directors.
6. Obtain a Weekend schedule from the Rector and become very familiar with it.

### **ON THE WEEKEND:**

1. Purchase the food and drink items you will need for the Rollistas before/after their Rollo and any Communion Elements if Communion will be served to the Rollistas. There is a small refrigerator in the Office for your use.
2. Gophers are responsible for whatever flowers/boutonnieres that will be used for talks on the weekend. **Call Rector's spouse** (reunion group if unmarried) to arrange for any special corsage/boutonniere/flowers for the

- Rector's talk if desired. Remember the Spiritual Directors. You can be reimbursed up to \$100 by the Assistant Head Cha.
3. You may decorate the Professor Ready Room by placing table cloths, crosses or pictures on the two tables and hanging sheers on a spring rod between this room and the Prayer Room. (Sheers and rod are stored in the closet in this room).
  4. Stay in close contact with the Assistant Head Cha for schedule and time changes and set your watch by theirs.
  5. Keep a copy of the schedule with you at all times and keep changes current.
  6. Make sure the Rollistas, Spiritual Directors and Prayer Palanca are where they need to be and on time. The Weekend does not need to run behind while waiting for a Rollista to dress or Prayer Palanca to get to the Prayer Room.
  7. Pull the Rollista and tell them how much time they have to dress. Please protect the privacy of the Rollista by keeping team members out of the room while they are dressing. Go back and get them at that time and escort them to the Professor Ready Room (Office Conference Room) where they can have their quiet time, communion, and read any notes, etc. At the appropriate time, from there, they can enter the Prayer Room where the other Gopher Cha should have the Prayer Palanca and Spiritual Director waiting. Notify the Assistant Head Cha when the Rollista is ready to enter the Rollo Room.
  8. Help out in other areas after the Rollos are finished if needed.
  9. **NOTE:** Be sure the Prayer Chas and Rollo prayer palanca team are praying in the Chapel since they will be shown and introduced during a Chapel visit during the Holy Spirit talk on Friday.
  10. Complete the Area Head Feedback/Debriefing Form enclosed in the book by the end of the weekend and turn it in to the Assistant Head Cha. This is extremely important since the Rector was not able to observe all areas of the weekend.
  11. **Please take special care to be punctual at all times. You are critical to keeping the Weekend on schedule.**

# Tres Dias of Southeast Tennessee Area Head Feedback/Debriefing Form

Weekend # \_\_\_\_\_ (Men \_\_\_\_\_ Women \_\_\_\_\_)

Area \_\_\_\_\_ Name \_\_\_\_\_

What was your overall impression of the weekend and team meetings?

Please list any areas that, in your opinion, need improvement.

Please describe any elements of the weekend that you feel were new or particularly successful.

Did you have any problems with any particular team members? (please elaborate on the problem)

Please describe any outstanding efforts or actions by team members in your area.

Please provide any other comments you may have.

Please return this form to the Assistant Head Cha at the end of the weekend; your duty is not complete until this form is turned in.

## Weekend Prayer Palanca Sheet

Friday	Saturday	Sunday
<p><b>IDEALS</b>                    30 Minutes beginning at 10:30 am</p> <p>Professor: _____            Spiritual Director: _____            Prayer Palanca: _____            Prayer Palanca: _____</p>	<p><b>STUDY</b>                    30 Minutes beginning at 9:25 am</p> <p>Professor: _____            Spiritual Director: _____            Prayer Palanca: _____            Prayer Palanca: _____</p>	<p><b>ENVIRONMENTS</b>    30 Minutes beginning at 10:10 am</p> <p>Professor: _____            Spiritual Director: _____            Prayer Palanca: _____            Prayer Palanca: _____</p>
<p><b>GRACE</b>                    45 Minutes beginning at 11:40 am</p> <p>Professor: _____            Spiritual Director: _____            Prayer Palanca: _____            Prayer Palanca: _____</p>	<p><b>SACRED MOMENTS</b> 90 Minutes beginning at 10:30 am</p> <p>Professor: _____            Spiritual Director: _____            Prayer Palanca: _____ /            Prayer Palanca: _____ /</p>	<p><b>LIFE IN GRACE</b>        45 Minutes beginning at 11:15 am</p> <p>Professor: _____            Spiritual Director: _____            Prayer Palanca: _____            Prayer Palanca: _____</p>
<p><b>CHURCH</b>                    30 Minutes beginning at 2:10 pm</p> <p>Professor: _____            Spiritual Director: _____            Prayer Palanca: _____            Prayer Palanca: _____</p>	<p><b>ACTION</b>                    30 Minutes beginning at 2:55 pm</p> <p>Professor: _____            Spiritual Director: _____            Prayer Palanca: _____            Prayer Palanca: _____</p>	<p><b>CCIA</b>                    30 Minutes beginning at 12:45 pm</p> <p>Professor: _____            Spiritual Director: _____            Prayer Palanca: _____            Prayer Palanca: _____</p>
<p><b>HOLY SPIRIT</b>            60 Minutes beginning at 3:30 pm</p> <p>Professor: _____            Spiritual Director: _____            Prayer Palanca: _____            Prayer Palanca: _____</p>	<p><b>OBSTACLES</b>            45 Minutes beginning at 4:05 pm</p> <p>Professor: _____            Spiritual Director: _____            Prayer Palanca: _____            Prayer Palanca: _____</p>	<p><b>REUNION</b>                    20 Minutes beginning at 2:40 pm</p> <p>Professor: _____            Spiritual Director: _____            Prayer Palanca: _____            Prayer Palanca: _____</p>
<p><b>PIETY</b>                    45 Minutes beginning at 5:20 pm</p> <p>Professor: _____            Spiritual Director: _____            Prayer Palanca: _____            Prayer Palanca: _____</p>	<p><b>LEADERS</b>                30 Minutes beginning at 5:25 pm</p> <p>Professor: _____            Spiritual Director: _____            Prayer Palanca: _____            Prayer Palanca: _____</p>	<p><b>LIVING THE 4<sup>TH</sup> DAY</b> 45 Minutes beginning at 3:10 pm</p> <p>Spiritual Director: _____            Prayer Palanca: _____            Prayer Palanca: _____</p>

## Weekend Prayer Palanca Sheet

### Friday

**IDEALS**            30 Minutes            Begins at 10:30 am

Professor: \_\_\_\_\_

Spiritual Director: \_\_\_\_\_

Prayer Palanca: \_\_\_\_\_

Prayer Palanca: \_\_\_\_\_

**GRACE**            45 Minutes            Begins at 11:40 am

Professor: \_\_\_\_\_

Spiritual Director: \_\_\_\_\_

Prayer Palanca: \_\_\_\_\_

Prayer Palanca: \_\_\_\_\_

**CHURCH**            30 Minutes            Begins at 2:10 pm

Professor: \_\_\_\_\_

Spiritual Director: \_\_\_\_\_

Prayer Palanca: \_\_\_\_\_

Prayer Palanca: \_\_\_\_\_

**HOLY SPIRIT**    60 Minutes            Begins at 3:30 pm

Professor: \_\_\_\_\_

Spiritual Director: \_\_\_\_\_

Prayer Palanca: \_\_\_\_\_

Prayer Palanca: \_\_\_\_\_

**PIETY**            45 Minutes            Begins at 5:20 pm

Professor: \_\_\_\_\_

Spiritual Director: \_\_\_\_\_

Prayer Palanca: \_\_\_\_\_

Prayer Palanca: \_\_\_\_\_

## Weekend Prayer Palanca Sheet

Saturday		
<b>STUDY</b>	30 Minutes	Begins at 9:25 am
Professor:	_____	
Spiritual Director:	_____	
Prayer Palanca:	_____	
Prayer Palanca:	_____	
<b>SACRED MOMENTS</b>	90 Minutes	Begins at 10:30 am
Professor:	_____	
Spiritual Director:	_____	
Prayer Palanca:	_____/_____	
Prayer Palanca:	_____/_____	
<b>ACTION</b>	30 Minutes	Begins at 2:55 pm
Professor:	_____	
Spiritual Director:	_____	
Prayer Palanca:	_____	
Prayer Palanca:	_____	
<b>OBSTACLES</b>	45 Minutes	Begins at 4:05 pm
Professor:	_____	
Spiritual Director:	_____	
Prayer Palanca:	_____	
Prayer Palanca:	_____	
<b>LEADERS</b>	30 Minutes	Begins at 5:25 pm
Professor:	_____	
Spiritual Director:	_____	
Prayer Palanca:	_____	
Prayer Palanca:	_____	

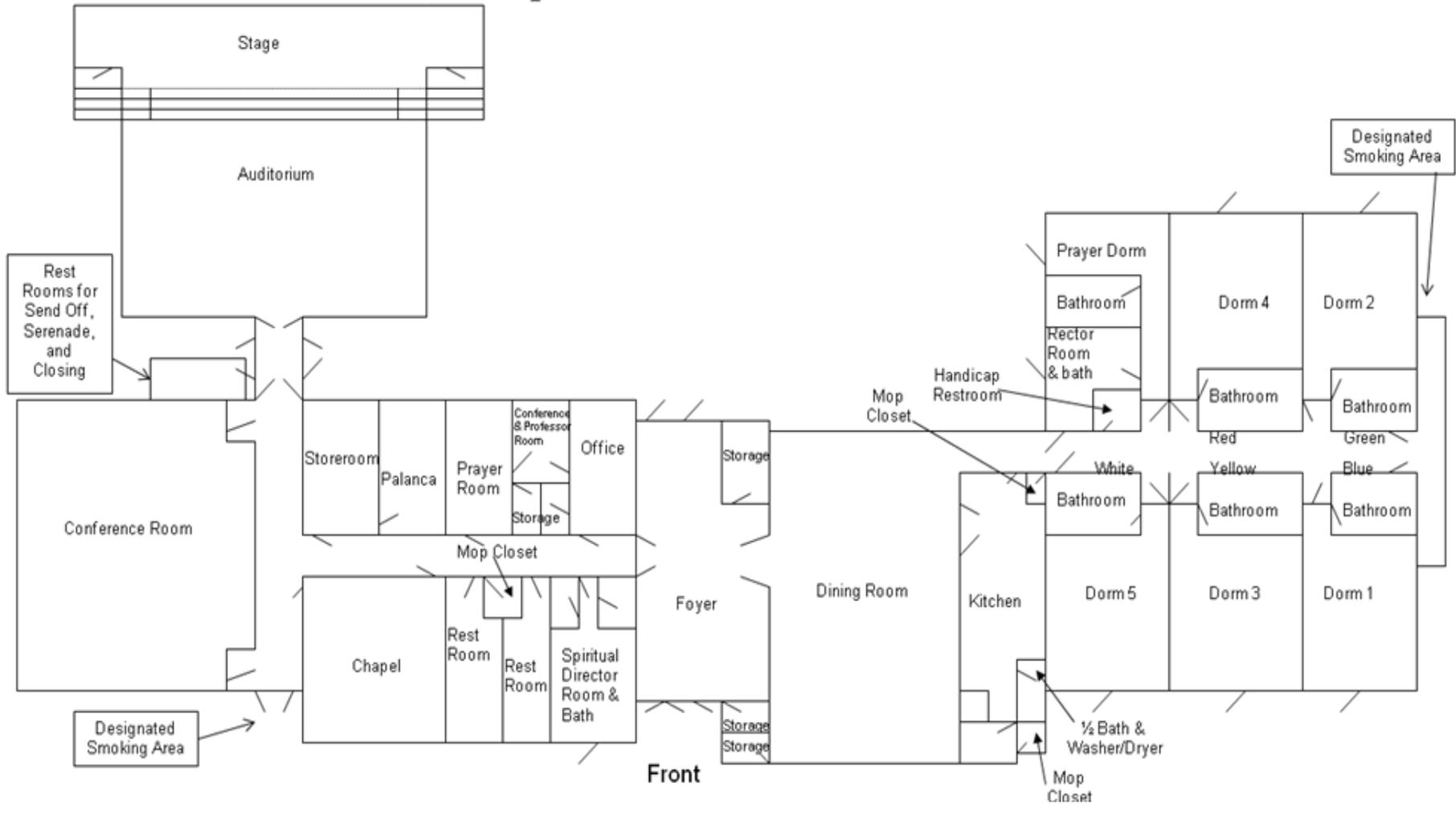
## Weekend Prayer Palanca Sheet

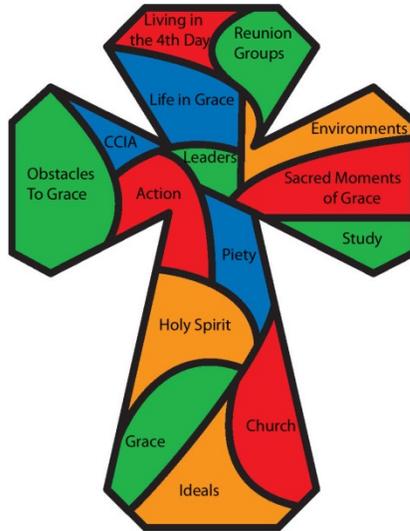
Sunday		
<b>ENVIRONMENTS</b>	30 Minutes	Begins at 10:40 am
Professor:	_____	
Spiritual Director:	_____	
Prayer Palanca:	_____	
Prayer Palanca:	_____	
<b>LIFE IN GRACE</b>	45 Minutes	Begins at 11:15 am
Professor:	_____	
Spiritual Director:	_____	
Prayer Palanca:	_____	
Prayer Palanca:	_____	
<b>CCIA</b>	30 Minutes	Begins at 12:45 pm
Professor:	_____	
Spiritual Director:	_____	
Prayer Palanca:	_____	
Prayer Palanca:	_____	
<b>REUNION</b>	20 Minutes	Begins at 2:40 pm
Professor:	_____	
Spiritual Director:	_____	
Prayer Palanca:	_____	
Prayer Palanca:	_____	
<b>LIVING THE 4<sup>TH</sup> DAY</b>	45 Minutes	Begins at 3:10 pm
Spiritual Director:	_____	
Prayer Palanca:	_____	
Prayer Palanca:	_____	

## Prayer Palanca Assignment Guidelines

1. Spiritual Director assignments will be made by the Gopher with input from the Rector. The following is a guideline to use: The SD who has the morning Chapels will not be available to pray for the Rollista of the first two talks, and the one giving the morning SD talk will not be able to do it, leaving only the third SD for these slots. The SD who is giving the afternoon SD Rollo should not be assigned the afternoon prayer slot that is right before his Rollo, and may not be back in time to do the one following.
2. For the first Rollos of the day, do not utilize Kitchen Chas, as they will be having their Chapel service. If it is necessary to utilize a Kitchen Cha, use only one.
3. Do not schedule Chapel Chas for Prayer Palanca during the Holy Spirit or Sacred Moments talks, as the candidates will be visiting the Chapel during those talks.
4. As a general practice, do not use area heads for prayer palanca unless they specifically request to do so.
5. Do not schedule Prayer Chas during their “sleep” time. They may be assigned during their other times. Check with the Head Prayer Cha.
6. In addition to the Professors, the following will not generally be available for prayer palanca:
  - a. Rector
  - b. Head Cha
  - c. Assistant Head Cha
  - d. Media Cha
  - e. Table Chas (may be used if Storeroom fills in)
  - f. Spiritual Directors, and
  - g. RoverAll others should be encouraged or assigned a time. There are 32 time slots to be filled from approximately 60 Chas.
7. It is a good idea to announce at team meetings that team members can sign up for prayer palanca for a specific professor, but all assignments must be checked out with their area head to be sure there is not a conflict with their other duties at that time.

# Apison Retreat Center





Tres Dias of Southeast Tennessee

## Head Kitchen Cha Team Book

This book is intended to **help**. Please forgive its failings. Please help improve it by noting your suggestions on the Area Head Feedback/debriefing sheet and turn it in to the Assistant Head Cha at the end of the weekend. Alternately, you can send your suggestions to the respective Men's or Women's Leaders person.

Facility problems should be reported on the ARC "Facility Problem Report" forms on the ARC office bulletin board.

Thank you,

Tres Dias of Southeast Tennessee Secretariat

# **Kitchen Cha Duties and Responsibilities**

**(Menu and recipes/instructions have been removed and placed in a separate book)**

## **I. General Overview**

You are responsible for planning, preparing, cooking and serving all the meals for the Weekend, as well as decorating the cafeteria for all meals. You are responsible for selecting the themes for each meal, planning a skit for Saturday's lunch, table palanca, music and scripture reading at each meal.

You are responsible for serving beverages to the Community (water only) in the Auditorium for the Serenaders. There is to be no food served. You are responsible for inventorying the food when it arrives at the ARC on Thursday and again on Sunday afternoon. Kitchen Chas are also responsible for the closing down the Kitchen and disposing of all leftover perishable food. Head Kitchen Cha may not leave the camp until the Assistant Head Cha and Weekend Couple and ARC Representative have inspected and approved the Kitchen Areas. See Kitchen Closing Check off list provided by the Weekend Couple.

Remember that God chose you for this purpose: to be a servant and show His love to those making this Weekend. Remember also that God chose the others working with you. They may not do things the way you do, but God knows what He is doing. If we keep a servant's attitude – humble, obedient, and not seeking to receive recognition – God will be glorified in every step.

The key to a successful kitchen team is flexibility. If one team completes their duties early, then they should help another team so everyone may have some free time. **SERVANTHOOD AS A TEAM!**

Wal-Mart/Sam's are the stores used for most purchases. A Tax Exempt form is included for your use. The first trip to Wal-Mart, you must go to the Service Desk and present the Tax Exempt form and get a small card (several are on the Office Bulletin Board that you can use) to show the cashier before you check out items to keep from paying Sales Tax. The Weekend and Food Couple have a tax exempt Sam's card that is not transferable. If expensive items are needed at Sam's, please contact them.

Photography on TDSETN weekends is limited to the Fourth Day Couple's photo taken on Friday mornings. Camera or video use on weekends is prohibited. We must maintain the confidential cloistered environment of the weekend.

All skits, including Kitchen, are to be reviewed and approved by the BUR before being presented.

## **II. Responsibilities Prior to the Weekend**

### **A. Before Team Meetings**

1. Meet with the Rector to determine any preferences regarding kitchen duties, themes, menus, etc.
2. If you are unfamiliar with the ARC kitchen you may want to inspect the kitchen at the ARC prior to the first team meeting. The ARC Manager can give you and your team specific training if desired.
3. Contact the Assistant Head Kitchen and begin discussing ideas for themes, palanca and kitchen duty assignments.
4. You may want to have a Kitchen meeting prior to beginning team meetings for planning and training purposes.

### **B. During Team Meetings**

1. The Kitchen Chas may be requested to set up, serve and clean up the food served at Team Meetings. Check with the Assistant Head Cha regarding paper plates, cups, utensils, etc. ARC does not furnish any paper goods. You are welcome to use the dishes, as long as they are cleaned and returned to proper storage.
2. You should conduct a section meeting at each Team Meeting to train the Kitchen Chas.
  - a. Pray over the kitchen team at each section meeting.
  - b. Involve the entire kitchen team in planning the themes for each meal.
  - c. It is helpful to select two people to be in charge of each meal. These two people will serve as the Team Leaders for that meal and will be responsible for the decorations, palanca, scripture and music. They do not have to bring everything themselves but are responsible for gathering and coordinating everything needed at that particular meal and reporting their ideas and progress at each Section Meeting. (Check the kitchen closet at the camp and make notes of all the decorations that are available for the themes you have chosen. You should do this prior to choosing your themes so you may utilize these decorations and eliminate any extra expenses.)
  - d. Assign each Kitchen Cha to either the Set-Up, Cooking or Clean-Up Team for each meal of the Weekend. (Cook Team should not be in charge of a meal.)

- i. Set-Up: In charge of setting up the dining room. Arrange tables in the room and set tables with tablecloths, placemats, dishes, glasses, napkins and flatware accordingly, decorate according to Meal Team Leaders' directions, check condiments and arrange palanca at each setting. The Head Table (if desired by the Rector) should be set up with place cards at each meal for the Rector, BUR, Rover, Head Cha, Assistant Head Cha, Worship Leaders and Spiritual Directors. Help serve food and drinks.
  - ii. Cooking: In charge of preparing and cooking the meals. The Head Cook should examine the menus and determine if advanced cooking is possible, keeping in mind the storage. The Head Cook should be present during the delivery of food to be familiar with storage of items. Help serve food and drinks as needed.
  - iii. Clean-Up: In charge of clearing the tables, washing dishes, pots and pans. Also, re-stack dishes, glasses, flatware, pots and pans for easy access for the next meal. Empty garbage cans (leave tops of bags open to allow air to escape in dumpster). Break down all cardboard boxes and place them in the recycle trailer next to the dumpster. Check floors for sweeping. Leave everything cleaner than before and well organized. Help serve food and drinks.
- e. Instruct Kitchen Chas to arrive at the camp on Thursday as early as possible. The Team Heads need to be at the camp early Thursday morning and if any Kitchen Chas can arrive early, it would be greatly appreciated. However, no Kitchen Cha should arrive any later than 5:00 p.m. All Kitchen Chas are responsible for setting-up, cooking and cleaning on Thursday.
  - f. Instruct all Kitchen Chas to line the halls whenever possible. It helps the rest of the Team and promotes harmony among the Team Members.
  - g. Instruct the Kitchen Chas about Prayer Palanca as most of the Kitchen Chas will have an opportunity to pray for a Rollista. A Prayer Palanca list should be posted in the Kitchen for easy reference.
  - h. Appoint a Special Diet Cha (who will be in charge of all special diet requests from the Candidates and Team including checking with the Rector for information before the Weekend, notifying the Food Couple of special requests, and serving the food), a Drink Cha (who will be in charge of making all coffee, tea and for coordinating the serving of drinks at all meals) and a Head Table Cha (who will be in charge of serving the Head Table at every meal).

- i. Instruct all Kitchen Chas to stay in their assigned areas. The Head and Assistant Head Kitchen Chas should know where you are at all times.
  - j. Kitchen Chas will observe Thursday night Silence with the rest of the Team.
  - k. Instruct Kitchen Chas to complete all palanca and letters before the Weekend so they will have ample rest time. Kitchen duty is especially demanding and they need their rest.
3. Have a sign-up sheet for Oven Palanca for the Weekend at the check in tables during team meetings.
  4. Have a sign-up sheet for Thursday Reception Food if necessary. (Thursday Reception Menu is at your discretion and is not included in the Weekend food items ordered by the Food Couple.)
  5. The Head Kitchen Cha will keep receipts for expenses and is allowed \$400 from the Team Fees and \$150 from the Secretariat for palanca, reception food and any extra items not on the Food Couples' Menu List. Turn receipts into the Assistant Head Cha to be reimbursed.
  6. Assign one Kitchen Cha to be in charge of operating the sound system for the weekend, but also serves tables. The Media Cha can assist in training if requested.
  7. Meet with the Secretariat Food Couple to finalize menu and place food order. Only menu items approved by them will be purchased by them, whether from the food supplier or grocery store.
  8. The ARC Manager can meet with your team to go over kitchen equipment operation and helpful hints if desired.

**C. Suggested Questions to Ask Prior to the Weekend**

1. Rector preferences for themes for meals, especially for Sunday morning.
2. Rector's specific dislikes concerning themes, mood set in kitchen, food, etc.
3. Rector's preferences for seating at Head Table for meals.
4. Check with the team for items needed for decorations and Palanca

5. Food Order – Food Couple will provide the list of items ordered/brought to the ARC to the Head Kitchen. Be sure to let them know if you want fresh or frozen eggs.

### **III. Responsibilities During the Weekend**

#### **A. Thursday:**

1. Head and Assistant Head should arrive at **the camp to prepare kitchen.**
2. **Designate** a place for Oven Palanca. Have the Sign up Sheet available for Team Members to check off their names as they leave their food and 2-liter drinks.
3. Designate a place for Reception Food. Have the Sign up Sheet available for Team Members to check off their names as they leave their reception food. (Optional)
4. Inventory food and have head cook store food when it arrives. Make sure the Candidates special diet food is delivered. If any food items are missing notify the Food Couple immediately. Bacon, sausage, eggs, English muffins, juice, blueberry muffins and frozen meats should be put in the **Cooler**, not the freezer. Biscuits, cinnamon rolls and bread come frozen, and need to be put in the freezer. Muffin batter should be put in the cooler to thaw.
5. Turn on the warmers if needed.
6. Oversee the food preparation, decorating and setup of the dining hall for the Candidate Reception. Only paper tablecloths are provided for the weekend. If Cloth tablecloths are desired, you should provide them or check to see what is available. There are some cloth table cloths in the chair/table storage closet, which if used must be washed and dried. Check the sound system and the microphone for working condition. Make sure the podium is set up for the Rector and the Spiritual Directors have a designated table or chairs. Remove the Doxology/Blessing/Thanks words from the wall during the reception.
7. Oversee the setting up of the Kitchen table/chair Storage closet for meal decorations and palanca. It is helpful to have one shelf or area for each meal clearly labeled. The table and chair racks can be moved to the rear of the auditorium or front porch to free up space in the storage area. Please move them through the building rather than outside where they may pick up sand or grit in the wheels.

8. Obtain the anti-slip mats from the rack that is stored in outside mop closet and place around kitchen as desired.
9. Post a schedule of Prayer Palanca in the kitchen. This can be obtained from the Head Gopher.
10. All Kitchen Chas attend Team Meeting and Communion around 6 pm.
11. Oversee the Reception and the Reception clean up; and oversee Friday breakfast setup. Put Doxology/Blessing/Thanks words back on wall.
12. Attend Team Meeting and observe Silent Retreat.

**B. Friday:**

1. Smile and oversee the setup, cooking and clean up of every meal.
2. Coordinate Kitchen (Team) Chapel/Communion with the Head Chapel Cha.
3. Palanca may be given beginning at the Dinner meal.
4. Check with head cook for supplies needed and give list to Floater/Supply Chas.
5. Carry Walkie Talkie if desired at all times to keep in touch with the Assistant Head Cha concerning meal times. Some teams prefer to use a runner.
6. Attend Team Meeting.
7. Oversee Saturday preparations and check on lunch skit.
8. Make sure the Kitchen Team is not staying up unusually late to add too many decorating details.

**C. Saturday:**

1. Smile and oversee the setup, cooking and clean up of every meal.
2. Coordinate Kitchen (Team) Communion with the Head Chapel Cha.
3. Check with head cook for supplies needed and give list to Floater/Supply Chas.

4. Carry Walkie Talkie if desired at all times to keep in touch with the Assistant Head Cha concerning meal times. Some teams prefer to use a runner.
5. If lunch is to be served outdoors, do not use the dining room chairs outside, as the feet will pick up grit and damage the floor. Use the chairs from the auditorium for outdoor use.
6. Oversee Serenade beverages – water only please.
7. Oversee the men who help clean up the kitchen after serenade. They may stay up to one hour after the serenade to help in the kitchen only; otherwise they must leave immediately following the candlelight walk. You have the authority to remind these serenaders that they are only permitted in the kitchen and dining hall area for this one hour.
8. Attend Team Meeting.
9. Oversee Sunday preparations.
10. Make sure the Kitchen Team is not staying up unusually late to add to many decorating details.

**D. Sunday:**

1. Smile and oversee the setup, cooking and clean up of every meal.
2. Coordinate Kitchen (Team) Chapel/Communion with the Head Chapel Cha.
3. Check with head cook for supplies needed and give list to Floater/Supply Chas.
4. Carry Walkie Talkie if desired at all times to keep in touch with the Assistant Head Cha concerning meal times. Some teams prefer to use a runner.
5. Remove anti-slip mats and place on rack that is stored in outside mop closet. Roll rack outside on loading dock and hose off with hot water. Store rack with mats in outside mop closet.
6. Wash and dry all towels, aprons (do not wash aprons with towels) etc. used during the weekend. Be sure to start early enough to fold and place on the shelves prior to being checked out. It is suggested to appoint a specific Kitchen Cha that duty. Coordinate with the Dorm Chas since they will be washing bed linens on Sunday morning.

7. Prepare final inventory of food with Head Cook.
8. Oversee final kitchen clean up before Closing.
9. Make sure all perishable food is disposed of or arrangements made with Food Couple for distribution to the needy.
10. Have Assistant Head Cha check closing sheet and sign.
11. Go to Closing.
12. Complete the Area Head Feedback/Debriefing Form enclosed in the book by the end of the weekend and turn it in to the Assistant Head Cha. This is extremely important since the Rector was not able to observe all areas of the weekend.

## Dining Room Sound System Instructions

This sound system is now a multi-component system; the sound board/amplifier now sends unamplified signals to powered speakers on the wall in the dining area and amplified signals to a speaker in the kitchen.

**Please perform these steps in order to turn on systems:**

- 1. Turn on the power strip to power up the sound board/amplifier, then**
- 2. Plug in the 2 powered speakers that are mounted on the dining room wall.**

The feed for the dining room is actually now the “Monitor Master” channels (turquoise knobs). Use the individual knobs on each channel to raise or lower that item’s volume level. Use the “Monitor Main” knob to turn up all the feeds.

There is now a speaker in the kitchen that operates off of the bottom (red) knobs and the “Master” volume.

The powered speakers have a volume control on the back of each speaker, but you should not adjust it.

**When turning off the system after your event, reverse the order and unplug the speakers before you turn off the power strip (board power).**

You can leave the plug strip turned on and the speakers plugged in (turned on) overnight during weekend events.

For best results, please use “direct boxes” when connecting instruments to the system.

Thanks

ARC Management

**IV. Team Information – Make copies for every Kitchen Cha**

**A. Team Assignments:**

**1. Set Up Team:**

**Leader:** \_\_\_\_\_

**Assistant Leader:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Cook Team:**

**Leader:** \_\_\_\_\_

**Assistant Leader:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Clean Up Team:**

**Leader:** \_\_\_\_\_

**Assistant Leader:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Special Diet Cha:** \_\_\_\_\_

**5. Drink Cha:** \_\_\_\_\_

**6. Head Table Cha:** \_\_\_\_\_

## **B. Set Up, Cook and Clean Up Team Leaders' Instructions:**

1. PRAY! PRAY! PRAY! PRAY!
2. Wake up your team each morning and get them to their proper stations.
3. Organize the day and assign duties. Know where your Team's supplies are located.
4. Each day, your team will be in charge of the area you have been assigned: cooking, cleaning or set-up.
5. Your assigned area is your primary responsibility. If your team is caught up, you may allow up to two Chas to go hear a talk or to rest, but the rest of your team will need to assist the other teams in any way possible. If the other teams do not need help, check with the Head Kitchen Cha before releasing your team to have free time.
6. Set up and Cook Team Leaders should decide in advance how the food will be served at each meal (in bowls, on plates, etc) to prevent the food from getting cold.
7. Setup and Cleanup Leaders should decide in advance who will serve the drinks for the meals – several people are needed.
8. Instruct your Team to serve with love and joy – remember the Kitchen on your Weekend and how it ministered to you.
9. Listen only to the Head or Assistant Head Kitchen when determining the arrival time of the Candidates for meals.
10. The Kitchen Chas will eat together as a group after the Team and Candidates, but before cleanup.
11. Spiritual Directors, Chapel and Prayer Chas may not get to eat with the Team and Candidates due to ministering in the Chapel and Prayer Room. One Cha from the Clean-Up Team should be appointed to check with the Head Chapel and Head Prayer before every meal to determine how many plates to fix and set them aside in a designated area.
12. On Sunday, the Cleanup Team must get the kitchen ready to be checked off by the Assistant Head Cha and the Weekend Couple. No Kitchen Cha may leave the campground until this area passes inspection.

**V. Meal Information:**

**Thursday: approximately 7:30 p.m.**

**1. Meal: Thursday Reception**

**2. Theme:** \_\_\_\_\_

**3. Menu:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Dress:** \_\_\_\_\_

**5. Decorations:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Music:** \_\_\_\_\_  
\_\_\_\_\_

**7. Special Notes:**

- All Kitchen Teams set up, cook and clean for Reception
- Podium for Rector
- Test microphone and Sound System
- Set up for Friday Breakfast
- Have coffee ready to turn on Friday morning
- Make tea for Friday and store in walk in cooler if desired
- Entire Team attends Team Meeting
- Observe Silent Retreat
- Get plenty of sleep
- Put any frozen bagged products (eggs, chili, and pork loins) in refrigerator vs. freezer to allow time to thaw. (You can do this when unloading the food from the supplier)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Friday:**

1. **Meal: Breakfast** – served approximately 7:50 a.m.

2. **Theme:** \_\_\_\_\_

3. **Menu:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **Dress:** \_\_\_\_\_

5. **Decorations:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. **Music:** \_\_\_\_\_  
\_\_\_\_\_

7. **Scripture:** \_\_\_\_\_

**8. Special Notes:**

- Place cards for Head Table
- Condiments on each table & coffee in carafes
- Coffee cups at each setting
- Tablecloths
- Kitchen Chas will introduce themselves
- Kitchen will eat together before clean up
- Set up for lunch when dining hall clean up is completed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Friday:**

1. **Meal:** **Lunch** – served approximately 1:25.

2. **Theme:** \_\_\_\_\_

3. **Menu:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **Dress:** \_\_\_\_\_

5. **Decorations:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. **Music:** \_\_\_\_\_

\_\_\_\_\_

7. **Scripture:** \_\_\_\_\_

8. **Special Notes:**

- Place cards for Head Table
- Condiments etc. on each table
- Glasses at each place
- Tablecloths
- Kitchen will eat together before clean up
- Set up for dinner when dining hall clean up is completed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Friday:**

1. **Meal: Dinner** – served approximately 7:30 p.m.

2. **Theme:** \_\_\_\_\_

3. **Menu:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **Dress:** \_\_\_\_\_

5. **Decorations:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. **Music:** \_\_\_\_\_

\_\_\_\_\_

7. **Scripture:** \_\_\_\_\_

8. **Palanca:** \_\_\_\_\_

\_\_\_\_\_

9. **Special Notes:**

- Place cards for Head Table
- Condiments etc. on each table
- Glasses at each place
- Tablecloths
- Kitchen will eat together before clean up
- Set up for breakfast when dining hall clean up is completed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Saturday:**

1. **Meal:** **Breakfast** – served approximately 8:00 a.m.

2. **Theme:** \_\_\_\_\_

3. **Menu:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **Dress:** \_\_\_\_\_

5. **Decorations:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. **Music:** \_\_\_\_\_  
\_\_\_\_\_

7. **Palanca:** \_\_\_\_\_  
\_\_\_\_\_

8. **Scripture:** \_\_\_\_\_

**9. Special Notes:**

- Place cards for Head Table
- Condiments on each table & coffee in carafes
- Coffee cups at each setting
- 
- Tablecloths
- Kitchen will eat together before clean up
- Set up for lunch when dining hall clean up is completed

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Saturday:**

1. **Meal:** **Lunch** – served approximately 1:00

2. **Theme:** \_\_\_\_\_

3. **Menu:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **Dress:** \_\_\_\_\_

5. **Decorations:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. **Music:** \_\_\_\_\_  
\_\_\_\_\_

7. **Scripture:** \_\_\_\_\_

8. **Palanca:** \_\_\_\_\_

9. **Skit:** \_\_\_\_\_  
\_\_\_\_\_

**10. Special Notes:**

- Place cards for Head Table
- Condiments etc. on each table
- Glasses at each place
- Tablecloths
- Oven Palanca on platters and covered with plastic
- Kitchen will eat together before clean up
- Setup Team – Prepare for serenade – Table & water
- Set up for dinner when dining hall clean up is completed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Saturday:**

1. **Meal: Dinner** – served approximately 6:35 p.m.

2. **Theme:** \_\_\_\_\_

3. **Menu:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **Dress:** \_\_\_\_\_

5. **Decorations:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. **Music:** \_\_\_\_\_  
\_\_\_\_\_

7. **Scripture:** \_\_\_\_\_

8. **Palanca:** \_\_\_\_\_  
\_\_\_\_\_

**9. Special Notes:**

- Candidates to sit by table
- Place cards for Head Table
- Condiments etc. on each table
- Glasses at each place
- Tablecloths
- All Kitchen Team sit and be blessed by Serenade
- Kitchen will eat together before clean up
- Set up for breakfast when dining hall clean up is completed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sunday:**

1. **Meal: Breakfast** – served approximately 7:00 a.m.

2. **Theme:** \_\_\_\_\_

3. **Menu:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **Dress:** \_\_\_\_\_

5. **Decorations:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. **Music:** \_\_\_\_\_  
\_\_\_\_\_

7. **Palanca:** \_\_\_\_\_  
\_\_\_\_\_

8. **Scripture:** \_\_\_\_\_

**9. Special Notes:**

- Place cards for Head Table
- Condiments etc. on each table
- Coffee cups at each setting
- Tablecloths
- Kitchen will eat together before clean up
- Set up for lunch when dining hall clean up is completed
- Begin cleaning up and pack up as much as possible

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sunday:**

1. **Meal:** **Lunch** – served approximately 1:45

2. **Theme:** \_\_\_\_\_

3. **Menu:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **Dress:** \_\_\_\_\_

5. **Decorations:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. **Music:** \_\_\_\_\_  
\_\_\_\_\_

7. **Scripture:** \_\_\_\_\_

8. **Palanca:** \_\_\_\_\_  
\_\_\_\_\_

9. **Special Notes:**

- Place cards for Head Table
- Condiments etc. on each table
- Glasses at each place
- Tablecloths
- Kitchen will eat together before clean up
- Complete clean up duties, mop, clean ovens and warmers
- All Kitchen Chas check with Head Kitchen before going to Closing or leaving the campground

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. Ideas for Keeping Ahead – Make copies of pages and give to Cook Team:**

**Thursday**

1. Make sure warmer is turned on about 1 hour before needed
2. Inventory and organize supplies and food.
3. If eggs in bags are not ordered, allow two fresh eggs per person.
4. Get food ready for Reception.
5. You may put butter in bowls for breakfast & store in refrigerator.
6. Thaw any juice, eggs, bacon and sausage for Friday's Breakfast.

VI. Abbreviated Weekend Schedule – Post in Kitchen & in Kitchen Dorm

**Friday:**

**7:50 *Breakfast***

**9:10 Team Photo**

**9:20 Kitchen Chapel in Dining Room or Chapel**

**10:30 Ideals – Rollista \_\_\_\_\_**

**11:40 Grace – Rollista \_\_\_\_\_**

**1:25 *Lunch***

**2:10 Church – Rollista \_\_\_\_\_**

**3:30 Holy Spirit – Rollista \_\_\_\_\_  
(Palanca introduced)**

**5:20 Piety – Rollista \_\_\_\_\_**

**7:30 *Dinner***

**Saturday:**

**8:00 *Breakfast***

**8:45 Invisible Barrier – Rollista \_\_\_\_\_**

**9:05 Kitchen Chapel in Dining Room or Chapel**

**9:25 Study – Rollista \_\_\_\_\_**

**10:35 Sacred Moments – Rollista \_\_\_\_\_**

**1:10 *Lunch***

**2:55 Action – Rollista \_\_\_\_\_**

**4:00 Obstacles – Rollista \_\_\_\_\_**

**5:25 Leaders – Rollista \_\_\_\_\_**

**5:25 Kitchen setup for Serenade**

**6:35 *Dinner***

**7:05 *Serenade***

**Sunday:**

**7:00 *Breakfast***

**9:55 Kitchen Chapel in Dining Room or Chapel**

**10:10 Environments – Rollista \_\_\_\_\_**

**11:15 Life in Grace – Rollista \_\_\_\_\_**

**12:45 CCIA – Rollista \_\_\_\_\_**

**1:45 *Lunch***

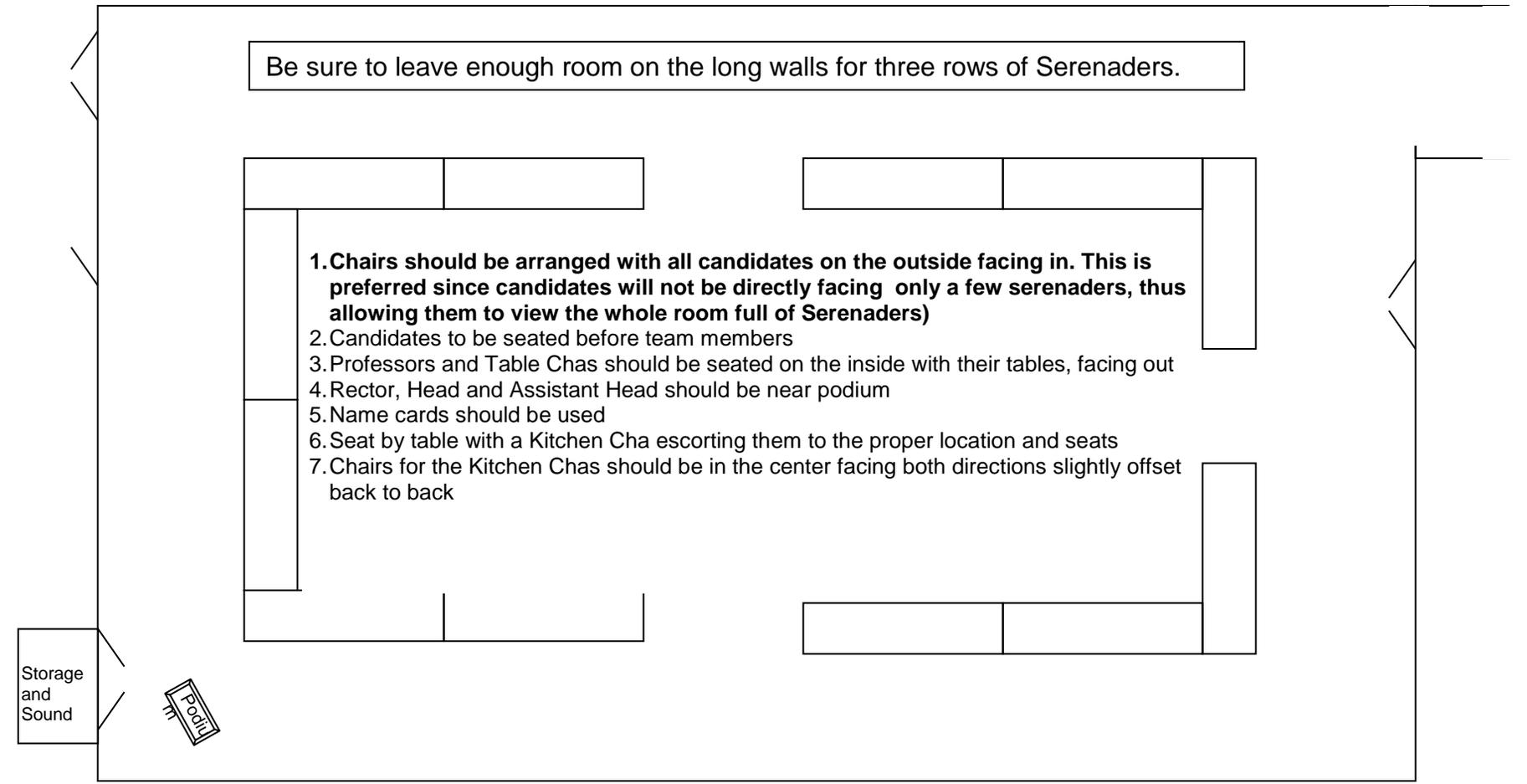
**2:40 Reunion Groups – Rollista \_\_\_\_\_**

**3:00 Living the Fourth Day – Rector \_\_\_\_\_**

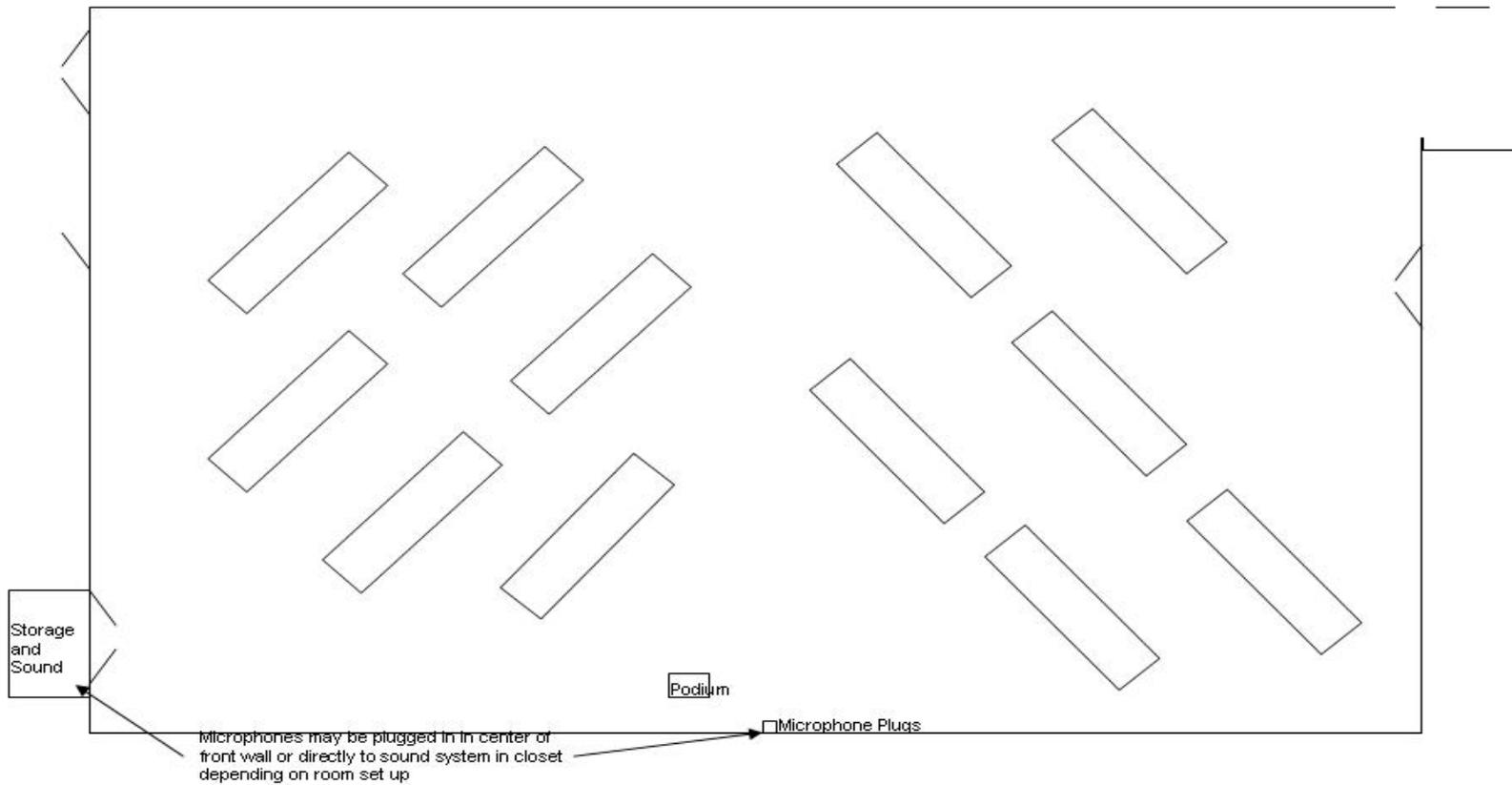
**3:30 Spouse Talk – \_\_\_\_\_**

**5:30 Closing**

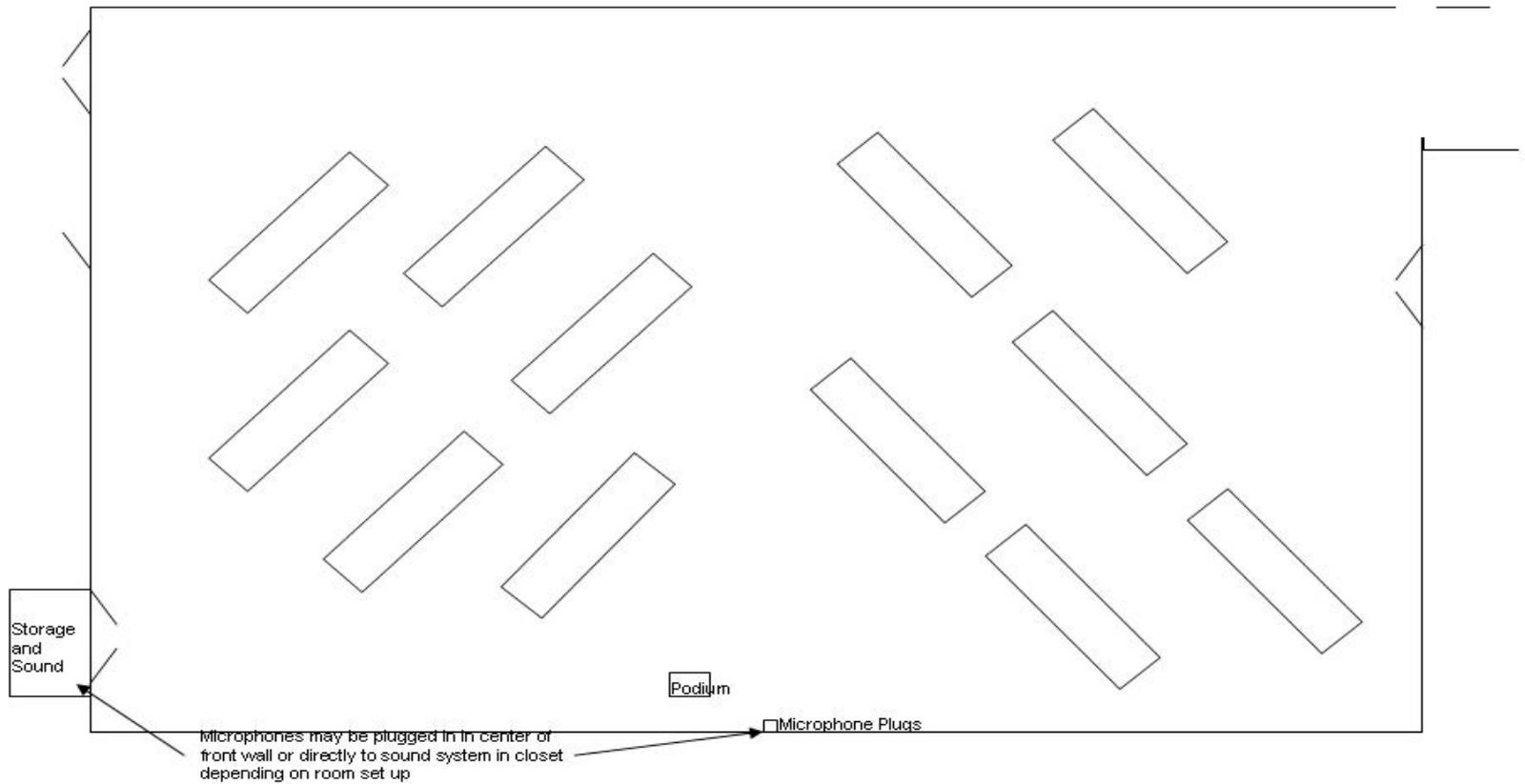
# Apison Retreat Center Saturday Evening Dining Room Layout



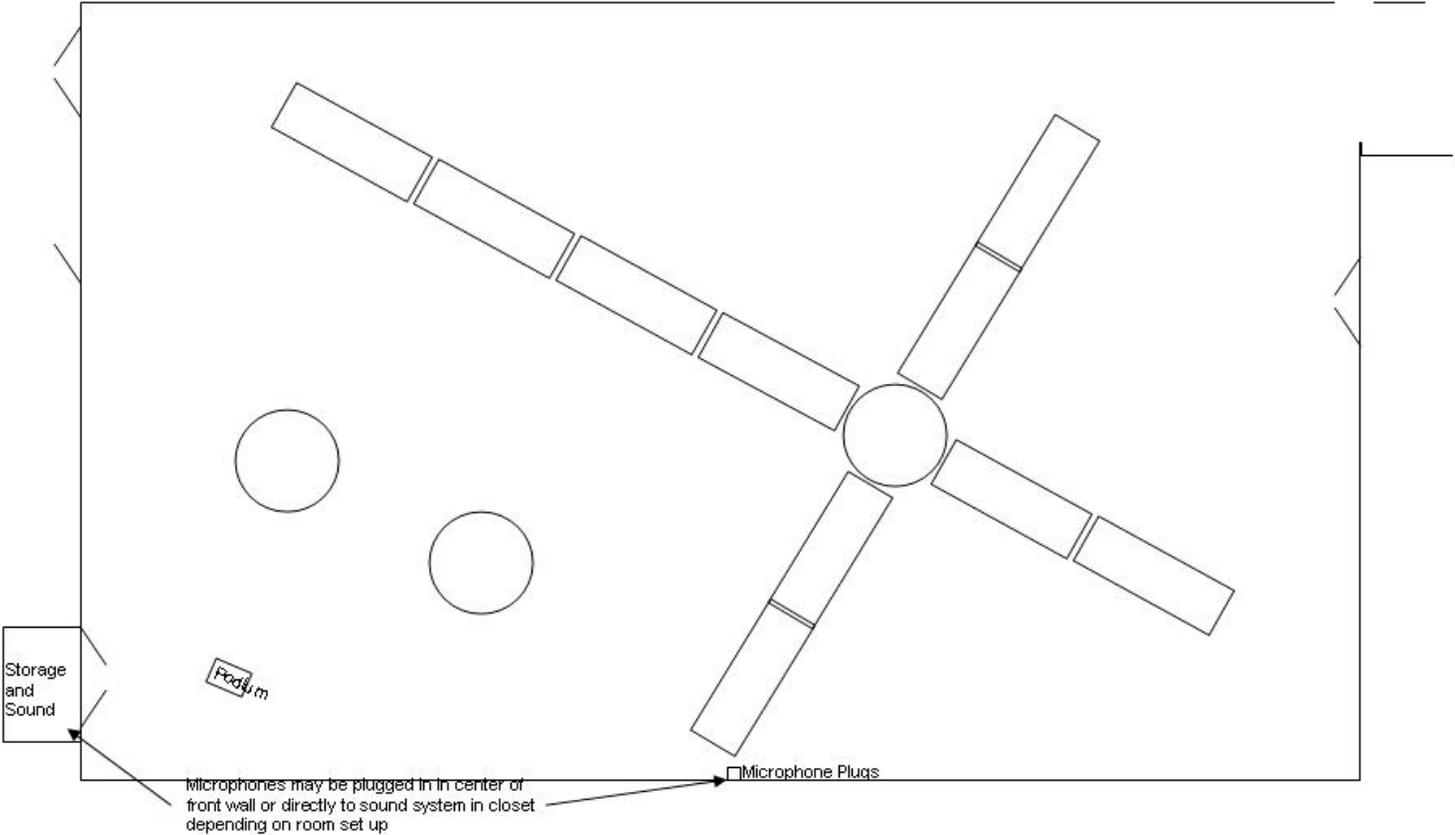
# Apison Retreat Center Sample Dining Room Layout



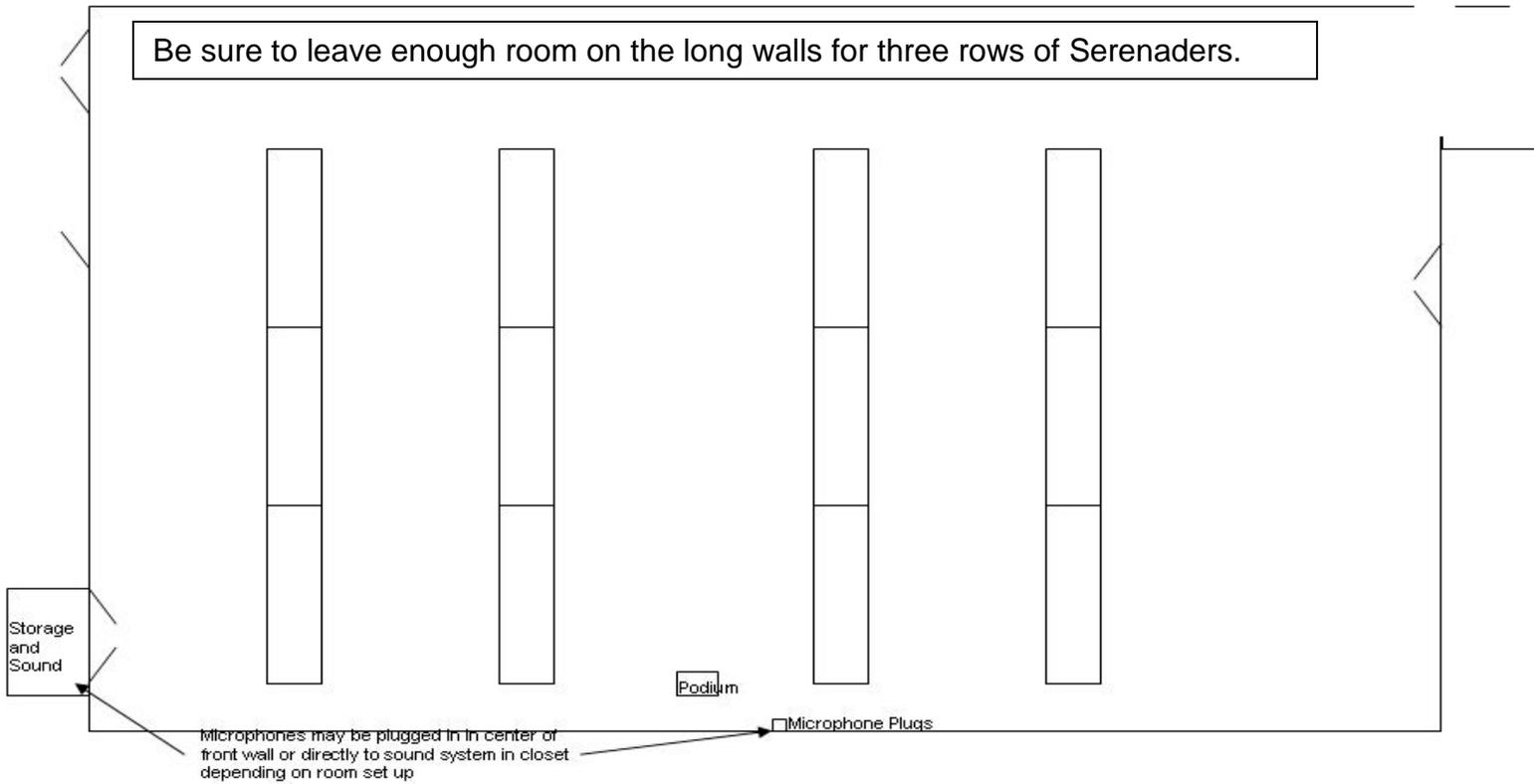
# Apison Retreat Center Sample Dining Room Layout



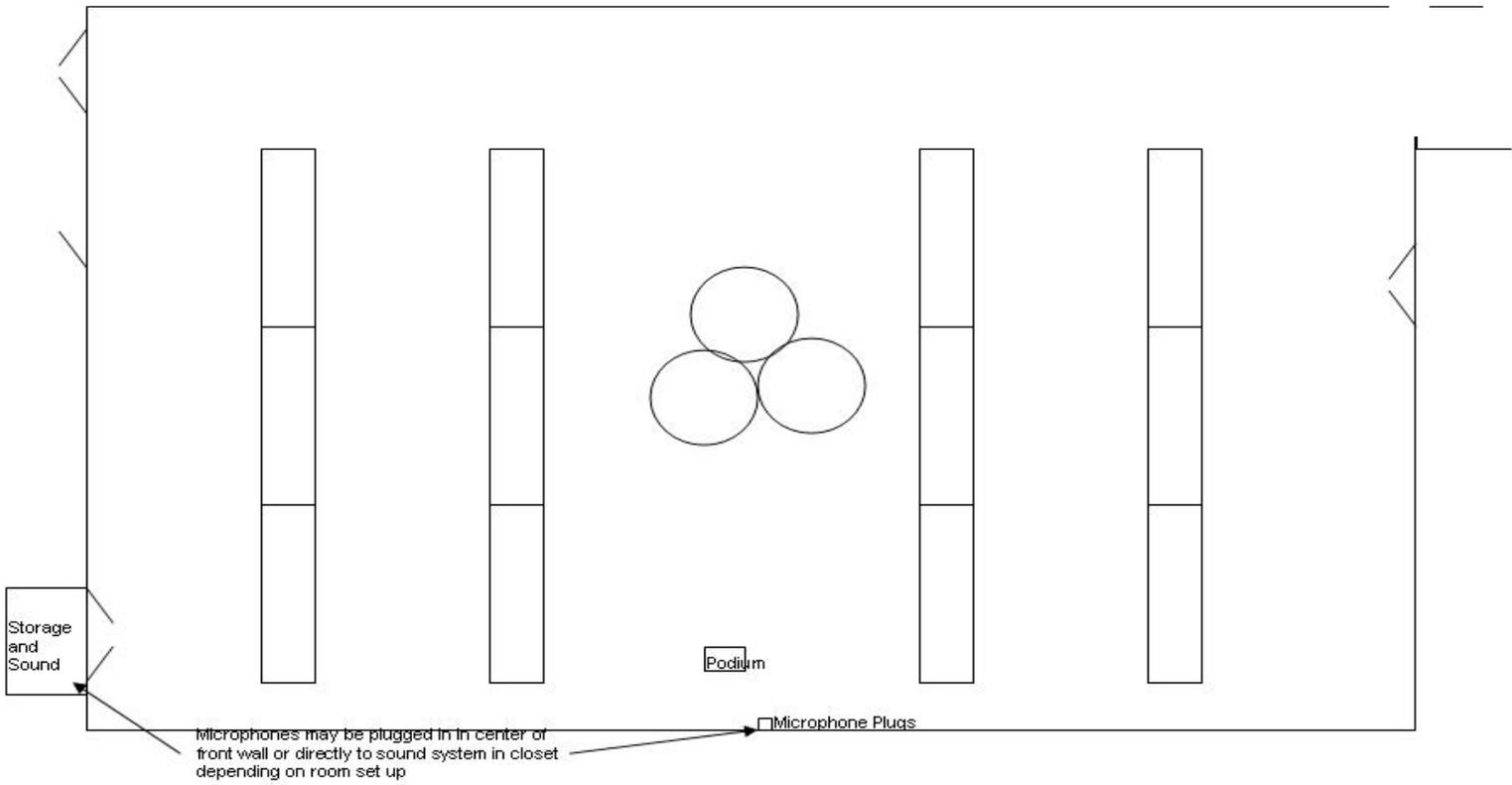
Apison Retreat Center  
Sample Dining Room Layout



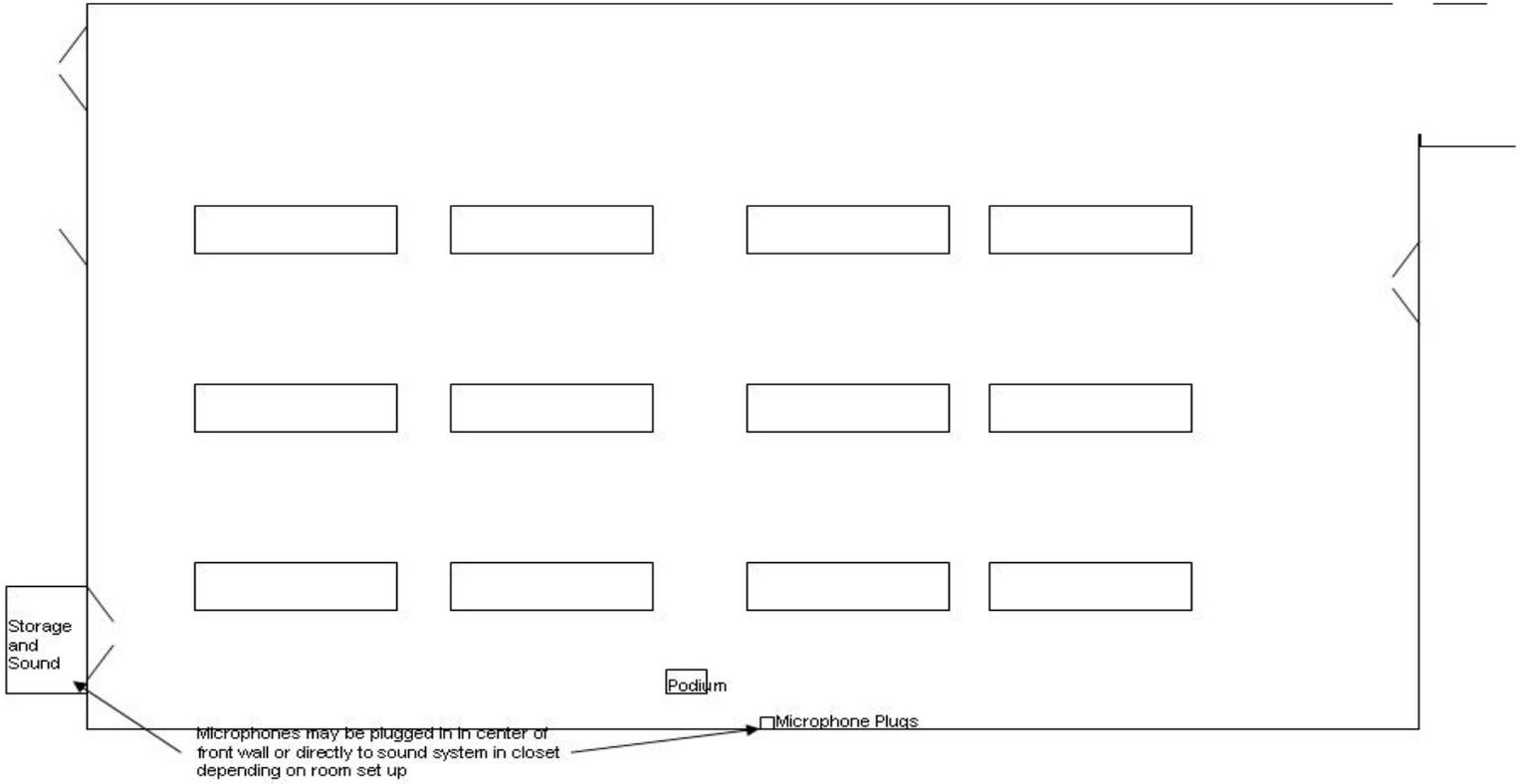
# Apison Retreat Center Sample Dining Room Layout



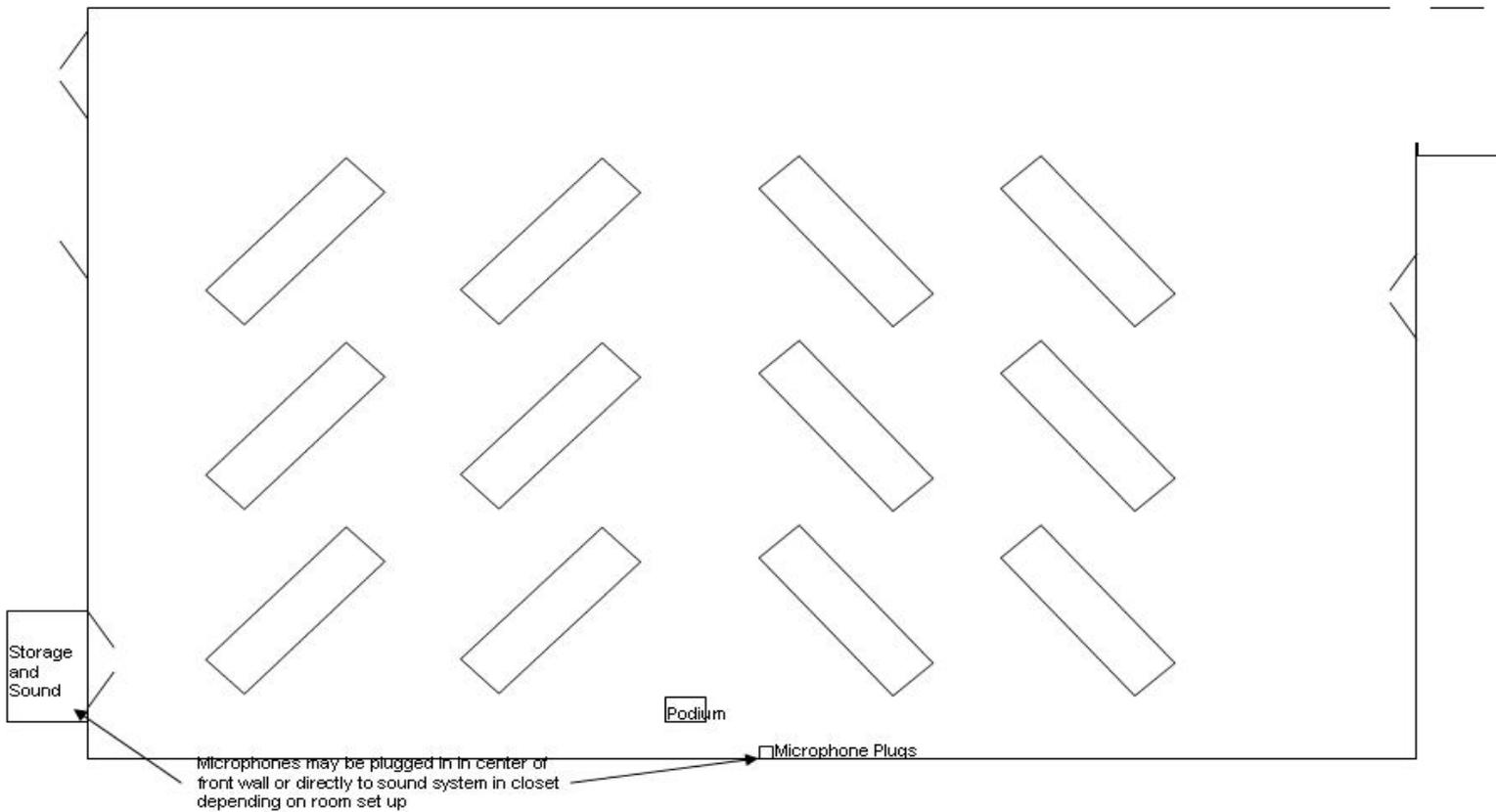
# Apison Retreat Center Sample Dining Room Layout



# Apison Retreat Center Sample Dining Room Layout



# Apison Retreat Center Sample Dining Room Layout



# Tres Dias of Southeast Tennessee Area Head Feedback/Debriefing Form

Weekend # \_\_\_\_\_ (Men \_\_\_\_\_ Women \_\_\_\_\_)

Area \_\_\_\_\_

Name \_\_\_\_\_

What was your overall impression of the weekend and team meetings?

Please list any areas that, in your opinion, need improvement.

Please describe any elements of the weekend that you feel were new or particularly successful.

Did you have any problems with any particular team members? (please elaborate on the problem)

Please describe any outstanding efforts or actions by team members in your area.

Please provide any other comments you may have.

Please return this form to the Assistant Head Cha at the end of the weekend; your duty is not complete until this form is turned in.



# TENNESSEE DEPARTMENT OF REVENUE

## SALES AND USE TAX CERTIFICATE OF EXEMPTION

TRES DIAS OF SOUTHEAST TENNESSEE, I  
PO BOX 22781  
CHATTANOOGA TN 37422-2781

Effective Date: July 1, 2015  
Exemption Number: 780077123  
Expiration Date: June 30, 2019

11206 OLD EAST BRANCH RD  
ATLANTA TN 37003-7006

The Tennessee Department of Revenue has issued a tax-exemption number for the educational, religious, historical, or charitable non-profit organization or institution named above. State law (Tenn. Code Ann. § 67-8-522) gives the Department the authority to allow this organization to make tax-exempt purchases of goods and services that it will use, consume or give away. This authorization for exemption does not extend to sales tax that the organization must collect or pay on its regular sales of goods or taxable services.

This authorization for exemption is limited to sales made directly to the above named organization. This certificate may not be used for sales made to individuals paying with personal checks or personal debit or credit cards, even if the individual is a representative or employee of the above named organization, and he or she will be reimbursed for the purchase. Sellers must refuse to accept the certificate when the sale is made to someone other than the above named organization.

The organization must furnish its suppliers of goods and services with a copy of this certificate. The lower portion of the certificate must be properly completed. The organization must retain the original certificate for copy purposes. The supplier will maintain a file copy as evidence of the exempt sale to the organization. Later purchases made before the expiration date do not require the submission of additional copies.

The organization must notify the Department immediately if it ceases to exist or if its location or mailing address changes.

Richard H. Roberts  
Commissioner of Revenue

### To Be Completed by the Organization

TO: Supplier's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I, \_\_\_\_\_, as an authorized representative of the organization named above, affirm that the purchases made under this authority will be used and consumed by the organization or will be given away.

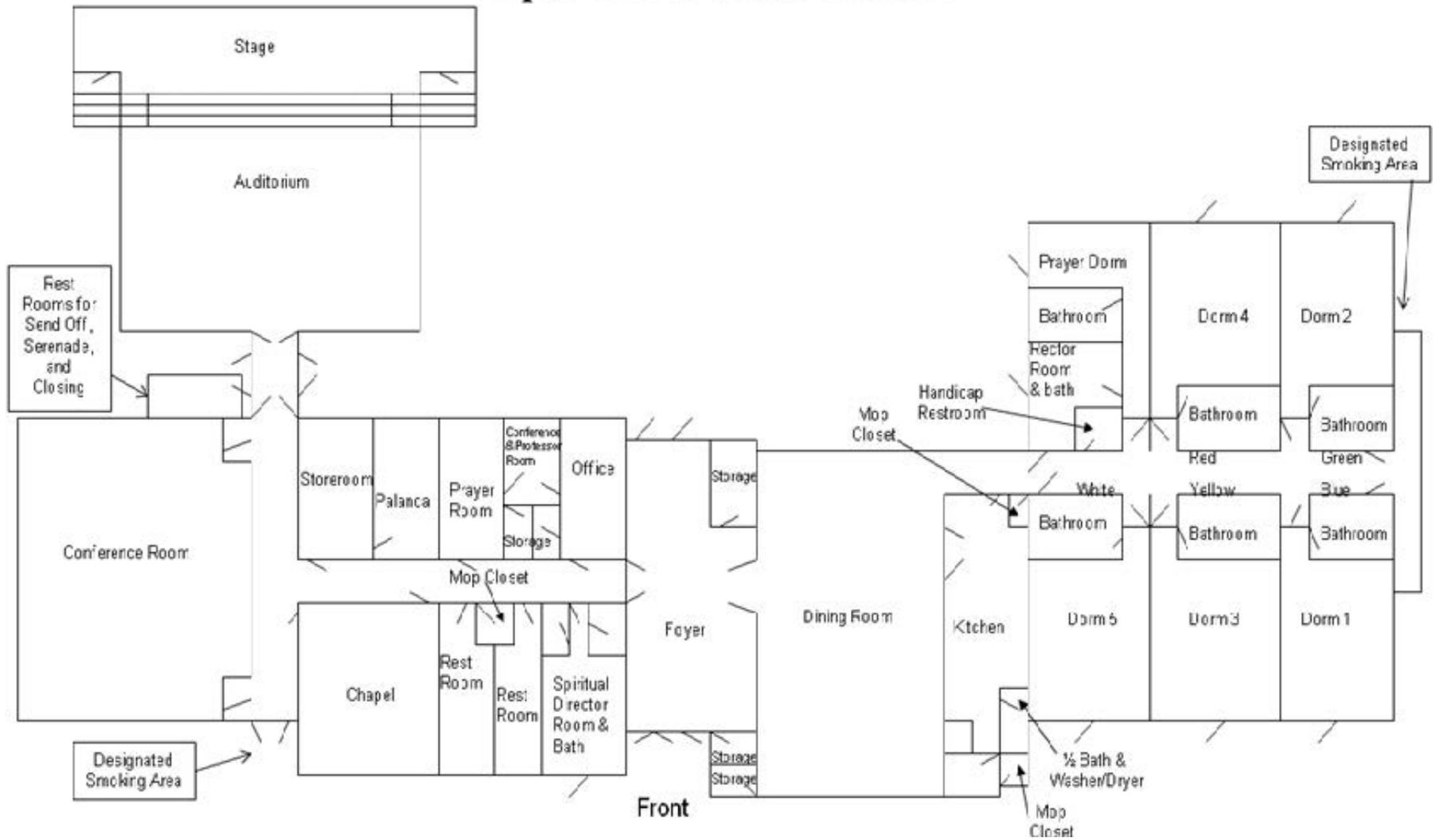
Under penalty of perjury, I affirm this to be a true and correct statement.

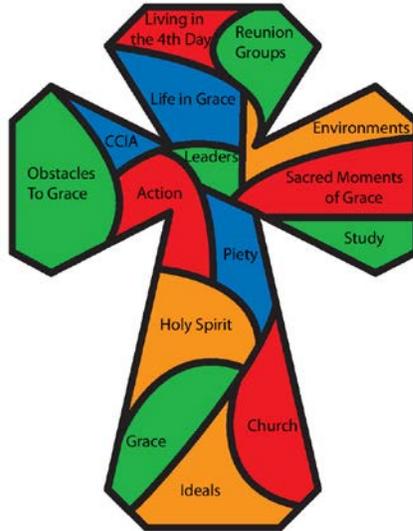
Print Name of Organization \_\_\_\_\_

Print Name of Purchaser \_\_\_\_\_

Signature of Purchaser \_\_\_\_\_ Date \_\_\_\_\_

# Apison Retreat Center





Tres Dias of Southeast Tennessee

## Head Palanca Cha Team Book

This book is intended to **help**. Please forgive its failings. Please help improve it by noting your suggestions on the Area Head Feedback/debriefing sheet and turn it in to the Assistant Head Cha at the end of the weekend. Alternately, you can send your suggestions to the respective Men's or Women's Leaders person.

Facility problems should be reported on the ARC "Facility Problem Report" forms on the ARC office bulletin board.

Thank you,

Tres Dias of Southeast Tennessee Secretariat

# Palanca Cha Duties and Responsibilities

## OVERVIEW

Palanca is introduced on Friday afternoon during the Holy Spirit Rollo. Divine aid is described as a lever and Palanca in its many forms is defined as one of those aids given by God to soften the hearts of the Candidates.

Palanca Chas are the only Chas on the Weekends, which are introduced during a Rollo to do a specific task, this being to deliver Palanca. Palanca Chas then must take care to closely balance brevity and reverence during their visits to the Rollo Room.

You all remember your own Weekend when Palanca was introduced. You wanted to hear every word of the notes and letters written. You wanted to see what someone had spent time preparing for you. These Candidates are no different.

Palanca is not to be delivered until after the table discussions have concluded. When delivering Palanca, a good policy to follow is for each of the Palanca Chas to first read notes while showing what is being given. After all the notes have been read then ask the Table Chas to help with the distribution of the Palanca. You want the candidates to hear every message. Remember, you are the messenger and the Palanca is the message. Palanca is the focus not the Palanca Cha.

Once each day the Palanca Team *may* conduct a skit. This skit should not be longer than 5 minutes and **must** be coordinated with the Rector, Head Cha and Assistant Head Cha so that the time schedule can be adjusted accordingly. The skit is your Palanca to the Candidates in this case.

Photography on TDSETN weekends is limited to the Fourth Day Couple's photo taken on Friday mornings. Camera or video use on weekends is prohibited. In no case shall the Fourth Day Couple's photo from a TDSETN weekend be posted on any website/social media site. We must maintain the confidential cloistered environment of the weekend.

**All skits are to be reviewed and approved by the BUR before being presented.**

There are times during the Weekend that laughter is warranted; however, these times of levity should be coordinated with events of the Weekend. The Head Palanca Cha should coordinate closely with the Rector/Head Cha and Spiritual Director for those uplifting times as well as those times when laughter should be set aside.

Prior to the Holy Spirit Rollo, the Head Palanca Cha is to coordinate with the Head Spiritual Director what items should be delivered. First there are General Palanca Letters and letters from other Communities around the world. Then the Head Spiritual Director introduces Banner Palanca at which time the weekend Banner should be brought in. Finally, Table Palanca is introduced. It is at this time the Palanca Chas introduce themselves and tell everyone what their real Weekend title is. The first Palanca run is low key. Remember, you are the messenger and the Palanca is the message.

## ***THINGS TO DO BEFORE THE WEEKEND***

1. Obtain the General Palanca letters from other communities and the enlarged prayer coverage sheet from the Palanca Couple prior to the weekend.
2. **Palanca bags** (115 will provide enough for Candidates, Team Members plus a few extra). The Weekend Couple usually purchase white bags for this purpose. Please double check with them to be sure. Women's Weekend there is 117 bags to include the Set Up/Take Down Team.)
3. **Name Tags for Palanca Bags** (Team Members' can be made in advance so include some extras in case of Team changes and mistakes), **OR** names could be written directly on the bags once you are on the Weekend
4. **A cart is furnished in the Palanca Room** to carry each Rollista Palanca to his/her bed for his/her Rollo. However, it is suggested that Rollista palanca be presented in the Professor Ready Room (Office Conference Room) just prior to their talk during their quiet time and communion.
5. **Check with the Weekend Couple.** Do they supply pens, markers, scotch tape, rubber bands, notepaper and scissors? If not, you will need to bring your own.
6. **A bag, folder or container for Palanca letters** and notes to be given to Rector at the close of the Weekend. These are notes that were read as Palanca was given out.
7. A **cart** and wagon are furnished by the ARC for distributing Palanca.
8. Gather any **costumes or props** for skits you have planned. Some props are available at the ARC, and you may leave generic (non-weekend specific) props for future use.
9. **Labels for mail sorters** for each Team Member and Candidate. Type or print all labels before coming to the Weekend. Apply blue masking tape to the front of the mail slots and write or apply your labels to that, and simply remove the blue tape at the end of the weekend. (Get a tentative Candidate list from the Rector a few days before the weekend.) You may want to type **S/CF/S** in one corner (for spouse, children & family, and sponsor). Once this mail is received, you can mark off the appropriate letter. **Go ahead and mark off any that does not**

**apply (ex. S for all singles)** so you won't be looking for a letter that doesn't exist! This way you can know at a glance whose family letters are missing. Bring blank labels for last minute changes.

10. **Head Palanca Cha obtains a copy** of the Weekend schedule from the Rector and highlights everything that pertains to Palanca Chas so that it can be posted on wall in the Palanca Room.
11. **Call Professors' and Spiritual Directors' spouses** and ask them to send a letter or gift of encouragement.
12. **Check with Rector** on preference for any particular banners to be hung in the hallways. A photo book is available in the Palanca Room for reference.

## **TEAM MEETINGS**

Have a basket on the check in table for Palanca notes to Team Members and distribute all individual Palanca before the Team Meeting begins.

Notify Rector ahead of time of any Team Palanca and then present the Team Palanca according to Rector's instructions. You may do this as a group from the podium so that each Palanca Cha has had a chance to "practice" for the Weekend.

Beginning at the second Team Meeting the Head Palanca Cha should announce the following

1. **Writing Letters** to the Candidates before the Weekend to avoid the last minute rush. There will NOT be time to write them on the Weekend. Advise Team to bring the same ink pen (if written by hand) to fill in the Candidate's name. It may be helpful to ask them to alphabetize letters before bringing them to the Palanca Room. Suggest that they write extra letters to allow for mistakes in writing their names on them during the Weekend. Give reminders at subsequent Team meetings.
2. Discuss **General Palanca Letters** and request that they are turned in by the 5th Team meeting. Bring blank stationary for procrastinators to "inspire" them. There is a general Palanca letter example in the team book for new Team members to go by.
3. The focus of Palanca is to be to the candidates. Explain that individual **Palanca** to team members will no longer be delivered to other Team members on the Weekend, with the exception of notes/letters. This type palanca should be given prior to or after the weekend. Personal notes are appropriate and most often the perfect thing to do. Professor/Rollista Palanca is appropriate and should be distributed just prior to or after their talk in the Professor Ready Room. Remind givers to notate the Team member's job title and when they want it put out. Otherwise it will go into the Team Member's Sunday Bag. The take down Team (women's weekend) gets bags too, and please remember them with a thank you

note or other Palanca. Remember new Team members too. In addition some Spiritual Directors give two talks. Encouraging notes or Palanca is nice to give and to receive!

4. Obtain a Prayer Palanca Sign-up sheet from the TDSETN Website. **Do not use the one included in this book.** Have this sheet on the Check-in table during the Team Meetings for the team members to sign up for an hour of prayer to cover the corresponding Weekend. When completed make a copy of this sheet, and return this sheet to the Palanca Couple who will enlarge it to poster size. Give the enlarged poster to the Head Chapel Cha for use during the Holy Spirit Rollo. Use the copy to make reminder notes to give to team members as a reminder of the time they signed up for. Men usually place the reminder in the team members Sunday bags.

Check with the Rector in advance about his/her preferences on how Palanca should be distributed on the Weekend. It can be done several ways. The 'Whisper of Love' presents Palanca in a quiet and gentle way. This is done either by placing the Palanca on the Rollo Room tables when the Candidates are not there and reading the notes later or by presenting it in a serious and sweet manner and reading the notes at that time. However, if the Rector would like a little humor, you can use costumes or short 'mini skits' approx. (2-5 minutes). You must obtain the BUR's approval on all skits. In your planning please respect the Rector's wishes and be sensitive to the Holy Spirit's leading. Too many skits can be disruptive and interfere with the table dynamics as well as the schedule. **No cross gender dressing is allowed, you do not know what a candidate or team members is or has gone through, and it may offend.**

### **WEDNESDAY/THURSDAY SET-UP**

The Head Palanca Cha should check with the Weekend Couple to arrange a time to meet to be sure all supplies that they agreed to supply are actually there and let them know if there is anything missing.

Organize the Palanca Room. A large table and Mailboxes are provided.

Designate shelf spaces for Rollista Palanca (including Spiritual Directors, Rector and Rector's Spouse). The bookshelves along the windows with each person's name, talk, day and time work well.

Sort through the letters that have already been turned in. Place Team letters and other Palanca that are marked with a specific day and time for delivery (e.g. "Friday Bed" or "Before Rollo") in their proper place as indicated above. **REMEMBER NO INDIVIDUAL PALANCA FOR ANY ONE CANDIDATE OR TEAM MEMBER. ALL CANDIDATES AND TEAM MEMBERS ARE TREATED THE SAME. Be sure to return any individual Candidate Palanca to the giver before closing.**

Post the highlighted Weekend schedule.

**SEND-OFF** - Have two Palanca Chas there by 5:30 P.M. to gather and carry Palanca from the dorm end to the Palanca Room. Obtain the General Palanca letters from other communities and enlarged prayer coverage poster from the Palanca Couple if not already obtained.

**AFTER SEND OFF** - Place labels for Candidates' names on one set of mail sorters and label the other set for the Team. Keep each set in alphabetical order. Apply blue masking tape to the front of the mail slots and write or apply your labels to that, and simply remove the blue tape at the end of the weekend. Select one Cha to be in charge of sorting letters. It can be confusing, otherwise. Let him/her use their own system if it is easier for him/her.

**OVEN PALANCA** - will be collected by the Kitchen Chas. **Check with your Head Kitchen.**

### **THE WEEKEND**

Sort letters continually and find out which Candidates do not have family letters. You should receive a finalized Candidate list with the name of the sponsor and marital status on Thursday evening. **Make a list of what letters are still needed and contact the sponsor by telephone if you do not receive them by Saturday afternoon.**

Keep family letters in a rubber band at one side of each mailbox. Put them in Palanca Bags **last** and keep them **on top**.

Make sure names are on all Palanca bags. (Bags should be made before the weekend so that all you have to do is add names.)

During the weekend, leave the Palanca Box outside the Auditorium Foyer door or dorm hallway doors. Check the box periodically for new additions. It may be helpful to have a Palanca drop box or basket in each Team room to prevent extra traffic in & out of the Palanca Room. During the Serenade, place a Palanca drop box near the stage in the Auditorium.

Plan to let the Kitchen use some Community Palanca on the tables at meals. They can use anything of which there are 112 or more. Discuss with Head Kitchen.

You will also have a list of Team members and their Dorm assignments to assist in distribution of Team "Bed Palanca". (Get this from the Head Dorm Cha) See the note above on individual Palanca.

During Team introductions Thursday night be creative, but do not give your job as "Palanca Cha". Say instead "Special Cha" or "Fun Cha", etc.

**\*Remember to line the hallways at appropriate times, when you can.**

## ***ROLLISTA PALANCA***

When delivering palanca to the Spiritual Directors Room on a Women's Weekend, knock first, and **TWO** Palanca Chas must deliver it together...**at no time is there to be one woman in the Spiritual Director's Room.**

## ***INTRODUCTION OF PALANCA - FRIDAY AFTERNOON***

Palanca is introduced during the Holy Spirit Rollo on Friday afternoon. The Spiritual Director will usually begin by introducing Letter Palanca. On Thursday night, the Head Palanca Cha should give him all the **General Palanca Letters** (first pulling any unrevealed Professors) so he can pick some to read during his Rollo on Friday. He may keep them all, or give them back to you, keeping the ones he plans to read or he may ask you to hold them for him until his Rollo.

He will also introduce other types of Palanca. Be prepared with a **Banner and Table Palanca**. (Check ahead with Rector on which he/she wants to use.) Be just outside the Rollo Room when the Spiritual Director asks for them. Do not keep him waiting!

At the end of the Holy Spirit Rollo, the Candidates will be taken to Chapel. While they are gone, hang General Palanca Letters on the rear cork board wall of the Rollo Room wall. There is a step stool on the right side closet door of the Rollo Room. It is suggested to basically wall paper the wall. Storeroom and Floater/Supply Chas will help. This is a very brief chapel visit, so work fast! Be sure to get the ones that the Spiritual Director used in his Holy Spirit Rollo and hang those on the wall.

## ***ROLLO ROOM PALANCA***

Bring Palanca into the Rollo Room according to previous instructions from the Rector. Palanca is normally brought in while Candidates are working on posters, **never during table discussions**. However, there are also times indicated in the Weekend schedule that may work as well. Always check with the Assistant Head Cha to make sure that it would be a good time to bring in Palanca. Plan to bring in Palanca about three times a day, but **BE FLEXIBLE!**

**All Palanca MUST** be given out on the Weekend. None may be carried over to the next Weekend. Please do everything possible to honor the giver's request as to when it should be given, unless completely unreasonable. Palanca from professors should not be given out until they have been revealed.

If you have extra Palanca, the extra should be passed out to the Rector, Head Cha, Spiritual Directors, BUR, Rover, Media Cha and Table Chas when it is distributed to the tables. Extra Palanca may be placed in the team member's Sunday bags.

Try to mix several different types of Palanca each time Put the notes for the Palanca on the podium. Make sure that each note is labeled with a description of the Palanca to avoid mix-ups and for later reference. Read notes ahead of time to ensure correct pronunciation and to figure out any hard handwriting.

**\*\*Please read ALL NOTES BEFORE ANY Palanca is passed out.**

The Rector may want to read the notes or he/she may have you do so. In either case, **make sure the name of an unrevealed Professor is not read.** Flag such instances for yourself and Rector so that neither of you forget and read the name. On Sunday, you may read the list of Palanca that was given by "Silent or unrevealed Professors". Place all Palanca notes in a large envelope and provide it to the Rector on Sunday afternoon.

**Important:** To distribute any Palanca in the Rollo Room there must be enough for Professors as well as Candidates. (i.e. #of Candidates PLUS 12). **Count before you begin!** If there are a couple of extras, give to Rector, Head Cha, Spiritual Directors, BUR, Rover, Media, etc.

Palanca is fun and lends itself to funny skits. However please be sensitive to the Holy Spirit----Don't present a serious Palanca in a funny way.

After delivering Palanca to the Rollo Room, always prepare the next load of Palanca right away to prevent a last minute rush.

## **BED PALANCA**

You may ask the Dorm Chas to help you distribute Bed Palanca for both Team Members and Candidates. Candidate Bed Palanca should not be put out until **after** Decuria begins on Friday and Saturday evenings. There must be enough for **EVERY** Candidate or do not put it out. There is to be no individual Palanca of any kind for an individual Candidate. To avoid a rush during the evening, Bed Palanca for Team can be given out during the day at less busy times.

Spiritual Directors may receive Bed Palanca; however, remember that **Two Palanca Chas** must deliver palanca to the Spiritual Directors on the Women's Weekend, and knock before entering.

## **BANNERS**

Only **new** Banners are to be presented in the Rollo Room. **Begin putting out some of the previous weekend Banners in the hallway during the Piety Rollo.** Ask the Rector prior to the weekend if there is any special banner from previous weekends they desired to be displayed in a particular location. Add more during the day. Try to put out all the banners that have been selected by the Rector to be used. Dorm and Kitchen Chas may also choose to use some if appropriate. There two banner closets at the ARC, the one located in the Palanca Room contains banners from weekend 31 to the current, and the closet on the Auditorium stage contains banners from weekends 1 through 30. Please put banners back where they came from, the banner racks are marked with what banners go on each holder.

You are responsible for taking the weekend banner from the Rollo room to the Auditorium for Closing and hanging it under the speaker on the hook provided. You are also responsible for removing the banner after Closing and storing it in the banner closet in the Palanca room. On the Women's weekend, the Men's companion banner may be hung under the other speaker if desired.

## **COMMUNITY**

Encourage Community to come and **go** quickly when they bring Palanca. You may put a Palanca Box outside the Auditorium Foyer door of the ARC for the Community. Remember this is a **cloistered weekend**, so be sure no one is allowed to enter the facility to bring Palanca. Write a description on a log sheet of all Community Palanca as it arrives.

**Do not allow anyone other than Palanca Chas to sit in the Palanca Room to listen to Rollos. Speakers are available in the office or chapel for other Chas.**

**\*\*BEFORE SERENADE, MAKE SURE TO PLACE PALANCA BOX IN THE AUDITORIUM FOR COMMUNITY TO LEAVE PALANCA.\*\***

## **SUNDAY PALANCA BAGS**

**There will be no individual palanca of any type placed in the Sunday Bags.** If a sponsor or anyone else brings individual palanca for the Sunday Bags you are to suggest he/she give it to the Candidate/Team Member on the way home or after the Weekend. The obvious reason for this rule is that we don't want any Candidate or Team Member to feel left out. All should be treated with an equal amount of love. The Palanca Chas are not responsible for individual Candidate Palanca left at the ARC.

Palanca bags will be distributed to the Candidates after the Rector's Rollo, when he/she returns to the room. The bags should be organized by Table and given to the Table Chas to distribute. Team Sunday Bags may be placed on their beds on Saturday night or Sunday morning. Remind the team at the Saturday night team meeting to pick up their bags.

## **MISCELLANEOUS**

- \* It is generally inappropriate to put out Palanca during the Crucifixion Chapel Saturday morning.
- \* You may consider distributing all Palanca by the end of the evening on Saturday, trusting the Lord to provide new Palanca on Saturday night to use on Sunday. In this way you can avoid having too much to give out on Sunday, which takes up time.
- \* Check the Palanca box frequently for new arrivals.
- \* Wear your most comfortable shoes with a lot of arch support! This is a busy job...keeping ahead helps tremendously!
- \* Collect all garbage in a box or bag and empty regularly.
- \* It would be a good idea to do aerobics as Palanca to get everyone up and moving around.
- \* Make sure the owner's name is on Palanca containers that they want back after use. Place in the office for pick up by the provider.
- \* One Palanca Cha should be in the Palanca Room at all times to receive Palanca. (Except at meals and during presentation of Palanca in Rollo Room.)
- \* After the Rector's Rollo, remove letters from the Rollo Room wall and put with other notes to give to Rector.
- \* Keep the hall door to the Storeroom/Palanca Room closed, this is a fire code requirement.

\*Sunday morning pack and put away all your personal belongings and put them on your bed so that Dorm Chas can clean and vacuum. Thank you for your willingness to serve!!!

\* Complete the Area Head Feedback/Debriefing Form enclosed in the book by the end of the weekend and turn it in to the Assistant Head Cha. This is extremely important since the Rector was not able to observe all areas of the weekend.

# Tres Dias of Southeast Tennessee Area Head Feedback/Debriefing Form

Weekend # \_\_\_\_\_ (Men \_\_\_\_\_ Women \_\_\_\_\_)

Area \_\_\_\_\_ Name \_\_\_\_\_

What was your overall impression of the weekend and team meetings?

Please list any areas that, in your opinion, need improvement.

Please describe any elements of the weekend that you feel were new or particularly successful.

Did you have any problems with any particular team members? (please elaborate on the problem)

Please describe any outstanding efforts or actions by team members in your area.

Please provide any other comments you may have.

Please return this form to the Assistant Head Cha at the end of the weekend; your duty is not complete until this form is turned in.

## ***TYPES OF PALANCA***

Banners

Table Palanca (One item to be shared by entire table, such as a fruit basket)

Bed Palanca (Individual item to be put on bed)

Rollo Room Palanca (An item for each Candidate, Professor, Rector, Head Cha, Spiritual Directors and Table Chas)

Kitchen Palanca (Palanca at every place in the Dining Hall)

General Palanca Letter (One letter written to the candidates as a group to be used during the Holy Spirit Rollo)

Individual Letters for Palanca Bags - Team and Candidate

Rollista Palanca (Encouraging them before or after their Rollo)

Team Palanca

## ***NUMBERS REQUIRED***

Banners - (Only **new** Banners are presented in the Rollo Room)

Table Palanca – 6 + 1 for leadership

Bed Palanca for Candidates - 36

Rollo Room Palanca (Candidates and Professors) - 48 (including Rector, Head Cha, Spiritual Directors, Table Chas, etc. - 60)

Kitchen Palanca – 112

General Palanca Letter - 1

Individual Letter for Palanca Bags, Candidates - 36 (Team is optional)

Rollista Palanca - Optional

Team Palanca – Optional - 76

# Weekend Prayer Coverage

## Thursday

6:00pm - 7:00pm \_\_\_\_\_

7:00pm - 8:00pm \_\_\_\_\_

8:00pm - 9:00pm \_\_\_\_\_

9:00pm - 10:00pm \_\_\_\_\_

10:00pm - 11:00pm \_\_\_\_\_

11:00pm - 12:00am \_\_\_\_\_

12:00am - 1:00am \_\_\_\_\_

1:00am - 2:00am \_\_\_\_\_

2:00am - 3:00am \_\_\_\_\_

3:00am - 4:00am \_\_\_\_\_

4:00am - 5:00am \_\_\_\_\_

5:00am - 6:00am \_\_\_\_\_

6:00am - 7:00am \_\_\_\_\_

7:00am - 8:00am \_\_\_\_\_

8:00am - 9:00am \_\_\_\_\_

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5:00pm - 6:00pm \_\_\_\_\_

6:00pm - 7:00pm \_\_\_\_\_

7:00pm - 8:00pm \_\_\_\_\_

8:00pm - 9:00pm \_\_\_\_\_

9:00pm - 10:00pm \_\_\_\_\_

10:00pm - 11:00pm \_\_\_\_\_

11:00pm - 12:00am \_\_\_\_\_

## Saturday

12:00am - 1:00am \_\_\_\_\_

1:00am - 2:00am \_\_\_\_\_

2:00am - 3:00am \_\_\_\_\_

3:00am - 4:00am \_\_\_\_\_

4:00am - 5:00am \_\_\_\_\_

5:00am - 6:00am \_\_\_\_\_

6:00am - 7:00am \_\_\_\_\_

7:00am - 8:00am \_\_\_\_\_

8:00am - 9:00am \_\_\_\_\_

9:00am - 10:00am \_\_\_\_\_

10:00am - 11:00am \_\_\_\_\_

11:00am - 12:00pm \_\_\_\_\_

2:00pm - 3:00pm \_\_\_\_\_

3:00pm - 4:00pm \_\_\_\_\_

4:00pm - 5:00pm \_\_\_\_\_

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7:00pm - 8:00pm \_\_\_\_\_

8:00pm - 9:00pm \_\_\_\_\_

9:00pm - 10:00pm \_\_\_\_\_

10:00pm - 11:00pm \_\_\_\_\_

11:00pm - 12:00am \_\_\_\_\_

## Sunday

12:00am - 1:00am \_\_\_\_\_

1:00am - 2:00am \_\_\_\_\_

2:00am - 3:00am \_\_\_\_\_

3:00am - 4:00am \_\_\_\_\_

4:00am - 5:00am \_\_\_\_\_

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12:00pm - 1:00pm \_\_\_\_\_

1:00pm - 2:00pm \_\_\_\_\_

2:00pm - 3:00pm \_\_\_\_\_

3:00pm - 4:00pm \_\_\_\_\_

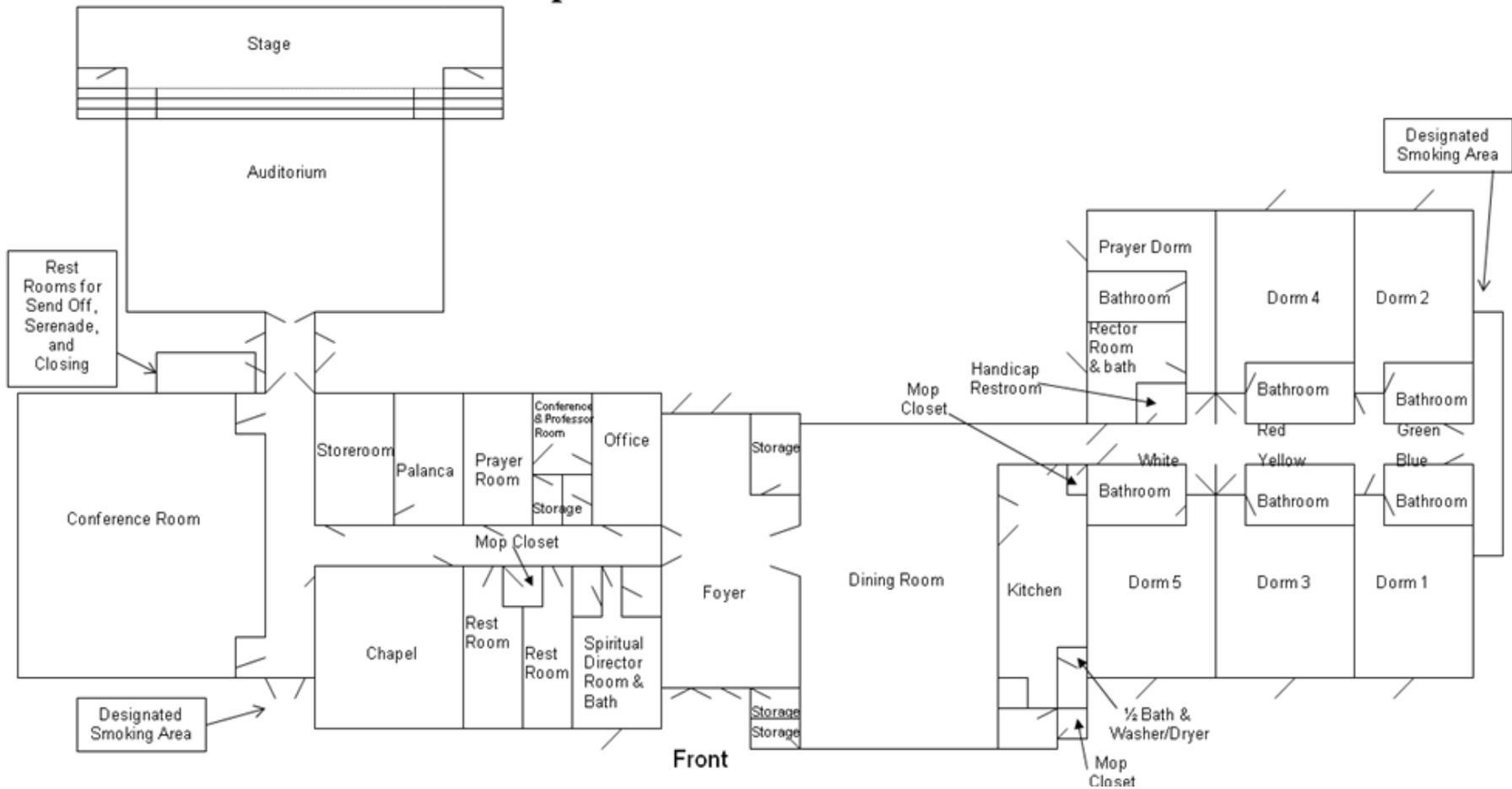
4:00pm - 5:00pm \_\_\_\_\_

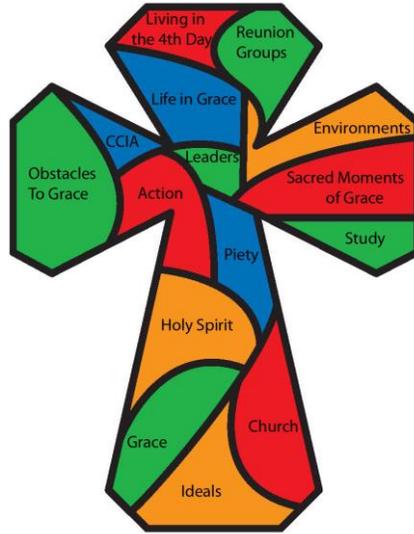
5:00pm - 6:00pm \_\_\_\_\_

**EXAMPLE ONLY – DO NOT USE**

**Use Weekend Prayer Coverage Document from website.**

# Apison Retreat Center





Tres Dias of Southeast Tennessee

## Head Prayer Cha Team Book

This book is intended to **help**. Please forgive its failings. Please help improve it by noting your suggestions on the Area Head Feedback/debriefing sheet and turn it in to the Assistant Head Cha at the end of the weekend. Alternately, you can send your suggestions to the respective Men's or Women's Leaders person.

Facility problems should be reported on the ARC "Facility Problem Report" forms on the ARC office bulletin board.

Thank you,

Tres Dias of Southeast Tennessee Secretariat

# Prayer Cha Duties and Responsibilities

## I. General Overview

The Head Prayer Cha is a very vital and serious service area. He or she must be one that holds confidential prayer requests in the highest of confidence. The most vital responsibility of the Head Prayer Cha will be to pray for God's will to be done through the vision He has given to the Rector before and during the Weekend. Other responsibilities of the Head Prayer Cha will include praying for the Leadership Team that has been chosen, the candidates that will be attending the Weekend and the training of the other Prayer Chas.

## II. Prior to the Weekend

The Head Prayer Cha or designated Prayer Cha should:

1. Check with and/or be available for prayer requests from the Rector during the team selection process and before Team Meetings begin.
2. Check with and/or be available for prayer requests from Spiritual Directors before Team Meetings begin.
3. Attend the Heads Meeting.
4. Check with the Rector concerning the Rector's preferences for decorating the Prayer Room at the Camp.
5. Receive a list of team members as soon as possible (especially Professors) in order to share with the other Prayer Chas so they may begin prayer coverage for the team by specific names.
6. Be available to assist Rector and Spiritual Directors during Team Meetings as requested.
7. Be available for the prayer needs and concerns of the Team during Team Meetings.
8. Have candidate prayer tokens and assignments or sign-up sheet ready for the first team meeting.
9. Provide a covered box and index cards for prayer requests at all meetings.
10. Be available for opening prayer during Team Meetings.
11. Review basic and specific guidelines and responsibilities of Prayer Chas with Prayer Chas.
12. Pair-up Prayer Chas and make shift assignments for the weekend (do not forget the time between the Candidates' arrival and the first night shift begins). There is a suggested shift assignment included, or you may devise your own.
13. Discuss and determine with all Prayer Chas the time to arrive at the ARC.

14. Assign another Prayer Cha to ensure “**Quiet Please, Prayer Cha is Sleeping**” dorm sign is available for the Weekend.

### III. During the Weekend

1. *Head Prayer Cha and all Prayer Chas should arrive at the ARC as early as possible to set-up the Prayer Room and to begin prayer coverage for the Weekend.* Prayer Coverage at the minimum, should include the following before the candidates arrive (Note: It is not necessary to leave oil dripping down the doors or beds, the devil knows you have been there):
  - a. Anoint and pray over the ARC entrance gates.
  - b. Pray while walking the borders of the grounds using spiritual warfare scriptures. (See attached)
  - c. Anoint and pray over every door and room of the building, especially Rollo room, candidates and team dorms (anointing each bed). It is not necessary to saturate the doors, etc., the devil knows you have been there. Please do not put the oil on the frosted glass, but rather on the door or frame.
  - d. Prayer request boxes will be prayed over, anointed, and placed outside of prayer room, in each dorm, and the Rollo room. Several boxes are available at the ARC, but you may want to bring additional boxes.
2. The Prayer Room should be set-up according to Rector’s specifics (if any). *Do not disturb the ceiling tiles in the Prayer Room to decorate or hang items. At no time shall any candles be lit in the Prayer Room.*
3. Prayer Chas will need their own bedding and towels.
4. You will need to bring a small table (such as TV tray) to sit outside the Prayer Room for prayer request box. **DO NOT PROP THE HALLWAY DOOR OPEN** (Fire Code Violation).
5. Prayer shawls are available at the ARC and are stored in the Weekend closet in a marked container.
6. A powered speaker feeding from the Rollo Room is in the Prayer Room. That speaker has a cord that allow plugging in an iPad/mp3 player, etc. for music.
7. All Prayer Chas will attend the Team Meeting/Communion at 6:00 pm. At the discretion of the Rector/Head Spiritual Director, the Prayer Chas will be available to anoint team members after Communion.
8. Head Prayer Cha will be prepared to replace lost or forgotten prayer tokens and changes that may be made to number assignments.
9. Head Prayer Cha will receive a copy of the list of candidates’ names and Rollo Room seating assignments at the team meeting on Thursday night.

10. Head Prayer Cha will fill in names on diagram of the Rollo Room and the final seating arrangements no later than Friday morning to place in the Prayer Room. (Palanca Couple has provided diagram on dry erase board – There is an additional dry erase/bulletin board on wall for making notes to Prayer Chas) **DO NOT USE PERMANENT MARKERS ON THESE BOARDS.**
11. Head Prayer Cha will attend all team meetings on the Weekend.
12. Head Prayer Cha may excuse the prayer team that is scheduled to awaken the Rector the following morning from the team meeting.
13. The Prayer Team that is responsible for the midnight shift should pray over and anoint Rector and Head Cha (Rector's choice), and receive the mantel (cross) from the Rector before the Rector retires for the night. This Prayer Team will pass the mantel (cross) to the next scheduled night team when awakening them. This team should lock all exterior doors, including locking the outside Auditorium restroom door.
14. Prayer Teams that are on night duty should pray over Prayer Room, Rollo Room, Chapel, Kitchen, and outside of dorms (names of dorm occupants are listed on the wall outside of each dorm – don't forget the Spiritual Directors' dorm). Night Prayer Teams should also pray over all the requests that have been gathered throughout the day.
15. Check the phone in the Office frequently during the night after team meeting for any messages that may have been left. Pick up the receiver and listen for a broken dial tone, which indicates a message has been left. Instructions for retrieving the message are printed on the side of the filing cabinet by the phone.
16. The Prayer Team that is responsible for the shift that begins at around 3:00 a.m. (or the shift that includes the time the Rector chooses to be awakened) will awaken and pray over the Rector and Head Cha and turn the mantel (cross) over to the Rector. This team will also be responsible for awakening the Head Dorm Cha, Assistant Head Cha and the next Prayer Team, and also unlocking exterior doors.
17. Head Prayer Cha is to ensure that during the day a Prayer Team is assigned to be with the candidates at all times quietly praying and interceding. This team is to be available to assist Rector/Spiritual Directors if needed.
18. Head Prayer Cha is to ensure that during the day a Prayer Team (designated as Roving) is assigned to the Prayer Room when it is not being used as a prayer chapel for Rollista prayer palanca. While the room is being used for prayer palanca, this team should be roving the building and grounds including walking the borders of the campground.
19. All Prayer Chas are to be available for introduction on Friday during Holy Spirit Rollo. Head Prayer Cha will check with Rector/Head Spiritual Director as to where the introductions will take place (Chapel or Rollo Room).

20. All Prayer Chas will be available to anoint (Rector's choice) the men or women that will come for the Serenade. Prayer Chas will discreetly leave dinner at the direction of Head or Assistant Head Cha if anointing is to take place.
21. All Prayer Chas will attend the Cross Chapel Service on Saturday night.
22. The Professor Ready Room (Office Conference Room) adjacent to and connecting to the Prayer room will be utilized by the Gopher Chas for Rollista quiet time before the prayer team prays over them in the Prayer Room.
23. The Prayer Chas are responsible for clean up of the Prayer Room at the end of the weekend. This is not to be done until after the prayer Palanca for the Living the Fourth Day Rollo.
24. Complete the Area Head Feedback/Debriefing Form enclosed in the book by the end of the weekend and turn it in to the Assistant Head Cha. This is extremely important since the Rector was not able to observe all areas of the weekend.

Reminder: Prayer Chas are to quietly pray and intercede and never bring attention to themselves. Prayer Chas should carry a small note pad to write down concerns and never whisper to one another in the presence of the candidates.

There are two prayer cha schedules that can be used, based on your desires. They are in this book, and available from the Rector or Head Cha or the ARC office computer.

# Tres Dias of Southeast Tennessee Area Head Feedback/Debriefing Form

Weekend # \_\_\_\_\_ (Men \_\_\_\_\_ Women \_\_\_\_\_)

Area \_\_\_\_\_ Name \_\_\_\_\_

What was your overall impression of the weekend and team meetings?

Please list any areas that, in your opinion, need improvement.

Please describe any elements of the weekend that you feel were new or particularly successful.

Did you have any problems with any particular team members? (please elaborate on the problem)

Please describe any outstanding efforts or actions by team members in your area.

Please provide any other comments you may have.

Please return this form to the Assistant Head Cha at the end of the weekend; your duty is not complete until this form is turned in.

## Suggested Prayer Cha 2 Shift Night Schedule

	11:45 – 2:45	2:45 – 5:45	SLEEP
Thursday:	1	3	5
	2	4	6
Friday:	3	5	1
	4	6	2
Saturday: All prayer Chas in night chapel	5	1	3
	6	2	4

This is a sample of the 2 shift night watches. This plan gives each person one complete night of sleep and extended prayer time for 2 shifts.

The daytime prayer schedule follows:

Pairs will be assigned to the Rollo Room (staying with the candidates when they go to chapel) in the morning, afternoon and evening shifts. A second pair will be praying in the Prayer Room or walking the halls/camp (roving) during Rollo prayer palanca. The third pair would be resting or sleeping.

**Example of prayer assignments: (this schedule is available on and Excel Spreadsheet that inserts names of Prayer Chas at appropriate times, ask the Leaders Person for this file)**

### **Thursday:**

Send Off	
Reception	All
Rollo Room	Prayer Chas 5 and 6
Roving/Prayer Room	prayer Chas 1 and 2
Sleep/Rest	Prayer Chas 3 and 4
1 <sup>st</sup> Night Watch (11:45-2:45)	Prayer Chas 1 and 2
2 <sup>nd</sup> Night Watch (2:45 – 5:45)	Prayer Chas 3 and 4
Sleep	Prayer Chas 5 and 6

### **Friday:**

Morning Chapel/Rollo Room	Prayer Chas 5 and 6
Roving /Prayer Room	Prayer Chas 1 and 2
Sleep/Rest	Prayer Chas 3 and 4
Lunch	
Afternoon Rollo Room/Chapel	Prayer Chas 3 and 4
Roving /Prayer Room	Prayer Chas 5 and 6

Sleep/Rest	Prayer Chas 1 and 2
Dinner	
Rollo Room/Decuria	Prayer Chas 1 and 2
Roving /Prayer Room	Prayer Chas 3 and 4
Sleep/Rest	Prayer Chas 5 and 6
1 <sup>st</sup> Night Watch	Prayer Chas 3 and 4
2 <sup>nd</sup> Night Watch	Prayer Chas 5 and 6
Sleep	Prayer Chas 1 and 2

**Saturday:**

Morning Chapel/Rollo Room	Prayer Chas 1 and 2
Roving /Prayer Room	Prayer Chas 3 and 4
Sleep/Rest	Prayer Chas 5 and 6
Lunch	
Afternoon Rollo Room/Chapel	Prayer Chas 5 and 6
Roving /Prayer Room	Prayer Chas 1 and 2
Sleep/Rest	Prayer Chas 3 and 4
Dinner	
Cross Chapel	Prayer Chas ALL
1 <sup>st</sup> Night Watch	Prayer Chas 5 and 6
2 <sup>nd</sup> Night Watch	Prayer Chas 1 and 2
Sleep	Prayer Chas 3 and 4

**Sunday:**

Morning Chapel/Rollo Room	Prayer Chas 3 and 4
Roving /Prayer Room	Prayer Chas 5 and 6
Sleep/Rest	Prayer Chas 1 and 2
Lunch	
Afternoon Rollo Room	Prayer Chas 1 and 2
Roving /Prayer Room	Prayer Chas 3 and 4
Take Down Prayer Room	Prayer Chas 5 and 6
Letters/Crosses	Prayer Chas All
Complete Take Down	Head Prayer Cha
Closing	Prayer Chas ALL

**Copy of the Excel Spreadsheet is below** (the Excel fill in features will not work in the Word or pdf files):

<b>Thursday</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Reception	0	0	0	0	0	0
Dinner						
Rollo Room					0	0
Roving	0	0				
Sleep/Rest			0	0		
Team Meeting						
1st Watch (11:45 - 2:45)	0	0				
2nd Watch (2:45 - 5:45)			0	0		
Sleep					0	0
<b>Friday</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Breakfast						
Chapel/Rollo Room					0	0
Roving	0	0				
Sleep/Rest			0	0		
Lunch						
Afternoon Rollo Room/Chapel			0	0		
Roving					0	0
Sleep/Rest	0	0				
Dinner						
Rollo Room	0	0				
Sleep/Rest					0	0
Roving			0	0		
Team Meeting						
1st Watch (11:45 - 2:45)			0	0		
2nd Watch (2:45 - 5:45)					0	0
Sleep	0	0				

Fill In Prayer  
Chas 1-6  
below

Key	

Key	
	0
	0
	0
	0
	0
	0

<b>Saturday</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Breakfast						
Chapel/Rollo	0	0				
Roving			0	0		
Sleep/Rest					0	0
Lunch						
Rollo/Chapel					0	0
Roving	0	0				
Sleep/Rest			0	0		
Dinner						
Cross Chapel	0	0	0	0	0	0
1st Watch (11:45 - 2:45)					0	0
2nd Watch (2:45 - 5:45)	0	0				
Sleep			0	0		
<b>Sunday</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Breakfast						
Chapel/Rollo			0	0		
Roving					0	0
Sleep/Rest	0	0				
Lunch						
Rollo	0	0				
Roving			0	0		
Take Down Prayer Room					0	0
Letters/Crosses	0	0	0	0	0	0
Complete Take Down (If needed)	Head Prayer Cha					
Closing	0	0	0	0	0	0

Key	
	0
	0
	0
	0
	0

Key	
	0
	0
	0
	0
	0



- \* Assigned team prays with Rector when Rector retires for the evening. The mantel passes at this time

### **Saturday-**

- \* Serenade after dinner.
- \* Forgiveness Chapel...be there before the door closes.
- \* Assigned team prays with Rector when Rector retires for the evening. The mantel passes at this time

### **Reminders-**

- \* Prayer teams on night duty are to pray over the Rollo Room, Chapel, Prayer Room, Kitchen, outside of dorms (team and candidate), and submitted prayer requests
- \* Prayer teams on the 3-6 am shift will wake the Rector and Head Cha, pray over them, and return the mantel at this time. (Wakeup time is designated by the Head Cha.) They will also wake the Head Dorm Cha, Assistant Head Cha, and the next prayer team. Check with the oncoming prayer team to see if they need a wake-up call and what time.
- \* Attend chapel every morning with candidates as scheduled, or with team at their chapel
- \* Sleep- sleep unless you are fasting your sleep
- \* Candidates- Shadow the candidates, pray for them, the Rector, the schedule, & the Rollistas
- \* Rove- Go to the following areas and pray for the team members. Storeroom, floater, Gopher, Chapel, Palanca, Worship, Dorm, Kitchen, Assistant Head. Great time for prayer Palanca for the Rollistas.
- \* Prayer- Start in the prayer room, pray for each other, the requests, and during the night duty- the dorms.

## **Spiritual Warfare**

(Eph 6:10) Finally, be strong in the Lord and in his mighty power.

(Eph 6:11) Put on the full armor of God so that you can take your stand against the devil's schemes.

(Eph 6:12) For our struggle is not against flesh and blood, but against the rulers, against the authorities, against the powers of this dark world and against the spiritual forces of evil in the heavenly realms.

(Eph 6:13) Therefore put on the full armor of God, so that when the day of evil comes, you may be able to stand your ground, and after you have done everything, to stand.

(Eph 6:14) Stand firm then, with the belt of truth buckled around your waist, with the breastplate of righteousness in place,

(Eph 6:15) and with your feet fitted with the readiness that comes from the gospel of peace.

(Eph 6:16) In addition to all this, take up the shield of faith, with which you can extinguish all the flaming arrows of the evil one.

(Eph 6:17) Take the helmet of salvation and the sword of the Spirit, which is the word of God.

(Eph 6:18) And pray in the Spirit on all occasions with all kinds of prayers and requests. With this in mind, be alert and always keep on praying for all the saints.

(Eph 6:19) Pray also for me, that whenever I open my mouth, words may be given me so that I will fearlessly make known the mystery of the gospel,

(Eph 6:20) for which I am an ambassador in chains. Pray that I may declare it fearlessly, as I should.

## **Anointing with oil**

(John 14:14) If ye shall ask any thing in my name, I will do it.

(Ps 92:10) But my horn shalt thou exalt like the horn of an unicorn: I shall be anointed with fresh oil.

(Ps 23) **1**The LORD is my shepherd; I shall not want. **2**He maketh me to lie down in green pastures: he leadeth me beside the still waters. **3**He restoreth my soul: he leadeth me in the paths of righteousness for his name's sake. **4**Yea, though I walk through the valley of the shadow of death, I will fear no evil: for thou art with me; thy rod and thy staff they comfort me. **5**Thou preparest a table before me in the presence of mine enemies: thou anointest my head with oil; my cup runneth over. **6**Surely goodness and mercy shall follow me all the days of my life: and I will dwell in the house of the LORD for ever.

### **Intercessory Prayer**

(Phil 1:3) I thank my God every time I remember you.

(Phil 1:4) In all my prayers for all of you, I always pray with joy

(Phil 1:5) because of your partnership in the gospel from the first day until now,

(Phil 1:6) being confident of this, that he who began a good work in you will carry it on to completion until the day of Christ Jesus.

(Phil 1:7) It is right for me to feel this way about all of you, since I have you in my heart; for whether I am in chains or defending and confirming the gospel, all of you share in God's grace with me.

(Phil 1:8) God can testify how I long for all of you with the affection of Christ Jesus.

(Phil 1:9) And this is my prayer: that your love may abound more and more in knowledge and depth of insight,

(Phil 1:10) so that you may be able to discern what is best and may be pure and blameless until the day of Christ,

(Phil 1:11) filled with the fruit of righteousness that comes through Jesus Christ--to the glory and praise of God.

(Col 1:9) For this reason, since the day we heard about you, we have not stopped praying for you and asking God to fill you with the knowledge of his will through all spiritual wisdom and understanding.

(Col 1:10) And we pray this in order that you may live a life worthy of the Lord and may please him in every way: bearing fruit in every good work, growing in the knowledge of God,

(Col 1:11) being strengthened with all power according to his glorious might so that you may have great endurance and patience, and joyfully

(Col 1:12) giving thanks to the Father, who has qualified you to share in the inheritance of the saints in the kingdom of light.

(Col 1:13) For he has rescued us from the dominion of darkness and brought us into the kingdom of the Son he loves,

(Col 1:14) in whom we have redemption, the forgiveness of sins.

### **General Scriptures for the Weekend**

(Psa 91:1) He who dwells in the shelter of the Most High will rest in the shadow of the Almighty.

(Psa 91:2) I will say of the LORD, "He is my refuge and my fortress, my God, in whom I trust."

(Psa 91:3) Surely he will save you from the fowler's snare and from the deadly pestilence.

(Psa 91:4) He will cover you with his feathers, and under his wings you will find refuge; his faithfulness will be your shield and rampart.

(Psa 91:5) You will not fear the terror of night, nor the arrow that flies by day,

(Psa 91:6) nor the pestilence that stalks in the darkness, nor the plague that destroys at midday.

(Psa 91:7) A thousand may fall at your side, ten thousand at your right hand, but it will not come near you.

(Psa 91:8) You will only observe with your eyes and see the punishment of the wicked.

(Psa 91:9) If you make the Most High your dwelling-- even the LORD, who is my refuge--

(Psa 91:10) then no harm will befall you, no disaster will come near your tent.

(Psa 91:11) For he will command his angels concerning you to guard you in all your ways;

(Psa 91:12) they will lift you up in their hands, so that you will not strike your foot against a stone.

(Psa 91:13) You will tread upon the lion and the cobra; you will trample the great lion and the serpent.

(Psa 91:14) "Because he loves me," says the LORD, "I will rescue him; I will protect him, for he acknowledges my name.

(Psa 91:15) He will call upon me, and I will answer him; I will be with him in trouble, I will deliver him and honor him.

(Psa 91:16) With long life will I satisfy him and show him my salvation."

(Eph 1:15) For this reason, ever since I heard about your faith in the Lord Jesus and your love for all the saints,

(Eph 1:16) I have not stopped giving thanks for you, remembering you in my prayers.

(Eph 1:17) I keep asking that the God of our Lord Jesus Christ, the glorious Father, may give you the Spirit of wisdom and revelation, so that you may know him better.

(Eph 1:18) I pray also that the eyes of your heart may be enlightened in order that you may know the hope to which he has called you, the riches of his glorious inheritance in the saints,

(Eph 1:19) and his incomparably great power for us who believe. That power is like the working of his mighty strength,

(Eph 1:20) which he exerted in Christ when he raised him from the dead and seated him at his right hand in the heavenly realms,

(Eph 1:21) far above all rule and authority, power and dominion, and every title that can be given, not only in the present age but also in the one to come.

(Eph 1:22) And God placed all things under his feet and appointed him to be head over everything for the church,

(Eph 1:23) which is his body, the fullness of him who fills everything in every way.

(Heb 12:1) Therefore, since we are surrounded by such a great cloud of witnesses, let us throw off everything that hinders and the sin that so easily entangles, and let us run with perseverance the race marked out for us.

(Heb 12:2) Let us fix our eyes on Jesus, the author and perfecter of our faith, who for the joy set before him endured the cross, scorning its shame, and sat down at the right hand of the throne of God.

(Heb 12:3) Consider him who endured such opposition from sinful men, so that you will not grow weary and lose heart.

(Heb 12:4) In your struggle against sin, you have not yet resisted to the point of shedding your blood.

(Heb 12:5) And you have forgotten that word of encouragement that addresses you as sons: "My son, do not make light of the Lord's discipline, and do not lose heart when he rebukes you,

(Heb 12:6) because the Lord disciplines those he loves, and he punishes everyone he accepts as a son."

(Heb 12:7) Endure hardship as discipline; God is treating you as sons. For what son is not disciplined by his father?

(Heb 12:8) If you are not disciplined (and everyone undergoes discipline), then you are illegitimate children and not true sons.

(Heb 12:9) Moreover, we have all had human fathers who disciplined us and we respected them for it. How much more should we submit to the Father of our spirits and live!

(Heb 12:10) Our fathers disciplined us for a little while as they thought best; but God disciplines us for our good, that we may share in his holiness.

(Heb 12:11) No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.

(Gen 21:16) Then she went off and sat down nearby, about a bowshot away, for she thought, "I cannot watch the boy die." And as she sat there nearby, she began to sob.

(Gen 28:15) I am with you and will watch over you wherever you go, and I will bring you back to this land. I will not leave you until I have done what I have promised you."

(Gen 28:20) Then Jacob made a vow, saying, "If God will be with me and will watch over me on this journey I am taking and will give me food to eat and clothes to wear

(Gen 28:21) so that I return safely to my father's house, then the LORD will be my God

(Gen 28:22) and this stone that I have set up as a pillar will be God's house, and of all that you give me I will give you a tenth."

(Gen 31:49) It was also called Mizpah, because he said, "May the LORD keep watch between you and me when we are away from each other.

(Exo 14:24) During the last watch of the night the LORD looked down from the pillar of fire and cloud at the Egyptian army and threw it into confusion.

(Deu 4:9) Only be careful, and watch yourselves closely so that you do not forget the things your eyes have seen or let them slip from your heart as long as you live. Teach them to your children and to their children after them.

(Deu 4:12) Then the LORD spoke to you out of the fire. You heard the sound of words but saw no form; there was only a voice.

(Deu 4:15) You saw no form of any kind the day the LORD spoke to you at Horeb out of the fire. Therefore watch yourselves very carefully,

(Judg 7:17) "Watch me," he told them. "Follow my lead. When I get to the edge of the camp, do exactly as I do.

(Judg 7:19) Gideon and the hundred men with him reached the edge of the camp at the beginning of the middle watch, just after they had changed the guard. They blew their trumpets and broke the jars that were in their hands.

(Judg 21:20) So they instructed the Benjamites, saying, "Go and hide in the vineyards

(Ruth 2:9) Watch the field where the men are harvesting, and follow along after the girls. I have told the men not to touch you. And whenever you are thirsty, go and get a drink from the water jars the men have filled."

(Isa 11:11) In that day the Lord will reach out his hand a second time to reclaim the remnant that is left of his people from Assyria, from Lower Egypt, from Upper Egypt, from Cush, from Elam, from Babylonia, from Hamath and from the islands of the sea.

(Isa 19:11) The officials of Zoan are nothing but fools; the wise counselors of Pharaoh give senseless advice. How can you say to Pharaoh, "I am one of the wise men, a disciple of the ancient kings"?

(Isa 27:3) I, the LORD, watch over it; I water it continually. I guard it day and night so that no one may harm it.

(Isa 59:16) He saw that there was no one, he was appalled that there was no one to intervene; so his own arm worked salvation for him, and his own righteousness sustained him.

(2 Sam 13:5) "Go to bed and pretend to be ill," Jonadab said. "When your father comes to see you, say to him, 'I would like my sister Tamar to come and give me something to eat. Let her prepare the food in my sight so I may watch her and then eat it from her hand.'"

(2 Sam 13:34) Meanwhile, Absalom had fled. Now the man standing watch looked up and saw many people on the road west of him, coming down the side of the hill. The watchman went and told the king, "I see men in the direction of Horonaim, on the side of the hill."

(1 Ki 2:4) and that the LORD may keep his promise to me: 'If your descendants watch how they live, and if they walk faithfully before me with all their heart and soul, you will never fail to have a man on the throne of Israel.'

(2 Chr 23:4) Now this is what you are to do: A third of you priests and Levites who are going on duty on the Sabbath are to keep watch at the doors,

(Neh 11:19) The gatekeepers: Akkub, Talmon and their associates, who kept watch at the gates--172 men.

(Job 13:27) You fasten my feet in shackles; you keep close watch on all my paths by putting marks on the soles of my feet.

(Job 21:32) He is carried to the grave, and watch is kept over his tomb.

(Job 33:11) He fastens my feet in shackles; he keeps close watch on all my paths.'

(Psa 4:3) Know that the LORD has set apart the godly for himself; the LORD will hear when I call to him.

(Psa 32:8) I will instruct you and teach you in the way you should go; I will counsel you and watch over you.

(Psa 39:1) For the director of music. For Jeduthun. A psalm of David. I said, "I will watch my ways and keep my tongue from sin; I will put a muzzle on my mouth as long as the wicked are in my presence."

(Psa 56:6) They conspire, they lurk, they watch my steps, eager to take my life.

(Psa 59:9) O my Strength, I watch for you; you, O God, are my fortress,

(Psa 66:7) He rules forever by his power, his eyes watch the nations-- let not the rebellious rise up against him. Selah

(Psa 80:14) Return to us, O God Almighty! Look down from heaven and see! Watch over this vine,

(Psa 90:4) For a thousand years in your sight are like a day that has just gone by, or like a watch in the night.

(Psa 121:7) The LORD will keep you from all harm-- he will watch over your life;

(Psa 141:3) Set a guard over my mouth, O LORD; keep watch over the door of my lips.

(Prov 4:6) Do not forsake wisdom, and she will protect you; love her, and she will watch over you.

(Prov 6:22) When you walk, they will guide you; when you sleep, they will watch over you; when you awake, they will speak to you.

(Prov 15:3) The eyes of the LORD are everywhere, keeping watch on the wicked and the good.

(Prov 22:12) The eyes of the LORD keep watch over knowledge, but he frustrates the words of the unfaithful.

(Jer 24:6) My eyes will watch over them for their good, and I will bring them back to this land. I will build them up and not tear them down; I will plant them and not uproot them.

(Jer 31:10) "Hear the word of the LORD, O nations; proclaim it in distant coastlands: 'He who scattered Israel will gather them and will watch over his flock like a shepherd.'

(Jer 31:28) Just as I watched over them to uproot and tear down, and to overthrow, destroy and bring disaster, so I will watch over them to build and to plant," declares the LORD.

(Jer 48:9) Put salt on Moab, for she will be laid waste ; her towns will become desolate, with no one to live in them.

(Ezek 3:17) "Son of man, I have made you a watchman for the house of Israel; so hear the word I speak and give them warning from me.

(Ezek 12:3) "Therefore, son of man, pack your belongings for exile and in the daytime, as they watch, set out and go from where you are to another place. Perhaps they will understand, though they are a rebellious house.

(Ezek 12:4) During the daytime, while they watch, bring out your belongings packed for exile. Then in the evening, while they are watching, go out like those who go into exile.

(Ezek 12:5) While they watch, dig through the wall and take your belongings out through it.

(Ezek 22:30) "I looked for a man among them who would build up the wall and stand before me in the gap on behalf of the land so I would not have to destroy it, but I found none.

(Ezek 33:2) "Son of man, speak to your countrymen and say to them: 'When I bring the sword against a land, and the people of the land choose one of their men and make him their watchman,

(Ezek 33:6) But if the watchman sees the sword coming and does not blow the trumpet to warn the people and the sword comes and takes the life of one of them, that man will be taken away because of his sin, but I will hold the watchman accountable for his blood.'

(Dan 7:11) "Then I continued to watch because of the boastful words the horn was speaking. I kept looking until the beast was slain and its body destroyed and thrown into the blazing fire.

(Hosea 9:8) The prophet, along with my God, is the watchman over Ephraim, yet snares await him on all his paths, and hostility in the house of his God.

(Micah 7:7) But as for me, I watch in hope for the LORD, I wait for God my Savior; my God will hear me.

(Nahum 2:1) An attacker advances against you, Nineveh. Guard the fortress, watch the road, brace yourselves, marshal all your strength!

(Hab 1:5) "Look at the nations and watch-- and be utterly amazed. For I am going to do something in your days that you would not believe, even if you were told.

(Hab 2:1) I will stand at my watch and station myself on the ramparts; I will look to see what he will say to me, and what answer I am to give to this complaint.

(Zec 9:8) But I will defend my house against marauding forces. Never again will an oppressor overrun my people, for now I am keeping watch.

(Mat 26:38) Then he said to them, "My soul is overwhelmed with sorrow to the point of death. Stay here and keep watch with me."

(Mat 26:40) Then he returned to his disciples and found them sleeping. "Could you men not keep watch with me for one hour?" he asked Peter.

(Mat 27:36) And sitting down, they kept watch over him there.

(Mark 6:48) He saw the disciples straining at the oars, because the wind was against them. About the fourth watch of the night he went out to them, walking on the lake. He was about to pass by them,

(Mark 8:15) "Be careful," Jesus warned them. "Watch out for the yeast of the Pharisees and that of Herod."

(Mark 12:38) As he taught, Jesus said, "Watch out for the teachers of the law. They like to walk around in flowing robes and be greeted in the marketplaces,

(Mark 13:5) Jesus said to them: "Watch out that no one deceives you.

(Mark 13:34) It's like a man going away: He leaves his house and puts his servants in charge, each with his assigned task, and tells the one at the door to keep watch.

(Mark 13:35) "Therefore keep watch because you do not know when the owner of the house will come back--whether in the evening, or at midnight, or when the rooster crows, or at dawn.

(Mark 13:37) What I say to you, I say to everyone: "Watch!"

(Mark 14:34) "My soul is overwhelmed with sorrow to the point of death," he said to them. "Stay here and keep watch."

(Mark 14:35) Going a little farther, he fell to the ground and prayed that if possible the hour might pass from him.

(Mark 14:36) "Abba, Father," he said, "everything is possible for you. Take this cup from me. Yet not what I will, but what you will."

(Mark 14:37) Then he returned to his disciples and found them sleeping. "Simon," he said to Peter, "are you asleep? Could you not keep watch for one hour?"

(Mark 14:38) Watch and pray so that you will not fall into temptation. The spirit is willing, but the body is weak."

(Mark 14:39) Once more he went away and prayed the same thing.

(Luke 2:8) And there were shepherds living out in the fields nearby, keeping watch over their flocks at night.

(Luke 12:15) Then he said to them, "Watch out! Be on your guard against all kinds of greed; a man's life does not consist in the abundance of his possessions."

(Luke 12:38) It will be good for those servants whose master finds them ready, even if he comes in the second or third watch of the night.

(Luke 17:3) So watch yourselves. "If your brother sins, rebuke him, and if he repents, forgive him.

(Luke 20:20) Keeping a close watch on him, they sent spies, who pretended to be honest. They hoped to catch Jesus in something he said so that they might hand him over to the power and authority of the governor.

(Luke 21:8) He replied: "Watch out that you are not deceived. For many will come in my name, claiming, 'I am he,' and, 'The time is near.' Do not follow them.

(Luke 21:36) Be always on the watch, and pray that you may be able to escape all that is about to happen, and that you may be able to stand before the Son of Man."

(John 10:3) The watchman opens the gate for him, and the sheep listen to his voice. He calls his own sheep by name and leads them out.

(Acts 1:4) On one occasion, while he was eating with them, he gave them this command: "Do not leave Jerusalem, but wait for the gift my Father promised, which you have heard me speak about.

(Acts 4:31) After they prayed, the place where they were meeting was shaken. And they were all filled with the Holy Spirit and spoke the word of God boldly.

(Acts 9:24) but Saul learned of their plan. Day and night they kept close watch on the city gates in order to kill him.

(Acts 20:28) Keep watch over yourselves and all the flock of which the Holy Spirit has made you overseers. Be shepherds of the church of God, which he bought with his own blood.

(Rom 15:30) I urge you, brothers, by our Lord Jesus Christ and by the love of the Spirit, to join me in my struggle by praying to God for me.

(Rom 15:31) Pray that I may be rescued from the unbelievers in Judea and that my service in Jerusalem may be acceptable to the saints there,

(Rom 15:32) so that by God's will I may come to you with joy and together with you be refreshed.

(Rom 15:33) The God of peace be with you all. Amen.

(Rom 16:17) I urge you, brothers, to watch out for those who cause divisions and put obstacles in your way that are contrary to the teaching you have learned. Keep away from them.

(Gal 5:15) If you keep on biting and devouring each other, watch out or you will be destroyed by each other.

(Gal 6:1) Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted.

(Phil 3:2) Watch out for those dogs, those men who do evil, those mutilators of the flesh.

# Quiet Please



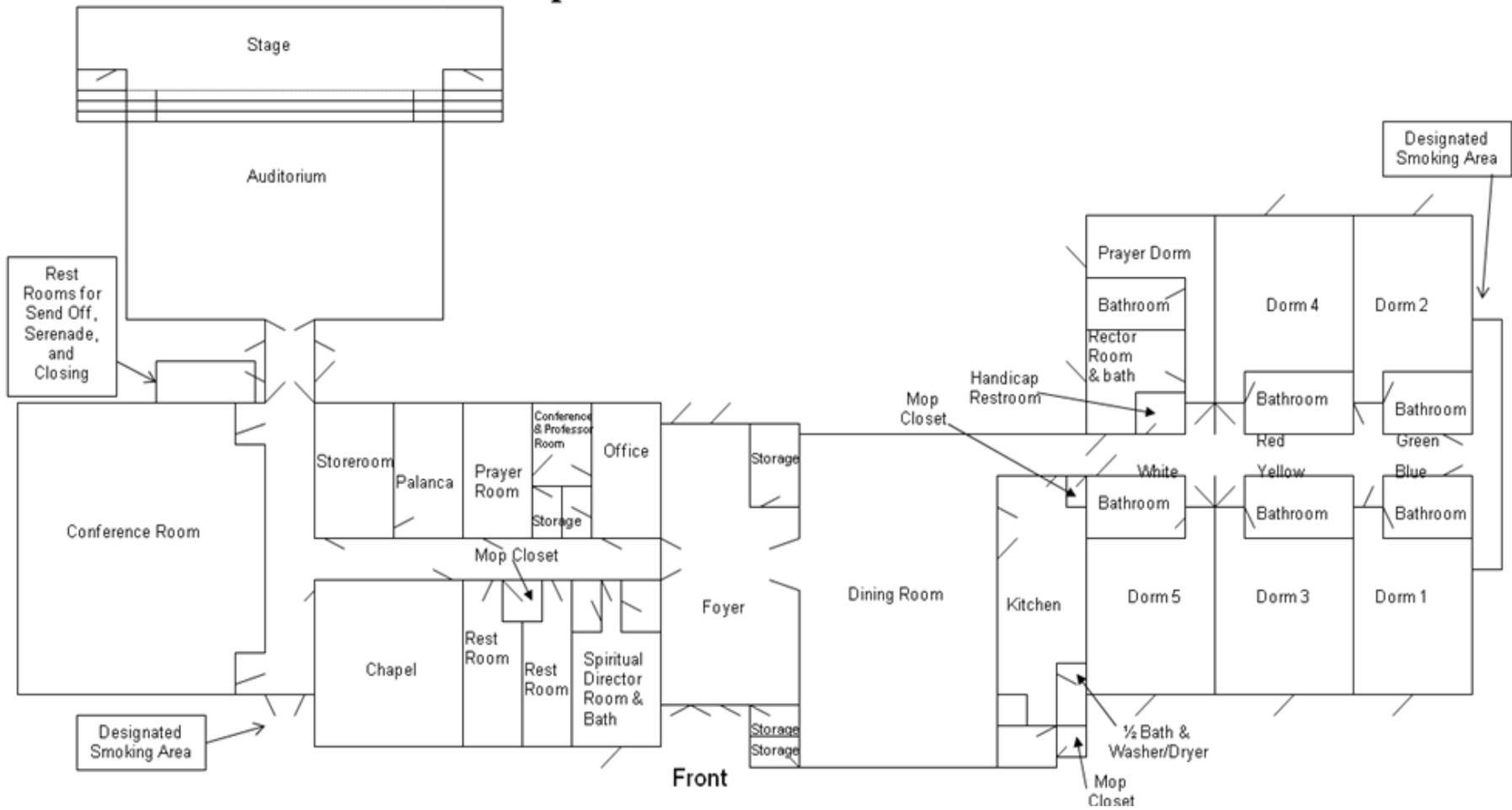
# Prayer Cha Sleeping

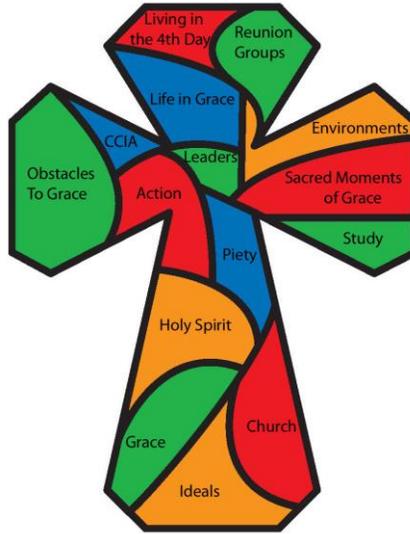
# Quiet Please



# Prayer Cha Sleeping

# Apison Retreat Center





Tres Dias of Southeast Tennessee

## Head Set-up/Take-down Team Book

This book is intended to **help**. Please forgive its failings. Please help improve it by sending your suggestions to the respective Men's or Women's Leaders person.

Facility problems should be reported on the ARC "Facility Problem Report" forms on the ARC office bulletin board.

Thank you,

Tres Dias of Southeast Tennessee Secretariat

# Set-up/Take-down Team Duties and Responsibilities

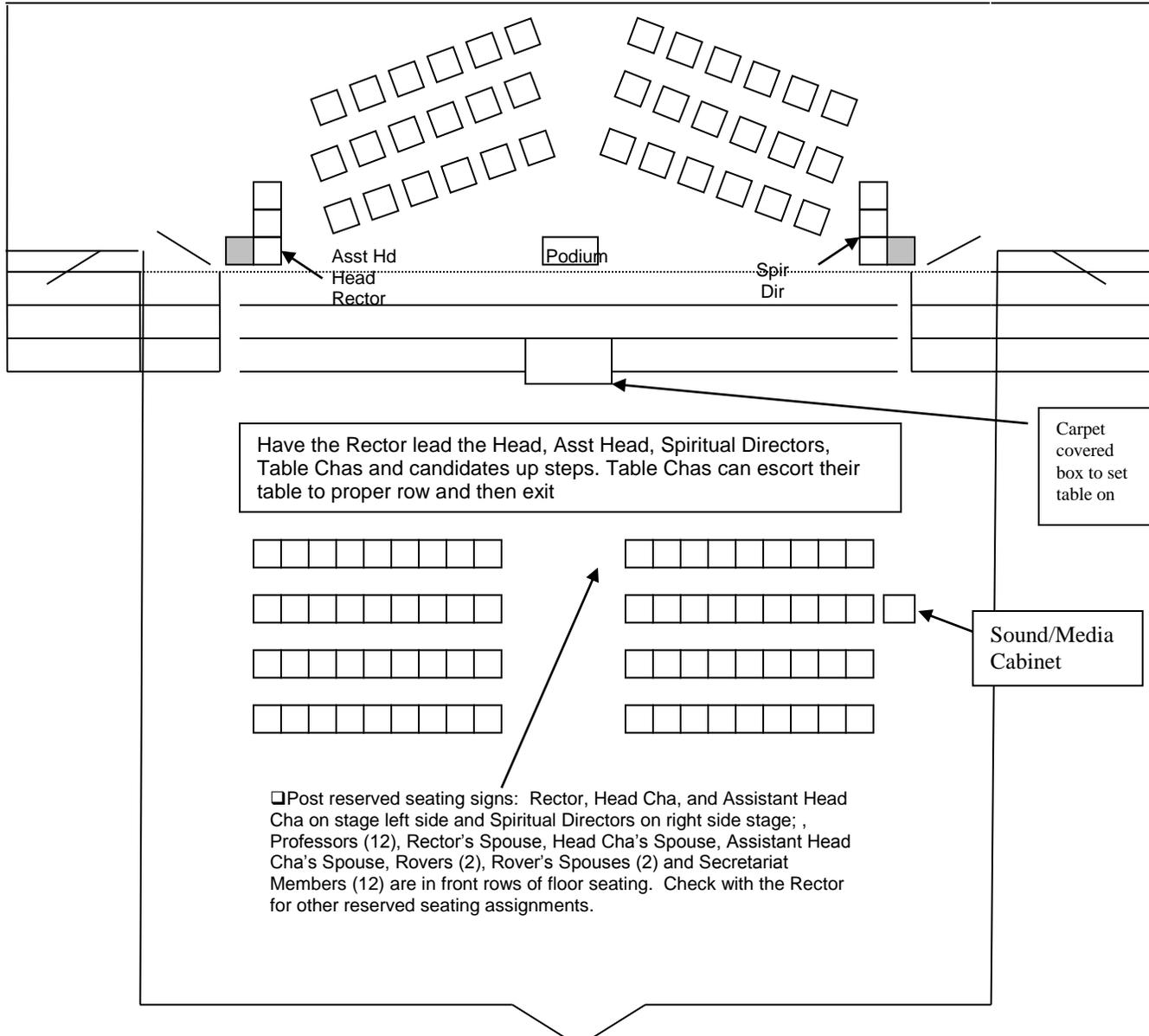
## I. General Overview:

**Thursday:** If requested by the Women's Rector to assist with candidate luggage, arrive at 6:15 p.m. The Head Dorm Cha will give you directions, but basically you will assist the Dorm Chas in tagging, unloading, and moving candidate's belongings from the sponsor's car to their bunks.

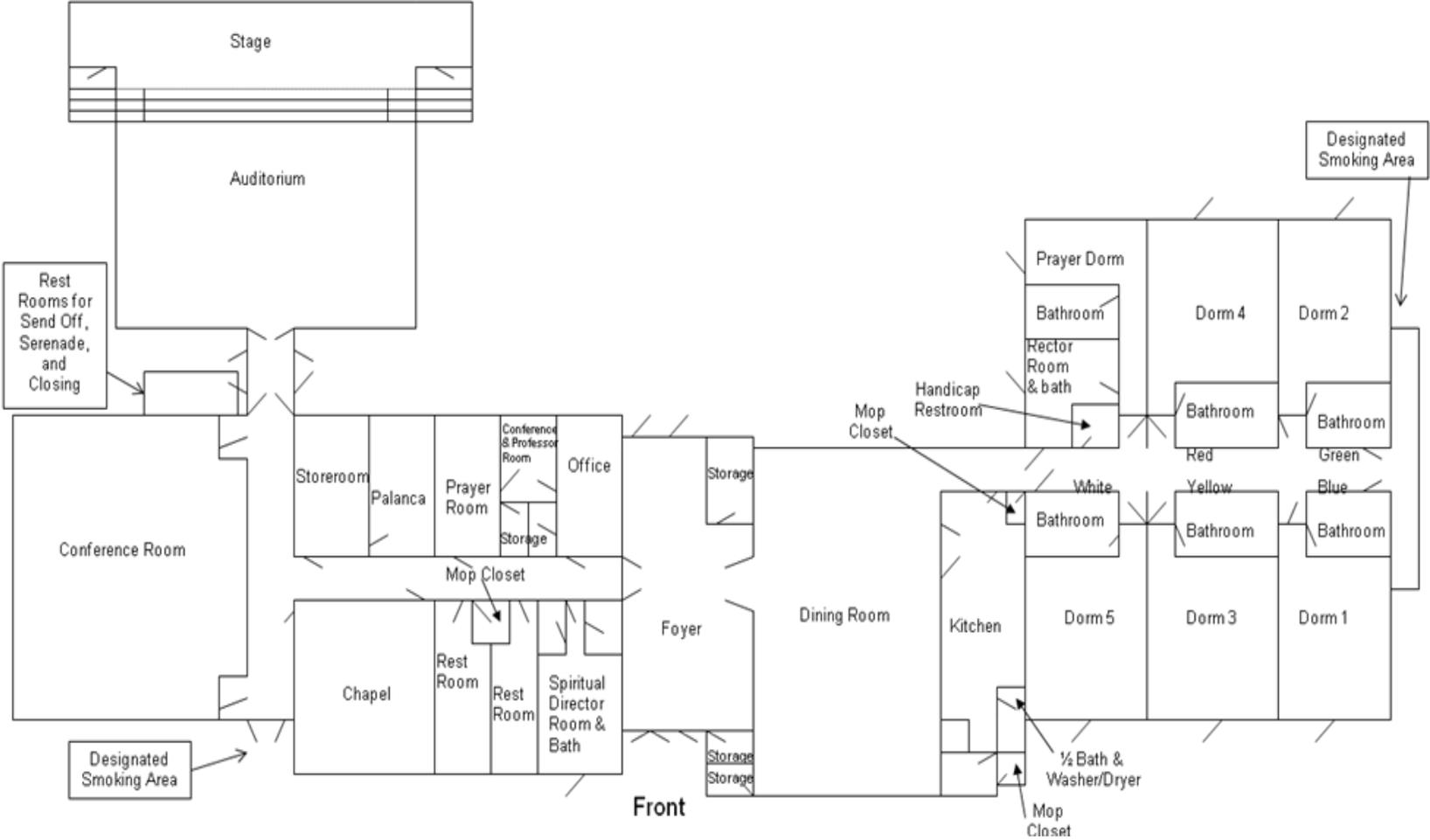
### **Sunday: (Arrive at 3:00 p.m.)**

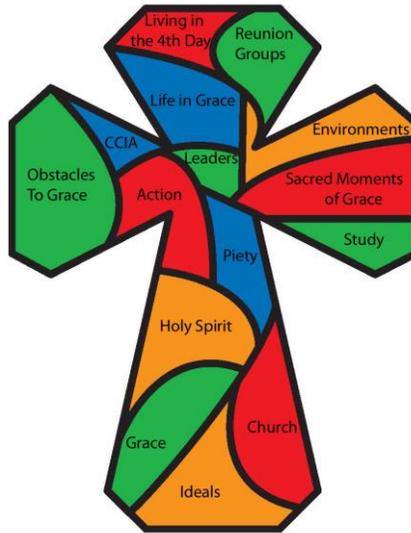
- a) Non-take down team members are not allowed in the building, and the take down team should remain in the Dining room/Dorm end of the building or auditorium.
- b) Leave all items on their beds until their sponsor comes to pick it up. That way no items are mixed up. Make sure that every piece of luggage has a nametag on it. Put sleeping bags, pillows and bedding in drawstring trash bags with name labels. Move a table to the hallway for sponsors to come to pick up their candidates items. Dorm Chas (men's weekend) or Take Down Team (women's weekend) should be stationed at the Dorm Hallway doors to bring candidate luggage outside to the sponsors. Sponsors should not enter the dorm end of the building.
- c) Oversee the clean-up of the ARC Auditorium and breezeway to the Rollo hallway. Assist the Storeroom, Floater and Media Chas with the Rollo Room. The chairs in the Rollo Room should be "stacked" in the back of the room, five high in fourteen stacks.
- d) The Rover and Back Up Rector are in charge of Closing set-up and may need you to assist them with the set up if not already performed. These duties are those of the BUR and Rover:
  - ❑ Turn on sound system and set up microphone at podium if Media Cha has not already performed this.
  - ❑ Place two questions for Candidates on podium (get from Assistant Head Cha).
  - ❑ Place a table small in front of the podium (there is a carpeted spacer block to set on the bottom step for the table to rest on) with a tablecloth, cross, Bible, candle and lighter for Closing. The BUR/Rover will check with the Rector for preferences in decorating this table.
  - ❑ Rollo Room decorations and Weekend Banner are not to be removed until after Rector's Rollo and candidates are taken to the Chapel.
  - ❑ Post reserved seating signs (a set is located in the Sound cabinet on the stage): Rector, Head Cha, and Assistant Head Cha on stage left side facing the stage and Spiritual Directors on right side stage facing the stage; Professors (12), Rector's Spouse, Head Cha's Spouse, Assistant Head Cha's Spouse, Rovers (2), Rover's Spouses (2) and Secretariat Members (12) are in front rows of floor seating. Check with the Rector for other reserved seating assignments.
  - ❑ Set up chairs on stage similar to attached diagram.
  - ❑ Be sure to have the Auditorium returned to normal set up and return items (Banners, table and decorations, and reserved signs) as necessary

# Suggested Auditorium Set up for Closing



# Apison Retreat Center





## Tres Dias of Southeast Tennessee Head Storeroom Cha Team Book

This book is intended to **help**. Please forgive its failings. Please help improve it by noting your suggestions on the Area Head Feedback/debriefing sheet and turn it in to the Assistant Head Cha at the end of the weekend. Alternately, you can send your suggestions to the respective Men's or Women's Leaders person.

Facility problems should be reported on the ARC "Facility Problem Report" forms on the ARC office bulletin board.

Thank you,

Tres Dias of Southeast Tennessee Secretariat

# Storeroom Cha Duties and Responsibilities

You are responsible for maintaining all the supplies needed for the Rollo Room. This includes everything the Table Chas need for the six tables, plus supplies for the podium table. The Floater/Supply Chas will be working closely with you.

All needed supplies for the weekend should be in the Storeroom closets. They should include (as a minimum):

Candies/mints, etc.  
Markers  
Service cards (Growth Guides)  
Notebooks  
Small crosses (for We Prayer)  
Pens  
Tape  
Forgiveness Hearts  
Scissors  
Pilgrim's Guides  
Tres Dias crosses  
Poster Stand  
Poster board  
Rubber stamp for back of posters  
Medicines  
Table names signs

You are responsible for maintaining fresh water on the Rollo Room podium and for putting up the tripod (stored in Rollo Room closet) for the *Piety*, *Study*, and *Action* Rollos.

## I. Before the Weekend

1. Stamp (Rubber Stamp) posters for each table for all the Rollos: Ideals, Grace, Church, Holy Spirit, Piety, Study, Sacred Moments, Action, Obstacles to Grace, and Leaders (no posters on Sunday). Place the posters in the wooden stand (grouped by tables), ready for the Table Chas.
2. Check with the Rector, Head Cha, Assistant Head Cha, Worship Leader and the Spiritual Directors for any special preferences for snacks and drinks for the Weekend. Purchase them and keep them in the Storeroom as necessary.
3. Notify the Rector which of the Storeroom Chas will be serving as the Medicine Cha and if the Storeroom, Table Chas, or others will be decorating the Rollo Room Table.
4. Check with the Rector to be sure he/she will be furnishing the cross the Rollista will be holding while speaking. If the Rector is not furnishing, obtain a

- small cross (smaller than the Tres Dias wooden cross) for the Rector and Rollista to hold during Rollo.
5. Set up a small table in the Rollo Room for the Rector and Spiritual Directors to place drinks (several TV trays are available in the Rollo Room storage closet).
  6. Make an announcement at the Team Meetings that the supplies in the Storeroom are for the Candidates and Rollo Room support Chas only. The team members should bring their own personal items and medicines, and they should get their drinks from the Kitchen.

## **II. On the Weekend:**

### **Wednesday/Thursday Setup**

1. Set up an area for supplies, posters, etc. for each table. During the Weekend the Table Chas will be coming to get these supplies. Have a small container available on the storeroom table with pens, pencils, stapler, tape, etc. as people are constantly hunting these things.
2. Highlight all your “jobs” in the schedule and leave it opened in the storeroom for Chas to see.
3. Count the Pilgrim’s Guides, Forgiveness Hearts, Service Cards, and Tres Dias Crosses to make sure there are enough for the Weekend.
4. Check all supplies.

### **Thursday**

1. Follow the schedule closely for daily instructions.
2. Give the Pilgrim Guides to the Head Chapel Cha for the Thursday evening Chapel.
3. Check with the Head Table Cha to make sure the candle and lighter are available for each Rollo. Make sure there is a good supply.

### **Friday**

1. Follow the schedule closely for daily instructions.
2. Immediately after breakfast:
  - a. Have table name signs ready (or verify that Table Chas have them).
  - b. Have pens and notebooks ready in groups of eight.
  - c. Have the tripod sign ready with the legs ready to be placed on the podium before the appropriate Rollos—*Piety, Study, Action*.
3. Label the drinking cups with the Candidate’s names and place on trays also labeled with Candidate’s names with masking tape.
4. Help Palanca and Table Chas put out general Palanca letters on the wall while candidates are in the Chapel. They will only be gone for a few minutes, so work fast.
5. During discussion of *Holy Spirit* Rollo, put out tripod for the *Piety* Rollo and place *Piety* leg under the podium.

6. When the Candidates have gone to the Chapel after *Decuria*, help clean the Rollo room. Put *Study* and *Action* tripod legs under the podium for the Rollos on Saturday.

## **Saturday**

1. Follow the schedule closely for daily instructions
2. Do general tasks the same as Friday.
3. As the Weekend progresses, pack up anything that will not be used again.
4. During the *Sacred Moments* Rollo on Saturday afternoon, the Table Chas will serve Communion to the Candidates and Professors. Check with the Rector and Head Spiritual Director for directions on how they plan to serve Communion. Get the elements from the Head Chapel Cha and have ready for the Table Chas to serve. The Rector may desire all available team members to come to the Rollo Room to participate in Communion, check to be sure.
5. Check serenade candle holders and replace candles if necessary. Take one container to the outside of the dorm hallway, and one to the foyer front porch.

## **Sunday**

1. Follow the schedule closely for daily instructions
2. Pack and put away all your personal belongings and put them on your bed so that Dorm Chas can clean and vacuum.
3. Have service cards (Growth Guides) ready to be passed out after the *Environments* Rollo.
4. Provide the Chapel Chas with the Candidate's crosses and offer to assist Chapel Chas in set up for the presentation for crosses and service cards while candidates are reading their letters. This is to be done in the Chapel.
5. Don't close the Storeroom too early; be ready to serve drinks and ice to the Candidates on Sunday afternoon after all the Rollos...remember they won't have dinner for a while.
6. The most difficult part is packing and cleaning up. The earlier you can pack up items and supplies not needed again, the easier it is to close the Storeroom.
7. The more you can clean early in the day, the quicker you can get to Closing. You have to move fast to get everything done.
8. The Weekend Couple will provide you with an inventory list to complete.
9. There is an ARC Check-off List in the back of this Manual and/or provided by the Weekend Couple. Copy this list, perform and check off the duties listed under "Storeroom", have the Assistant Head Cha inspect the storeroom and sign this sheet. When completed give this sheet to the Assistant Head Cha.
10. Make sure the Rector gets the posters and letter Palanca posted on the wall if desired.
11. Complete the Area Head Feedback/Debriefing Form enclosed in the book by the end of the weekend and turn it in to the Assistant Head Cha. This is

extremely important since the Rector was not able to observe all areas of the weekend.

12. Please note all facility problem areas, broken equipment, furnishings, windows or suggestions on an ARC Problem Report (Office bulletin board).

### **Daily Responsibilities**

1. Check with the Dorm Chas to see if they need your assistance with coffee/juice etc. for the dorm hallway in the mornings.
2. Obtain a pitcher of both unsweetened and sweetened tea from the kitchen for use in the Storeroom. Cut up fresh lemons for use.
3. Make sure you have ice in the ice chest and creamer in the refrigerator.
4. (Women's Weekend) Make sure the Candle Lighter has a Pilgrim's Guide and matches/lighter for Rollista entrance and Meditation (page 14).
5. Make sure you change the water at the podium after each Rollista.
6. At each break check with the Rector, Head Cha and Spiritual Directors for any drink and snack requests.
7. When candidates leave the Rollo room for Chapel or meals, **always** line the hallway.
8. Help Table Chas straighten the Rollo room when Candidates leave.
9. Help vacuum and clean at night after they go to bed.
10. Be ready to fill in for a Table Cha if they need to be away from the Rollo room.
11. Organize and restock whatever the Table Chas might need.
12. Keep the door to the Storeroom closed when the building is occupied – Fire Code requirement.
13. Before closing, have the Storeroom completely packed, all supplies put away, and complete the Closing Check-Off List for Assistant Head Cha to sign.

# Tres Dias of Southeast Tennessee Area Head Feedback/Debriefing Form

Weekend # \_\_\_\_\_ (Men \_\_\_\_\_ Women \_\_\_\_\_)

Area \_\_\_\_\_ Name \_\_\_\_\_

What was your overall impression of the weekend and team meetings?

Please list any areas that, in your opinion, need improvement.

Please describe any elements of the weekend that you feel were new or particularly successful.

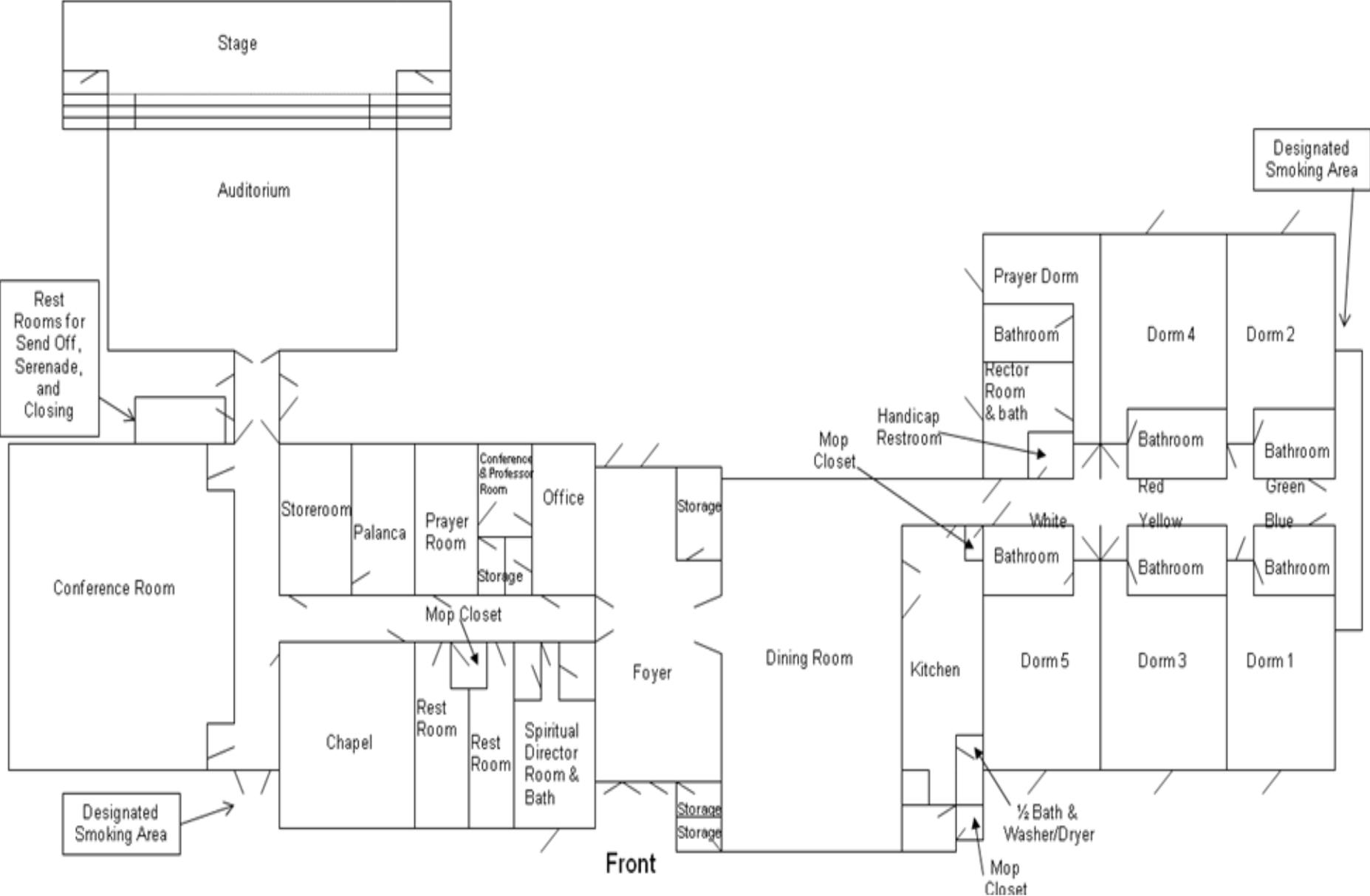
Did you have any problems with any particular team members? (please elaborate on the problem)

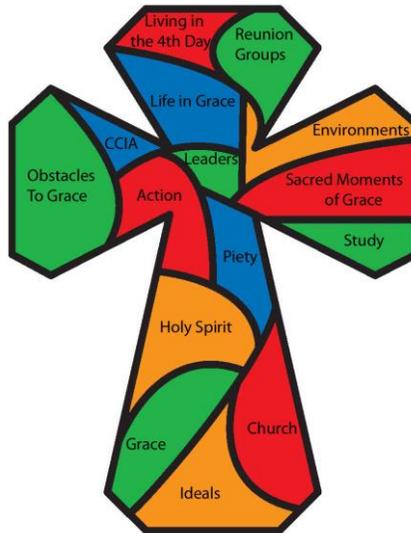
Please describe any outstanding efforts or actions by team members in your area.

Please provide any other comments you may have.

Please return this form to the Assistant Head Cha at the end of the weekend; your duty is not complete until this form is turned in.

# Apison Retreat Center





Tres Dias of Southeast Tennessee

## Head Table Cha Team Book

This book is intended to **help**. Please forgive its failings. Please help improve it by noting your suggestions on the Area Head Feedback/debriefing sheet and turn it in to the Assistant Head Cha at the end of the weekend. Alternately, you can send your suggestions to the respective Men's or Women's Leaders person.

Facility problems should be reported on the ARC "Facility Problem Report" forms on the ARC office bulletin board.

Thank you,

Tres Dias of Southeast Tennessee Secretariat

## Table Cha Duties and Responsibilities

*Your first and foremost responsibility is to serve God through serving the candidates in any way possible.*

The Table Cha is in direct contact with the Candidates throughout the Weekend. A smile, a kind word, a touch (especially a shoulder rub) goes far. The love of the entire team will be felt by the Candidates but the Table Chas love for each person at their table will have a lasting impact. The HEAD TABLE CHA has the same responsibilities as any other Table Cha. The role of HEAD TABLE CHA is different in that he/she is the contact person for questions. If he/she cannot answer the question, he/she is to contact the Assistant Head Cha. The STOREROOM is across the hall from the Rollo Room for drinks, trays, cups and supplies that will be used to serve each table. Write candidates names on the cups at your first opportunity. Before each Rollo, the tables should be cleaned of trash and drinks provided before the Rollo starts. No serving of drinks or food during Rollo's. The Head Table Cha (or this can be assigned to one of the Table Chas) will need to place drinks and snacks on the small tables for Rector, Spiritual Directors and Head Cha – Also, don't forget the Asst Head Cha – Be sure to ask if they need anything. Head Storeroom Cha is responsible for fresh water placed on the Podium for each Rollo given and each time Rector speaks from the script.

When Candidates leave the Rollo room for meals, Chapel or just to stretch, clear and clean the table of any unneeded articles. Coming back to a neat table is the Table Cha's Palanca to them. Stay near your table at all times in case you are needed for some reason. If one of your Candidates leaves the room at an inappropriate time (during Rollo or Decuria, for example) go with them, or see to it that a Cha attends to them. You are there to serve the table, whatever is needed. You actually become a member of your table community. The Professors are to be treated just like the Candidates, especially the Silent Professor. Eventually the Speaking Professor will be exposed, but the Silent Professors are not revealed until Sunday (note: there may be times a table will not have a Speaking Professor). The Dominate Professor is not always a Speaking Professor. Pray for unity among the table members. Whenever possible pray over each chair at your table that the Lord will be real to them and make Himself known to them in a mighty and loving way. After Friday morning – Table Chas should attend all Chapels with their table and sit in the designated chairs in the back of the room.

The Media Cha is assigned to run the sound system and visual systems and play any songs requested by professors during their Rollo or for worship as directed by the Worship Cha.

## **I. Before the Weekend:**

- ❑ Check with the Rector to see if he/she wants the Table Chas to decorate the Podium table and the Rollista practice tables at the Team Meetings.
- ❑ Check with the Rector to see if the Table Chas are to decorate the Podium Table in the Rollo Room on the Weekend.
- ❑ Check with the Rector for preferences in the Candle Lighting Ceremony and practice the Ceremony.
- ❑ Check with the Rector to see if he/she will be supplying the Rollista crosses for the Team Meetings and for the Weekend.
- ❑ Check with the Rector for his/her preferences concerning the details of Dedicating the Service Cards (Growth Guides) and the “We” Prayer.
- ❑ Check with the Rector on their choice of a narrow rectangular table to sit behind or small tables between their chairs in the Rollo Room. If a rectangular table is used, you will need to bring a table cloth.
- ❑ Decide which Table Chas will bring the necessary items to the Team Meetings and to the Weekend. (Lighter, Candles, Table cloth, Bible and Cross)
- ❑ Decide if the Table Chas will dress alike on the Weekend. (Same color shirts/t-shirts, aprons, etc. (It is not necessary to purchase special outfits – just designate a color for each day.)

## **II. On the Weekend:**

**WEDNESDAY:** Set up activities on Wednesday will not normally require participation by the Table Chas. The Head Cha will advise you if you are needed.

**THURSDAY:** Prior to the arrival of the Candidates, the Table Chas should arrange the chairs in the Rollo Room for the “Friend Introductions”, which follows the reception and bed preparation. Chairs should be set up in auditorium style (no tables), with just enough chairs for the Professors and Candidates (usually 36 Candidates and 12 Professors). Check with the Assistant Head Cha for any special set up requests from the Rector. Thursday evening after Chapel when the Candidates have gone to bed and after team meeting -- pads, pens, table sign and other materials needed for the weekend should be staged in the Storeroom.

- ❑ Arrange tables and chairs in Rollo Room per the attached room diagram. You may need to remove a chair based on the number of Candidates. A table-seating diagram will be provided at the Thursday night team meeting.
- ❑ Set up tables for Rector etc, as previously decided
- ❑ Tape small paper bags on the back of two or three chairs for trash
- ❑ Place a box of Kleenex in the middle of each table.
- ❑ Place a few mints/candy/gum in a basket on the table. These are obtained from the storeroom.
- ❑ Locate trays and cups for serving drinks in the storeroom. Mark your tray

- with the candidates' names for easy serving. Write the Candidates' names on their cups to allow for washing and reuse. New cups should be given at the beginning of each day.
- ❑ Locate appropriate table name signs in Storeroom.
  - ❑ Assemble pads and pens for distribution on Friday when Candidates are seated at their tables.
  - ❑ Practice seating of the Candidates.

**FRIDAY:** Friday morning when everyone comes into the Rollo Room, Table Chas should be waiting with notebooks, pens and the TABLE NAME ready for the seating of the Professors and Candidates as their names are called. After the Table Cha name has been called he/she will move toward their table and stand behind the chair designated for the Dominate Professor. (Diagram of seating arrangement will be obtained on Thursday night at the team meeting.) Remember the first name to be called will be the Dominate Professor and they will sit in the chair facing the podium (termed the 12 o'clock position). Seat all others according to the diagram. The Rector will call out the names in a clockwise order. Try to remember each name at the table and begin calling each person by their first name. Also try to remember what each person is drinking or their special needs. It really blesses the Candidates if their Table Cha knows the needs of those seated at their table before they express them.

After table seating and before picture, weekend directory sheets for each table will be reviewed and corrected. The respective Table Cha should handle this quickly and give them to the Media Cha. Take table names signs with you to the Auditorium for the photograph.

Poster paper and colored markers are to be obtained from the Storeroom and placed on your table near the end of the discussion period, when directed by the Rector. Have them ready to pass out when the Rector announces the "two minute warning" to finish their discussions. The Storeroom Cha will have stamped or labeled the back of the poster with the name of the Rollo, a space for writing in who will be giving the summary and who will explain the poster to avoid last minute confusion at *Decuria*. Collect the posters and keep them in the storeroom until *Decuria*. During *Decuria*, each table will be called to the podium to give their table summary of each Rollo and to explain their posters. You will need to see that they have their posters at this time. Once the posters have been explained you are to display their posters on the walls of the Rollo Room - DO NOT tape anything to painted surfaces. Fasten the posters with thumbtacks to the corkboard strips designated for hanging posters.

Any Palanca containers that need to be returned should be given to the Head Palanca Cha after the end of the day's activities.

Teams have found it nice for the Table Cha to sit where the professor was sitting

during their talk.

Be Prepared for Saturday:

- Tidy up Rollo Room – vacuuming as necessary.
- Fresh drink cups for candidates with their names.
- Head Table Cha obtains Forgiveness Hearts, Communion cups and plates for communion. Each Table Cha should have small cross or use your Tres Dias Wooden Cross to be passed around their table during the “We” prayer.

**SATURDAY:** Forgiveness Hearts will be passed out on Saturday morning during the Invisible Barrier Meditation. Each Table Cha should have (8).

Saturday – before lunch – during the Sacred Moments Rollo – Communion will be served in the Rollo room. Head Table Cha will check with the Rector and Head Spiritual Director for directions and check with the Head Storeroom for the elements and serving utensils.

Saturday night dinner you will be asked to sit with your table. (Head Table Cha – Collect table signs and take them with you to the kitchen for this meal as you escort your table---Check w/ Head Cha about directions.) Table Chas are to participate in prayer during the table visits for the “We” prayer. You will be the first to pray. The Table Cha will set the pattern. The Dominate Professor will be about the 3<sup>rd</sup> or 4<sup>th</sup> person in line to “re-set” the pattern if necessary, and the other professor should be next to the Table Cha to end the prayer.

Once again – Tidy room – vacuuming as necessary. Collect Palanca containers that are to be returned and give to Head Palanca Cha.

Service Cards (Growth Guides) will be passed out on Sunday – Head Table Cha will obtain those from storeroom. Each Table Cha will need to have a rubber band to use when cards are collected (usually at lunch on Sunday for the men or After the Life in Grace Rollo for the women).

**SUNDAY:** Sunday morning – Pack and put all your personal belongings on your bed so that Dorm Chas can clean and vacuum. The Table Chas should be ready to pass out Service Cards (Growth Guides) during the Life in Grace Rollo. Check with the Rector for his/her preference in dedicating the Service Cards (Growth Guides). After dedication, place a rubber band around your table’s cards, making sure that they are identified by your table name. The Head Table Cha will collect all the cards and give them to the Head Chapel Cha. The Head Chapel Cha will remove all the Professor’s cards and give them back to them.

PRIOR TO CLOSING (after all talks) the Table Chas can begin removing trash and left over Palanca from the tables in preparation for closing. Palanca containers (to be returned) should be taken to Head Palanca Cha. All other Palanca should be

divided between the Candidates. It is helpful for the Table Chas to provide each Candidate with a bag to put Palanca in. (Sometimes the Table Chas and the Professors go in together and buy canvas bags with the Weekend Visual on them as Palanca for the Candidates.) Before leaving for Closing – your table should be cleared of anything that the Candidates are not taking home. Please make sure all Candidates have *all* their belongings before leaving for the Chapel/Closing – as they will not be returning to the Rollo Room.

Complete the Area Head Feedback/Debriefing Form enclosed in the book by the end of the weekend and turn it in to the Assistant Head Cha. This is extremely important since the Rector was not able to observe all areas of the weekend.

CLOSING: The Table Cha needs to lead his/her table (carrying Table Name) into the Auditorium to help them find their seats on the stage and lessen the confusion. TAKEDOWN of the Rollo room will be the next to last area to be completed on Sunday. During closing activities the Take Down Team (Women's team) will be serving in this area. Chairs are left in the Rollo Room, and must be stacked on back wall, five high in 14 stacks - floors must be vacuumed – Tables cleaned and placed in closet. After closing, Head Table Cha please check with Assistant Head Cha to make sure everything has been checked off for your area and your closing form has been signed – **Before Leaving The ARC.**

# Tres Dias of Southeast Tennessee Area Head Feedback/Debriefing Form

Weekend # \_\_\_\_\_ (Men \_\_\_\_\_ Women \_\_\_\_\_)

Area \_\_\_\_\_ Name \_\_\_\_\_

What was your overall impression of the weekend and team meetings?

Please list any areas that, in your opinion, need improvement.

Please describe any elements of the weekend that you feel were new or particularly successful.

Did you have any problems with any particular team members? (please elaborate on the problem)

Please describe any outstanding efforts or actions by team members in your area.

Please provide any other comments you may have.

Please return this form to the Assistant Head Cha at the end of the weekend; your duty is not complete until this form is turned in.

## Candle Lighting Procedure for Rollos

(Team Meetings and Weekend Rollos)

Materials Needed:

Pilgrims Guide (Page 14)

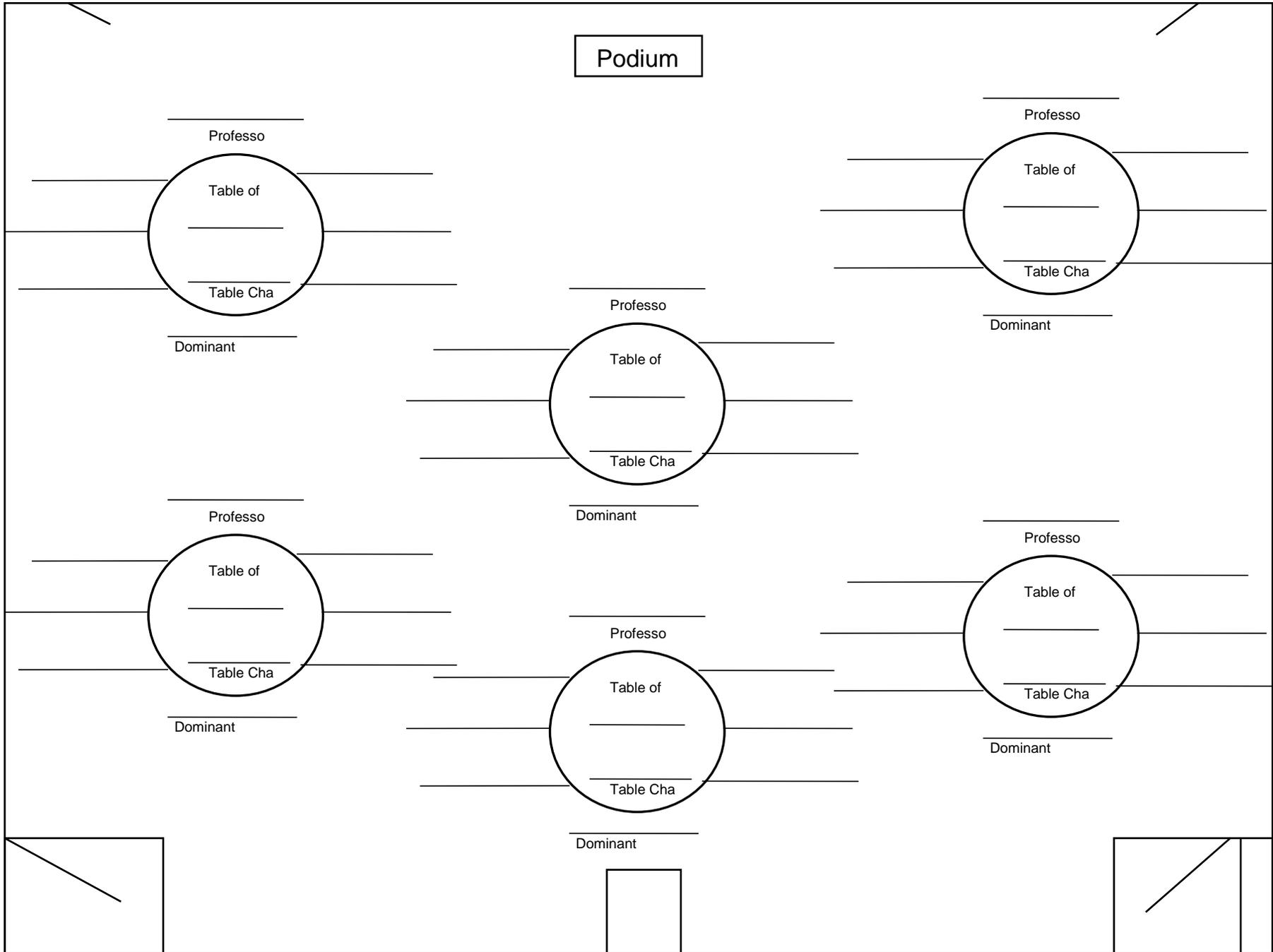
Lighter

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

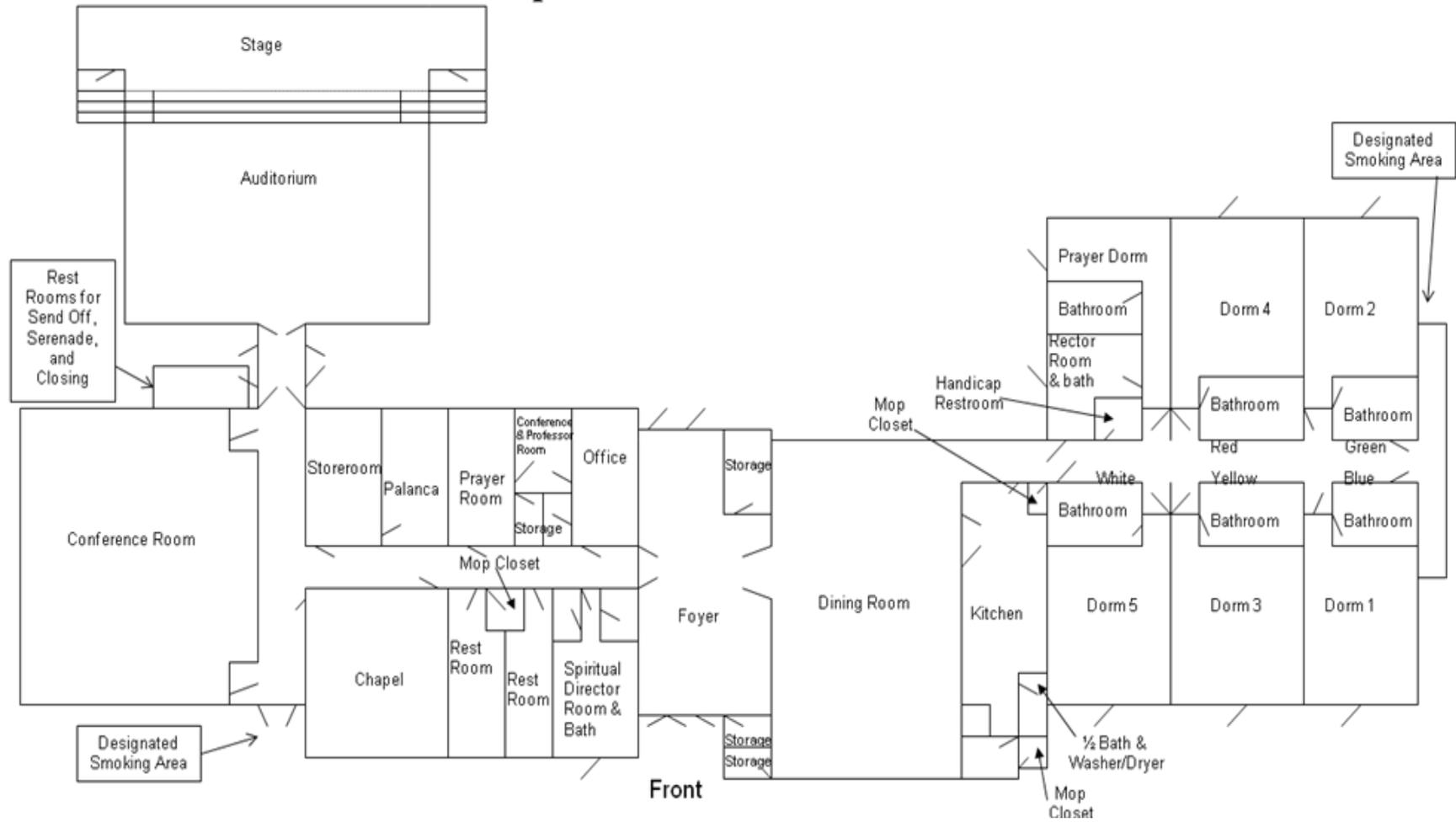
Small cross to hand Rollista in practice talks (Usually provided by the Rector)

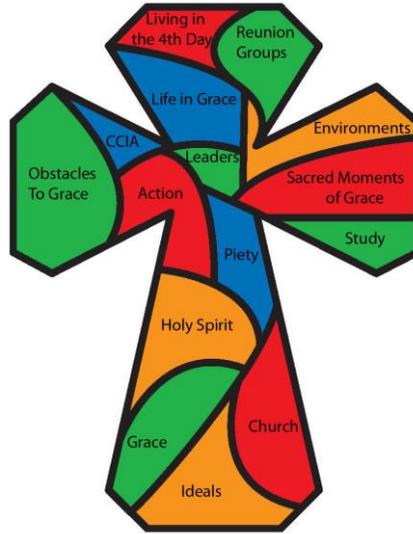
- ❑ The candle lighter (normally a Table Cha) does the following:
- ❑ At signal from Gopher or Assistant Head Cha, light the candle on the podium.
- ❑ Rector hands the cross to the Rollista
- ❑ Stand facing the group.
- ❑ Ask the group to stand and turn to page 14 in their Pilgrims Guide. (On the Women's Weekends, the Table Cha leads the Meditation as the Rollista is entering the room.)
- ❑ Rector hands them the cross and gives an Abrazo hug,
- ❑ Return to your seat.
- ❑ Rollista begins with Meditation (On the Women's Weekends the Table Cha leads the Meditation as the Rollista is entering the room.)
- ❑ After Rollista is finished and leaves the room, extinguish the candle.

# Apison Retreat Center



# Apison Retreat Center





Tres Dias of Southeast Tennessee

## Head Worship Cha Team Book

This book is intended to **help**. Please forgive its failings. Please help improve it by noting your suggestions on the Feedback/Area Head debriefing sheet and turn it in to the Assistant Head Cha at the end of the weekend. Alternately, you can send your suggestions to the respective Men's or Women's Leaders person.

Facility problems should be reported on the ARC "Facility Problem Report" forms on the ARC office bulletin board.

Thank you,

Tres Dias of Southeast Tennessee Secretariat

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# Worship Cha Duties and Responsibilities

You are responsible for coordinating all worship and music for the Team Meetings and the Weekend. As you plan a schedule of music for the Weekend, always be sensitive to God's leading. Considering His wishes will help the music to be meaningful and effective. After proper preparation and prayer you can be sure that the music on the Weekend will be a blessing.

## **Purpose of music on the Weekend:**

Music plays a major role in setting the tone and pace of the Weekend. Music enhances the Weekend, but it should not take over. Music provides an emotional release and helps set the mood for various activities. Joyful singing helps to form Candidates and Team into a loving Community. Music is also a teaching tool. As we sing together, much can be learned by really listening to the words. Also, keep in mind that music is used to fill in the gaps in the schedule. Be prepared to play extra songs if the Rector indicates there is extra time.

## **Before the Team Meetings:**

1. Before the team meetings begin talk to the Rector regarding your role, the Rector's song choices and worship preferences.
2. Coordinate with the Media Cha to operate the sound system and Power Points for you at the Team Meetings. The Back Up Rector or Rover may also be utilized if necessary.

## **Team Meetings:**

1. Test the sound system before each meeting.
2. There are sound system jacks in the front left corner of the ARC Rollo Room for your use, as well as microphones, direct boxes, keyboard, and music stands in the left closet.
3. Select songs that are familiar to everyone unless you are teaching a special song.
4. Song sheets are helpful if you are not going to use the computer and monitors for worship. Power Point and projection is available at the ARC. Some songs are already on the computer. Georgia Mountain Tres Dias does have copyright permission for using copies of songs. The License number is 923272 from Christian Copyright Licensing International. At the present time, Southeast Tennessee Tres Dias does not have our own license.
5. Lead the worship at the Team Meetings following a prearranged scheduled plan with the Rector.
6. Check with whoever may be giving Team Meeting Meditations to see if they have special music requests.
7. Check with each Professor, Spiritual Director and the Rector for their live music choices if any for their Rollos. Ask each one to provide you with a

- CD of their music with the title of their Rollo and their name clearly printed on it or mp3 or link to music. This is done by the Media Cha unless the music is done live.
8. Have the Media Cha ensure the music is ready to play for the practice Rollos.
  9. Learn the DeColores Song, the Doxology (Tres Dias Blessing and Thanks Songs if to be used).
  10. Meet with the Chapel Chas to coordinate the Chapel music after getting any special preferences from the Rector and the Spiritual Directors. Choose songs for each Chapel Service that go with the theme of that day.

### **Before the Weekend:**

1. Make sure the Media Cha has each Professor's, Spiritual Director's and the Rector's Rollo music and it is labeled correctly.
2. The Media Cha will operate the sound system and projection in the Rollo Room.
3. Pack plenty of extra worship songs and have with you at all times. Monitor the choices so that the tone of each day is observed.
4. You may make a songbook containing the songs you plan to use for the Candidates and professors. (48) As some of the songs may be new to them, a songbook will let them be included. Use of Power Point will negate the need for this. A computer and PowerPoint are also available in the Chapel and will be operated by a Chapel Cha. Coordinate with them to ensure they have the lyrics for the songs you plan on doing.
5. Prepare an outline of the Weekend which includes a list of songs, with page numbers and the CD Titles that will be sung at various times and locations throughout the Weekend. It can be helpful to burn your own CD with all the songs you plan to use on one CD.

### **On the Weekend:**

1. Before leaving for the ARC double check that you have the music for all the Rollistas.
2. Go over the music equipment with the Media Cha.
3. Be available to the Rector at all times. Generally you should be where the Rector and the Candidates are and be ready to lead in singing at a moment's notice.
4. Stay in the Rollo Room during the Spiritual Directors Rollos as they might ask you to lead an unscheduled song.
5. Teach the DeColores Song to the Candidates. Make sure they know it well!!
6. Lead in singing the Doxology (or alternately the Tres Dias Blessing and Thanks Songs if to be used) after meals in the dining room, and at the end of closing.
7. Complete the Area Head Feedback/Debriefing Form enclosed in the book by the end of the weekend and turn it in to the Assistant Head Cha. This

is extremely important since the Rector was not able to observe all areas of the weekend.

8. You are responsible for returning all sound equipment to its proper area. Microphones, cords, stands, direct boxes, etc. are marked with where they belong.

### **Chapel Services:**

1. Lead worship songs in the Chapel per directions/requests of the Rector and the Spiritual Director in charge of that Chapel. Songs should be selected before the Weekend begins.
2. Check with the Head Spiritual Director to see when the Kitchen will be having Communion each day. Be available to play background music and/or lead songs if possible. If you cannot be available for Kitchen Communion then designate a replacement. The Rover, the Back Up Rector or a Chapel Cha are good choices.
3. Have extra music available and be ready to lead worship at a moment's notice. Be Flexible!!

## **Worship Cha Closing Responsibilities**

### **SOUND SYSTEMS - (Worship Chas)**

#### **Rollo Room**

\_\_\_ All microphones (except podium), cables, microphone & music stands, and direct boxes are labeled, and must be returned to left closet and placed in its labeled storage location. Any missing items must be located and returned, and any extra items are to be returned to their labeled storage location.

#### **Dining Room**

\_\_\_ All microphones, cables, stands are labeled and must be returned to the storage closet and placed in their labeled location. Any missing items must be located, and any extra items returned to their labeled storage location.

#### **Chapel**

\_\_\_ All microphones, cables, stands are labeled and must be returned to the left storage closet and placed in their labeled location. Any missing items must be located, and any extra items returned to their labeled storage location.

#### **Auditorium**

All microphones and cables are labeled and must be returned to the pegboard and placed in their labeled location. Microphone stands (2) are to be stored behind right side column. Any missing items must be located, and any extra items returned to their labeled storage location.

# Tres Dias of Southeast Tennessee Area Head Feedback/Debriefing Form

Weekend # \_\_\_\_\_ (Men \_\_\_\_\_ Women \_\_\_\_\_)

Area \_\_\_\_\_ Name \_\_\_\_\_

What was your overall impression of the weekend and team meetings?

Please list any areas that, in your opinion, need improvement.

Please describe any elements of the weekend that you feel were new or particularly successful.

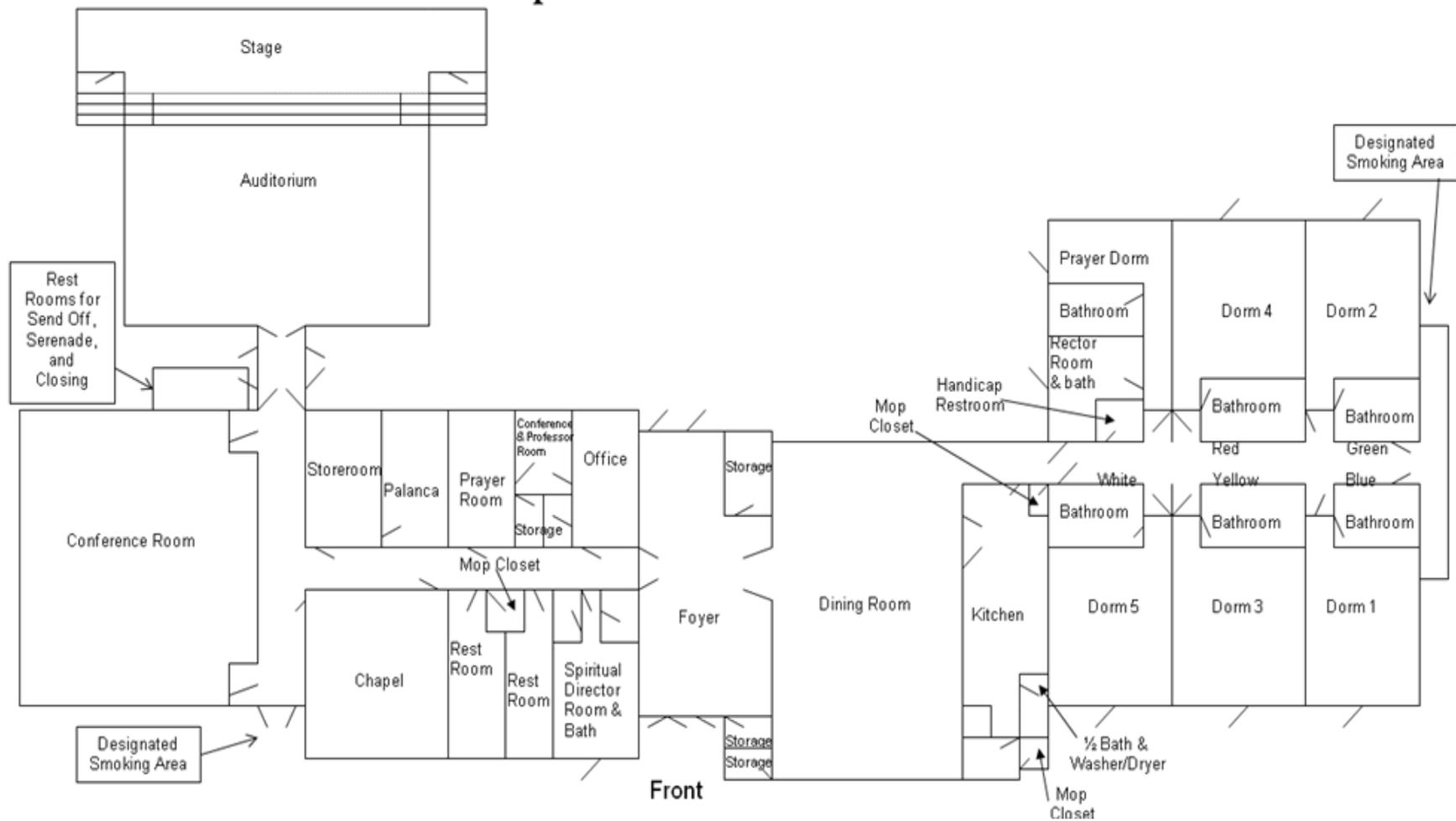
Did you have any problems with any particular team members? (please elaborate on the problem)

Please describe any outstanding efforts or actions by team members in your area.

Please provide any other comments you may have.

Please return this form to the Assistant Head Cha at the end of the weekend; your duty is not complete until this form is turned in.

# Apison Retreat Center





Tres Dias of Southeast Tennessee

## Media Cha Team Book

This book is intended to **help**. Please forgive its failings. Please help improve it by noting your suggestions on the Area Head Feedback/debriefing sheet and turn it in to the Assistant Head Cha at the end of the weekend. Alternately, you can send your suggestions to the respective Men's or Women's Leaders person.

Facility problems should be reported on the ARC "Facility Problem Report" forms on the ARC office bulletin board.

Thank you,

**Tres Dias of Southeast Tennessee Secretariat**

## Media Cha Duties and Responsibilities

*Your first and foremost responsibility is to serve God through serving the candidates in any way possible.*

The Media Cha is responsible for operating the sound and visual systems at the Apison Retreat Center (ARC) for the weekend and team meetings that are held at ARC. Meetings held elsewhere may also require your assistance, check with the Rector/Head Cha and Assistant Head Cha. The systems to be operated at ARC are the Conference Room Systems (sound, computer, and projector), Chapel sound, Auditorium sound, Dining Room sound, and the computer, printer, and fax/copier in the office.

The Chapel and Dining room systems are operated by those Chas for their use, but you may also be asked for assistance during certain activities. You will be trained on the systems at or before your first team meeting at the ARC. The respective Leader's persons will arrange this training for you. Your main focus is the Conference Room systems, as these are used to project the write downs, "Spanish" words, Rector Sunday "Two Questions," song lyrics, and for the sound system (microphones, any instruments, and CD players). Instructions are provided on the attached pages and are also posted next to the Conference room system cabinet.

The Office computer and printer are to be used during the weekend as necessary for support of the weekend. It is suggested that you purchase one package of premium printer paper for use; paper is not furnished by ARC. If the laser printer does not print properly, remove the toner cartridge and shake it gently from side to side. There should be an extra cartridge on the desktop if needed.

There is internet connection at the ARC in the office, conference room, and wireless at the office/dining room and Rollo end of the building. The passwords are the same – "apisonretreatcenter". Do not give out the password to other team members, and limit any usage to only that necessary to carry out your team duties.

The fax/printer/copier machine in the office will serve a copier if needed. It is not meant to make large numbers of copies. The fax machine is not connected to the phone line. If a fax needs to be sent or received, unplug the phone next to the machine and plug it into the fax machine on the back "Line In".

Power Point 2010 is installed on the Rollo Room computer. All talks, Spanish words, and questions are on file.

Photography on TDSETN weekends is limited to the Fourth Day Couple's photo taken on Friday mornings. Camera or video use on weekends is prohibited. In no case shall the Fourth Day Couple's photo from a TDSETN weekend be posted on any website/social media site. We must maintain the confidential cloistered environment of the weekend.

All skits are to be reviewed and approved by the BUR before being presented.

## **I. Before the Weekend:**

- ❑ Check with the Rector to see if he/she needs your support in developing the materials for the Team Meetings, such as nametags, team books, etc.
- ❑ Check with the Head Worship Cha for songs words they may need to have projected for the team meetings. There are many songs already on the computer in the Conference Room in Power Point. You should bring a “flash drive” to transfer any songs from the Rollo Room computer to the Chapel computer for their use.
- ❑ Check with the Rector to see if he/she desires their weekend graphic to be projected at any time for the Team Meetings or for the Weekend.
- ❑ Check with the Head/Assistant Head Cha to be sure that they bring the Weekend Directory to the ARC on disc or memory stick.
- ❑ Check with the Spiritual Directors to see if they desire anything in addition to the standard write downs, or have their own Power Point for their respective talks.

## **II. On the Weekend:**

**Some Media Chas have found it helpful to use some forms to summarize their duties. These are included in this book at the end. It is also helpful for the Media Cha to have a copy of the script to follow along for timing on projecting Spanish words, questions etc.**

**WEDNESDAY:** Set up activities on Wednesday will not normally require participation by the Media Cha. The Head or Assistant Head Cha will advise you if you are needed.

**THURSDAY:** Prior to the arrival of the Candidates, the Media Cha should operate all systems to ensure proper operation. The sounds cabinet auditorium should already be open for you. Thursday night you will need to update the Weekend Directory with any changes made in table assignments of the candidates. After any changes are made, you will need to print out the table pages without the “\_\_\_\_\_ Professor” label above the professors (to print the table pages, open your weekend directory and delete the professor tags, print those pages only, and do not save the changes – that way the professor tags will not have to be reinserted). These will be handed out by the Table Chas for final corrections by the tables on Friday morning after the tables have been seated and just prior to the photo being taken. You also need to make a typed list of the tables starting with the Dominate Professor and going clockwise around the table for the Rector to utilize during the candidate seating on Friday morning. (This keeps the Rector from having to read the seating chart upside down.) A sample diagram for use in calling out is included in this book, and available as a form for your use on the office computer and TDSETN website.

The podium microphone should be the only sound system feature needed on Thursday night. The projector and computer will be needed to project “Tres Dias” during the Rector’s second talk.

**FRIDAY:** You will need to make the corrections to the Weekend Directory after the photo is taken, then print out the complete directory and provide it to the Fourth Day Couple (who took the picture), they may want the file to use also. Any special colored cover is to be provided by the Rector/Head/Assistant to the Fourth Day Couple. It is requested that you e-mail a copy to "datamanager@tdsetn.org" on Friday morning also.

You should remain with the candidates in the Rollo Room to be available to the Worship Chas and project the "write downs." The write downs are in Power Point and in the default directory. The songs are in "Music," song lyrics are in "Worship Slides," and the Spanish words are in "Spanish Words." It is easier if you go ahead and open all the Rollos for the day so you only have to click on Windows "Task Bar" to bring them up.

**SATURDAY:** You should remain with the candidates in the Rollo Room to be available to the Worship Chas and project the "write downs." The write downs are in Power Point and in the default directory. The songs are in "Music," song lyrics are in "Worship Slides," and the Spanish words are in "Spanish Words." It is easier if you go ahead and open all the Rollos for the day so you only have to click on Windows "Task Bar" to bring them up.

You should not have anything to do after dinner on Saturday in the Conference room. Ask the Rector and Chapel Chas if you will be needed in the Chapel after dinner.

**SUNDAY:** You should remain with the candidates in the Rollo Room to be available to the Worship Chas and project the "write downs." The write downs are in Power Point and in the default directory. The songs are in "Music" and the Spanish words are in "Spanish Words." The "Two Questions" are in the "Documents" folder to be projected just prior to going to the Chapel for the cross ceremony. It is easier if you go ahead and open all the Rollos for the day so you only have to click on Windows "Task Bar" to bring them up.

You are to delete any specific files you created for specific use on the weekend or team meetings. If you created lyric PowerPoint presentations, please save them in "Worship Slides" folder in Documents.

You are responsible for closing down the Conference room systems after the candidates leave for the Chapel.

You are also responsible for operating the Auditorium sound system for closing. The Rector may want the theme song played as they come in. You may also need to adjust the microphone volume. The monitor for the stage is a separate volume control marked "Monitor Level." It should be loud enough for those on the stage to hear.

Delete all material added to the systems such as videos, you tube links etc. If you added lyrics, please add them to the "Worship Slides" folder.

Complete the Area Head Feedback/Debriefing Form enclosed in the book by the end of the weekend and turn it in to the Assistant Head Cha. This is extremely important since the Rector was not able to observe all areas of the weekend.

Help with cleaning and closing down:

**Apison Retreat Center**  
**Conference Room Sound System Instructions**

- Turn power on at plug strip beside the sound system, everything sound related should power up.
- Leave the main volume on the panel where it is. Adjust each individual channel “level” knobs to turn a particular item up or down. The “Monitor” channel is not used.
- Do not adjust the red “Rec Out” levels – these are the feeds for the speakers in the Hallway, Storeroom, Palanca, Prayer, and Office. It should be at the #5 or 12 o’clock position.



Red “Rec Out” knob

- Each channel has a trim knob and a level knob. The trim knob is adjusted with the level turned all the way down and the source for the channel providing input. It usually is set at about 10 O’clock. If the green clip light blinks occasionally that is OK. Then use the Level knob to turn the channel up and down as needed.
- Channel 1 is the podium microphone. This microphone uses the 48v Phantom power, which must be left on for the podium microphone to work.
- Channel 2, 3, 4, and 5 are feeds from the jacks at the left front of the room. They are labeled at the jacks and that will be channel to adjust.
- Channel 6 is connected to the desktop computer for sound system feed. Adjust level as necessary on the control knob. (Set computer sound level to about 60%) You can play CDs and DVDs from the computer if desired using Windows Media Player or itunes/iplayer. Be sure that any of the programs you are sending sound from have their volumes turned to about halfway also.
- A laptop computer or an IPOD type mp3 player can be plugged into any of the unused channels (#7 or the “Tape/CD In”) using an adapter and cable provided. Adjust the channel volume as needed. Be sure to set the volume on your laptop or iPod to about half way.
- Turn off the power strip to shut the sound system down at the end of the day or meeting.

## **Apison Retreat Center Conference Room Computer and Monitors**

1. Turn Power Strip outlet on that is above the keyboard if not already on (Please leave this switch on).
2. Push "On" buttons on desktop monitor and computer (computer "on" button is on top and marked).
3. Locate monitor remote, point remote toward each monitor – and press "on" (if they do not come on automatically when the computer is turned on).
4. Wait for computer to "boot up" -- (NOTE- the computer is set up to play CDs/DVDs to the monitors and sound system).
5. The computer sounds feed to the sound system is on Channel 6 of the sound system. You must be sure that whatever application you are trying to send sound from is turned up at least half way on the computer, and not muted.
6. On the desktop monitor - Click on "Power Point" program icon on the Desktop, Task Bar at bottom of the screen, or from the Program list. Power Point screen will appear – maximize it if desired. There is a folder on the desktop "Rollo Power Points" that will open the files directly. There folders on the desktop for "Worship Slides," Rector Spanish Words," and "Sunday Two Questions."
7. When "Power Point" program opens – go to: File – Open.
8. Go to the specific talk or other directory and file – open it by clicking - (Note: the Spanish words used during Rector Script are also on the computer) There is a notebook in the bottom of the cabinet that has a printout of all the slides for the Tres Dias talks. You can open numerous PowerPoint presentations without closing the current one.
9. To project on the wall mounted monitors, go to slide show drop down menu and select, or click on the icon on the lower right of the PowerPoint screen that looks like a projector screen being pulled down. You can also press the F5 key.
10. To advance slides press space bar, up or down arrows, or use "Page Down" buttons, to go back, use page up.
11. To end full screen slide presentation or Media Player in full screen mode, hit the "ESC" key.
12. At this time – you may select the next talk or worship presentation and repeat step 9.
13. If using "You Tube" or Media Player to project a video, you must move (drag) the application to the projector before making it go to full screen.
14. If you desire to use your own laptop/iPad etc. for music, connections are provided and marked (Channel 6 or "Tape/CD In").

Be sure to turn wall mounted monitors off at the end of day – by pushing "Off" button on remote pointing at each monitor separately. Leave the power strip on.

Note: To show a DVD – place in DVD in the computer drive and play through Media Player or QuickTime. You will need to drag Media Player or QuickTime to the monitor and make it full screen.

**The Wi-Fi password is "apisonretreatcenter".**

## **Apison Retreat Center Auditorium Computer, Projector and Sound System**

1. Turn Power Strip outlet on that is to the left of the sound system in the cabinet. This turns on the sound system.
2. Channel 1 is typically connected to the podium microphone. The other channels may be used to connect a keyboard, iPod, laptop computer, guitar, etc. Use the lower knob above each connection to turn up or down the sound. A “direct box” is provided for use with a keyboard/guitar if needed.
3. If projection is desired, locate the projector remote, point remote toward projector and press “on” (you will know it is on when the light on the projector comes on solid). Locate the projector screen remote and press the down arrow to lower the screen. Plug in the HDMI cable from the projector to the computer.
4. Turn the computer on for playing music, showing lyrics, videos, etc. The password for wireless internet access is “apisonretreatcenter”.
5. If you are going to play music or sound from another computer or iPod, you will need to connect the cable that is connected to the sound system to the headphone jack on the computer or iPod. Be sure to turn up the volume on the computer or iPod to about 50%, and then use the sound system for volume control.

Be sure to turn projector off at the end of day or after use – by pushing “Off” button on remote twice and let the projector cool down (listen for fan to stop running) before turning the power switch off next to the sound system.

# Tres Dias of Southeast Tennessee Area Head Feedback/Debriefing Form

Weekend # \_\_\_\_\_ (Men \_\_\_\_\_ Women \_\_\_\_\_)

Area \_\_\_\_\_ Name \_\_\_\_\_

What was your overall impression of the weekend and team meetings?

Please list any areas that, in your opinion, need improvement.

Please describe any elements of the weekend that you feel were new or particularly successful.

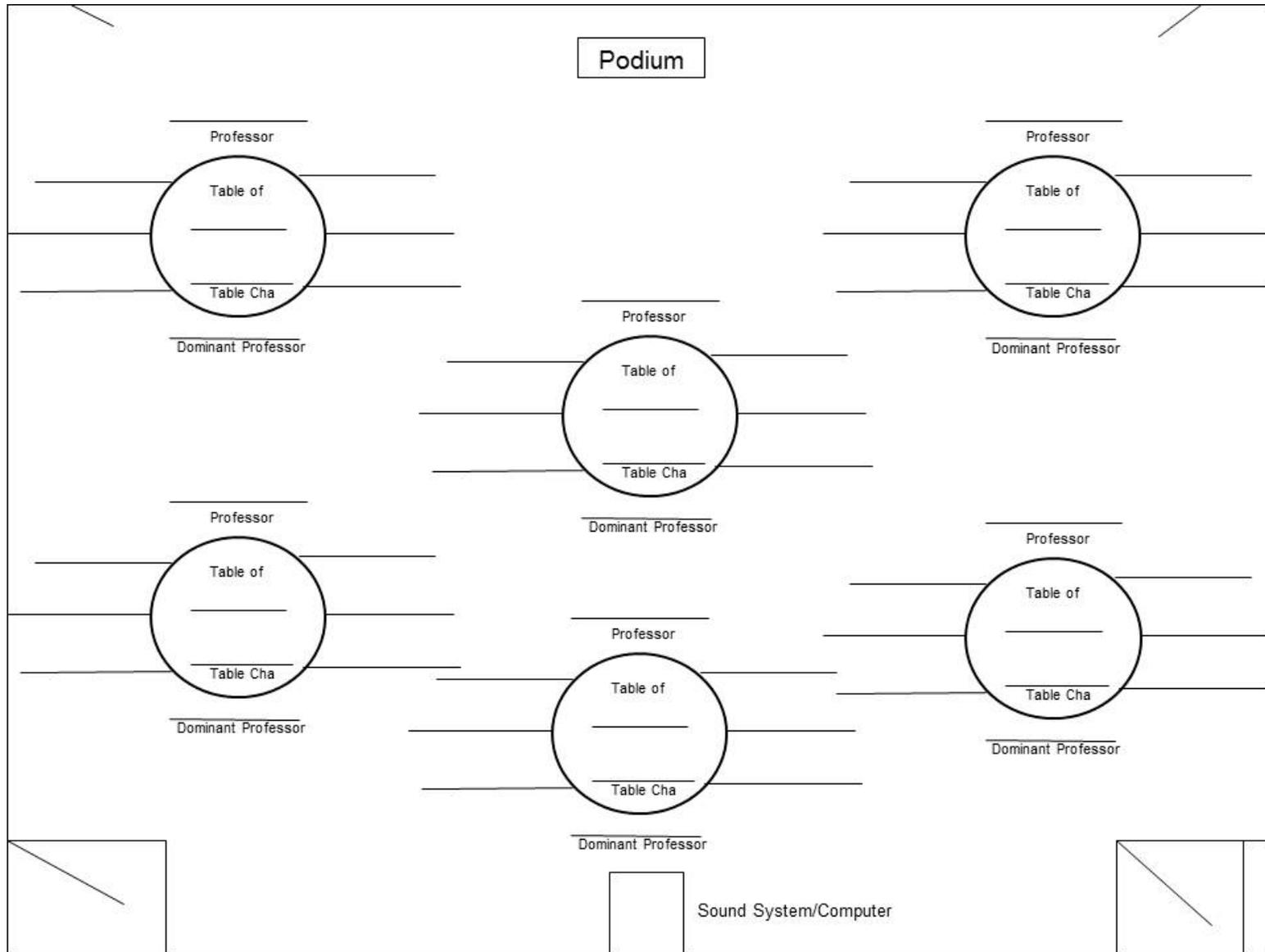
Did you have any problems with any particular team members? (please elaborate on the problem)

Please describe any outstanding efforts or actions by team members in your area.

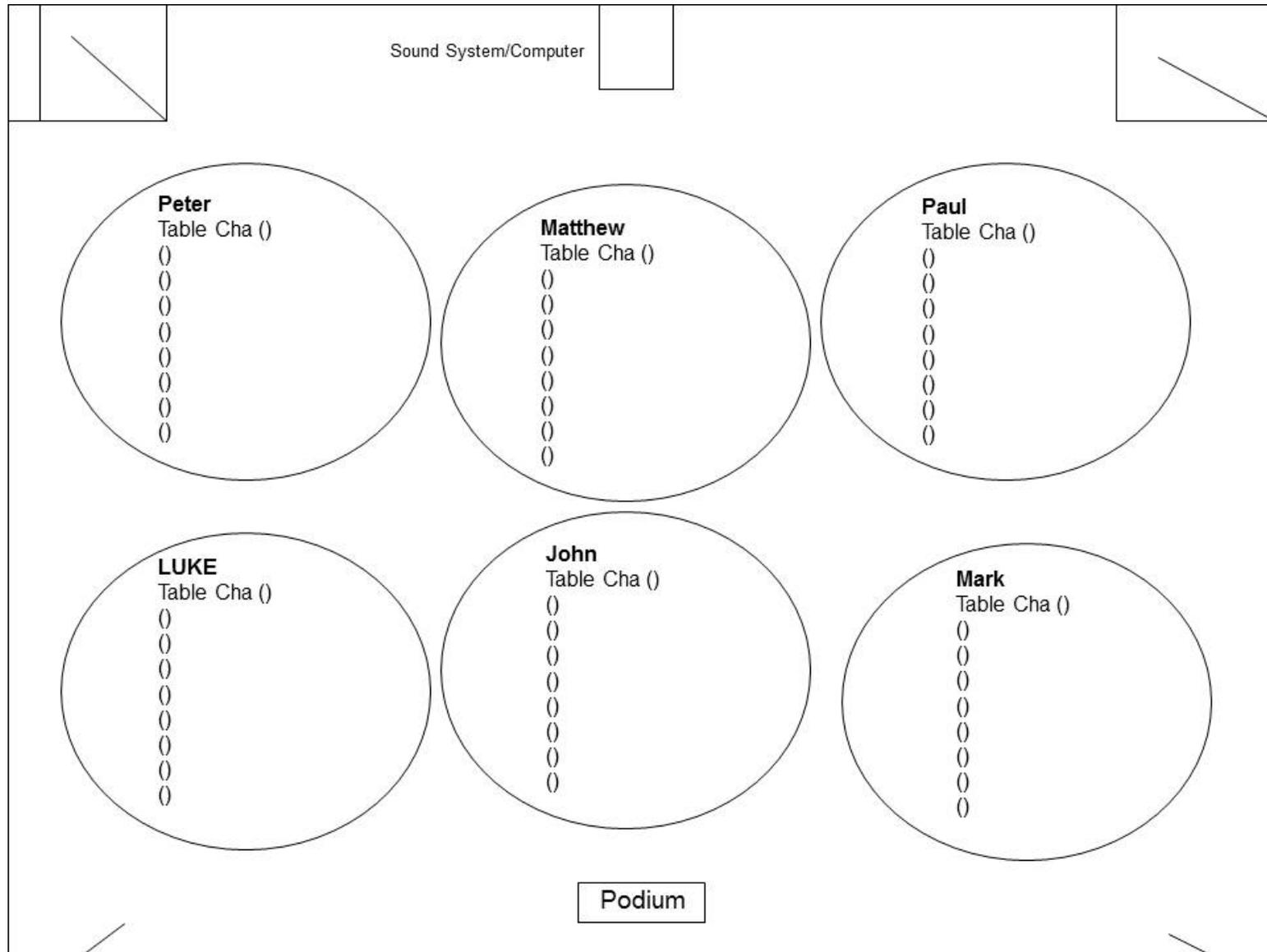
Please provide any other comments you may have.

Please return this form to the Assistant Head Cha at the end of the weekend; your duty is not complete until this form is turned in.

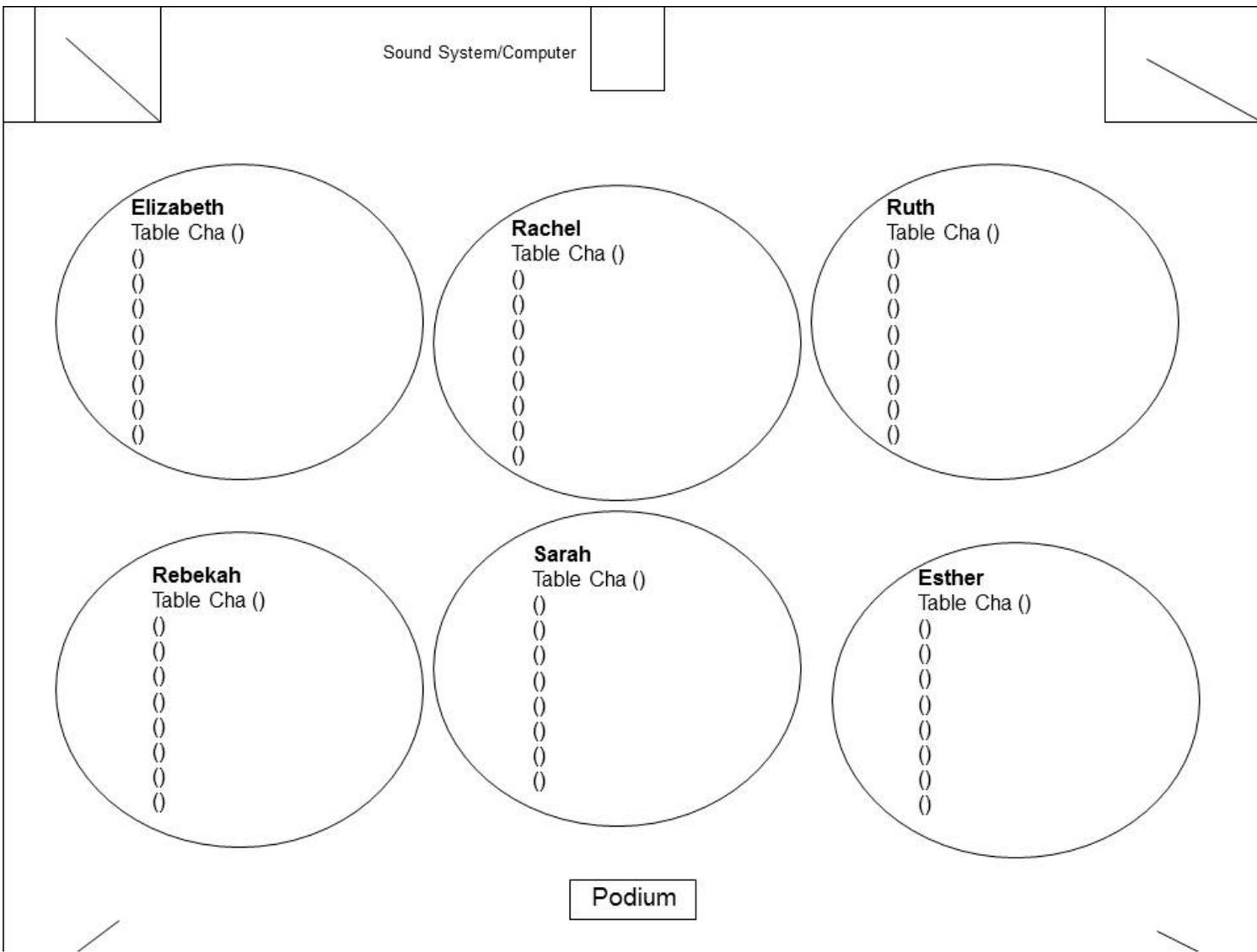
This form (Rollo Room Table Seating Assignments) is also available for download in PowerPoint format in the Documents section of the TDSETN website (tdsetn.org).



This form (Rollo Room Table Seating Call Out – Men’s) is also available for download in PowerPoint format in the Documents section of the TDSETN website (tdsetn.org).



This form (Rollo Room Table Seating Call Out – Women’s) is also available for download in PowerPoint format in the Documents section of the TDSETN website (tdsetn.org).



**This forms are also available for download in Word format  
from the Media Cha Forms section of the TDSETN website (tdsetn.org).**

These forms may be copied and put into a Word document and notes, names, etc added for your use.

<b>Talk</b>	<b>Person</b>	<b>Music</b>	<b>Music Type/Location</b>
00 Weekend Theme			
01 Ideals			
02 Grace			
03 Church			
04 Holy Spirit			
05 Piety			
06 Study			
07 Sacred Moments			
08 Action			
09 Obstacles to Grace			
10 Leaders			
11 Environments			
12 Life In Grace			
13 CCIA			
14 Reunion Groups			
15 Living the Fourth Day			
Spouse Talk			

This forms are also available for download in Word format from the Media Cha Forms section of the TDSETN website (tdsetn.org).

### Media Cha To Do List

<b>Thursday</b>		
	<b>Verify all music plays</b>	
	Setup sound system in auditorium	
	Print Table Assignment Sheets and Team Roster for Team Meeting	
8:30 PM	PPT “Tres Dias” word	Rector Spanish Words Signs\Tres Dias Sign.ppt
11:35 PM	Handout Table Assignment Sheets and Team Roster for Team Meeting	
	Make last minute changes to Fourth Day Book	
<b>Friday</b>		
7:00 AM	Make final corrections to Fourth Day Book	
	Put Seating charts in palanca room	
	Put seating charts at podium	
	Give Directory sheets to Table Chas	
9:10 AM	Worship Music	Music Words pptx
8:20 AM	PPT “Rollo” word	Rector Spanish Words Signs\Rollo Sign.ppt
	PPT “Decuria” word	Rector Spanish Words Signs\Decuria Sign.ppt
8:30 AM	Prepare to Give Fourth Day Book to Fourth Day Couple	Office computer
10:20 AM	PPT “Rollo” word	Rector Spanish Words Signs\Rollo Sign.ppt
	PPT “Decuria” word	Rector Spanish Words Signs\Decuria Sign.ppt
11:15 AM	PPT “De Colores” word	Rector Spanish Words Signs\De Colores Sign.ppt
	PPT “De Colores” words	Music Words pptx\DeColores – English song.ppt

**This forms are also available for download in Word format  
from the Media Cha Forms section of the TDSETN website (tdsetn.org).**

11:40 AM	Rollo "Grace"	Rollos\02 Grace.ppt
1:00 PM	PPT "De Colores" words	Music Words pptx\DeColores – English song.ppt
2:10 PM	Rollo "The Church"	Rollos\03 The Church.ppt
2:40 PM	PPT "Palanca" word	Embedded in Holy Spirit Rollo (Rector Spanish Words Signs\Palanca Sign.ppt)
3:30 PM	Rollo "The Holy Spirit"	Rollos\04 Holy Spirit.ppt
5:20 PM	Rollo "Piety"	Rollos\05 Piety.ppt
7:15 PM	Worship Music	
7:30 PM	PPT "Decuria" word	Rector Spanish Words Signs\Decuria Sign.ppt
8:15 PM	Worship Music	
8:30 PM	Media Cha & Gopher Chas introduced	

**This forms are also available for download in Word format  
from the Media Cha Forms section of the TDSETN website (tdsetn.org).**

<b>Saturday</b>			
8:45 AM	Worship Music		
9:25 AM	Rollo "Study"		Rollos\06 Study.ppt
10:30 AM	Rollo "Sacred Moments of Grace"		Rollos\07 Sacred Moments.ppt
12:45 pm	Worship Music		
2:45 PM	Worship Music		
2:55 PM	Rollo "Action"		Rollos\08 ACTION.ppt
4:05 PM	Rollo "Obstacles To Grace"		Rollos\09 OBSTACLES TO GRACE.ppt
5:25 PM	Rollo "Leaders"		Rollos\10 LEADERS.ppt

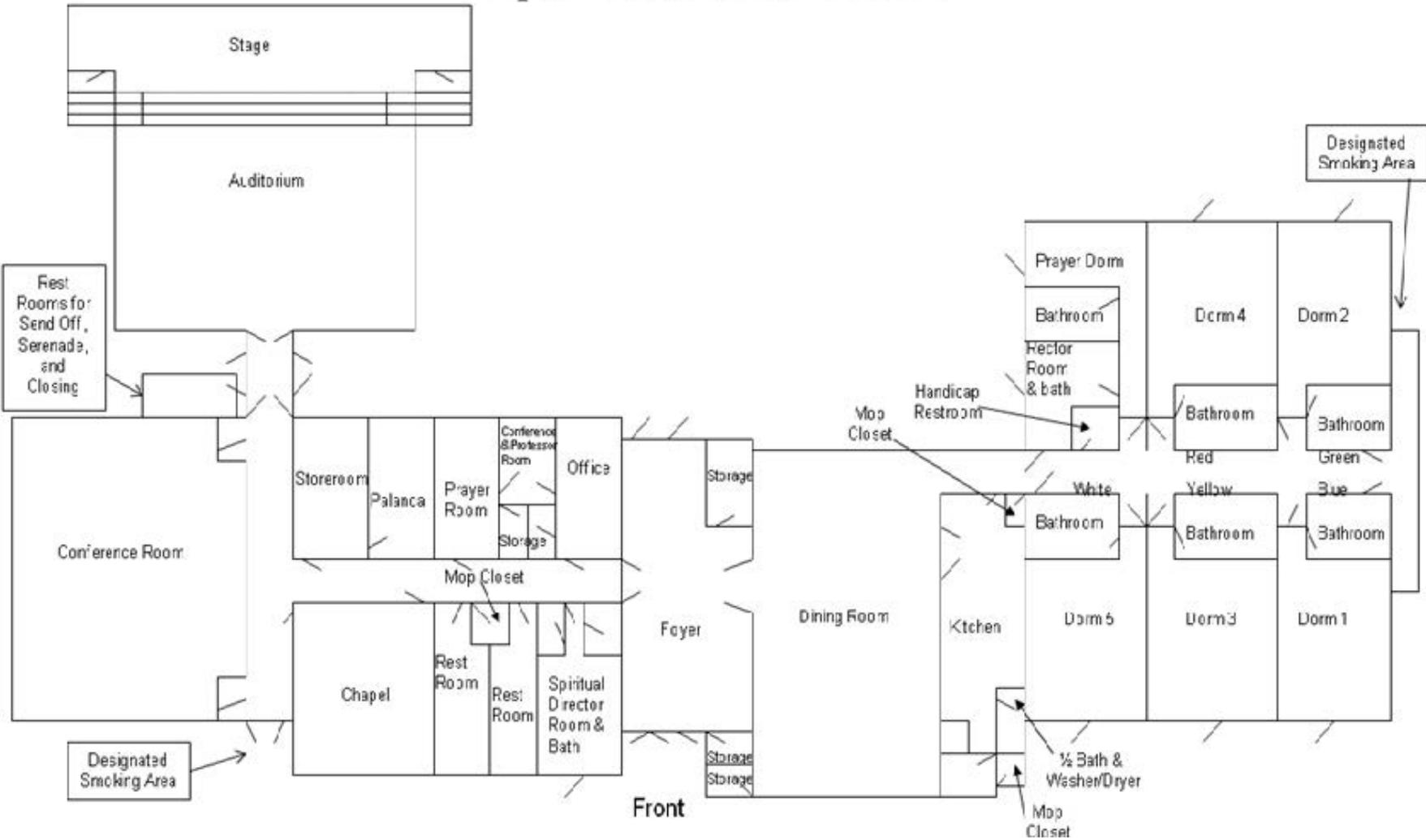
**This forms are also available for download in Word format  
from the Media Cha Forms section of the TDSETN website (tdsetn.org).**

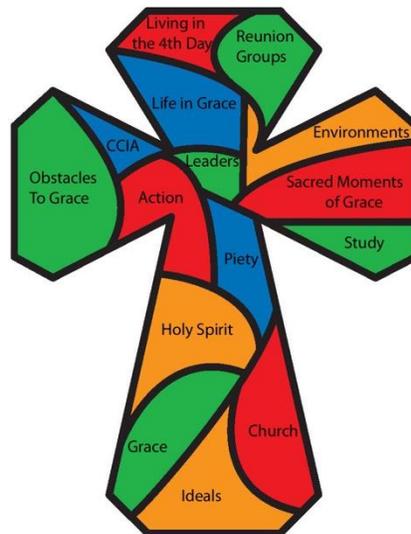
9:10 PM		Worship Music	
<b>Sunday</b>			
10:10 AM		Rollo "Environments"	Rollos\11 ENVIRONMENTS.ppt
11:15 AM		Rollo "Life In Grace"	Rollos\12 LIFE IN GRACE.ppt
12:45 PM		Rollo "Christian Community In Action"	Rollos\13 CHRISTIAN COMMUNITY IN ACTION.ppt
2:40 PM		Rollo "Reunion Groups"	Rollos\14 Reunion Groups.ppt
3:10 PM		Rollo "Living the Fourth Day"	Rollos\15 LIVING THE FOURTH DAY.ppt
		Spouse Talk	

**This forms are also available for download in Word format  
from the Media Cha Forms section of the TDSETN website (tdsetn.org).**

4:15 PM		PPT Sunday Two Questions.ppt	Rector Spanish Words Signs\Sunday Two Questions.ppt
5:30 PM		Have Rector's Weekend Song Ready in Auditorium	
		Have Closing Song Ready in Auditorium	
		Give Head Critique to Head Cha	

# Apison Retreat Center





# Rector's Manual

## Tres Dias of Southeast Tennessee

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## Tres Dias of Southeast Tennessee – Rector’s Manual

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### **YOU ARE NOW A RECTOR!!!**

By observing the love you have demonstrated towards others, the fruit produced by your Christian service and ministry, your Christian leadership abilities, and your participation in Tres Dias of Southeast Tennessee, the TDSETN Secretariat has invited you to serve the Lord and the TDSETN community as Rector for a Tres Dias Weekend.

These five words "**You are now a Rector**", carry with them a tremendous responsibility, along with the confidence and respect of the Tres Dias of Southeast Tennessee Community. Begin now to fervently pray for the grace, love, patience, and wisdom you will need to fulfill this important call.

In Tres Dias, we have often heard the statement that our **LORD, JESUS CHRIST**, brings together the CANDIDATES that He wants present for the Weekend. We can extend that statement to say that, if allowed, our LORD will bring together the TEAM He wants to serve on the Weekend. This process started with your invitation to be Rector. When you are there by the invitation of JESUS, the Weekend will be especially blessed for the candidates, the team, and for you, the Rector. We believe you have been CALLED to be Rector; to gather together and to lead the team.

JESUS never forces himself upon anyone. He waits patiently for each individual to call upon Him in each circumstance. As you already know, there is a price. The Weekend must be given over to the glory and honor of JESUS CHRIST. As the Rector, the success of the Weekend requires the complete surrender of your will to JESUS.

In prayerful surrender to JESUS CHRIST, may we suggest that you review the attitude of a servant as recorded in Phil 2:1-8?

*"If you have any encouragement from being united with Christ, if any comfort from his love, if any fellowship with the Spirit, if any tenderness and compassion, then make my joy complete by being like-minded, having the same love, being one in spirit and purpose. Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus: Who being in very nature God, did not consider equality with God something to be grasped, but made himself nothing, taking the very nature of a servant, being made in human likeness. And being found in appearance as a man, he humbled himself and became obedient to death, even death on a cross."*

The following is a suggested prayer of commitment:

***"Dear JESUS, my Lord: I give this Tres Dias Weekend to you, to work to do your will, that your glory and honor and power and authority may shower forth into the lives of all the people you bring together to share this Weekend in You. Amen"***

**The love and grace of God surrounds you at this moment. Reach out in faith and accept the blessings and challenges God has for you. The love and grace of God is really the lesson taught by Tres Dias. Go forward in the peace of God. Each Tres Dias Weekend is different and unique. You will receive more than you give, thanks to the all-encompassing work of the Holy Spirit.**

# Tres Dias of Southeast Tennessee – Rector’s Manual

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## WHAT IS TRES DIAS?

The Tres Dias Movement “endeavors to bring Christians to a closer, more personal walk with their Lord, Jesus Christ, and encourages them to Christian leadership and Apostolic Action in their environments”.

TRES DIAS is based on the principles, the method, and the teachings of the Roman Catholic Cursillo movement, initially developed between 1939 and 1944, by the young layman, Eduardo Bonnin, and six fellow Christians on the island of Mallorca (Spain). The first Weekend was held beginning August 23, 1944. However, the movement was not approved by the Roman Catholic Church until several years later. The first “Officially Sanctioned” Weekend was held in January 1949, following its approval by Juan Hervas, a Bishop in the Roman Catholic Church.

Each candidate progresses through three phases of the Tres Dias Movement: the pre-Weekend, the three-day Weekend and the post-weekend (Fourth Day). TRES DIAS is a Christian interdenominational movement, designed for personal Christian renewal, Christian leadership development, and post-weekend apostolic action in his/her environment.

From the "**The TRES DIAS ESSENTIALS**", (section 3.2) we read:

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That the Weekend will have the following characteristics:

- It is a Weekend of living in Christian community involving a combination of carefully developed activities and teachings meant to lead one to a fuller personal commitment to Christ.
- It embodies personal witness, but it is not a revival meeting.
- It employs group dynamics, but it is neither sensitivity training nor group therapy.
- It employs theological instruction that encourages the candidate to study his/her own Christian beliefs, but it is not a course in doctrine.
- It includes a period of silent introspection, but it is not a retreat.
- It is a renewal experience for Christians but is not necessarily a conversion experience.
- It asks for basic faith, openness and a seeking attitude on the part of the candidate, but involves a great amount of dedication, prayer, and careful planning on the part of the team.
- It is an encounter with the Holy Spirit; however, Tres Dias is not a "charismatic" movement.

**The Weekend is a tool of God, not an end unto itself. The Weekend will not produce a permanent effect without Fourth Day activity.**

As you proceed to prepare for your position as Rector, it is your responsibility to make sure that the Weekend you lead will be an "**authentic**" Tres Dias Weekend. Authentic means that you endeavor to be obedient and faithful to the techniques and methods that have proven so successful on past Tres Dias of Southeast Tennessee Weekends.

An understanding of "**The Tres Dias Essentials**" and the weekend dynamics in the Appendix ("**The Relationship of the Talks**" and "**The Spiritual Directors for the Tres Dias Weekend**") of the Tres Dias Movement is imperative to leading a life-changing Weekend that will allow the Holy Spirit to work in the hearts and minds of the candidates and help equip Christian leaders. "**The Tres Dias Essentials**" is a written document that must be read and understood. The weekend dynamics are often more difficult to comprehend. Do not take "**The Tres Dias Essentials**" (presented by the Leaders Person at the first team meeting) training and the weekend dynamics lightly, for that is how the team is first introduced to the Tres Dias method. Understanding the dynamics" or "flow" of the Tres Dias Weekend will help you (the Rector) prepare the team. What happens on Thursday night helps prepare the candidates to move from the world and all the concerns of life . . . to start thinking about Christ and their relationship with Him.

## Tres Dias of Southeast Tennessee – Rector’s Manual

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Friday begins with a chapel service and a meditation and sets the tone for that day. The first Rollo is “**Ideals**”, which is a “mind” talk that leads the way by helping the candidates look inward and evaluate their personal ideals in life. Each and every Rollo and activity (chapels, breaks, surprises etc.) has a purpose in drawing the individual closer to Christ and the team and candidates closer to each other. Your reading and understanding “**The Tres Dias Essentials**” and reviewing the weekend dynamics are all-important to your understanding of the “Tres Dias Method”.

It is your responsibility to read and absorb to the best of your ability, the following documents before you begin planning for the Weekend: “**TDSETN Rectors Manual**”, “**The Essentials of Tres Dias**”, “**The Relationship of the Talks**,” “**The Spiritual Directors for the Tres Dias Weekend**”, “**TDSETN Constitution and Bylaws**”, the “**TDSETN Practice and Policy Manual**”, the “**TDSETN Weekend Script**” and the “**Detailed Weekend Schedule**”.

Remember, the basic format of the Tres Dias of Southeast Tennessee Weekend is established and firm. Rector Options are noted in the Schedule and Script, and do not constitute changes. **CHANGES ARE NOT ALLOWED**, since they may result in problems you may not realize. Further, ANY MODIFICATIONS OR REVISIONS to the “**Weekend Script**” or “**Detailed Weekend Schedule**” MUST BE APPROVED BY THE RESPECTIVE LEADERS PERSON OF THE SECRETARIAT.

Eduardo Bonnin and the early founders of the Fourth Day Movement spent five years preparing an effective way of Christian renewal and Christian leadership development. The **Holy Spirit** inspired these young men (in their early twenties) to develop a program that has changed millions of lives. It would be rather naïve to think we could improve upon what God inspired those men to develop, beginning in 1939. If you come with the attitude that you can improve the Weekend with the addition or deletion of certain activities, possibly this is not the time for you to be a Rector. But when you truly and completely understand the “Tres Dias Method”, you will also understand why it is not necessary to add or delete Weekend activities. In fact, the addition or deletion of activities would most likely be detrimental to the Weekend. It has been said “that those who know Tres Dias the least want to change it the most, and those that know Tres Dias the most, want to change it the least.”

Allow the techniques, methods and recommendations in this **manual** to direct your steps. Concentrate on “**The Tres Dias Essentials**” and the weekend dynamics. Everything else – the palanca, the serenade, singing, etc. -- are not the central message: they do, however, add to the blessings and enjoyment of the Weekend. **The Lord is with you!!!**

# Tres Dias of Southeast Tennessee – Rector’s Manual

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## QUALIFICATIONS OF A RECTOR:

The qualifications of a Rector are listed in the “**Practice and Policy Manual of Tres Dias of Southeast Tennessee**”. A Rector Must:

1. Have declared his/her personal relationship with Jesus Christ as Lord and Savior and agree with the TDSETN Statement of Belief.
2. Be an active participant in Tres Dias Activities, including Secretariat meetings and committees, attendance at Secuelas, sponsoring and supporting Weekends with Palanca.
3. Have demonstrated an understanding of and commitment to the Tres Dias of Southeast Tennessee Method and the “**The Essentials of Tres Dias**”.
4. Be willing to abide by the “**CONSTITUTION AND BY-LAWS OF TRES DIAS OF SOUTHEAST TENNESSEE, INC.**”, the “**Practice and Policy Manual Tres Dias of Southeast Tennessee, Inc.**”, “**The Essentials of Tres Dias**”, the guidelines outlined in the “**TDSETN Rector’s Manual**”, the “**TDSETN Weekend Schedule**” and the “**TDSETN Weekend Script.**”
5. Be willing to submit to the authority of the Tres Dias of Southeast Tennessee Secretariat through the respective Leaders Person assigned by the Secretariat. (If the Rector does not agree with the decision of the Leaders Person, he/she may appeal to the Secretariat.)
6. Have served on a minimum of nine teams. (The more experience you have the better you will understand the “Tres Dias Method” and why and how things are done. In your position as Rector, you will be required to train the Team members. When you have served on many teams, your Rector experience will be more enjoyable because you have worked in most of these positions. The experience also helps you understand the critiquing process.)
7. Meet the qualifications of a Rector (with the required Head and Assistant Head Cha) qualifications from the Practice and Policy which are:
  1. Once as Head Cha or Assistant Head Cha as noted below:
  2. Twice as Speaking Professor (two different talks)
  3. Minimum of nine (9) total Teams served, of which 7 must have been in the TDSETN Community specifically.
  4. Must be active in the Tres Dias of Southeast Tennessee Community

- QUALIFICATIONS OF HEAD CHA AND ASSISTANT HEAD

In order to qualify as Head or Assistant Head Cha on a Tres Dias of Southeast Tennessee, Inc. Team, a person must serve a minimum of six (6) Teams in the following positions:

1. Once as a speaking professor. Each speaking professor service counts as a separate service area. Multiple times giving the same talk count as a single service for Head/Assistant Cha qualification.
2. Once as either Head Gopher, Gopher, Head Prayer, Head Chapel, Head Table, Head Kitchen, Media or Head Storeroom in the TDSETN community. These are considered “timed” positions,
3. Once as a kitchen cha. Multiple times served count as a single service for Head/Assistant Cha qualification.
4. Three (3) additional cha positions other than the professor, kitchen and timed positions counted above. Multiple times served in an area count as a single service for

# Tres Dias of Southeast Tennessee – Rector’s Manual

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Head/Assistant Cha qualification. Serving as Head of an area is counted as separate service area.

5. Minimum of Six (6) weekends served, with a minimum of four on TDSETN weekends.
6. Must be active in the Tres Dias of Southeast Tennessee Community

## ROLE OF THE RECTOR

As Rector, you are the administrative leader of the Weekend - - - and serve as a model to the team. The course has been charted for you. You are somewhat like the rudder of a ship, keeping everything on course without undue show or fanfare.

The responsibility of the Rector during team formation is to guide the team into an open, sharing, witnessing Christian community; one that is faithful to the message and method of the Tres Dias movement. Patience is required; however, because building community is a process that takes time, a fully formed team does not always occur immediately; in some instances, this does not occur until the Weekend actually begins. Then, everything usually comes into focus. To bring the community into being, the Rector must be a leader who is willing to be transparent. The Rector must be able to pray, plan, instruct, question, and sometimes, to arbitrate. These duties are necessary; but it is equally important for the Rector to encourage openness among the team members by providing opportunities for sharing by the whole team (and also in small groups).

The Rector must be sensitive and aware of the team, careful not to dominate, yet at the same time, he/she must be sure that all of “**The Tres Dias Essentials**” are being adhered to. This is especially important during the critiquing of Rollos. If a Rollista misses the mark when presenting his/her Rollo, the Rector **must** address this with the Rollista. The Rector **must**, therefore know the essential points of each Rollo (including the Spiritual Directors’ Rollos) before each Rollo is given. The Rector should read the respective Professor book, the “**Purpose and Situation**” section and make available to critique leaders the “**Outline**” for each Rollo. In other words, he/she must do everything possible to help the team share the responsibility of the Weekend, but must also assert leadership and authority whenever it is necessary.

As previously stated, the Rector is the administrative leader for the Weekend. The Rector and the Spiritual Directors must work together to provide spiritual leadership for the Weekend. An Appendix to this manual (“**The Spiritual Director for the Tres Dias Weekend**”) has a section on the role of the Spiritual Director and the Rector on a Weekend. You should review this with your Spiritual Directors. How the Rector, Back Up Rector, Head and Assistant Head Chas, Spiritual Directors and the Worship Cha work together is a key witness to God’s grace and the presence of the Holy Spirit on the Weekend. They, together with the rest of the team, model how it is possible to express unity in Christ under the direction of The Holy Spirit. At the same time, they demonstrate respect and care for the different practices and doctrines among the team and candidates.

# Tres Dias of Southeast Tennessee – Rector’s Manual

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## RESPONSIBILITIES OF THE RECTOR:

When saying “**yes**” to serve as Rector on a Weekend, you are saying yes to the Lord and to the TDSETN community. As such, the responsibilities go beyond just putting together the team, running team meetings, and directing the Weekend itself. Below are the major responsibilities of the Rector:

**Work with your Leaders Person!!!** The Leaders Person has a team of three advisors (Rector Committee) as described in the Practice and Policy who provide advice and counsel to you through the Leaders Person. Your responsibilities are:

- Attend Secuelas and meet Pescadores who may be interested in serving on your team;
- Be living the Tres Dias method by being active in a Reunion Group (important);
- Select the team according to the guidelines in the TDSETN Practice and Policy and this Rector’s Manual (**You will be assisted by your Leaders person**);
- Call the team members **only after** approval by the Rector Committee. Be sure to provide the meeting dates and information regarding team members and confirm their address, phone numbers and email address. If prospective team members say they are going to get back to you with a response regarding team participation, tell them you will call them back; then give them the date when you will call them;
- Make sure team members know what’s expected of them both verbally and in your letter to them;
- Work closely with the Head Cha and Assistant Head Cha to plan the details of team meetings and the Weekend;
- Remember to always include these two people to help train them for future leadership positions. **Planning meetings should also include your BUR.**
- Meet with the Spiritual Directors and discuss their responsibilities;
- Meet with the Worship Cha to prepare for team meetings and Weekend music responsibilities;
- Plan and conduct the team meetings:
  - Train team members for their responsibilities;
  - Build a loving and caring Christian Community.
- Distribute and collect team materials (usually assigned by you to the Head Cha or Assistant Head Cha);
- Work with the Database Manager, Food Couple, Pre-Weekend, Weekend, Fourth Day, and Newsletter, and ARC Manager Secretariat representatives as needed for support;
- Make Weekend decisions:
  - Select the theme scripture (and optional theme song);
  - Assign Table Leaders (Professors) and Candidates to tables;
  - Work with the Head Dorm Cha to assign rooms to team and candidates;
  - Work with the Assistant Head Cha & Weekend Couple to oversee Weekend setup and cleanup;
- Be responsible to work within the guidelines given in the “**The Essentials of Tres Dias**”, The “**Constitution and By-Laws of Tres Dias of Southeast Tennessee**”, the “**Practice and Policy Manual of Tres Dias of Southeast Tennessee**”, the guidelines outlined in the “**TDSETN Rector’s Manual**” and the **TDSETN Weekend Schedule and Script**;
- Schedule a meeting **no later than two weeks** after the Weekend to have a Debriefing (Critique) of the Weekend with the Leaders Person and Rector Committee, presenting the written debriefing sheets from area heads;

You will be requested to commit to the above when you are asked to serve as a Rector.

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## TIMELINE

<b>Activity</b>	
Call to rector from Chairman	8-9 Months
Meet with respective Leaders person	7-8 Months
Rector Orientation (Approval of 6 key leaders and professors)	T-27
Leaders Training	T-21
Rector Call to Professors	T-18
Team Selection Meeting (May be after preceding weekend based on weekend dates)	T-16
Professors Meeting (May be before preceding weekend based on weekend dates, Leaders person will direct)	T-16
Heads Meetings (Must be after preceding weekend)	T-16
First of 8 Team Meetings (meetings may be combined)	T-9
<b><u>Weekend</u></b>	T = 0
Debrief Meeting	T+2

### **Description of Rector Activities:**

1. Initial telephone call to prospective Rector by Secretariat Chairman. Allow three (3) weeks until next meeting.
2. Meet with the Leaders Person for initial material distribution and instructions.
3. Rector Orientation Meeting, attended by Leaders Persons, Chairman, Chairman Elect (if in place), Community Spiritual Director and Rector. Guidelines for Rector and pre-selection information for choosing a Team should have been provided prior to this meeting. Rector presents Weekend Vision including Bible Verse, Visual and Song if known, and proposed team leadership. Allow four (4) weeks until next meeting. Rector

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may call BUR, Head Cha, Assistant Head Cha, Head Prayer and Head & Assistant Head Kitchen if approved at this meeting.

4. Leaders Training, attended by Leaders Person, Rector, Head Spiritual Director, BUR, Head Cha, Assistant Head Cha, Head Kitchen, Head Prayer and Rover shall be conducted as soon as possible after Rector Orientation. Rector and Leaders Person set the date, time and place of this meeting and then the Rector notifies the attendees.
5. Rector calls to professors, based on direction from the respective Leaders person, you may begin calling your professors.
6. Team Selection Meeting, attended by Leaders Person, Chairman, Chairman Elect (if in place), Spiritual Director and Rector. The chairman may conduct this meeting via email if desired. Rector may call all approved team members following closing of the prior weekend.
7. Professors Meeting, attended by professors, Leaders Person, Rector, BUR, Head Cha, Assistant Head Cha, and Rover should be conducted as soon as possible after the closing of the prior weekend. Rector and Leaders Person set the date, time and place of this meeting and then the Rector notifies the attendees.
8. Heads Meeting, attended by area Heads, Leaders Person, Rector, BUR, Head Cha, Assistant Head Cha, Head Spiritual Director, Rover and all Area Heads should be conducted approximately 1 week after the Professors training, or may be conducted at the same time. Rector and Leaders Person set the date, time and place of this meeting and then the Rector notifies the attendees.
9. First of 8 Team Meetings (Saturday meetings may count for two meetings if two meetings content (talks) are conducted). Allow nine to ten (9-10) weeks before Weekend.
10. Rector Debriefing Meeting attended by Leaders Persons, Chairman, Chairman Elect (if in place), Head Spiritual Director of the Community and the Rector, approximately two to three weeks following each Weekend.
11. The Rector shall notify the Secretariat Spiritual Director of any pastors attending the Weekends.

## RECTOR CHECKLIST

### *Five to Six Months before the Weekend*

#### **Do not ask any team member until allowed by the Leaders Person.**

- ⇒ Begin to attend Secuelas as soon as you are called. If you have to miss one, send the BUR and/or Head Cha to represent you.
- ⇒ Review this manual and other information provided by the Leaders Person in detail.
- ⇒ The Leaders Person will provide documents or access the TDSETN Website to obtain all materials. It is the Rector’s responsibility to make this contact and ensure that the latest copies of all materials are used (***Don’t use copies from prior teams, as they may be out of date.***)
- ⇒ Review list of qualified Head and Assistant Head Cha candidates with Leaders Person. YOU MUST GET APPROVAL for your selection of **before** you call them. The Leaders Person is in charge of the first training and planning meeting and for all the Team leadership and professor initial training.

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- ⇒ Set up dates with your Leaders Person for training and planning meetings and have those dates ready to give to your Head and Assistant Head Cha when they are asked to be on team. They will be part of all the training and planning meetings. Invite the Rover to all meetings and include the Rover in all areas that will benefit him/her as they prepare to become the next Rector.
- ⇒ Review the list of Spiritual Director possibilities with your Leaders Person and Secretariat Spiritual Director. You are allowed to request one specific Spiritual Director by name to the Secretariat Spiritual Director, who will try to arrange for that person to participate. Calling of all SDs and assignment of the Head is the responsibility of the Secretariat Spiritual Director. You should also be prepared to identify and Spiritual Director you would prefer not to have serve.
- ⇒ Utilize the data reports provided by the Data Manager through the Leaders Person and the approved team selection worksheet for your team selection process.
- ⇒ **Do not call or ask any team members until the Rector Committee has approved them.**
- ⇒ Develop a schedule for all eight team meetings (24 hours of training). Be sure that you and your Head and Assistant Head Cha are available for all training and Team meetings.
- ⇒ Select a meeting site. Be considerate and try to find a **central location**. Consider your church, or another nearby church. The Apison Retreat Center may be used when available by contacting the ARC Manager.
- ⇒ Decide if you want to have a joint team meeting. If so, call the other Rector and decide on a date.

### ***Three to Five Months Before the Weekend***

- ⇒ Call the rest of the team when released by the Leaders person. It takes one to two months elapsed time to get all the responses. Call the Rollistas first, followed by the area heads.
- ⇒ Make sure the prospective team members know the dates of the team meetings and what they are committing to. Give them a specific time to respond and call them back on the date you agree to (if they have not responded). **Don’t allow them to request a different position on the team. Be sure they know the cost of team and weekend fees and their responsibility to attend all the team meetings.**
- ⇒ The Leaders Person will provide Rollistas the professor training material and area Heads their materials as soon as possible so they can review and begin preparation.
- ⇒ Write the welcome letter to send out to team members who have said, “**Yes**” including Spiritual Directors and Rover. You may include a team roster, but you must include a schedule of all team meetings and the location where the meetings will be held and the amount of the weekend and team fees. This letter may be hard copy or e-mail.
- ⇒ All Spiritual Directors will receive their material from the Secretariat Spiritual Director.
- ⇒ Meet with the Spiritual Directors before the first team meeting to get to know them and discuss their assignments given by the Secretariat Spiritual Director. Make sure they understand the time limits for their Rollos and the TDSETN policies.
- ⇒ Begin writing the “Living the Fourth Day” Rollo (including any spouse participation) and the Optional Forgiveness Chapel Talk if one is to be given.

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## ***2 ½ Months Before the Weekend - Just Prior to the Team Meetings***

- ⇒ Along with the Head Cha, assign greeters, opening prayer, prayer Palanca, candle lighters Rollo critiques, Back Up Rollistas and food teams for the team meetings
- ⇒ Assign training areas for each meeting to Rector, BUR, Head Cha and Assistant Head Cha.
- ⇒ Meet with the Head Cha and Assistant Head Cha to plan the team meetings.
- ⇒ Have the Head Cha call the food leader, greeters and opening prayer for the first team meeting
- ⇒ Arrange to have name tags and team books for the meetings.
- ⇒ Arrange for presentation of the “Tres Dias Essentials Overview” (done by the Leaders Person).
- ⇒ Arrange for a candle, lighter, and lectern for Rollo practices.
- ⇒ Have your spouse write the Optional Spouse Talk if one is to be given.

## ***2 Months Before the Weekend - Team Meetings Begin***

- ⇒ Rector should call each area Head prior to the first team meeting to discuss specific Rector Options for each area.
- ⇒ Rector makes it clear during the team meetings that the team is to be at the facility for the Thursday afternoon setup; also for the Sunday night cleanup. Much emphasis is needed to insure this is carried out. The Rector, Head Cha, and Assistant Head Cha are ultimately responsible for the set-up and the Sunday night clean-up of the facility.
- ⇒ Be sure TDSETN Service Records are passed out at the first team meeting and returned to you by the second team meeting. These are to be given to the Data Manager after you make corrections to your team directory.
- ⇒ Make sure that all agenda items are covered. Time should be allowed during the team meetings for Small Group sharing.
- ⇒ Work with the Worship Cha to plan the music for the Weekend. This should be done early enough to allow the team to practice unfamiliar songs.
- ⇒ Assign a Serenade Leader and go over songs and decide who will print the song sheets. A Serenade Leaders Guide is in the Appendix of this manual and also on the TDSETN website under Documents.
- ⇒ Spouse normally participates in the Serenade by reading the candidates and professors names and leading the prayer for the candidates.
- ⇒ Assure that someone (Reunion Group or Spouse, etc) will be providing a weekend banner and a notebook for the Rector. Banner guidelines are an appendix of this Manual.
- ⇒ Pass out copies of the “**Detailed Weekend Schedule**” to all area heads, and the “**Weekend Script**” to the Head, Assistant Head, BUR, Rover, and Media Cha. The Head Spiritual Director is provided a copy in their specific talk material from the Community Spiritual Director.
- ⇒ Assign the Rollistas and Table Chas to their tables and inform them of their assignments so the Rollistas can insert their table into their talks.

## ***One Month before the Weekend***

- ⇒ Read through the Script with your Head and Assistant Head Cha to ensure selection and understanding of all options.
- ⇒ Schedule a date to go over the entire schedule with all Area Heads and Spiritual Directors
- ⇒ Verify assignment the Rollistas and Table Chas to their tables.
- ⇒ Review the “**Detailed Weekend Schedule**” with the Area Heads and Spiritual Directors.

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## Tres Dias of Southeast Tennessee – Rector’s Manual

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- ⇒ If the Spiritual Directors are unable to all attend the review, be sure they have the “**Detailed Weekend Schedule**” and “**Weekend Script**” and read it over before the Weekend. The Script embodies all the meditations that are given on the weekend.

### ***One Week Before the Weekend***

- ⇒ Receive the candidate list from the Pre-Weekend Couple and send a copy to the Head Cha, Assistant Head Cha, BUR, Head Kitchen for special diet needs, Head Dorm for bed assignments and Head Palanca for mailbox labels.
- ⇒ Work with the Head Cha to decide which candidates are assigned with which table/professors. This should be done early in the week of the Weekend. There are six experienced and three new, and three inexperienced table leaders (professors) on each weekend. Since there are six tables, an experienced table leader should be paired with each inexperienced/new table leader. A full Weekend includes 36 candidates and 12 table leaders at six tables. There should be at least three and preferably four to six candidates at each table. If there are less than 24 candidates, there should be less than six tables. In this case, three table leaders can be assigned to some tables, if necessary, or reassigned elsewhere on the team. Assignments should be made with diversity and balance in mind. Candidates and team members who know each other should be at separate tables. It is helpful to put each table leader and candidate name on a card, with their church, marital status, age, etc, and the can move them around to achieve the proper balance (after prayer, of course). Be sure to spread out same church members to different tables and across from each other rather than next to one another. Finalize the seating chart for review at the Thursday night team meeting. It is helpful to make a table seating “call out list” for your use on Friday morning rather than trying to read the seating chart upside down (the Media Cha will do this for you on Thursday night after the team meeting).
- ⇒ In making candidate assignments, take into consideration such things as: not putting too many people at a table from the same denomination (especially from the same church), age, etc. Any persons with a disability, such as hard of hearing or bad eyesight, place those persons in the front row).
- ⇒ Work with the Head Dorm Cha to assign rooms to the team and candidates by the diagram in their Head book. This should be done in time for setup on Wednesday evening. The Head Dorm will post signs outside each dorm listing the names of the team/candidates in that dorm.
- ⇒ Get a list of the music planned for the Weekend from the Worship Cha just in case they cannot attend the Weekend (this has happened).
- ⇒ Make sure the Worship Cha and Media Cha have arranged for the music at the **Closing**. The weekend theme song may be played during candidate entry into the Auditorium. We typically sing the Doxology to end the closing.
- ⇒ The Rector assures Gopher Chas have team members assigned to perform prayer palanca. Assignment guidelines are provided in the Head Gopher Cha book.
- ⇒ The Rector works with the Media Cha to plan for the Power Point presentations of the Rollo Outlines, Spanish words, worship lyrics, Rollista’s songs, etc.

### ***Weekend***

- ⇒ Remember you are in charge. You have the authority to do what is necessary to make the weekend orderly and timely. **However, you may not override any of The Essentials of Tres Dias or procedures required by the Practice and Policy Manual.** If in doubt, ask the designated Secretariat Member on your team.
- ⇒ See the “**Weekend Script**” and the “**Detailed Weekend Schedule**” for “Rector’s Options”.
- ⇒ Make every effort to be on time for Serenade and Closing to respect the Community’s time.

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## Tres Dias of Southeast Tennessee – Rector’s Manual

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- ⇒ No Baptism are to be performed on the Weekends
- ⇒ Make notes throughout the team meetings and weekend of items to discuss with the Leaders Person to assist future Rectors.
- ⇒ Ensure that all area heads complete a weekend feedback/debriefing form and turn it in to the Assistant Head Cha to give to you.

### ***After the Weekend***

- ⇒ Meet with the Rector Committee or deliver the written Critique to the Leaders Person within two weeks after the Weekend. Use the weekend Feedback/Debriefing Sheets from Area Heads as a basis for what you could not observe. Give the Area Head Feedback/Debriefing Sheets to the Leaders Person.
- ⇒ Keep this Rector’s Manual for future reference when if asked to serve as a Back Up Rector to new Rectors. Please present any suggestions for future Weekends to the Leaders Person. MATERIALS ARE NOT TO BE PASSED ON TO THE NEXT TEAM.

### **Rector’s Options**

The “**TDSETN Detailed Weekend Schedule**” and “**Weekend Script**” contain the agenda items that are to be part of every TDSETN Weekend. Each Rector is expected to follow the script and schedule. Rector Options are noted in the schedule and script. **You need Secretariat approval (through the Leaders Person) to modify or revise any activities contained in the “TDSETN Detailed Weekend Schedule” that are not noted as “optional.”** You do have some options in how the events are planned.

### **WHERE DOES YOUR SUPPORT COME FROM?**

As you prepare for your Weekend, the Lord will send many Pescadores to perform all sorts of Palanca. Much of this Palanca, you will not even be aware of, nor will you know the names or faces of the people who have supported the Weekend and you, the Rector. What they are doing for the Weekend, for the candidates, for the team and for you as the Rector, is a continuing commitment of their lives to Jesus Christ. It is also a thanksgiving for the support they received when they were candidates. All of this is done in love, to the glory of God. The Holy Spirit will guide your preparation. The God who created you will meet your every need by calling forward His people.

In addition to this support, Secretariat has established several positions with experienced and knowledgeable people, to support you in preparing for your Weekend. These positions exist to support you. Following is a list of some of the supporting services performed for you by these persons. Additional information about them is contained in other sections of this Manual.

Leaders Person – Assist you with team selection and initial team training, and any team changes or additions. This person also provides you with the Script and Schedule. They are your point of contact for all team and weekend structure questions.

Pre-Weekend Couple – Logistically provides candidates for the weekends and conducts the weekend send off.

Weekend Couple – provides the supplies and materials for the weekend, and opens and closes the facility for your team.

Food Couple – Coordinates the menu and food purchasing with the Head and Assistant Head Kitchen Chas

Community Spiritual Director – Assigns Spiritual Directors for the weekend, allowing you one requested Spiritual Director, and trains these persons.

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Fourth Day Couple – Arranges for the group photo and weekend directory reproduction.

They also plan Secuelas and provide Secuela and other handouts for Sunday bags.

Palanca Couple – provides Palanca Letters from other communities to you for use on the weekend and provides a blow up of the weekend community prayer coverage chart.

Treasurer – provides Rector Advance and other funds as directed by the Policy and Procedures. Works with the Assistant Head Cha on accounting for team and weekend fees.

ARC Manager – reserves the ARC for the team meetings and weekend. No activity is to be scheduled at the ARC without being scheduled through the ARC Manager. Any facility problems should be documented on an “ARC Facility Problem Report” in the ARC Office or discussed with the ARC Manager.

Over the years, the Secretariat has developed procedures, which are in the “**Policy and Procedures of TDSETN**”; often, they were written as a result of something that happened on a previous Weekend or were recommendations made by previous Rectors. **It is your responsibility to make sure that the team is informed about them and that they are followed on your Weekend.** If you feel any of the Secretariat positions are not providing the necessary support, speak with the Leaders Person; if you do not receive satisfaction, speak with the Chairman of the Secretariat. After your Weekend is over, your recommendations to the Secretariat should be included in your Weekend Debriefing/Critique.

## TEAM SELECTION

The Rector is to instruct the team to be sensitive to the ecumenical nature of the Tres Dias of Southeast Tennessee Community and its Team members. We are of many different denominations, but we are all under one God, and we need to be willing to accept each other without forcing any one type of worship on another.

The Rector must use the Team Selection Document (an Excel spreadsheet) provided by the Leaders Person and must adhere to the experience levels on this document when selecting the team. The Leaders person will provide you with electronic files giving you lists of Pescadores who have served in each area, those who need only one or two service areas to qualify them for Head/Assistant Head Cha or Rector, and those who meet the qualifications to be your Head or Assistant Head Cha.

The Rector must gain approval of all prospective team members from the Rector’s Committee prior to inviting them to serve throughout the entire pre-weekend process. The Rector shall present potential initial team member names to the Leaders Person who will verify eligibility of the persons. After the Leaders Person verifies the experience levels, the Rector will present them to the Rector’s Committee for approval. After the initial Team approval, changes and additions must be directed to the Leaders Person, who will submit the additions to the Rector Committee, who will direct their approval/comments to the Leaders Person who will then notify the Rector of their decision. Approved alternates can be placed on the team with approval of the Leaders Person.

The Rector Committee, chaired by the Leaders Person, is authorized by the Secretariat to give certain latitude to Rectors with regard to team selection criteria in circumstances they deem necessary, keeping in focus that the purpose of these guidelines is to train leaders in the SETN Community and to give new Pescadores the opportunity to serve.

The Rector is encouraged to involve team members from as many churches within the community as possible. The Rector calls a Community member to serve on a Team, first by telephone, then by a follow-up “Welcome Letter”. The following points should be covered:

1. Attendance at all meetings is expected.

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2. Chas and Kitchen Chas need to be available to set up and clean up for the Weekend as needed.
3. Team members are expected to make a commitment to serve the full weekend (Thursday through Sunday). There should be no one leaving the Apison Retreat Center (ARC) on a Weekend except the Floater Chas or others directed to do so by the Rector.
4. Weekend Fees and Team expenses.

The Tres Dias of Southeast Tennessee Constitution, Practice and Policy Manual and weekend training materials are stored on our community website. For training purposes, the Leaders Person may download all necessary documents and email them or provide a link to the appropriate team members each weekend. The current Rectors and Rovers will be given access to all training documents on the website.

## **COVERING TEAM DROPS**

If a team member must drop off the team or misses too many team meetings then the Rector will replace this team member with someone from the approved alternate list or by submitting new names to the Leaders Person for approval. Any vacant Cha spots can be filled from the approved alternate for that position with approval of the Leaders Person, or by submitting new names for approval to the Leaders Person. After the first three team meetings have been held, it is appropriate to choose previous Rectors or experienced members of the community to fill vacancies. All team members must be approved by the Rector Committee through the Leaders Person

## **DIVERSITY**

A team should represent a cross section of geography, age, team experience, marital status, and religious denominations. This is to support the Essential of diversity on the Weekend. The Leaders Person will assist you in achieving this team consistency.

## **EXPERIENCE**

There are three (3) experience levels on each team:

1. Experienced = a person has served in that particular area in the past.
2. Inexperienced = a person who has served before, but not in the area assigned.
3. New = a person who has never served on a Weekend.

Each Team will include the following positions:

Chas	40
Professors	12
Kitchen	20
Spiritual Leaders	3
Rector	1

The Cha Cha positions are:

Head Cha	1
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Assistant Head Cha	1
Media Cha	1
Table Chas	6 (1 Head, 5 Assistants)
Storeroom Chas	2 (1 Head, 1 Assistant)
Chapel Chas	4 (1 Head, 3 Assistants)
Palanca Chas	4 (1 Head, 3 Assistants)
Worship Chas	2
Floater/Supply Cha weekend)	2 (1 Head, 1 Assistant) (usually 1 on men's
Dorm Chas	6 (1 Head, 5 Assistants)
Gopher Chas	2 (1 Head, 1 Assistant)
Prayer Chas	7 (1 Head, 6 Assistants)
Rover Cha	1 (Upcoming Rector)
Backup Rector Cha	1 (Previous Rector)

In addition to filling all the positions, the Rector should prepare to call ten (10) to twenty (20) alternates. All Heads of service areas (with the exception of Media, Storeroom and Floater) should be “experienced” people. As a general rule no more than 15 team members from any one church will be approved and no more than five (5) former Rectors (excluding the BUR) will be approved except as last-minute fill-ins for late drops. There shall always be a minimum of one (1) Secretariat member on each Weekend Team to answer any specifics regarding Practice and Policy. If more than one Secretariat member is on a Weekend, then the Rector Committee shall designate one as the primary representative. If the respective “Leaders Person” is part of the Team, this person will be the primary representative.

## KITCHEN

The Head and Assistant Head Kitchen Chas each must have served in the kitchen twice previously. There must be an additional two experienced Chas in the Kitchen; the remaining kitchen positions may be filled with inexperienced and new people as shown on the Team Selection Spreadsheet. In addition to filling all the positions, the Rector should prepare to call five (5) to ten (10) alternates. There is to be only one kitchen skit per Weekend during Saturday lunch with the rest of the meals having themes only. Jokes may be told when appropriate. The Thanks song, the Blessing song and or Doxology may sung before or after each meal except Thursday evening.

## PROFESSORS

The Rector should designate nine (9) Team members as backups for the Speaking Professors. Of the twelve Professors, nine (9) will deliver Rollos, and three (3) will not. There must be one experienced Professor at each Rollo table: the remaining six (6) positions are to be filled with three (3) new and three (3) inexperienced people.

The ratio of an ideal team should look like this:

Professors: <u>6 E</u>	Chas: <u>12 E</u>	Kitchen: <u>5 E</u>	Totals <u>23 E</u>
<u>3 I</u>	<u>16 I</u>	<u>5 I</u>	<u>24 I</u>
<u>3 N</u>	<u>12 N</u>	<u>10 N</u>	<u>25 N</u>
Totals: 12	40	20	72 (excluding Rector)

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Of the New team members, approximately half of the 25 should be selected from the weekend just prior to your weekend while you are Rover. The remainder can be selected from all other New Pescadores.

With 1 Rector and 3 Spiritual Leaders, the total of the Team will number 76 people.

## **SPIRITUAL LEADERS AND THE PRE-WEEKEND**

Selection of all Spiritual Leaders serving on each Weekend is the sole responsibility of the Secretariat Spiritual Director; such selection is not the Rector’s prerogative. Rectors are not to extend invitations to Spiritual Leaders, nor are they to assign Spiritual Leaders to their Weekends. The Rector will be given the opportunity to request his/her choice for a specific Spiritual Leader, and the Spiritual Director will attempt to accommodate that request, but final selection rests with the Secretariat Spiritual Director. If your selection agrees to serve, and is qualified to be the Head Spiritual Leader for the weekend, the Secretariat Spiritual Director may assign them to the Head position.

Those who have been ordained or licensed as pastors (senior, associate, youth, etc) or ministers, and who have attended a Tres Dias, Cursillo, or similar adult weekend are eligible to serve as Spiritual Leaders. The ordination must have been conferred by a Christian denomination or congregation. Any question of eligibility shall be decided by the Secretariat Spiritual Director and the Secretariat Chairman.

Eligible Spiritual Leaders who have not served a team as a Spiritual Leader may serve in other positions on the team with the following restrictions:

1. They may not serve as a speaking professor.
2. They may not serve as Rector.
3. Once a person has served as a Spiritual Leader, he/she may serve only as a Spiritual Leader or a Worship Cha.

With approval of the Rector Committee, eligible Spiritual Leaders who have served as a Spiritual Director may serve in other service areas; however, they may not serve in a leadership position or serve as a professor giving a “Lay Rollo.”

Normally, there are three Spiritual Leaders assigned to each Weekend. One of the three will be assigned the responsibility of Head Spiritual Leader. Every attempt will be made to have one “new” Spiritual Leader serving on each Weekend (“new” = someone who has never served on a Weekend as a Spiritual Leader).

Spiritual Leaders will be introduced by the Rector at the Closing. The only speakers at Closing will be the Candidates, the Rector, and the Secretariat Chairman.

To qualify as a Head Spiritual Leader, one must have served a minimum of three Weekends. In addition, he must have:

1. Given all five clergy Rollos.
2. Led all three morning Communion services.
3. Given all the Meditations.

To insure that Spiritual Leaders qualify for Head position in a timely manner, the following assignment schedule is usually used:

- 1<sup>st</sup> Team 1- Rollo (Obstacles)/ 3- Meditations/ 1- Communion Service (Friday)
- 2<sup>nd</sup> Team 2- Rollos (any two not already given)/ 1- Meditation/ 1- Communion (Saturday)
- 3<sup>rd</sup> Team 2- Rollos (any remaining two not given)/ 1- Meditation & Cross Service/  
1- Communion Service (Sunday)

The Head Spiritual Leader is responsible for critiquing Rollos during Team meetings, including Spiritual Leader Rollos given for the first time. They are to lead and train the new Spiritual Leaders, and they are responsible for the counseling and ministry at Team Meetings as well as on the Weekend. They must work in close relationship with the Rector at all times. All Spiritual Leaders are expected to attend a majority of the Team Meetings, like the other Team members.

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The duties and responsibilities of Spiritual Leaders, including those of the Head Spiritual Leader, are covered in greater detail in the Tres Dias of Southeast Tennessee, Inc. Spiritual Leader’s Manual. This manual is the responsibility of the Secretariat Spiritual Director, and it is to be distributed to each Spiritual Leader prior to a Weekend. It is the responsibility of the Weekend’s Head Spiritual Leader to insure compliance with manual directives and instructions.

## ***THE TEAM AND THE PRE-WEEKEND***

The team meetings are for the team members only and are not opened to anyone not serving on the weekend. The purpose of the team meetings is for training, bonding and unity of the team members in preparation for the weekend. Attendance at all team meetings is expected. As a guideline, a team member who misses more than three of the eight team meetings must be evaluated by the Rector, who decides if the team member will be allowed to serve on the weekend or replaced. Experienced team members added late are exempt from this action.

All Rollos are to be given at the team meetings and critiqued by team members appointed by the Rector. Often there is very personal testimony given during these practice Rollos. The Rollistas must feel safe with those hearing their Rollos; therefore, the content of the Rollos must never be discussed with anyone without the consent of the Rollistas.

The Secretariat Chairman will attend the first Team Meeting of each Weekend to introduce the Rector and to emphasize that the Secretariat has given the Rector the authority to lead this Team under the authority of the Secretariat.

The Secretariat Leaders Person will normally attend the first meeting to discuss Policies and Practices, present and “Essentials Overview”, and to encourage payment of Fees if necessary. If the Leaders Person is not available, the Chairman or Chairman Elect may perform this.

Rectors shall invite each Secretariat member to attend a Team Meeting in order to discuss their individual functions on the Secretariat. Their discussion should be at the beginning of the meeting and they will then leave if they are not serving on the team.

## **THE RECTOR AND THE WEEKEND**

The Rector is really the hub of the Tres Dias Weekend. All of the structure of the Weekend comes together in him/her. A Rector does not “rule”, or arbitrarily decide what others should do and how they should do it; rather, he/she is to coordinate the Weekend through the channels that have been developed by the Community Secretariat. The Rector is under authority of the Leaders Person who represents the Secretariat. As the leader, *the Rector should be the principal servant of the Weekend*, promoting love and harmony between Candidates and Team alike.

The Rector is responsible for seeing that someone (normally the Head Cha) gets the final Team list and Candidate list to:

1. Secretariat Data Manager for maintaining database records,
2. The Secretariat Communications Person, so the new Pescadores will be on the mailing list,
3. The Secretariat Fourth Day Couple, so that the lists can be compiled and inserted into each participants’ Fourth Day Packets. (This is normally done by the Media Cha), and
4. The Pre-Weekend Couple is notified of any candidates who do not complete the weekend.

The Rector’s Fourth Day Talk, Rector’s Chapel Talk and the Spouse Talk must be reviewed by the Leader’s person, the Back-Up Rector and the Head Spiritual Director of the weekend prior to the weekend. Any changes to these talks on the weekend must be reviewed by the Rector, the Back-up

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Rector and the Head Spiritual Director of the weekend. The Rector’s Chapel Talk is to be no longer than 15 minutes and is to be centered on forgiveness.

The Backup Rector is to assume leadership of the Weekend if the Rector becomes incapacitated during or prior to the Weekend.

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## **THE TEAM AND THE WEEKEND**

Team members are expected to serve the full Weekend (Thursday through Sunday). There should be no coming or going at the ARC with the exception of the Floater/Supply Chas and anyone designated by the Rector.

No cameras, tape recorders, cell phones, radios, instant messaging, social media or emailing are allowed during the Weekend.

The telephone at the ARC is for emergency use only. No one is to give out the telephone number except in cases of an emergency. The number is 423-236-4112.

In case of malfunction of mechanical equipment, *please do not attempt to make repairs!* Call for the ARC Manager, and let him/her handle the problem.

The ARC Manager may have a representative present to open and close the camp for each weekend in addition to the Weekend Couple.

Speaking Professors shall turn in their written Rollos to the Rector no later than the first team meeting to be reviewed by the Rector, BUR and Leaders Person. If a professor does not turn in his talk by the first team meeting or earlier date set by the Rector, then that professor has chosen not to give the talk. The Rector may replace this Professor on the Team. No Professor is to deviate from their written talk without approval from the Rector. The Leaders Person and the Rector will meet with any Professor who deviates from their written talk or the outline immediately following the Weekend, and depending on the nature and reason for the deviation, that Professor may be prohibited for working the next Weekend.

The Floater/Supply Cha shall not purchase personal items for Team members unless it is an emergency. All Team members are to bring their medicines and personal items to the Weekend as the supplies in the Storeroom are for the Candidates and the Rollo Room only.

No outsiders (non-Team members) are to visit the ARC, except to deliver Palanca, and are to remain outside the building. This includes husbands, Reunion Group members, family, etc. The only exception is that Reunion brother/sisters and family members, who have previously attended a Weekend, are allowed in the Prayer Room or Office during the Rector’s Fourth Day Talk. The Assistant Head Cha and the Secretariat Member on the Team are to monitor and enforce this practice, citing Secretariat policy.

Candles may be used during meditations in the Rollo Room, in the Chapel, in the Dining Room and outside during the walk through the Serenaders; however, lit candles are never to be left unattended. Candles are not allowed in the hallways, the prayer room or the dorms of the Apison Retreat Center. It is suggested that the Team use flashlights during the optional Sunday morning serenade of the Candidates.

Saturday night’s Serenade is designed to impress upon the Candidates the fact that there are many members of the opposite sex who truly desire to worship God and to sacrifice their time in order to be a blessing to others. Music performed by the entire group is preferable to solos, whether instrumental or vocal. No one who has not made a Tres Dias recognized Weekend may participate in the Serenade (Vida Nueva Weekends do qualify); no persons other than the serenaders may attend a Serenade. The men may stay after the Women’s Serenade for one hour to help the Kitchen Chas cleanup. The men may not cook for the women on the Women’s Weekends. There is to be no special food purchased for the Serenaders. The Assistant Head Cha and the Secretariat Member on the Team are responsible for monitoring and enforcement, citing Secretariat policy.

Attendance at closings is limited to those who have attended a Tres Dias Weekend or a Weekend recognized by Tres Dias may attend closings.

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## **THE CANDIDATE AND THE WEEKEND**

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 responsible for returning Palanca that doesn’t meet these guidelines.

## **TEAM MATERIALS**

You will need to prepare and/or distribute your “invitation to serve letter” confirming their agreement to serve, include the schedule, place and time of the team meetings (including a map if necessary);

Materials to be provided to respective team members at or before their training meetings:

1. Professor Manuals to professors,
2. Area Heads Manuals to all area Heads

Material to be provided to team members at the first team meeting:

1. A “Team Roster” (with positions, addresses, phone numbers and e-mail addresses);
2. Team Meeting agendas, and
3. Common training materials.
4. Service Record for updating

E-mail should be used for emergency prayer requests and for any meeting date/time/place changes. Be sure you contact the people by phone if they do not have e-mail.

## **TEAM MEETINGS**

There are to be eight team meetings. You may choose to hold one or two of these meetings on Saturdays and if longer (more practice talks) count them as double meetings. Team meetings are necessary to form the nucleus Christian community, to hear and critique all Rollos, to familiarize the team with all of the events that will take place on the Weekend (from socializing on Thursday evening through the Closing), and to make team members familiar with the “**Essentials of Tres Dias**” and the dynamics of the weekend. It is imperative that adequate time be planned for sharing and community building at each team meeting. You should include the Head and Assistant Head Chas in planning the details of the team meetings. It is important for you to be prepared for each meeting!

A location for the team meetings should be selected that will be as central as possible for all of the team members. The ARC is available for meetings as long as they do not conflict with other ARC bookings. As a rule, Monday or Tuesday nights do not conflict with other bookings.

## **MUSIC**

Music is an important dynamic in the building of community within the team, just as it is between team members and candidates on the Weekend. Everyone can participate, whether they can sing or not. Participation encourages one another and helps to draw people together.

The Worship Cha should select a good variety of songs ranging from the slow meditative songs, usually sung during the Liturgies, to the celebrative and happy songs - - so much a part of a good

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singing break on the Weekend. Other Team musicians should be encouraged to participate during team meetings and during the Weekend. A strong singing team will encourage the music on the Weekend.

Selection of Tres Dias songs should include all those specifically planned for use on the Weekend. Special music on separate photocopied sheets and **Power Point** can be utilized.

The Worship Cha should discuss with the Rector, whether the music at “The Closing” will be by team member musicians or by computer, CD/mp3, etc. The music should be arranged in advance of the Closing. If there is a theme song for the Weekend, it should be led by the Worship Chas or by the Media Cha. The TDSETN closing song selected by the Secretariat may be done by the Worship Cha or played electronically by the Media Cha.

## ***PRESENTATION and CRITIQUING of ROLLOS***

All Rollos should be presented to the team during team formation (in sequence, if possible) with the following objectives in mind:

- To assure that the essence of each talk has been expressed;
- To assure that the continuity and progression of the talks occur;
- To aid each Rollista in presenting the best possible talk; and,
- To make sure that the Rollo is within the time limits.

It is your responsibility as Rector, to clearly communicate these objectives to the team. Rollistas must be open to constructive critique. When the Rollo is finished, the Rector may wish to ask the team to spend a few moments in silent prayer. At least one former professor and three to four team members should fill out the Critique form, and others are requested to write an encouraging note for the Rollista. The “Rollo Critique Forms” should be collected and given to the Rector, who will review them and provide any necessary feedback to the Rollista. The Rector should review the encouragement notes to ensure they are appropriate prior to providing them to the Rollista.

The Rollos given by the Spiritual Directors must also be reviewed and critiqued. The Weekend Head Spiritual Director and/or the Rector or BUR will critique Spiritual Director Rollos.

Care should be taken to ensure that faithfulness to the assigned Outline is not lost. Rollos need to be the personal expression of the Rollista, as well as an expression of the topic. Preparing a Rollo is different from preparing other presentations. The Weekend is an experience. Each Rollo has a very unique role, purpose, and character. A Rollo is much like a piece of a verbal mosaic; sometimes it may require sizing or shaping for a proper fit and to allow the cohesive grout to be put into place.

The Rector must follow up with any Rollista who fails to follow the Outline or does not give the proper level of witness required for a given Rollo; this is best done privately. The Rector should require a revised copy of the Rollo from each Rollista prior to the Weekend. Any written material prepared by Rollistas (for distribution on the Weekend) should be handed out only **after** the Rollo has been presented.

## ***FIRST TEAM MEETING***

The first team meeting is a “get-acquainted” and an organizational meeting. It should include a presentation of “**Tres Dias Essentials Overview**” by the Leaders Person. Twenty to thirty minutes should be allocated for this presentation. Emphasize to the team, the importance of attending **all** team meetings. Be sure to start on time, even if people are late, or they will continue to arrive late at future meetings.

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The **IDEALS** Rollo may be heard; however, it is best **not** to have Rollos presented for critique at the first meeting if it is an evening meeting. A typical format would be to open with prayer, introduction of the Rector by the Chairman of the Secretariat, and “Essential Overview”, sing two or three songs. Other Secretariat members may present their duties also. Team introductions are typically done next, followed by the Rector sharing the vision of the weekend. A brief meditation and communion are typically given. If the first meeting is an all-day meeting, there should be no more than **two** Rollos presented and critiqued. If a Rollo is presented, the critiquing process must be explained by the Rector or Head Cha.

Chas should perform their assigned jobs, beginning at the first team meeting. Start using bells to gather people and to quiet them (or alternatively, have the Worship Chas sing a song).

Break time is an important part of each team meeting, as it is helpful to not only individuals, but also to assist to build the group of team members into a community. Time for breaks should be planned as an integral part of each meeting.

## **LAST TEAM MEETING**

Team members should be given instructions about confidentiality and cloistering. At this meeting Prayer Palanca assignments may be handed out to the team. Time should be allowed for questions and answers and for any last minute details.

Remind the team that they are **not** to steal the bell or do anything that disrupts the spiritual nature of the Weekend. Humor is encouraged; but be diligent and sensitive that your words and actions are of a type that would be pleasing unto the Lord. Also, there should be no surprise skits or other fun things that have not been previously discussed with the Rector. The Rector should not be surprised about anything which transpires on the Weekend.

Review the instructions and lists in the Head and Assistant Head Cha Manuals. Tell the team where and when to report in on Thursday afternoon. Make available Wednesday or early on Thursday, a list of room assignments for both team and candidates.

## **ADDITIONAL RESPONSIBILITIES PRIOR TO THE WEEKEND**

Section 3.2.1, Item 10, of the “**Essentials of Tres Dias**” states that “the team and candidates live in a cloistered environment for the entire Weekend”. Tres Dias of Southeast Tennessee defines “cloistered” as “separated from the world outside of the Weekend facility and the people outside of the Weekend team and candidates.” In order to maintain this cloistered environment, the following guidelines will be observed by the team and the community:

- a. From the opening send-off on Thursday night until the completion of the **Closing** on Sunday afternoon, all team members and candidates will remain at the Weekend facility. The exception is the Floater Supply Chas.
- b. There will be no cameras, cell phones, radios or televisions used by the team and candidates during the Weekend.
- c. There will be no phone calls received or made by the team and candidates during the Weekend, except for:
  1. Emergency calls,
  2. Requests for supplies made by a designated member of the team (usually the Kitchen or Assistant Head Cha), or

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3. Other necessary calls approved by the Rector (or Head/Assistant Head Chas for Weekend needs).
- e. Necessary phone calls will be made out of sight of the candidates and team.
- f. Wireless phones will only be used for emergency purposes and will be kept out of sight.
- g. Members of the community will stay out of sight of the candidates except for:
  1. Pescadores (men on the Women’s Weekends and women on the Men’s Weekends) who sing at the Serenade (Mananita).
  2. Pescadores who attend the Closing. (Children are not allowed at the Closing).
- h. Up to ten Pescadores may stay for up to one hour after the serenade on the Women’s weekend to help the Kitchen clean up, but must leave promptly and not interfere with the Kitchen Chas.
- i. Pescadores and family members may send written palanca (general palanca letters, gifts for the Rollo room or dining room, or personal palanca letters) to the Weekend. Palanca for the dining room will be coordinated by the Kitchen Chas. Any Personal palanca (letters) will be delivered by the Palanca Chas to the team in their dorm rooms, and to Candidates in their Sunday Palanca bag. Personal gifts for an individual team member should not be allowed to be delivered during the Weekend. Palanca should be uplifting to the team and candidates and sacrificial on the part of the Pescadores. Palanca can be delivered to the Weekend facility at the designated location, out of sight of the candidates.
- j. Children will not be allowed at the facility at any time.
- k. Team members will not violate the confidentiality of the Weekend by initiating any interaction with, or responding to questions from non-team members about any testimony shared during the team meetings or weekend.
- l. Absolutely no posting anything on “social media” – i.e. Facebook, Twitter etc.

**Exceptions to the above guidelines can be made for compelling reasons, with the approval of the Weekend Rector, the Chairman and the Leaders Person of the Secretariat. If time permits, the approval of the Secretariat should also be obtained.**

## POST WEEKEND RESPONSIBILITIES

### **WEEKEND CRITIQUE**

As previously mentioned, a “Rector’s Weekend Debriefing/Critique” meeting will be held one or two weeks after the Weekend to evaluate the important aspects of the Weekend, which might be helpful to future Rectors. A summary of the debriefing will be presented to the Secretariat by the Leaders Person no later than two months following the Weekend. The Rector should plan for the debriefing using the Debriefing Sheets obtained from each area head. This should be a time of celebration of what the Lord has done in and for the team and candidates, as well as a time for positive suggestions for future improvement.

### **SECUELAS**

**Attend the Secuelas following your Weekend, especially the one immediately following the Weekend. Make it a point to personally welcome all new Pescadores.** Ask the team, especially the table leaders, to make phone calls to the new Pescadores to encourage them in their Fourth Day and also to invite them to Secuelas. It is very important that you stay active as much as possible in Fourth Day activities, including attendance at Secretariat and Secuelas. Past Rectors are needed for training of future Rectors and also for input at Secretariat meetings.

# APPENDIX

# MATERIALS

## SERENADE LEADERS GUIDE

### **PURPOSE**

Saturday night’s Serenade is designed to impress upon the Candidates the fact that there are many members of the opposite sex who truly desire to worship God and to sacrifice their time in order to be a blessing to others. Music performed by the entire group is preferable to solos, whether instrumental or vocal. No one who has not made a Tres Dias recognized Weekend may participate in the Serenade (Vida Nueva Weekends do qualify); no persons other than the serenaders may attend a Serenade. The men may stay after the Women’s Serenade for one hour to help the Kitchen Chas cleanup. Spouses or fiancées of candidates are not permitted to participate.

If the Serenade Leader has any questions or concerns about the Serenade, contact the Rector or the Leaders Person for the weekend.

### **SUMMARY**

1. Provide song sheets for the serenaders printed in a large font.
2. Include only one or two songs new to most serenaders.
3. Total planned length of serenade: 20 - 30 minutes (maximum).
4. Hearing serenaders voices is essential (limit instruments and amplification).
5. Leave candidates wanting more. The serenade should be a worshipful experience but is not intended to be a worship service.
6. Set up equipment in dining room; verify operation of sound system.
7. Which doors to use for entrance and exit? Move decorations if required.
8. Candlelight walk included?
9. Maintain silence and move serenaders from the auditorium when requested.
10. Begin practice with prayer; limit practice to a 30 minute maximum.
11. Designate someone to open doors and start exit movement.

### **PREPARATION**

After the Serenade Leader has accepted the position, the Serenade Leader and the Rector should prayerfully discuss the song selection, presentation style and length of the Serenade. In respect to song selection, the Serenade Leader should temper any extremes considered for the Serenade. This is especially important for new songs that the Rector or Serenade Leader may want to introduce to the community. The Serenade Leader should provide a song sheet for the serenaders printed in a large font to facilitate reading in the low light condition. The Serenade Leader should be sensitive to the diversity of the community regarding any new song that would be introduced at the Serenade. Many in the community will not have memorized or even heard the latest hit on Christian radio. Because it is difficult for serenaders to actually Serenade while reading a song sheet, it is suggested that new Serenade songs be limited to one or two at the most.

Concerning the style of the Serenade, extremes should be avoided. Although a Serenade should be a worshipful experience, Serenades are not intended to be a concert performance or worship

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service. Many instruments or loud accompaniment can overpower the Serenade voices. Likewise, the amplified voices of the leaders may overpower the collective voices of the serenaders.

The length of the Serenade is perhaps the most sensitive point that can be addressed by the Serenade Leader. The Serenade is posted in the weekend schedule for a maximum time length of 30 minutes. The Serenade is to be 20-30 minutes. This time limit includes the first and second sets of music, along with the ingress and egress of the serenaders between sets. The general community understanding of the amount of time for a Serenade may best be summed up by saying that the candidates and team should still want more when the Serenade is concluded. If there were no other reason than physical discomfort after a meal, the length of the Serenade should be limited. This is not to say that a Serenade planned for 30 minutes, that becomes 40 minutes is either incorrect or a failure. A Serenade that is *planned* for longer than 30 minutes violates these guidelines and the authority placed over the Serenade Leader.

## **ASSEMBLY**

The Serenade start time is scheduled for 7:00 PM on Saturday after dinner, which starts at 6:30 PM. Serenade Leaders should make contact with the Head or the Asst. Head Cha shortly after their arrival to confirm details for the Serenade. For instance, if a candlelight walk is planned, have candles and lighters been provided near the exit? Observations concerning the movement of the serenaders will be addressed later in this document; however, the meeting of the Serenade Leaders and the weekend leadership during the assembly time is an opportune moment to finalize the route and flow of the Serenade. On many weekends the entrances to the dining room may be partially blocked by decorations. The Serenade Leaders may need to meet with the Head Kitchen Cha to request that these decorations be moved prior to the start of the Serenade to facilitate entering and exiting the dining room. The Serenade Leaders should verify the sound system, instruments, etc. are setup prior to the start of the dinner and may request help from the gathering serenaders. Serenade Leaders should assist the weekend leadership in moving the serenaders to and from the practice area.

## **PRACTICE**

When the serenaders have gathered in Auditorium, the serenade leaders should introduce themselves and begin the practice with a petition of prayer and blessing. A serenade leader may pray or ask another serenader do so. Also the following items should be discussed for those participants who may be attending for the first time as well as reminders for those who have attended before:

### **Announcements**

- Welcome / Introductions / Prayer
- Walk thru evening for those who haven't participated before...how/where to enter/exit
- Please do not touch the candidates or team members during the serenade or candlelight walk.
- Make sure and turn cell phones off, and do not use a cell phone for a flashlight.
- If your spouse or fiancée is a candidate on this weekend you are not permitted to join us in the dining room by Tres Dias tradition.
- We do not permit children or infants at serenade.

# Tres Dias of Southeast Tennessee – Rector’s Manual

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- Designate someone to increase light level slightly once in the dining room so that words can be seen.
- Encourage participants to worship!
- Men may stay for up to one hour after the serenade to help clean the kitchen, otherwise depart immediately after the candlelight walk. Otherwise, serenaders are not permitted in the building after candlelight walk.
- Please do not leave any items in the Auditorium, as you will not be returning here.

The weekend schedule provides 30 minutes for the dinner meal. Finish the practice during this time and have the serenaders ready when called to begin the Serenade. The Head Cha and the Rector may come to the practice to greet the serenaders. Allow time in the practice schedule for this. Other announcements of community interest are not precluded but should be weighed carefully by the Serenade Leader due to practice time constraints. Encourage the serenaders to move quickly while entering or exiting.

## **MOVEMENT**

Directing the movements of the assembled serenaders is an important function of the serenade leader. Before leaving the practice area, the serenade leader should convey to the serenaders the anticipated movements of the serenade. Exit through the rear auditorium doors and split off to go to dorm end (weather permitting). Review the entrance and exit songs for both sets. Songs chosen for serenade entrance and exit must be well known to most serenaders to enable them to sing confidently while moving. The serenade leader should designate someone to be positioned at the entrance/exit to open the doors and start the movement on cue.

## **CANDLELIGHT WALK**

Weather permitting; the outside candlelight walk is extremely powerful. Serenaders should exit the dining room going out the Dorm hall exits (Some have found it helpful to have some exit through the foyer to speed the process). The candles should have been delivered by the Storeroom Chas to the Dorm Hallway and foyer doors prior to dinner. Line the sidewalks around the front of the building leading the serenaders to enter either the foyer doors or the doors nearest the Rollo room. In case of inclement weather, serenaders can line the foyer and interior hallway to the Auditorium. Once in the Auditorium, the serenaders should go to the outside walls and allow the candidates and team to proceed down the center isle and sit in the pews. When all are in the serenaders should exit out the rear doors. – NO CANDLES IF THE HALLWAYS ARE LINED INSIDE.

Although not necessary the following sequence might be helpful to those leading...keep in mind that times are approximate:

### **TYPICAL TDSETN SERENADE SEQUENCE**

5:00pm	Worship Cha’s assist Serenade Leaders with setup of systems (mic, instruments, etc.) in Dining Room and in Auditorium
5:30pm	Serenade Leaders practice in Auditorium; discuss prayer with Rector’s spouse
6:30pm	Serenaders arrive in Auditorium for practice and pick-up song sheets; dinner starts in Dining Room for team and candidates
6:45pm	Rector, Head Cha, Assistant Head Cha, Head Spiritual Director slip out of dinner to greet the serenaders in auditorium. Rover may observe from the back of the auditorium.

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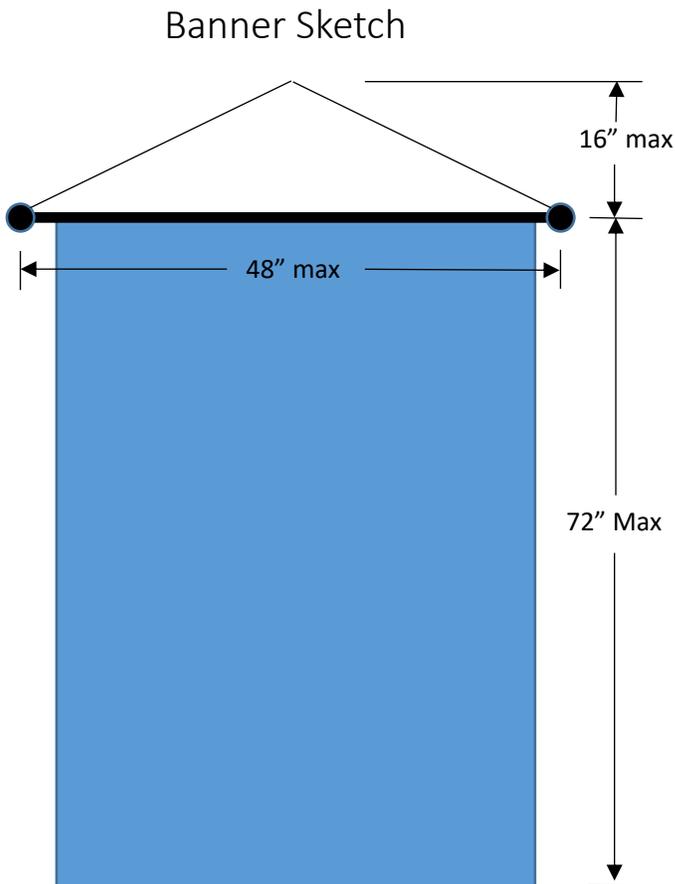
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6:50pm	Prayer Chas slip out of dinner and prepare to anoint Serenaders as they leave the Auditorium
7:00pm	Prayer Chas back to Dining Room. Serenaders are anointed as they leave Auditorium and enter the Dining Room singing, half from Dorm side and half from Rollo room side
	After completion of Song #1; Rector reads from script Remainder of songs for first half Exit/Re-entry
	Rector’s spouse prayer
	Blessing Song - “The Lord Bless Thee” - Number 6:24-26
	Blessing of the Candidates by Rector’s spouse
	Return to and complete the Blessing song
	The Weekend Theme Song is often inserted into this times slot
7:30pm	Exit singing
7:40pm	Candlelight Walk

## BANNER GUIDELINES

Banners for TDSETN are to be made with the following guidelines:

1. Banners should be weekend “theme” banners or banners of your choice.
2. Banners are to be no larger than four feet wide by six feet long (4’ x 6’).
3. Please mark in the back lower right corner with the Weekend # and Rector’s name.
4. The top rod or pole must be of a fixed length to keep it from sliding in when the banner is hung by the ropes. A curtain rod must be drilled and a screw affixed to keep the rod from moving.
5. Ropes must be fastened to the rod or finial where they will not be pulling against the banner, but pulling on the rod or pole.
6. Please give banners to the Palanca Chas at or before send-off
7. Remember that all banners become the property of Tres Dias of Southeast Tennessee.



Ropes must be attached to solid rod (drill and screw adjustable curtain rod to make it fixed, tape will not hold it), otherwise the ropes will slide in and deform the banner.

## THE ESSENTIALS OF TRES DIAS

(Published by Tres Dias International)

### 1.0 Preamble

The TRES DIAS Movement endeavors to bring Christians to a closer, more personal walk with their Lord Jesus Christ and encourage them to Christian leadership and Apostolic Action in their environments.

TRES DIAS is based on the principles, the method, and the teachings of the Roman Catholic Cursillo movement initially proposed by Eduardo Bonnin and his fellow Christians. Each candidate goes through three phases of the TRES DIAS movement: the pre-weekend, the three-day weekend<sup>1</sup> and the Fourth Day. TRES DIAS is a Christian ecumenical movement.

"The founders of the Cursillo movement saw a world of great need around them. They knew that the answer to the needs of the world had to be Christ and His Grace; but ... they saw Christians who did not live for Christ, and they saw a church that was ... ineffective and without life. They developed the Cursillo to meet part of this problem: to provide any part of the church which was ready to undertake the formation of Christian life with all the people it needed -- people who would have the deep dedication to Christ and to bringing all peoples to Him - - people who would undertake a regular program of formation in Christianity, and who would make their Christian life conscious and vital -- people who would understand how to be part of a unified apostolic effort."<sup>2</sup>

The main teaching of TRES DIAS is God's unqualified love for each of us through grace. It asks each member of the TRES DIAS community to grow in their personal piety, to study God's Word and other Christian writings and to express their love for Christ in Christian Apostolic Action.

These three aspects of Christian growth are stressed in the cloistered environment called, "the weekend." An invitation is issued during the weekend for each Pescadore to join a small group of his/her own choosing for continued support, prayer and encouragement.

In order to ensure consistency and stability within the TRES DIAS Movement, there must be certain essential aspects to which all TRES DIAS organizations conform. These Essentials fall into two categories: those which are quantitative and those which are qualitative in nature. It is the intent of TRES DIAS to use both of these categories as criteria for chartering local secretariats.

It should therefore be the policy of local secretariats to comply with these Essentials. Policies of local secretariats which deviate from these Essentials must be reviewed on an individual basis and are subject to the approval of TRES DIAS.

## **2.0. Essentials of the Movement**

### **1. TRES DIAS Is A Christian Movement.**

The ultimate objective of the TRES DIAS movement is to strengthen and extend the Body of Christ. No TRES DIAS organization shall change the teachings or practices of the TRES DIAS Movement to accommodate the participation of non-Christians.

For the purposes of these Essentials, "Christian" is intended to refer to those who are seeking a closer relationship with Jesus Christ as their Lord and Savior.

### **2. TRES DIAS Is A Christian Ecumenical Organization.**

All TRES DIAS organizations shall actively seek the participation of persons from all the Christian denominations in their environment.

All TRES DIAS organizations shall stress those things which the Christian denominations have in common and respect those things which are different. All TRES DIAS organizations have the duty and the authority to protect the TRES DIAS ecumenical structure.

### **3. Tres Dias is a Lay-led Movement. TRES DIAS is a lay-led organization; however, the active participation of the clergy is both essential and to be encouraged.**

### **4. TRES DIAS is a Non-Profit Movement.**

TRES DIAS organizations should pursue prudent fiscal policies. They shall avoid accumulating assets beyond what is required to carry out their part in the TRES DIAS Movement.

### **5. The TRES DIAS Movement Shall Not Assume the Role Of A Denomination**

TRES DIAS is not a church-substitute; rather, it encourages Christians to worship and serve in their home congregations, as leaders.

### **6. Tres Dias Is Not A Service Organization**

The TRES DIAS Movement encourages Pescadores to participate in "worthy projects." TRES DIAS organizations shall limit their activities to those related to carrying out the Tres Dias method.

## **3.0 The Essentials of the Tres Dias Method**

### **1. The three sequential phases of an individual's involvement shall be: The Pre-Weekend phase, The Weekend phase, and The Fourth Day phase.**

### **2. The object of the Pre-Weekend Phase is to prepare individuals for effective participation in the Weekend.**

### **3. The purpose of the Weekend, in terms of method, is to prepare individuals for effective participation in the Fourth Day.**

#### **3.1 The Essentials of the Pre-Weekend Phase**

1. That the candidate be sponsored for participation in all phases of the Tres Dias Movement, rather than just the Weekend.

2. That Candidates be sponsored by a member of a chartered Tres Dias community or similar community approved by TRES DIAS.

3. That candidates have a desire for a closer relationship with Jesus Christ as their Lord and Savior.

4. That candidates be accepted candidates from all Christian denominations.
5. That candidates be at least 21 years of age. However, if a local secretariat, using its best judgment, finds a sound and compelling reason (such as a spouse of a pescador, or military personnel), it OCCASIONALLY, on a case-by-case basis, may accept a candidate who is at least 18 years of age.
6. That candidates have not previously made a Tres Dias Weekend or a similar experience recognized as equivalent by TRES DIAS.

### **3.2 The Essentials of the Weekend Phase**

1. The weekend has the following characteristics:
  - A. It is a weekend of living in Christian community involving a combination of carefully developed activities and teachings which are meant to lead to a fuller personal commitment to Christ.
  - B. It embodies personal witness, but is not a revival meeting.
  - C. It employs group dynamics, but it is neither sensitivity training nor group therapy.
  - D. It employs theological instruction that encourages the candidate to study his/her own Christian beliefs, but it is not a course in doctrine.
  - E. It includes a period of silent introspection, but it is not a retreat.
  - F. It is a renewal experience for Christians and is not necessarily a conversion experience.
  - G. It asks for basic faith, openness and seeking attitude on the part of the Candidate, but involves a great amount of dedication, prayer and careful planning on the part of the team.
  - H. It is an encounter with the Holy Spirit. However, TRES DIAS is not a “charismatic” movement.
  - I. The Weekend is a tool of God, not an end in itself. The weekend will not produce a permanent effect without Fourth Day activity.
2. The Spiritual Directors should be qualified to teach and counsel in spiritual matters.
3. At least one of the Spiritual Directors on the Weekend should be ordained and be authorized to regularly celebrate Holy Communion by his/her denomination. For the purposes of these Essentials, "clergy" is intended to refer to those persons qualified to serve as Spiritual Directors.
4. That men and women attend separate Weekends. The Spiritual Directors are exempted.
5. Team members represent a spectrum of Christian denominations.
6. That team members have previously made either a TRES DIAS Weekend or a similar experience recognized by TRES DIAS.
7. That the Rector must be a layperson and be responsible for all aspects of the Weekend, under the authority of the local sponsoring Secretariat.
8. That the team meets prior to the weekend to: promote community, receive instruction on the dynamics and critiques ALL Rollos.

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9. That the TRES DIAS weekend be an intensive three-day program lasting approximately 72 continuous hours.
10. That the team and Candidates live in a cloistered environment for the entire Weekend.
11. That lay-talks may not be given by clergy, and Spiritual Director talks may not be given by a lay person.
12. That the Weekend begins in the evening with the following agenda:
  - Introduction given by the Rector
  - Start silent retreat to end after chapel the next morning
  - **Know Thyself** meditation, given by clergy
  - **Prodigal Son** meditation, (or alternatively, or a women’s weekend, the Hosea-Gomer account as recorded in Hosea 1—3, or the account of the woman caught in adultery, as recorded in John 8:1-11) given by clergy
13. That the first day of the Weekend will have the following agenda:
  - **The Three Glances of Christ** meditation given by clergy
  - The **Ideals** Rollo, given by a lay person
  - The **Grace** Rollo, given by clergy
  - The **Church** Rollo given by a lay person
  - The **Holy Spirit** Rollo, given by clergy
  - The **Piety Rollo**, given by a lay person
14. That the second day of the Weekend will have the following agenda:
  - The **Figure of Christ** meditation, given by clergy
  - The **Study** Rollo, given by a lay person
  - The **Sacred Moments of Grace** Rollo given by clergy, followed by Holy Communion
  - The **Action** Rollo, given by a lay person
  - The **Obstacles to Grace** Rollo, given by clergy
  - The **Leaders Rollo**, given by a lay person
15. That Chapel visits by each table occur the afternoon of the second day.
16. That the third day of the Weekend will have the following agenda:
  - **Christ’s Message to the Pescadores** meditation given by clergy
  - The **Environments** Rollo, given by a lay person
  - The **Life in Grace** Rollo, given by clergy
  - The **Christian Community In Action** Rollo, given by a lay person
  - The **Reunion Groups** Rollo, given by a lay person
  - The **Living The Fourth Day** Rollo, given by a lay person
  - The Apostolic Hour
  - The Closing
17. That chapel visits by each table occur the third day, preferably in the morning.
18. That table discussions follow each Rollo **except** the Fourth Day.
19. That all Rollos and meditations follow the dynamics and outlines authorized by TRES DIAS.
20. That the team and Candidates have the opportunity to celebrate Holy Communion each full day of the Weekend.

21. That a diversity of environments and viewpoints must be attempted in planning the Weekend itself and in forming the tables.
22. That the freedom of self-determination of each candidate be respected.
23. That the lay Rollos be informal talks of a witnessing or sharing nature.
24. That a friendly, creative Christian environment must be developed and fostered during the TRES DIAS weekend, as opposed to a coercive or manipulative environment.
25. That the schedule allow time for informal personal contact among the team and Candidates.
26. That the Closing be as well prepared as other activities of the Weekend.
27. The sponsoring Secretariat encourages the community to participate in the weekend through spiritual and service Palanca.

### **3.3 The Essentials of the Fourth Day Phase**

The Pre-Weekend and Weekend phases are only a prelude to each individual's Fourth Day.

1. Reunion Groups
  - a. That local Secretariat encourages Pescadores to participate in Reunion Groups.
  - b. That local Secretariat utilizes the form of Reunion Group known as the "Working Reunion Group" to carry out the activities of the Tres Dias Movement.
2. Secuelas
  - a. That local Secretariat sponsor regularly scheduled Secuelas; preferably at least once each month.
  - b. That each Secuela include an opportunity for Pescadores to participate in the form of Reunion Group known as the "Floating Reunion Group."
  - c. That each Secuela includes a "Fourth Day Talk".

### **4.0 The Essentials of the Local Secretariat Organization**

The function of the local Secretariat is to conduct an effective program in accordance with the Tres Dias Method. Each local Secretariat must have a document, approved by its membership, describing its structure and operating procedures. The members of a local Secretariat must have completed a TRES Dias weekend or a similar experience recognized by Tres Dias. All Pescadores of the TRES DIAS community whom the local Secretariat claims to represent must be eligible to serve as voting members and officers of the secretariat, providing they agree to meet, uphold and follow the qualifications as outlined in the local community's Constitution and By-laws. The local Secretariat have a plan for the periodic election of new members. The local Secretariat must be the sole sponsor of a Tres Dias Weekend held in its community. Each local Secretariat must sponsor at least two (2) TRES DIAS Weekends each year. For the purposes of chartering, this requirement may be waived by TRES DIAS.

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<sup>1</sup> Although the three-days are referred to as "The Weekend" the three days of the "Tres Dias Weekend" need not include Saturday and/or Sunday. The "TRES DIAS Weekend" may be held on any three consecutive days of the week.

<sup>2</sup> Adapted from TRES DIAS, NOTES ON METHOD, STRUCTURE AND DYNAMIC March 1974.

*THE ESSENTIALS OF TRES DIAS*

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## THE RELATIONSHIP OF THE TALKS

(Excerpted from "Tres Dias Guide for Team Members" published by Tres Dias International)

The relationship of the talks given on a Tres Dias is both important and unique. To a large degree, the talks present the message and form the character of the Weekend. Given by persons from various denominations and congregations, they also help to give an ecumenical flavor to a Tres Dias Weekend. Most important, the talks help stir in one's mind, questions to ponder during table discussions and often, even into their Fourth Day.

There are three types of talks presented during a Tres Dias:

Five Clergy Meditations:

KNOW YOURSELF  
THE PRODIGAL SON  
THE THREE GLANCES OF CHRIST  
THE FIGURE OF CHRIST  
CHRIST'S MESSAGE TO THE PESCADORE

Five Clergy Rollos:

GRACE  
THE HOLY SPIRIT  
SACRED MOMENTS OF GRACE  
OBSTACLES TO GRACE  
LIFE IN GRACE

Ten Lay rollos:

IDEALS  
THE CHURCH  
PIETY  
STUDY  
ACTION  
LEADERS  
ENVIRONMENTS  
CHRISTIAN COMMUNITY IN ACTION  
REUNION GROUPS  
LIVING THE FOURTH DAY

The inter-relationship of these talks is a key to the dynamics of the three days. Their progression prepares the candidates for their Fourth Day. Tres Dias recognizes this importance and prescribes the order and content of the talks in *"The Tres Dias Essentials"*. These "... Essentials", differentiate between the lay and clergy talks. In reality, it is as though there is only one talk given during the Tres Dias, which is divided into twenty segments: some are meditations (5) and some are Rollos (15). They build upon each other.

The following observations can be made when studying the relationship of the talks given within the Tres Dias:

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- There are an equal number of lay rollos and clergy rollos and meditations;
- On the whole, lay and clergy talks alternate with each other;
- The first talk of each day is a clergy meditation, announcing the theme of the day;
- The last talk of each day is a lay rollo given by a rollista whose life is a witness to the message.

Tres Dias is a cooperative ministry between laity and clergy and shows that this relationship can work on the Weekend and in the Fourth Day. On the first evening, the meditations indicate the direction for the whole Tres Dias experience. Each morning of the three days, a meditation presents the direction for that day.

### TALKS OF THE FIRST EVENING

The first evening contains two meditations which are given by clergy. For the candidates, this is a time of transition from a busy world into the Weekend. It is a time for introspection. It is the threshold to the pilgrimage. The theme of the Weekend is announced in the two meditations: *KNOW YOURSELF* and *THE PRODIGAL SON*.

*KNOW YOURSELF* invites the candidates to take a candid look at themselves. This meditation invites them to "come to themselves" to identify their potential and their limitations.

*THE PRODIGAL SON* meditation assures the candidates that, just as the father in the parable loves his two sons, God loves each one of us. He comes toward us with open arms to greet us. In fact, He expects us and has a feast ready for us. (As an option on a Women's Weekend, the Hosea - Gomer story [Hosea 1-3], or the woman taken in adultery [John 8: 1-11] may be used.)

### THE TALKS OF THE THREE DAYS

Each day begins with a meditation, given by clergy, which presents the direction of the day. All rollos for the remainder of the day pursue that direction. The final rollo is given by a lay team member who has made the message of that day a personal living testimony of living the Christian faith. This rollista demonstrates that the message is worthy and workable.

### THE TALKS OF THE FIRST DAY

The talks of the first day begin the alternating pattern of lay and clergy presentations, starting with the morning meditation, *THE THREE GLANCES OF CHRIST*, given by clergy. This meditation begins the transition from introspection to a proclamation of Christ. Its message is simple. In the Gospels, three people met Jesus during His ministry and each responded to that meeting in a unique way. On this first day of the Tres Dias, Christ is revealed to the candidates.

The first rollo, *IDEALS*, challenges the candidates to think about their own habits and life situations and prepares the way for the rest of the day - - - and even the rest of the Weekend. Because ideals are basic to life and give direction to our very existence, we need to know what they are. The candidates are left to consider the question: "What are my ideals?" They are also told how they might learn the answer (by contemplating the four questions regarding time, talents, treasures and thoughts).

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The second rollo is **GRACE**. Grace is the reality which makes the love of God in Jesus Christ tangible and experiential. Grace provides a bridge by which a Christian answer can be given to the questions raised in the **IDEALS** rollo. It provides a foundation for the rest of the rollos. These rollos clarify for the candidates that God's gracious offer to us in Jesus Christ can be received personally. When the invitation is issued and the heart is receptive, then a life in grace may begin.

The third rollo speaks to **THE CHURCH**, the assembly of men and women, in all times and places, who are awakening to God's grace in Jesus Christ. We are the church, the people of God. The church is Christ's men and women, laity and clergy working in partnership, who respond to the call of God to live together in grace. The mission of the community is to be active in the world for Jesus' sake.

**THE HOLY SPIRIT** is the fourth rollo. This rollo teaches that God empowers the church to fulfill its mission. The Holy Spirit brings the church into being, provides the gift of faith, and calls individuals into the church. The Holy Spirit lives in the hearts of believers, guiding, comforting, and strengthening those who have received Jesus Christ into their lives. It is The Holy Spirit who provides the gifts for building up the Body of Christ and for telling the world about God's love. **PALANCA** is introduced during or at the conclusion of this rollo.

What are the results of accepting Christ, of freely receiving God's grace and the gift of faith, and of being empowered by God's Spirit in the fellowship of the church? The fifth rollo, **PIETY**, presents an answer. Piety manifests Christian qualities of life which are Christ-likeness, gratitude, freedom, and maturity. It is a life in grace. This rollo aims to awaken in the candidates, a desire to know Christ better, as they submit their weakness to His strength. It should also clearly present answers to the questions raised in the first rollo of the day, **IDEALS**. More specifically, it should make clear that for the Christian, there are not multiple ideals, but **one** ideal; and that ideal is that a person must focus his/her life totally and completely toward God!

### THE TALKS OF THE SECOND DAY

The pattern of talks begun on the first day is continued on the second day: an alternation of talks by clergy and laity. It begins with a morning meditation on **THE FIGURE OF CHRIST** and includes a recitation of Psalms and prayers from the *Pilgrim's Guide*. This meditation opens the theme of conversion for the day: after we meet and accept Christ in faith, how do we obey Him?

The rollos of the second day, starting with the **STUDY** rollo, show the way. The candidates are taught that we can come to know, trust and obey God in Christ through the written and spoken word of the Bible. Other insights preserved in the writings of Christian men and women throughout the centuries are also available for our study. In addition, certain modern media are mentioned, which assist us in our Christian study. With prayer as our guide, and through the power of the Holy Spirit, these study aids will teach us to not only know Christ, but to know Him better and want to follow Him.

Reading and study, however, are only part of the answer. We also come to know God in Christ through various other methods which **He** has chosen and provided. In Tres Dias, we refer to them as: **SACRED MOMENTS OF GRACE**. These acts and/or events are

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known in various traditions as Sacraments, Ordinances, Covenants, Church Rites, Means of Grace, and Signs of Grace. In some traditions, they are not even named; nevertheless, most of them are practiced in the various denominations and churches. This clergy rollo presents these *acts of God* as visible signs of God's presence and power and as a means of grace for our journey from our birth to our physical death. A worship service including the celebration of Holy Communion is conducted during or following this rollo.

The **ACTION** rollo states the truth that we learn to know Christ through the loving acts of His people. This rollo speaks of "**making a friend, being a friend and bringing our friend to Christ**". If those listening to this rollo remember nothing else, it is hoped that it would be that phrase. The Holy Spirit leads us in ways that help us bear witness to our faith. Examples are given of how the rollista has influenced others, and how the rollista has been challenged, converted and strengthened by such Christ-directed actions.

There are forces which interfere with or distort our relationship with God. These are discussed in the fourth rollo of the day, **OBSTACLES TO GRACE**. What obstacles hinder the Christian from reaching maturity? They tempt and cause us to stumble every day; they are around and within us. This rollo uncovers some of them so they may be recognized. It also teaches how, with God's help, these obstacles can be overcome.

The final rollo of the second day is **LEADERS**, an expression of our Baptism into Christ. The rollista exemplifies the message of the day. The rollista is familiar with Scripture, and actively involved in living a holy life (Co!. 3: 1-25). The speaker testifies of a living faith and reveals that each person who accepts God's call is a leader. We are ALL called to be leaders for Christ. Each bears witness to the presence of Christ in their life. The rollo discusses the qualities of a Christian leader. **PIETY**, and the whole of the first day, focused on one's relationship to God. **LEADERS**, and the second day, develops this relationship and stresses how the candidates can come to know Christ better - - and then share Him with others.

### THE TALKS OF THE THIRD DAY

The third day, as each of the two previous days, begins with a meditation, **CHRIST'S MESSAGE TO THE PESCADORE**, which sets the course for the day. The message is that He has called each of us to be followers and to be His leaders in all areas of our daily lives. We are to join in Christ's suffering for the world through self-denial - - - for the sake of the Risen Christ. It requires working in the Christian community.

The first rollo of the third day concerns the several **ENVIRONMENTS** of a Christian. It observes that if Christians are to be effective in bearing witness to Christ, they must understand the world in which they live. They should be a positive influence, seeking out individuals to befriend with whom they can share Christ. One way to transform our environment is through person-to-person contacts, in whatever environment we are situated. This work is done with patience, perseverance, prayer and through the power of the Holy Spirit.

The last clergy rollo of the three days is **LIFE IN GRACE**. It presents the key ways for a Christian to keep in touch with Christ. In addition to the experience of the Weekend, it offers a practical program of spiritual growth. Study of the Bible, prayer, and frequently availing oneself of Holy Communion are primary means for sustaining the life in grace. A

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life in grace is maintained through finding peace, purpose and power in Christ. The Spiritual Director's own reflections of the Weekend and his personal testimony may be given in this rollo.

The next rollo is **CHRISTIAN COMMUNITY IN ACTION**. This rollo further develops the implications of the *A CTION* rollo, which dealt with actions of individuals. This rollo deals with community action, both in its inner life and outer witness. First, there are some projects so massive (large crusades, for example) they can only be done by, or within, a Christian community. Second, it is important for the spiritual growth of each individual, that they receive training and equipping from the Christian community. The rollo discusses how the Christian community nurtures, trains and equips its members and thereby provides spiritual nourishment for itself. Its conclusion: the Christian community, with Christ as its Head, is always greater than the sum of its parts.

**REUNION GROUPS** first presents a brief summary of the previous rollos of the Weekend. It is recommended that this recap be given word for word from item 1. A. of the *"Commentary on the Outline"*, in order to be concise and consistent regarding the message of each rollo. It emphasizes the need to remain in community. Whereas the previous two rollos speak about community in the larger sense of the church, this rollo presents the need for candidates to receive nurture from, and to be active in, a small group. It explains the elements of a successful reunion group, as well as the dynamics of reunion groups. It also introduces the Secuela. This rollo presents reunion groups as a powerful method for helping to sustain a Christian life. Also helpful is to reinforce the message of the **ACTION** rollo ("**Make a Friend, Be a Friend and Bring a Friend to Christ**"), considering that the reunion group is a good place to bring unsaved persons and/or other potential future candidates for a Tres Dias.

As with the last rollo of each of the previous days, the **LIVING THE FOURTH DAY** rollo, given by the rector, gathers up the message of the day. Because this is the last rollo of the three days, the rector seeks to exemplify not only the message of the day, but also of the whole Weekend. The rollo presents the Fourth Day as the rest of the Christian's life. It sets forth the need and the ways to be constantly attuned to Christ's spirit and will. The underlying tone of the rollo is to persevere.

Further, the rollista speaks about how things in the outside world have not changed much from what they were when the candidates left their home and/or work on the first evening of the Weekend. The candidates are reminded to be considerate of those whom they left behind when coming to the Weekend, and not to demonstrate unusual exuberance. In many communities, on a men's Weekend, the spouse of the rector joins the rector at the conclusion of his rollo to offer a brief (five minutes or less) sharing about re-entry back into the world he left on the first evening. (In some communities, the spouse is asked to speak on both men's and women's Weekends about re-entering the world the candidates left on the first evening).

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## SUMMARY

The candidates, in reality, have been presented with one talk - given in twenty segments. They have been invited to look at themselves and see who they are. They have also been reassured: No matter where they are or how far they have wandered, God is there with open arms, welcoming them back.

They have been told that being human is to have ideals; and living a life in grace, focused totally and completely toward God, is the ***Christian ideal***. They have been told that all who have received Jesus Christ as Lord and Savior and who seek this life in grace are members of His Church; furthermore, that we are led by the Holy Spirit in that quest. They have been challenged by people who are earnestly seeking to live a life in grace.

Once we desire to live a life in grace, there arises an equally strong desire to know Christ better. We are urged to seek Him in the Scriptures, in the frequent reception of Holy Communion, and in the actions of our fellow Christian brothers and sisters. When we make this search an active part of our lives and begin to suffer through obstacles to grace, we are developing into leaders for Christ.

We are becoming effective leaders for Christ as we understand the environments in which we live. This understanding is deepened by a devotion to God and by constant contact with fellow Christians. In this way, we mature spiritually and grow in grace during our life-long Fourth Day.

## THE SPIRITUAL DIRECTOR FOR THE TRES DIAS WEEKEND

(Excerpted from “Tres Dias Guide for Team Members” published by Tres Dias International)

### INTRODUCTION

Grace and peace to you in the name of Jesus Christ our Lord.

Each Tres Dias Weekend is different and unique. Expect to be blessed. You will receive more than you give, thanks to the all-encompassing work of the Holy Spirit. Those who have previously served as a spiritual director are aware that this is a lay-led Weekend. Your role does not include management of the Weekend.

Whether this Weekend as a spiritual director is your first, fifth, tenth or more, please find a quiet time and place to read completely, “**The Essentials of Tres Dias**” and **this guide**. It is important to know and to recall how the whole Weekend fits together in plan, in preparation, and in person. It is also important to understand the sections on: “*How to Prepare a Rollo (and a Meditation)*”, and on “*The Relationship of the Talks*” (to see how the lay and clergy rollos build upon each other and how each day builds upon the one just past).

### WHAT IS A SPIRITUAL DIRECTOR?

Whenever you accept an invitation to serve on a team, it is also an invitation to ponder more deeply who a spiritual director is and what one does. There are several ways and means to do so:

- Examine with the rector, what the rector understands the role of the spiritual director to be, and what the rector expects of the spiritual director, both during the pre-weekend preparation and while at the Weekend;
- Confer with the other spiritual director with whom you are serving to learn what the co-director believes are the key ministries for the Weekend and how the duties of the Weekend will be shared;
- Listen to the expectations and needs of the team during the weeks of preparation;
- Seek through introspection and prayer, to discern among your own spiritual convictions; your own spiritual gifts; your own personality traits; your own church traditions (e.g., evangelical, confessional, reformed, liturgical, charismatic, etc.); your own teaching, preaching, pastoral and liturgical experiences.

A Tres Dias spiritual director has the opportunity to apply the Scriptures and church teachings to the personal stories of the team and candidates. The spiritual director’s interpretation and application of Scriptures, anecdotes, Gospel parables and particular life purposes can be done in:

- Public reading of the Scriptures;
- Meditations, storytelling and parables;
- Teaching/witnessing rollos;
- Prayers;
- Personal conferences and private conversations;
- Leading the worship services/liturgies and proclaiming the Good News;
- Singing; and,

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➤ Silence.

During the Weekend, a basic ministry of the spiritual director is to keep observing and pointing out *life-changing and eye-opening* connections between the Scriptures and peoples' lives. Spiritual direction is exciting and exacting. Such a ministry requires the complete attention of the spiritual director to each person and each situation. Spiritual direction involves the understanding and application of Scripture into here-and-now situations of a Christian's life.

In the field of Biblical studies, many great books have been written during the past two centuries relating to the art and science of interpreting the Scriptures (hermeneutics), and applying the knowledge to the lives of Christians. Every practicing pastor should be familiar with these studies for the sake of parish work and preaching the Gospel.

A key book for interpreting the basic spiritual message of grace for our Weekend is the masterwork by the Dutch theologian, Edward Schillebeeckx: *"Christ: The Experience of Jesus as Lord"* (Seabury, 1980). The heart of this theological and biblical textbook is *"Part II, New Testament Theology of the Experience of Grace"*.

Additional Resource materials include:

Robert Alter, *The Art of Biblical Narrative*, (Basic Books)  
James Breech, *The Silence of Jesus*, (Fortress)  
Walter Brueggemann, *The Prophetic Imagination*, (Fortress)  
Donald Capps, *Life Cycle Theory and Pastoral Care*, (Fortress)  
Carlo Carretto, *I Sought and I Found*, (Orbis Books)  
Fred Craddock, *Overhearing the Gospel: Preaching and Teaching the Faith to Persons Who Have Already Heard*, (Abingdon)  
Fred Craddock, *As One Without Authority*, (Abingdon)  
John Crossan, *In Parables*, (Harper)  
Robert Funk, *Parables and Presence*, (Fortress)  
Reuben Job and Norman Shawchuck, *A Guide to Prayer for Minister and Other Servants*, (Upper Room)  
Alan Jones, *Exploring Spiritual Direction: An Essay on Christian Friendship*, (Seabury)  
Frank Kermode, *The Genesis of Secrecy: On the Interpretation of Narrative*, (Harvard)  
Henri Nouwen, *Wounded Healer*, (Doubleday)  
Thomas Oden, *Pastoral Theology, Essentials of Ministry*, (Harper)  
Parker Palmer, *To Know As We Are Known/A Spirituality of Education* (Harper & Rowe)  
Norman Perrin, *Jesus and the Language of the Kingdom*, (Fortress)  
Letty Russell, Ed., *The Liberating Word*, (Westminster)  
Edward Schillebeeckx, *God is New Each Moment*, (Seabury)  
Robert Wilken, *The Myth of Christian Beginnings*, (Notre Dame)  
*The Classics of Western Spirituality. A Library of Great Spiritual Masters*, (Paulist Press)

### **SPIRITUAL DIRECTORS AND RECTOR**

The rector is the *administrative leader* for the Weekend. The Rector may submit one name to the Secretariat Spiritual Director as his/her choice for a Spiritual Director for their weekend. Once the Secretariat Spiritual Director has chosen the spiritual directors, it is highly desirable that all confer and pray together, perhaps at a meal, at least once before the team meetings begin. Clergy are busy and preoccupied. They need such a

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meeting for their own preparation. During such a meeting:

- The spiritual directors and rector can explore each other's personalities and spiritualities in a *deeper and current way*, even if they already know each other and perhaps previously have worked together on Weekends or are pastor and parishioner.
- They each need to explore candidly, their notions of ecclesial and liturgical propriety: what are the priorities and parameters which count on the Weekend. They can discuss which liturgies to use and how to do them, , their common approach to charismatic energies and behavior, etc. Agreement on all details is not essential, so long as the spiritual directors and the rector show they will, in Christ's love, put the other first.
- The spiritual directors must confirm their absolute availability to and support for the rector on the Weekend; that they are ready to listen and counsel in confidence on issues and discretionary differences that invariably arise in preparation and on the Weekend. It will be the little courtesy that makes the big difference on the Weekend. For example:
  - a) The spiritual directors letting the rector know promptly when an unexpected change in a schedule prevents one of them from attending a regular meeting. They need to keep in touch, and never take anything for granted from when the rector first calls, to the final team critique. They will want to model the grace and love (the spiritual direction) which the team and candidates will claim from their rector and spiritual directors; and,
  - b) The spiritual directors agreeing with the rector that one of the directors will always be "*on duty*" in the rollo room, if the other needs to work on a rollo, counsel with a candidate or team member, or have rest and privacy for a time.

### **SPIRITUAL DIRECTOR WITH SPIRITUAL DIRECTOR**

As already indicated, the spiritual directors should meet together more than once during the team preparation period. Even if they are acquainted and have done Weekends together, there are practical matters to attend to: mutual and fair agreement upon the division of the five clergy rollos and the five meditations. Each should encourage the other to do rollos and meditations they have not done previously. Pressing schedules or emergencies during the preparation period may require adjustment of commitments and editing of a previously given rollo; such should not be routine. Each Weekend is different; one way for spiritual directors to sense the difference is to accept the discipline of writing and giving new rollos.

The spiritual directors may divide or dialog the long, but crucial teaching rollo named "*Sacred Moments of Grace*". This rollo needs to be a balance between doctrine and witness. While a local decision, this rollo best demonstrates the inter-denominational character of the Weekend and is most effective when the rollo is divided between two spiritual directors, especially if one spiritual director is from a liturgical tradition and the other from a non-liturgical tradition. This demonstrates that Christians having very different backgrounds can unite on the basic teachings of the church, whether or not they agree in many respects on doctrine. A worship service with Holy Communion is celebrated during or at the end of this rollo and the abrazo explained and demonstrated by the two spiritual directors.

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Tres Dias is an inter-denominational adventure. It presents exceptional opportunities for clergy of different traditions to work together on a Weekend. It is a Weekend which gathers Christians from a number of denominations and churches. Such variety may be described as *de colores Christianity*. It is Christian faith practiced in the many bright colors of God's love and various church traditions:

- By their relationships with each other;
- By their teaching;
- By their celebrating the liturgies; and,
- By their spiritual direction.

It is the spiritual directors' responsibility to model how unity in Christ can be exemplified under the Holy Spirit's direction.

At the same time, they can demonstrate respect and care for workaday divisions and different practices and doctrines among team and candidates. These distinctions must not be glossed over or underestimated. How attentive the spiritual directors are to these distinctions will be a public sign of their Christian maturity.

For the sake of community-building on the Weekend, it is vital that spiritual directors, especially when they are from different church traditions and different kinds of pastoral experience, take the time to learn about each other's *understanding of spiritual direction and of each other's practice of liturgies/worship services (including The Eucharist/Holy Communion/The Lord's Supper)*.

Persons from one denomination should not take for granted they know about another's beliefs and practices. These divergences are venerable and important. In the Weekend's exuberance and enthusiasm, they should not be discounted and certainly not be ignored. The spiritual directors must take the lead in demonstrating respect and Christian love for those of the various denominations/non-denominations, despite the fact that they may have disagreements regarding some of the doctrines of other denominations/churches.

What one participant on the Weekend may treat as a matter of indifference may for another be offensive, if not scandalous. Grace notices these things. Remember that on any given Weekend, there are invariably some who have never received Holy Communion, except from their own church's clergy, (or possibly not at all). Also, they may have been instructed that it is Scripturally wrong to receive Holy Communion outside of their own denomination - - - or even outside their own congregation.

On the other hand, there may be some whose denominations do not recognize Holy Communion as a sacrament or as a church ordinance. Others celebrate Holy Communion every Sunday as a central and climatic act of worship.

For the sake of good order, and for most, the essence of a valid Communion, *every worship service where Holy Communion is celebrated must have at least one of those presiding at the Lord's table to be a duly ordained clergy from a denomination/church*. Spiritual directors must not be careless or unceremonious about conducting the worship services. For these and other reasons, the spiritual directors **must**:

- Together with the rector, choose the liturgical texts (Order of Worship);
- Work with the music director on the choice and placing of songs during the worship service;

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- Review and rehearse how they will preside at the worship service, i.e. unison, concelebrate, alternate, etc.;
- Decide how distribution of the elements is to be done at each of the three liturgies (worship services);
- Consider if, when and how to use intinction;
- Decide if and when to ask the laity to participate in passing the cup (if that is done in your local community); and,
- Agree if they will or will not wear vestments (clerical clothing) for any worship service.

Increasingly, many communities offer both wine and grape juice as elements, in recognition that people will be in attendance at the Weekend from traditions where **only** one or the other is used. It demonstrates Christian charity, care and inclusiveness, when the element (wine or grape juice) is available that the candidates and team members are accustomed to receiving in their own church.

Out of respect for those who believe in the "*Real Presence*" of Jesus' Body and Blood in, with and under the bread and wine (grape juice), spiritual directors should dispose of (or supervise the disposal of) the leftover elements in a respectful fashion. Many people would be offended, even devastated, and some might want to leave the Weekend, if they were to see or know that any leftover elements (which had been consecrated/blessed) were thrown in the garbage, poured down a sink (where they would end up in a sewer) or fed to animals. The basis for this concern is Jesus' words as recorded in Matt. 26:20, Mark 14:22-24, Luke 22:19, and 1 Corin. 11:24, where without qualification, Jesus' spoke: "Take eat, this is my body". While unable to fully comprehend His statement, many people accept Christ's words on faith, simply because Jesus spoke them so clearly. Therefore, being sensitive to the belief of others, disposal of leftover elements might best be accomplished by using them at a subsequent worship service, consuming them, or if that is not practical, by returning the wine and/or grape juice to the ground (from whence it came) and by burying the bread. Recognizing that this belief is not held by all Christians, it is nevertheless being considerate of others when a stumbling block is not placed before them (I Corin. 11: 23-33), but rather, the scruples or faith of others is remembered, honored and even granted precedence on the Weekend.

How the spiritual directors work together, how they celebrate the worship services and how they serve Holy Communion will be one of the key witnesses to God's grace and presence of the Holy Spirit on the Weekend. The following books may prove helpful to you in this area:

Regis Duffy, *Real Presence: Worship, Sacraments, and Commitment*. (Harper)  
Ernest Fielder & R. Benjamin Garrison, *The Sacraments: An Experiment in Ecumenical Honesty*, (Abingdon)  
Cheslyn Jones, Geoffrey Wainwright & Edward Yarnold, *The Study of Liturgy* (Oxford)  
John Robinson, *Liturgy Coming to Life*, (Westminster)  
Alexander Schmemmann, *Introduction to Liturgical Theology*, (Faith Press)  
Brad Thompson, *The Liturgies of the Western World*, (World)  
Max Thurian, *The Eucharistic Memorial, I & II*, (John Knox Press)  
James White, *Introduction to Christian Worship*, (Abingdon)  
James White, *Sacraments as God's Self Giving*, (Abingdon)  
At the Lord's Table, *A Common Service Book for Use by the Minister* (Abingdon)  
*Lutheran Book of Worship*, (Augsburg and Fortress)  
*Lutheran Worship* (Concordia Publishing)

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*The Lutheran Hymnal* (Concordia Publishing)  
*The Book of Common Prayer*, 1979 (Church Publishing Inc.)  
*The Westminster Dictionary of Worship* (Westminster)

## THE SPIRITUAL DIRECTOR AND TEAM

Emergencies in a pastor's schedule frequently arise. Nonetheless, the highest priority should be given by the spiritual directors to attending *all* team meetings. Spiritual direction requires cumulative person-to-person contact with all team members. Spiritual directors should not be peripheral or passive participants in the preparation for a Weekend. Weekly, they should be praying for each team member and for the gift and growth of Christian community.

The spiritual directors have basic tasks with the:

- Chas; preparing the Lord's Table for Holy Communion and assuring prayer palanca is available for *THE HOLY SPIRIT* rollo;
- Worship Cha; selection and liturgical use of music during Holy Communion;
- Table leaders; keeping in direct touch with the candidates' questions and attitudes and being available for any counseling needs identified; and,
- Rollistas; supporting them during their rollo critique and its Weekend presentation.

In a larger view, they are expected to fellowship with the team members, getting to know each in a personal way, and facilitating a network of trust and love among a forming community for the Weekend.

The spiritual directors should make time to hear some of the personal stories and Christian experiences of the team members, to encourage trust, and to offer counsel and direction, as appropriate, during the weeks of preparation and on the Weekend itself.

The spiritual directors can be a leavening influence during the rollo critiques; teaching Scripture, supporting the rollista, and influencing the anxious and dogmatic alike with grace and humor. Although the Tres Dias Weekend preparation and the Weekend itself may seem to encompass many "*givens*", the spiritual directors must make those "*givens*" seem accommodating, graceful and flexible in the Spirit of Christ.

## SPIRITUAL DIRECTORS AND CANDIDATES

The Spiritual Directors **MUST** learn about each candidate before the Weekend. By the first evening of the Weekend, if not before, the spiritual directors should carefully read and pray over each candidate's application, perhaps keeping a pastor's pocket notebook of perceptions to aid their memory and spiritual direction during the Weekend.

Candidates with known serious diseases are not admitted on the Weekend. Many candidates, however, have both physical and spiritual needs that the spiritual director may be able to address by gleaning from the applications and ongoing conversations with the rector and team members. Such intuitions can influence how a spiritual director may present some teaching in a rollo or as a guide during a personal conversation.

Candidates invariably transition through several moods and attitudes in the course of a Weekend. Men and women will often react and respond differently. The spiritual

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directors can encourage table leaders and other team members to share their perceptions, both for the sake of lightheartedness and for the spiritual directors to keep in touch with the dynamics of the Weekend and the candidates' receptivity.

Friendship, in a root sense, means letting people be *free* to be themselves; so the spiritual director must be alert to unintended or well-meaning manipulation or coercion going on among team and candidates, especially in areas of doctrine and practice, e.g. prayer styles. The spiritual directors must also guard against their own temptations to apply authority abruptly or direction prematurely.

When a spiritual director sees or is notified of particular candidates' questions or attitude, the director can take the initiative to get in touch; as a listener, an encourager and the bearer of good news.

The spiritual directors, with the concurrence of the rector, can announce that they are happy to receive table referrals of discussions or questions that might arise at the tables or during table chapel visits.

### **SPIRUAL DIRECTOR AS TEACHER**

Tres Dias is a teaching Weekend modeled after *Cursillo de Cristiandad* (short course in Christianity). The spiritual director is a teacher and a witness, i.e. evangelist. The instruction in the rollos, for example, is for the listeners' spiritual formation, conversion and perfection (fulfillment: *teleiotes*: Greek). The witness in the rollos is the spiritual director's own testimony to personal formation and growth in the Christian life. The teaching is not simply communicating information about the gospel; it is an existential bearing witness to the grace of Christ and to the evidences of the Holy Spirit in the midst of the Weekend community of Christians. It is making connections between the team and the candidates' self-understanding and God's promises and plans for their lives. It is announcing God's deeds and words so *specifically*, that ears are opened and hearts awakened. It is relating guilt to grace; the given to the forgiving; the un-accepting to the accepted; the *encircling gloom* to the Holy Spirit's light and leading

Teaching and witnessing occurs in many ways besides the rollos and meditations. The liturgies (translation: work of the people) are teaching and witnessing *in action*. Teaching and witnessing are also happening in singing, praying, conversation and silence. On the Weekend, *all teaching is for the sake of spiritual direction*.

All spiritual direction is for the sake of:

- Formation MORPHOO: "until Christ is formed in you" (Gal. 4: 19)
- Conversion METANOEEO: "Repent and believe the good news!" (Mark 1: 15 b)
- Perfection ( completeness) TELEIOO: "But if anyone obeys his word, God's love is truly made complete in him." (1 Jn. 2:5 a)

Teaching for spiritual direction matches St. Paul's pursuit:

"Not that I have already obtained all this, or have already been made perfect, but I press on to take hold of that for which Christ Jesus took hold of me. I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus." (Phil. 3: 12, 14)

### SPIRITUAL DIRECTOR AS LITURGIST

One of the great gifts of Cursillo de Cristiandad to Tres Dias is the Roman Catholic conviction that the Eucharist is the central act and event in the Body of Christ. The love and unity of the faithful is climactically expressed in this sacrament (*Sacred Moment of Grace*). Unlike the Roman Catholic and certain other traditions, Tres Dias confesses that the Eucharist (The Great Thanksgiving) is both:

- A means for achieving unity and;
- An expression of the unity we already have in Christ. In the language of the Reformed tradition, Eucharist is a *converting* as well as *confirming* (strengthening) ordinance.

In light of the history and diversity in Christianity, Tres Dias spiritual directors must demonstrate extraordinary courtesy and sensitivity while presiding at worship services and celebrating Holy Communion at team meetings and on the Weekend.

*It must be candidly admitted that Tres Dias has neither decided on nor developed a basic Eucharistic faith and practice which could be a guide and set the parameters for minimal liturgical texts. Not now being and not planning to ever become a church, it is doubtful we ever will develop such guides or set such parameters.* This fact is both an advantage and a disadvantage for the Christians of the several traditions coming together on a typical Tres Dias Weekend.

- It is an advantage in that it gives Tres Dias the freedom to use liturgies or worship service formats which are in general use in the various communities where Tres Dias functions, while also allowing communities to use those worship formats available through the Services Committee.
- It is an advantage in that several of the churches represented by the spiritual directors, team and candidates do have basic theological convictions about ordained ministry and the Eucharist; and prescribes minimally acceptable liturgical texts and actions for celebrating the liturgy in their traditions.
- It is a disadvantage since Tres Dias does not have developed liturgies or worship formats which might prove helpful to foster a closer unity in worship services and practices.

There is no easy solution to this dilemma. If there were, fences to intercommunion would have come down long ago.

Some spiritual directors will likely be using available Tres Dias liturgical texts that contain psalms, New Testament readings and prayers, which may be more than or less than the expectations and requirements of their own respective traditions. Many people (even most people in some communities) may never have participated in a worship service where there was a formal liturgy. Nevertheless, all traditions follow some type of format (liturgy), whether or not it is known by that name.

Contrary to what some might think, the word liturgy (work of the people) is NOT synonymous with Holy Communion. A liturgy does not always include the celebration of Holy Communion. What a liturgy does usually include is a greeting between pastor and

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people, praise to and worship of God, speaking Scripture (much from the Psalms) back to God, confessing of sins (usually a recitation from I John 1:8-10) and the pronouncement of God's forgiveness.

On each Weekend, the spiritual directors, as discussed earlier, will need to work together *with care and considerable attention to detail* in how they celebrate a worship service and administer Holy Communion to the people. It is their basic leadership responsibility to provide an example. Therefore, they should meet and plan each worship service thoroughly, demonstrating good Christian stewardship. Furthermore it should be administered in a respectful manner that first and foremost is pleasing to God and also is acceptable to Christians of all traditions; neither distracting nor offensive to those on the Weekend.

Through their teaching in the key *SACRED MOMENTS OF GRACE* rollo, and their participation in chapel visits, prayers, the Apostolic Hour, and the Closing, the spiritual directors will have many opportunities to witness how and why a *liturgy* is in fact "*the work of the people of God*".

Finally, the spiritual directors will need to be constantly alert to all sorts of prayer styles: from those who do not think one can pray except from prayer book texts - - - to those whose habit is to pray with lifted hands and in tongues (*glossolalia*). Christians on the Weekend should be free to offer their private devotions and prayers as they wish. The spiritual directors will exemplify in teaching and witness that neither prayer book nor habit is the norm; no style is to be urged or expected *to the discomfort of others in the community*. Let love prevail as St. Paul wrote (paraphrased from I Corin.13): (*Agape*) *love bears all things, believes all things, hopes all things, endures all things*.

One last word needs to be said concerning the Agape Feast that may be celebrated on the Weekend by some communities. Many candidates come from traditions that might cause them to confuse the Agape Feast with a Holy Communion service. This confusion can only be compounded if the spiritual directors take an active part in this Feast. If spiritual directors read scripture, present the drink and food, lead the prayers, etc., then the uninformed may view the Agape Feast as another form of Communion. ***Therefore, Tres Dias strongly recommends that in those communities that celebrate this Agape Feast, that the spiritual directors play a passive role, and allow the lay leadership to lead the event completely.***

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## SPIRITUAL DIRECTOR AS PASTOR

Pastoring a people involves teaching (rollo) and feeding (liturgy\*) them. It is also being personally present (pastor) to them as spiritual counselor and friend. The role of spiritual director as Tres Dias pastor begins the day of acceptance; first to rector, then to team, and finally to candidates and community on the Weekend and during their Fourth Day.

\*In the liturgy, feeding them with the Word of God (spiritual food) and with Holy Communion (physical)

Spiritual formation, conversion and growth are the purposes of pastoring, just as they are the purposes of the spiritual directors' teaching and witnessing. Candidates and team members will often seek out a spiritual director for private advice and counseling, to make confession and to seek reconciliation with God or with some person.

The intensity of thoughts and feelings during the Weekend tends to break down resistance and inhibitions. Old anxieties, questions, alienations and heartaches may surface. On many occasions, team members and candidates will need to listen intently to each other with a loving ear.

The spiritual directors will need to be good stewards of their own energies, regulating how much time on the Weekend they can wisely give to personal conferences during the day, sometimes extending into the late evening and/or early morning hours. Primary concern should be for listening, proclaiming the Gospel, opening doors of communication, and making referrals and contacts following the Weekend with Christian counselors, spiritual directors, pastors, and friends in the candidates' home churches.

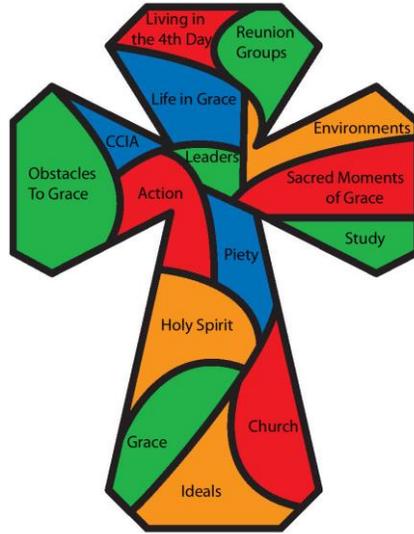
To be a spiritual director is to be a pastor in all things, caring for the people in the ways Christ, the Chief Shepherd (pastor) cares for the church and for each of us.

*"To the elders among you, I appeal as a fellow elder, a witness of Christ's sufferings and one who also will share in the glory to be revealed: Be shepherds of God's flock that is under your care, serving as overseers - not because you must, but because you are willing, as God wants you to be; not greedy for money, but eager to serve; not lording it over those entrusted to you, but being examples to the flock. And when the Chief Shepherd appears, you will receive the crown of glory that will never fade away."*  
(1 Pet. 5: 1-5)

### OTHER RESOURCES:

Other Items and those listed below are available on the TDSETN website or from the respective Leaders Person:

- Team Selection Sheet in Excel
- Sample Rector’s Letter to Team
- Rollo Room Table Seating Assignments in PowerPoint
- Sample Phone Call Sheet for Calling Team
- Back Up Rollista Form
- Spouse Talk Guidelines
- Chapel Talk Guidelines



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## Rover Cha Team Book

This book is intended to **help**. Please forgive its failings. Please help improve it by noting your suggestions on the Area Head Feedback/debriefing sheet and turn it in to the Assistant Head Cha at the end of the weekend. Alternately, you can send your suggestions to the respective Men's or Women's Leaders person.

Facility problems should be reported on the ARC "Facility Problem Report" forms on the ARC office bulletin board.

Thank you,

Tres Dias of Southeast Tennessee Secretariat

# Rover Cha Duties and Responsibilities

## I. General Overview:

### Pre-Weekend:

Your general duties before the weekend are to attend the Heads and Professor training meetings, and the team meetings. Pay careful attention to how the meetings are conducted. Take plenty of notes on how things are done, both good and not so good.

You have no other duties in the pre-weekend phase.

### Weekend:

During the weekend, your primary function is to observe how the weekend flows and make notes of anything you might want to do or not do as a Rector. You should sit near the BUR and utilize them as a resource and mentor for the team meetings and the weekend. Observe the Rector and what decisions and choices they make on options.

The one specific duty you have on the weekend is to assist the BUR or Takedown Team (Women's Weekend) to ensure that the closing is set up properly. Some guidelines are noted below.

Complete the Area Head Feedback/Debriefing Form enclosed in the book by the end of the weekend and turn it in to the Assistant Head Cha. This is extremely important since the Rector was not able to observe all areas of the weekend.

### Sunday Closing Guidelines:

- a) Non-take down team members are not allowed in the building, and the take down team should remain in the Dining room/Dorm end of the building or auditorium.
- b) Candidate luggage should be left on the respective bunk. Dorm Chas (men's weekend) or Take Down Team (women's weekend) should be posted at the Dorm end ramp to bring candidate luggage to the sponsors. Sponsors are not to enter the dorm end of the building.
- c) Assist with the clean-up of the ARC Auditorium and breezeway to the Rollo hallway.

- d) The Rover and Back Up Rector are in charge of Closing set-up and may need you to assist them with the set up if not already performed. These duties are those of the BUR and Rover:
- Turn on sound system and set up microphone at podium if Media Cha has not already performed this.
  - Place two questions for Candidates on podium (get from Assistant Head Cha).
  - Place a table small in front of the podium (there is a carpeted spacer block to set on the bottom step for the table to rest on) with a tablecloth, cross, Bible, candle and lighter for Closing. The BUR/Rover will check with the Rector for preferences in decorating this table.
  - Rollo Room decorations and Weekend Banner are not to be removed until after Rector's Rollo and candidates are taken to the Chapel.
  - Post reserved seating signs (a set is located in the Sound cabinet on the stage): Rector, Head Cha, and Assistant Head Cha on stage left side facing the stage and Spiritual Directors on right side stage facing the stage; Professors (12), Rector's Spouse, Head Cha's Spouse, Assistant Head Cha's Spouse, Rovers (2), Rover's Spouses (2) and Secretariat Members (12) are in front rows of floor seating. Check with the Rector for other reserved seating assignments.
  - Set up chairs on stage similar to attached diagram.
  - Be sure to have the Auditorium returned to normal set up and return items (Banners, table and decorations, and reserved signs) as necessary
- d) Assist with clean up of the Rollo Room. The chairs in the Rollo Room should be "stacked" in the back of the room.
- e) You will sit in the front row at closing with your spouse (if married), to facilitate your introduction at the end of Closing.

**(SEE THE ASSISTANT HEAD CHA FOR THE LATEST CLOSING CHECK OFF LIST AND ASSIST WHERE YOU CAN)**

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# Tres Dias of Southeast Tennessee Area Head Feedback/Debriefing Form

Weekend # \_\_\_\_\_ (Men \_\_\_\_\_ Women \_\_\_\_\_)

Area \_\_\_\_\_ Name \_\_\_\_\_

What was your overall impression of the weekend and team meetings?

Please list any areas that, in your opinion, need improvement.

Please describe any elements of the weekend that you feel were new or particularly successful.

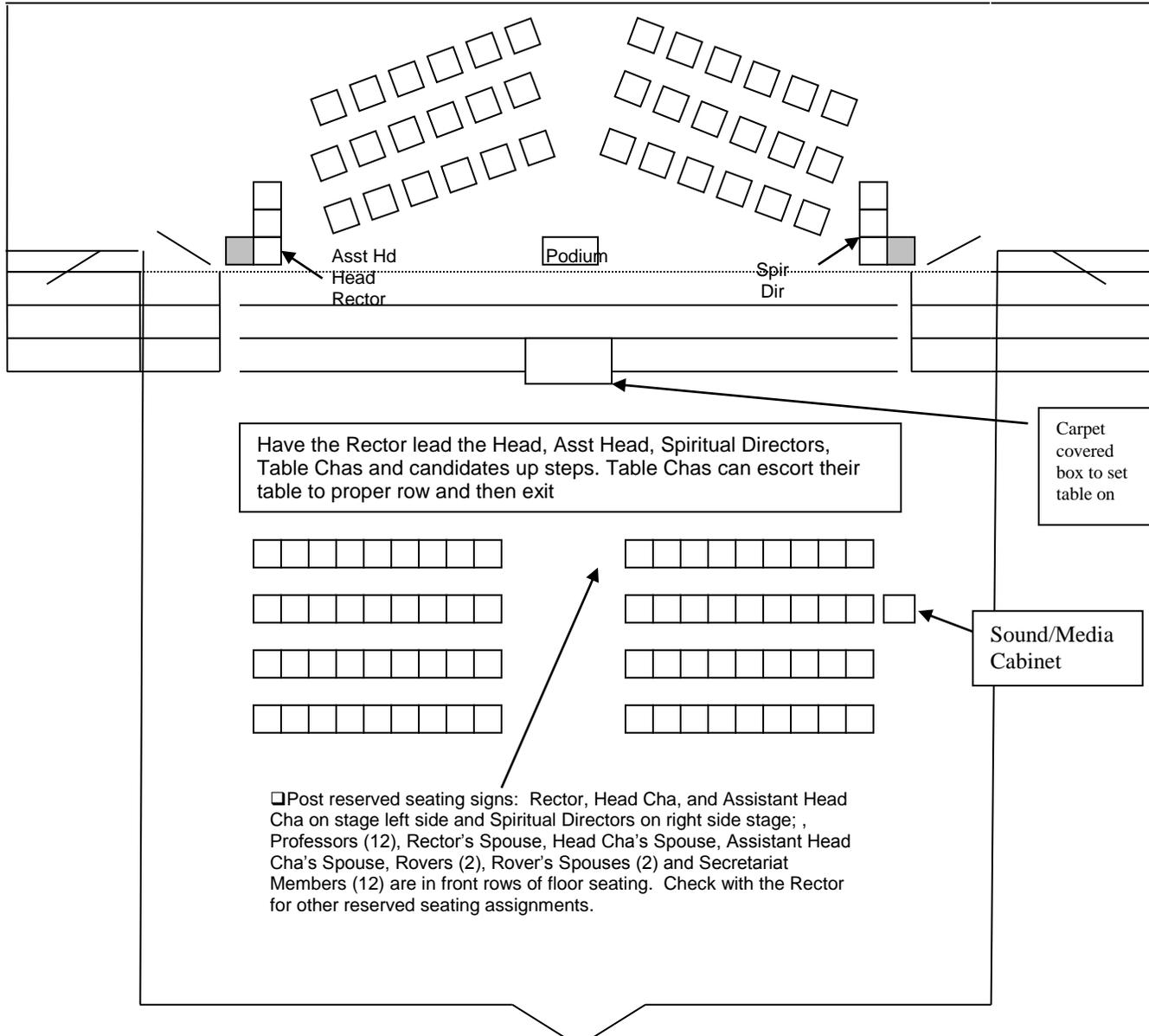
Did you have any problems with any particular team members? (please elaborate on the problem)

Please describe any outstanding efforts or actions by team members in your area.

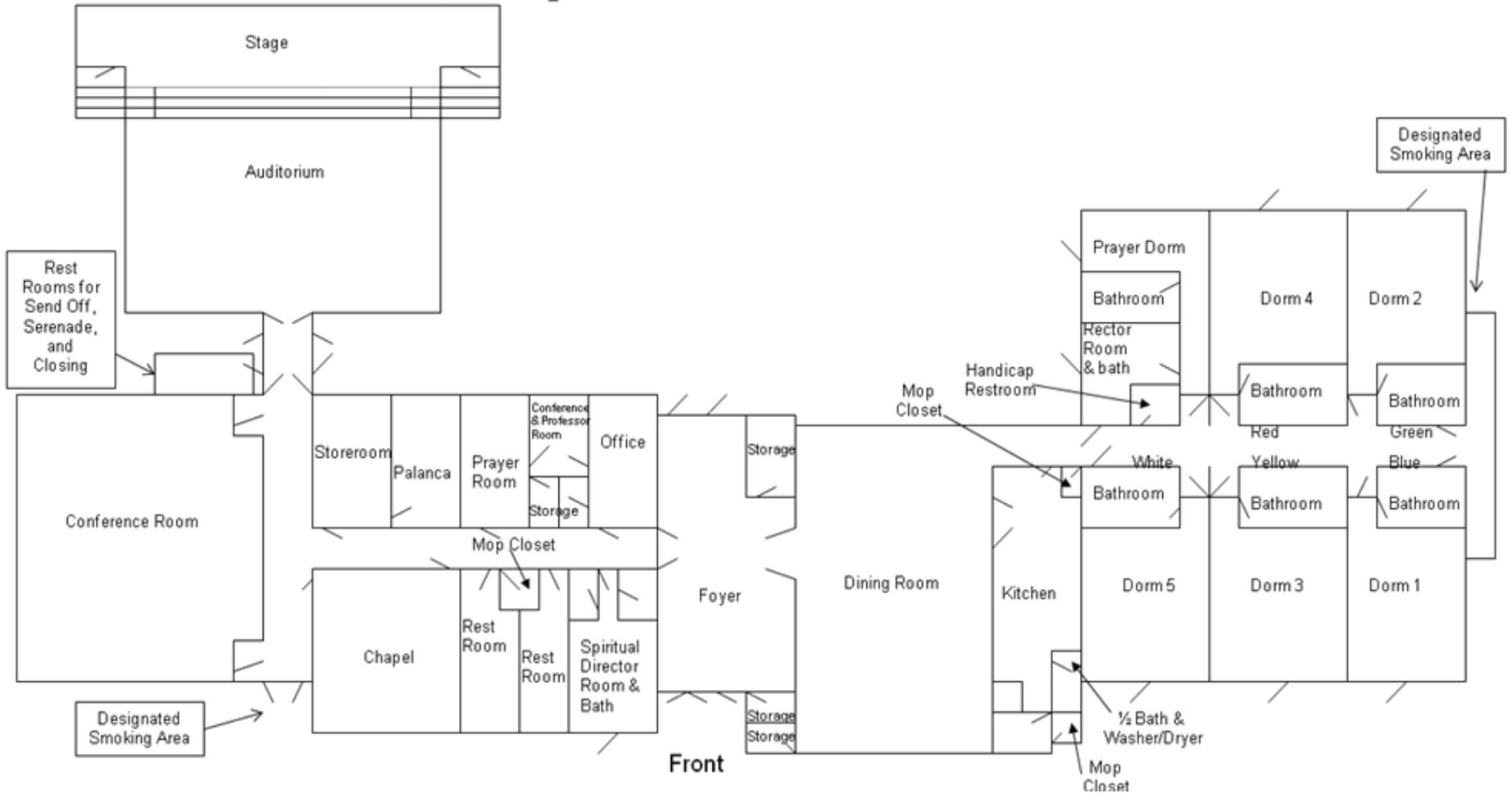
Please provide any other comments you may have.

Please return this form to the Assistant Head Cha at the end of the weekend; your duty is not complete until this form is turned in.

# Suggested Auditorium Set up for Closing



# Apison Retreat Center



# SERENADE LEADERS GUIDE

## PURPOSE

Saturday night's Serenade is designed to impress upon the Candidates the fact that there are many members of the opposite sex who truly desire to worship God and to sacrifice their time in order to be a blessing to others. Music performed by the entire group is preferable to solos, whether instrumental or vocal. No one who has not made a Tres Dias recognized Weekend may participate in the Serenade (Vida Nueva Weekends do qualify); no persons other than the serenaders may attend a Serenade. The men may stay after the Women's Serenade for one hour to help the Kitchen Chas cleanup. Spouses or fiancées of candidates are not permitted to participate.

If the Serenade Leader has any questions or concerns about the Serenade, contact the Rector or the Leaders Person for the weekend.

## SUMMARY

1. Provide song sheets for the serenaders printed in a large font.
2. Include only one or two songs new to most serenaders.
3. Total planned length of serenade: 20 - 30 minutes (maximum).
4. Hearing serenaders voices is essential (limit instruments and amplification).
5. Leave candidates wanting more. The serenade should be a worshipful experience but is not intended to be a worship service.
6. Set up equipment in dining room; verify operation of sound system.
7. Which doors to use for entrance and exit? Move decorations if required.
8. Candlelight walk included?
9. Maintain silence and move serenaders from the auditorium when requested.
10. Begin practice with prayer; limit practice to a 30 minute maximum.
11. Designate someone to open doors and start exit movement.

## PREPARATION

After the Serenade Leader has accepted the position, the Serenade Leader and the Rector should prayerfully discuss the song selection, presentation style and length of the Serenade. In respect to song selection, the Serenade Leader should temper any extremes considered for the Serenade. This is especially important for new songs that the Rector or Serenade Leader may want to introduce to the community. The Serenade Leader should provide a song sheet for the serenaders printed in a large font to facilitate reading in the low light condition. The Serenade Leader should be sensitive to the diversity of the community regarding any new song that would be introduced at the Serenade. Many in the community will not have memorized or even heard the latest hit on Christian radio. Because it is difficult for serenaders to actually Serenade while reading a song sheet, it is suggested that new Serenade songs be limited to one or two at the most.

Concerning the style of the Serenade, extremes should be avoided. Although a Serenade should be a worshipful experience, Serenades are not intended to be a concert performance or worship service. Many instruments or loud accompaniment can overpower the Serenade voices. Likewise, the amplified voices of the leaders may overpower the collective voices of the serenaders.

The length of the Serenade is perhaps the most sensitive point that can be addressed by the Serenade Leader. The Serenade is posted in the weekend schedule for a maximum time length of 30 minutes. The Serenade is to be 20-30 minutes. This time limit includes the first and second sets of music, along with the ingress and egress of the serenaders between sets. The general community understanding of the amount of time for a Serenade may best be summed up by saying that the candidates and team should

still want more when the Serenade is concluded. If there were no other reason than physical discomfort after a meal, the length of the Serenade should be limited. This is not to say that a Serenade planned for 30 minutes, that becomes 40 minutes is either incorrect or a failure. A Serenade that is *planned* for longer than 30 minutes violates these guidelines and the authority placed over the Serenade Leader.

## **ASSEMBLY**

The Serenade start time is scheduled for 7:00 PM on Saturday after dinner, which starts at 6:30 PM. Serenade Leaders should make contact with the Head or the Asst. Head Cha shortly after their arrival to confirm details for the Serenade. For instance, if a candlelight walk is planned, have candles and lighters been provided near the exit? Observations concerning the movement of the serenaders will be addressed later in this document; however, the meeting of the Serenade Leaders and the weekend leadership during the assembly time is an opportune moment to finalize the route and flow of the Serenade. On many weekends the entrances to the dining room may be partially blocked by decorations. The Serenade Leaders may need to meet with the Head Kitchen Cha to request that these decorations be moved prior to the start of the Serenade to facilitate entering and exiting the dining room. The Serenade Leaders should verify the sound system, instruments, etc. are setup prior to the start of the dinner and may request help from the gathering serenaders. Serenade Leaders should assist the weekend leadership in moving the serenaders to and from the practice area.

## **PRACTICE**

When the serenaders have gathered in Auditorium, the serenade leaders should introduce themselves and begin the practice with a petition of prayer and blessing. A serenade leader may pray or ask another serenade leader to do so. Also the following items should be discussed for those participants who may be attending for the first time as well as reminders for those who have attended before:

### **Announcements**

- Welcome / Introductions / Prayer
- Walk thru evening for those who haven't participated before...how/where to enter/exit. May exit through both kitchen exits (dorm and foyer).
- Please do not touch the candidates or team members during the serenade or candlelight walk.
- Make sure and turn cell phones off, and do not use a cell phone for a flashlight.
- If your spouse or fiancée is a candidate on this weekend you are not permitted to join us in the dining room by Tres Dias tradition.
- We do not permit children or infants at serenade.
- Designate someone to increase light level slightly once in the dining room so that words can be seen.
- Encourage participants to worship!
- Men may stay for up to one hour after the serenade to help clean the kitchen, otherwise depart immediately after the candlelight walk. Otherwise, serenaders are not permitted in the building after candlelight walk.
- Please do not leave any items in the Auditorium, as you will not be returning here.

The weekend schedule provides 30 minutes for the dinner meal. Finish the practice during this time and have the serenaders ready when called to begin the Serenade. The Head Cha and the Rector may come to the practice to greet the serenaders. Allow time in the practice schedule for this. Other announcements of community interest are not precluded but should be weighed carefully by the Serenade Leader due to practice time constraints. Encourage the serenaders to move quickly while entering or exiting.

### **MOVEMENT**

Directing the movements of the assembled serenaders is an important function of the serenade leader. Before leaving the practice area, the serenade leader should convey to the serenaders the anticipated movements of the serenade. Exit through the rear auditorium doors and split off to go to dorm end (weather permitting). Review the entrance and exit songs for both sets. Songs chosen for serenade entrance and exit must be well known to most serenaders to enable them to sing confidently while moving. The serenade leader should designate someone to be positioned at the entrances/exits to open the doors and start the movement on cue.

### **CANDLELIGHT WALK**

Weather permitting; the outside candlelight walk is extremely powerful. Serenaders should exit the dining room going out the Dorm hall exits (Some have found it helpful to have some exit through the foyer to speed the process). The candles should have been delivered by the Storeroom Chas prior to dinner. Line the sidewalks around the front of the building leading the serenaders to enter either the foyer doors or the doors nearest the Rollo room. In case of inclement weather, serenaders can line the foyer and interior hallway to the Auditorium. Once in the Auditorium, the serenaders should go to the outside walls and allow the candidates and team to proceed down the center isle and sit in the pews. When all are in the serenaders should exit out the rear doors. – NO CANDLES IF THE HALLWAYS ARE LINED INSIDE.

### **TYPICAL TDSETN SERENADE SEQUENCE**

Although not necessary the following sequence might be helpful to those leading...keep in mind that times are approximate:

5:00pm	Worship Cha's assist Serenade Leaders with setup of systems (mic, instruments, etc.) in Dining Room and in Auditorium
5:30pm	Serenade Leaders practice in Auditorium; discuss prayer with Rector's spouse
6:30pm	Serenaders arrive in Auditorium for practice and pick-up song sheets; dinner starts in Dining Room for team and candidates
6:45pm	Rector, Head Cha, Assistant Head Cha, Head Spiritual Director slip out of dinner to greet the serenaders in auditorium. Rover may observe from the back of the auditorium.
6:50pm	Prayer Chas slip out of dinner and prepare to anoint Serenaders as they leave the Auditorium
7:00pm	Prayer Chas back to Dining Room. Serenaders are anointed as they leave Auditorium and enter the Dining Room singing, half from Dorm side and half from Rollo room side
	After completion of Song #1; Rector reads from script Remainder of songs for first half Exit/Re-entry
	Rector's spouse prayer

Blessing Song - "The Lord Bless Thee" - Number 6:24-26

Blessing of the Candidates by Rector's spouse

Return to and complete the Blessing song

The Weekend Theme Song is often inserted into this times slot

7:30pm

Exit singing

7:40pm

Candlelight Walk