



Leader's Manual

Tres Dias of Southeast Tennessee

Tres Dias of Southeast Tennessee – Leaders Manual

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.

The leader’s person is a vital part in the Tres Dias movement. Without proper guidance from the respective leader’s person, the Rector may make decisions that go against the Essentials of Tres Dias, Secretariat Policy, and spiritual directives.

As you proceed to prepare for your position as the “leader” of a Rector, it is your responsibility to make sure that the Rector will be trained to lead an “**authentic**” Tres Dias Weekend. Authentic means that they 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 the Rector 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 by you as the Leaders Person and the Rector. The weekend dynamics are often more difficult to comprehend. Do not take “**The Tres Dias Essentials**” (which you should present 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 and the Rector prepare the team.

It is your responsibility to ensure that the Rector reads and absorbs to the best of their ability, the following documents before they begin planning for the Weekend: “**TDSETN Rectors Guide**”, “**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**”, 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 or the Rector may not realize. Further, ANY MODIFICATIONS OR REVISIONS to the “**Weekend Script**” or “**Detailed Weekend Schedule**” MUST BE REVIEWED AND APPROVED BY THE **RECTOR’S COMMITTEE 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

Tres Dias of Southeast Tennessee – Leaders Manual

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 allow the Rector to come with the attitude that they can improve the Weekend with the addition or deletion of certain activities, possibly this is not the time for you to be the Leader, or they 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.”**

Qualifications of the Leaders Person:

Qualifications from Constitution: A single or married male (for Mens Leader) or female (for Womens Leader) who has served as a Rector of a TDESTN weekend.

Previous Secretariat experience is helpful, but not necessary. This person must have shown themselves to be faithful to the Tres Dias Method and the TDSETN procedures. This person must be willing to devote quality time and at sometimes a large quantity of time and effort. There will be periods of time when you have three Rectors in various stages of their weekend.

As Leaders Person, you will always be in one or more Rector “cycles.” From your experience as a Rector you know it is a nine month process from calling to be a Rector to completion of the Weekend Debrief. The following are typical Leaders duties for each Rector cycle, realizing that two cycles are running at any one time, with a short period of three at the same time.

As the Leaders Person, you have a team of four other Secretariat members (Rector Committee) as described in the Practice and Policy who provide advice and counsel to the Rector through you, the Leaders Person. They are the Chairman, Chairman Elect, Community Spiritual Director, and the other respective Leaders Person.

You are 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 Guide”** and the **TDSETN Weekend Schedule and Script**;

- **Rector Nominations:** You should review the list provided by the Data Manager of Rector qualified candidates that meet the requirements set forth in the Practice and Policy to be sure that all who are qualified are listed, and none are listed that are not qualified. You are to take an active role in the nomination of candidates for Rector. You are in a position to provide insight into the Rector candidates as the nomination process proceeds to discussion of the nominees. You should be prepared to provide comment on each Rector nominee’s service history and any input that you may be in a unique position of providing.
- **Initial Rector Contact:** After the vote, the Chairman or Secretary will notify you of the status of the Rector acceptance. When notified that the person has accepted, you should quickly make contact to go over the time line, as this will be the first question the Rector has. Use the Excel Spreadsheet (“Timeline for Rectors”) by filling in the weekend date where required. All the other dates will calculate. Your first meeting with the Rector will be a time where you provide the Rector with the Rector’s Manual and other materials (printed and computer files). You should go over the “Team Selection Worksheet Master” in detail explaining the experience levels necessary and team balance. This spreadsheet ***is the Secretariat guidance*** for team formation and agrees with the Practice and Policy of SETN. It should be emphasized that you are the Secretariat person that provides them guidance. You are their Spiritual authority and covering for the complete Rector process, from their acceptance to the end of the weekend debriefing.

Tres Dias of Southeast Tennessee – Leaders Manual

- **First Meeting with Rector - Indoctrination**

It is recommended that you provide the following at your first meeting with the Rector:

1. Rector Manual (hardcopy and Electronic)
2. Timeline for Rectors (Hardcopy and Electronic)
3. Listing of qualified Head/Assistant Heads (hardcopy and Electronic) – obtained from the Data Manager
4. Listing of pescadores who need one or two service areas to qualify for Rector or Head/AsstHead (Electronic)
5. Team Selection Worksheet - 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.
6. Active Members Full Report and Spreadsheet – these are .pdf files provided by the Data Manager. (Electronic file)
7. Various electronic data sorts (.pdf files) provided by the Data Manager
8. Heads and Professors books (Electronic files)
9. Current Forms (Electronic files)

You should establish (after coordinating with the other Leaders Person) a Rector Orientation meeting date, time and location. Inform the Rector that it will be necessary for them to have their selections and alternates for at least the key six weekend leaders (Head Cha, Assistant Head Cha, BUR, Head Prayer Cha, and Head and Assistant Head Kitchen) at that meeting, as well as what they have so far on a theme, vision, song, graphic etc. Other Area Heads and Professors can also be approved if presented.

- **Second Meeting – Rector Orientation**

The Rector should provide their proposed list to you a week in advance of the Orientation meeting. You are to review the selections for proper experience level, qualification for Rector/Head/AsstHd, add any missing service information and provide the Rector with feedback. You should then send the list to the other members of the Rector's Committee at least one day prior to the orientation. The Secretariat Chairman usually leads this meeting based loosely on a format provided by you in the "forms" (Rector Orientation Meeting Agenda). Experience has shown that it takes about 75 minutes for each orientation, and typically we do the women and men back to back since the same people are involved in each one, except the Rectors. Remember, each team must have at least one Secretariat member on the team.

You should have the rector prepared to answer at least the questions in the agenda. You should bring or have available the database information of the Pescadores to answer any specific questions about weekends served etc.

- **Third Meeting – Key Leadership Training**

This meeting is for you to provide training for the six key leaders of the weekend as approved at the Orientation meeting. You should provide these six with their manuals/books electronically about a week prior to the training. Also provide them with an electronic copy of the Weekend Schedule and Script. At the training meeting, go over the items listed on the respective "Training Sheets" with each one, and then provide them the sheet. There are common items that can be covered as a whole. This meeting should provide the Rector a chance to share their vision etc with these heads. You may also provide the Head and Assistant Head with electronic copies of schedule, script, heads and professors books, forms etc. at this meeting, or make sure they have access to the website based documents (Data Manager can provide them access).

Send the following to secretariat upon approval and acceptance:

- Key Leaders (top 6)
- Name
- Email Address
- Phone Number

Tres Dias of Southeast Tennessee – Leaders Manual

- **Fourth Meeting – Team Selection**

This meeting is for the Rector to provide the Rector's Committee with the remainder of the team that was not previously approved. If this meeting takes place prior to the "Rover" weekend, about 12 "N" slots should be left vacant for inserting "Ns" off that weekend. The Rector must provide their proposed list to you a week in advance of the Team Selection meeting. You are to review the selections for proper experience level, qualification for Rector/Head/AsstHd, add any missing service information and provide the Rector with feedback. You should then send the list to the other members of the Rector's Committee at least one day prior to the Team Selection meeting. You should encourage the Rector to include 15-20 alternates for approval at this meeting. Placements of approved alternates can then be made by you and the Rector coordinating without further Rector Committee approval. Any additions not on the approved alternates must be approved by the Rector Committee – this can be accomplished by e-mail.

After approval at this meeting, the Rector is free to call the remainder of the team, calling the Professors and Heads first. See the "Timeline" for specific dates.

- **Fifth and Sixth Meeting – Professors and Heads Training**

After confirmation from the Rector of acceptance, you are to e-mail the Professors and Heads providing a link to the documents or attaching their respective books and a copy of the Practice and Policy at least a week prior to their respective training meeting. Optionally, you can include the Weekend Schedule to the Heads, as it contains a copious amount of detailed information for each area. The Rector may decide to do the training on the same day, or have separate meeting dates for each group. Again, use the "Training Sheets" for each area head and professor, going over each one where the others can hear what each other is responsible for.

- **Team Meetings**

You are to be scheduled to attend either the first or second team meeting to give your Secretariat moment – what you do on the Secretariat. You typically also perform or arrange for TDI Essentials Training at the first meeting. You should stress completing the Service Record as the data needs to be correct to fit in with the overall team selection process you have described. If you are on the team, you are the designated Secretariat Representative for the weekend.

- **Weekend**

You should attend the sendoff and closing of all weekends. Remember, the weekend is handed off to the Rector at Send-off. The only time on a weekend when you should interject yourself is if the Rector and or team is deviating from the TDI Essentials and the TDSETN guidance that is provided in the Policy and Practice, the Schedule, the Script, and heads/professors books. You should discuss this with the Head and Assitant Head Cha and then the Rector if necessary.

- **Debriefing Meeting**

Approximately two weeks after the weekends, you should coordinate with the Rector Committee and the Rector for a debriefing meeting. At this meeting, the Rector should be prepared to go over the Area Heads debriefing/critique sheets and the questions in the "Rector Debriefing" document.

Miscellaneous:

- **Talk Approvals**

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 should 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 that Professor will be prohibited for working the next Weekend. Talks should be submitted one week prior

Tres Dias of Southeast Tennessee – Leaders Manual

to team meetings starting. All professor talks, the Rector's Fourth Day Talk, Rector's Chapel Talk and the Spouse Talk must be reviewed by the Rector, Leader's person, the Back-Up Rector prior to team meetings beginning. Feedback from these reviews is channeled through the Rector to the professor. Any changes to these talks after approval or on the weekend must be reviewed by the Rector, the Back-up 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.

WHERE DOES THE RECTOR'S SUPPORT COME FROM?

In addition to your support as the respective Leaders Person, the Secretariat has established several positions with experienced and knowledgeable people, to support the Rector in preparing for the Weekend. These positions exist to support the Rector. Following is a list of some of the supporting services performed by these persons.

Leaders Person – Assist you with team selection and initial team training, and any team changes or additions. This person also provides the Rector with the Script and Schedule.

They are the point of contact for all team and weekend structure questions. They also provide the TDI Essentials Training for the team.

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 the Rector one requested Spiritual Director, and trains these persons.

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 – provides the ARC in good working order and clean for team meetings (when available) and the weekend.

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 the Rector's responsibility to make sure that the team is informed about them and that they are followed on each Weekend. If you or the Rector feels any of the Secretariat positions are not providing the necessary support, speak with the person or the Chairman. After the Weekend is over, you should prepare recommendations to the Secretariat and include them in a weekend debriefing summary to the Secretariat.

TEAM SELECTION TIPS

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. See exceptions noted below. As the Leaders person you provide the Rector with electronic files giving 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 their Head or Assistant Head Cha.

Tres Dias of Southeast Tennessee – Leaders Manual

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 in the respective meetings. After the initial Team approval, changes and additions must be directed to the Leaders Person, who will submit the unapproved alternate 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 only the approval of the Leaders Person.

The Rector's 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. Limit the number from any one church to 15 or less at initial team selection. 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.
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 will download all necessary documents and email them or provide access to them electronically to the appropriate team members for 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

Tres Dias of Southeast Tennessee – Leaders Manual

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 is to assist the Rector 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
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 at least five (5) to ten (10) alternates. All Heads of service areas should be "experienced" people except as noted in the Team Selection Worksheet.

Tres Dias of Southeast Tennessee – Leaders Manual

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. Furthermore, if a “Leaders Person” is part of the Team, this person shall be the primary representative.

KITCHEN

The Head and Assistant Head Kitchen Chas should be experienced. 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 Doxology or thanks and blessing songs are sung at 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)

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 the Rector’s 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 or in a leadership position.
2. They may not serve as Rector.
3. Once a person has served as a Spiritual Leader, he or 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.”

Tres Dias of Southeast Tennessee – Leaders Manual

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, they 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:

- 1st Team 1- Rollo (Obstacles)/ 3- Meditations/ 1- Communion Service (Friday)
- 2nd Team 2- Rollos (any two not already given)/ 1- Meditation/ 1- Communion (Saturday)
- 3rd 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.

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 contents of the Rollos must never be discussed with anyone without the consent of the Rollistas.

The Secretariat Chairman shall 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.

The Secretariat Leaders Person will attend a meeting to discuss Policies and Practices, facilitate TDI Essentials training, help resolve any disputes or questions that might have arisen, and to encourage payment of Fees if necessary.

Tres Dias of Southeast Tennessee – Leaders Manual

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 may be 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 review by the Rector, the Back-up 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.

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 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 case 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 Committee 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 will 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

Tres Dias of Southeast Tennessee – Leaders Manual

who deviates from their written talk or the outline immediately following the Weekend, and that Professor will 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 they are not to enter 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 and may listen on the speaker provided. 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. Vida Nueva Weekends do not qualify for closing.

THE CANDIDATES 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

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 by Rector/Head or Assistant Head Cha 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

Tres Dias of Southeast Tennessee – Leaders Manual

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 (approximately 24 hours of training – not including meals. The Rector 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. The Rector should include the Head and Assistant Head Chas in planning the details of the team meetings. It is important for them 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 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 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 CD/mp3 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 the responsibility of the 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

Tres Dias of Southeast Tennessee – Leaders Manual

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 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 “**The Essentials of Tres Dias**” by a Trained and certified person, usually the Leaders Person. 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.

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, sing two or three songs, and introduction of the Rector by the Chairman of the Secretariat. 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.

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.

The “**Essentials of Tres Dias**” is presented to the team at the first meeting by the Leaders person or other trained and authorized persons. Thirty to forty-five minutes should be allocated for this presentation.

If a Rollo is presented, the critiquing process must be explained by the Rector or Head Cha.

LAST TEAM MEETING

Tres Dias of Southeast Tennessee – Leaders Manual

Team members should be given instructions about confidentiality and cloistering. 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 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
 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 and pagers 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 are not 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.

Tres Dias of Southeast Tennessee – Leaders Manual

- 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.

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.

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 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. Serenades are not 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

Tres Dias of Southeast Tennessee – Rector’s Manual

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. 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 and 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. This should include 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. 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 Rollo Room – NO CANDLES MAY BE USED IF THE HALLWAYS ARE LINED INSIDE.

Tres Dias of Southeast Tennessee – Rector’s Manual

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 Bonnín and his fellow Christians. Each candidate goes through three phases of the TRES DIAS movement: the pre-weekend, the three-day weekend, 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."²

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.

Tres Dias of Southeast Tennessee – Rector’s Manual

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.
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

Tres Dias of Southeast Tennessee – Rector’s Manual

- 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

Tres Dias of Southeast Tennessee – Rector’s Manual

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.

¹ 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.

² Adapted from TRES DIAS, NOTES ON METHOD, STRUCTURE AND DYNAMIC March 1974.

THE ESSENTIALS OF TRES DIAS

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Tres Dias of Southeast Tennessee – Rector’s Manual

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:

Tres Dias of Southeast Tennessee – Rector's Manual

- 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).

Tres Dias of Southeast Tennessee – Rector’s Manual

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

Tres Dias of Southeast Tennessee – Rector’s Manual

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

Tres Dias of Southeast Tennessee – Rector's Manual

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).

Tres Dias of Southeast Tennessee – Rector's Manual

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.

OTHER RESOURCES:

Other Items listed in 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