
PRACTICE AND POLICY MANUAL

TRES DIAS OF SOUTHEAST TENNESSEE, INC.

The Objective of Tres Dias of Southeast Tennessee, Inc. is to strengthen and extend the Body of Christ by bringing Christians to a closer, more personal walk with the Lord Jesus Christ and to encourage them to Christian leadership and Apostolic Action in their environments. The Tres Dias of Southeast Tennessee, Inc. Weekend is an opportunity for Christians to encounter Jesus Christ, to experience how other Christians live life, and to receive a new vision of what it means to be a Christian. The main teaching of Tres Dias of Southeast Tennessee, Inc. is God's unqualified love for each of us through His grace. We actively seek the participation of people from all the Christian denominations in our area. Tres Dias of Southeast Tennessee, Inc. is a lay-led movement, with active participation of Clergy. We are a non-profit organization. There are three phases involved—the Pre-Weekend phase, the Weekend phase and the Fourth Day phase.

I. THE PRE-WEEKEND

The objective of the Pre-Weekend phase is to prepare team members for participation in the Weekend.

• **RECTOR SELECTION**

In order to qualify as a Rector on a Tres Dias of Southeast Tennessee, Inc. Team, a person must have served on a minimum of *nine (9)* Teams in the following positions:

1. Once as Head Cha or Assistant Head Cha
2. Twice as Speaking Professor (two different talks)
3. Nine (9) total Teams served. With a minimum of (7) on TDSETN weekends.
4. Must be active in the Tres Dias of Southeast Tennessee Community

• **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 in a position 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 Head/Assistant Cha qualification. Serving as Head of an area is counted as separate

service area. At least one of these should be related to the Rollo Room end of the building.

5. Minimum of Six (6) weekends served, with a minimum of (4) on TDSETN weekends.
6. Must be active in the Tres Dias of Southeast Tennessee Community

• **THE RECTOR AND THE PRE-WEEKEND**

The Rector is under the authority of the Secretariat who is represented by the Leaders Person.

The Secretariat's meetings with all new Rectors shall include Orientation, Team Selection Approval, Debriefing and any additional meetings deemed necessary by the Chairman. The Secretariat will be represented at these meetings by the Chairman, Chairman Elect, Spiritual Director and the Men's and/or Women's Leaders Persons.

TEAM SELECTION / RESPONSIBILITIES

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 provided by the Leaders Person and must adhere to the experience levels on this document when selecting the team. On Women's weekends, every effort should be made for the spouse of married Spiritual Directors to serve on the team.

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 team member names to the Leaders Person who will verify eligibility of the names and present them to the Rector's Committee for approval. The Rector's Committee will direct their approval/comments to the Leaders Person who will notify the Rector of their decision.

The Rector's Committee 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.
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 all weekend training materials are stored on our community website. For training purposes, the Leaders Person will download all necessary documents and email them to the appropriate team members each weekend. The current Rectors and Rovers will be given access to all training documents on the website.

FINANCIAL ACCOUNTING PROCEDURES

The Weekend Fee for all Team members (except Spiritual Leaders and Rector) is payable as soon as possible to purchase food and supplies for the Weekend. Team members are responsible to inform the Assistant Head Cha, at no later than the third meeting, of any financial problems. Team members must pay Weekend Fees in full or make arrangements through the Assistant Head Cha for a full or a partial scholarship by the next to the last team meeting. Each team member who requests any type of scholarship must complete an Application for Scholarship form (provided by the Assistant Head Cha). The TDSETN Scholarship policy is that the team is to try to cover scholarship requests by seeking donations. The Assistant Head Cha will request any unmet requests from the TDSETN Scholarship Fund through the Treasurer. Any unused scholarship funds collected from the team are to be turned in to the Treasurer to be added to the TDSETN Scholarship Fund.

There will be an allowance of \$200 given to the Rector at the time of the Rector Orientation from the Secretariat Treasurer. This allowance is to cover any out-of-pocket team expenses incurred during Team formation. Rectors should turn in receipts and/or the unused portion of this advance to the Secretariat's Treasurer. All funds spent should be accounted for by completing the Team Fees Expense Form. If there are those who can't pay the \$120, encourage them to pay what they can. Inform the team of financial needs without mentioning any names.

Weekend Fees. The Assistant Head Cha will collect these. These funds are to be turned over to the Secretariat no later than the last Team Meeting. The Secretariat Treasurer supplies forms. Currently, these costs are \$120 per person. The Rector and Spiritual Leaders are exempt from the \$120 Weekend Fee.

Team Fees. The Assistant Head Cha will collect fees; the Secretariat does not pay for any Team expenses. The Rector, BUR, Head Cha and Assistant Head Cha should meet to determine expenses for the Team Meetings (including Team Meeting decorations, refreshments, and supplies) as well as the Team Fee to cover these expenses (currently \$20/Team member). The Kitchen should receive \$400 from these fees to cover any expenses for decorations, palanca, Thursday evening Reception, etc. during the Weekend. Funds spent should be accounted for by receipts and by completing the accounting form supplied by the Rector. Unused funds shall be turned over to the Secretariat after all expenses are paid. All Team Members should pay the Team Fees including the Spiritual Directors and the Rector.

The Secretariat Treasurer will give the Assistant Head Cha of each Weekend an emergency fund of \$100 from the Secretariat to be used as needed for any expenses on the Weekend and will give the Head Kitchen Cha \$150 for the Thursday night reception. The Assistant Head Cha must turn in receipts confirming the Weekend expenses to the Secretariat Treasurer. The Assistant Head Cha is ultimately responsible for all Team Fees to be collected.

Candidate Fees will be collected by the Pre-Weekend Couple at Sendoff and is payable by the Sponsor or the Candidate.

- **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 critiques 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 at a later date (usually in the middle of the Team Meetings) to discuss Policies and Practices, to help resolve any disputes or questions that might have arisen, and to encourage payment of Fees if necessary. If the Leaders Person is not available, the Chairman or Chairman Elect will make this second visit.

Rectors shall invite each Secretariat member to attend a Team Meeting in order to discuss their individual functions on the Secretariat.

There are three (3) experience levels on each team:

1. Experienced (E) = a person has served in that particular area in the past.
2. Inexperienced (I) = a person who has served before, but not in the area assigned.
3. New (N) = 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 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. Furthermore, if a “Leaders Person” is part of the Team, this person shall be the primary representative.

KITCHEN

The Head Kitchen must have served on two or more kitchen teams. The Assistant Head Kitchen must have also previously served in the Kitchen twice. There must be an additional three experienced Chas in the Kitchen; the remaining kitchen positions may be filled with new or inexperienced people. 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.

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: $\frac{6}{3} \frac{E}{I}$	Chas: $\frac{13}{15} \frac{E}{I}$	Kitchen: $\frac{5}{5} \frac{E}{I}$	Totals: $\frac{23}{24} \frac{E}{I}$
			$\frac{25}{25} \frac{N}{N}$
Totals: 12	40	20	72 (excluding Rector)

Of the New (N) team members, approximately half of the 25 should be selected from the preceding weekend. The remainder may be selected from all other “N” 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 Head Spiritual Leader’s Position, and the Spiritual Director will attempt to accommodate that request, but final selection rests with the Secretariat Spiritual Director. 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.”

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, and
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.

- **CANDIDATES AND THE PRE-WEEKEND**

Apison Retreat Center allows for thirty-six (36) Candidate “slots” at six (6) tables. The preferred Candidate distribution is 32 slots from our home area and 4 slots for Candidates outside our home area or for a new community. In addition 4 slots should be allocated for Pastors.

It is recommended that there be six to nine (6-9) slots reserved for singles on each Weekend. Only applications submitted in tandem from married couples will be accepted. If the applicant is married, the husband must attend first. Exceptions can be made in extenuating circumstances such as health impairment or availability of husband (such as military deployment). The Secretariat will approve such exceptions on a case by case basis. Applicants who decline a first invitation to attend a Weekend will be placed first on the list for the next Weekend. The applicant who declines the second invitation may be removed from the applicant list and must reapply to receive another invitation. Applications will be processed into the system according to the date they are received. A Candidate is given priority if their spouse has attended a previous Tres Dias recognized adult Weekend.

All Candidates are to be Sponsored for participation in all phases of the Tres Dias Movement, rather than just for the Weekend. Sponsors must be members of a chartered Tres Dias Community or of a similar Community approved by Tres Dias. Candidates will be accepted from all Christian denominations. Each Candidate must be at least twenty-one (21) years old. No one who has attended a previous Tres Dias Weekend (or its equivalent) will be considered as a Candidate. Vida Nueva attendees must attend a full 72 hour Tres Dias approved weekend after they become 21 to participate in all activities, including team service.

The Sponsor is to pay a nonrefundable \$10 application fee per candidate. The number of Candidates per Sponsor is limited to two men and two women per Weekend. The number of Candidates from any one church is limited to six per Weekend (one per table) whenever possible.

Only those who have attended a Tres Dias Weekend, or an adult weekend recognized by Tres Dias, may attend send-off. Examples of those communities are Cursillo, Walk To Emmaus, Con Dios, Via de Cristo.

II. THE WEEKEND

The objective of the Weekend phase is to prepare individuals for effective participation in the Fourth Day.

The Tres Dias Weekend is carefully structured to minister to widely diverse groups of men and women. The schedule is intended to keep all the Candidates moving at a rate which all can follow. Each Rollo builds on the preceding one, and each day builds on the previous day.

THURSDAY

The emphasis of Thursday is low-key, relaxed, and non-threatening. Singing is a key element throughout the Weekend, since it tends to involve everyone and to build Community. Two clergy Meditations are given on Thursday evening; they are meant to encourage a time of reflection and self-examination. A time of silence is called for, giving Candidates and Team alike an opportunity to “break away” from the outside world.

FRIDAY

Friday's focus is on who we are, Who Christ is, and what we need to know to live a truly Christian life. The Clergy Meditations each morning set the theme for each day. Friday is usually the hardest day, because the Candidates are in so many different places. The Team must be careful not to impose its own expectations on the Candidates, and to respect the feelings of those who do not seem responsive. The Team's job is to open a door, to offer a gift, but not to push Candidates through the door or to force the gift on them.

SATURDAY

The direction of Saturday is toward what we have to do in order to live a life in grace. Saturday is also the Community-building day. Again, the morning Meditation sets the tone for what is to follow; many people begin to relax and "come alive". It is important that this happens naturally—it must not be forced. It is not the job of the Team to push anyone into hugging, praying aloud, raising hands in praise, etc.; rather it is the job of the Team to be very sensitive to the Candidates as individuals. Team members should be walking illustrations of God's unconditional love.

SUNDAY

Sunday is designed to prepare the Candidates to leave the Weekend and to move back into the world they left. The theme centers on how Christians can influence others. The Tres Dias method for assuring a sound, successful Fourth Day is presented. At the Closing, Candidates realize that they are a part of a larger Community of Christians who truly cares about them. They see that living the Fourth Day is possible because these people are living it. By the time the Candidates leave, they should have been prepared for effective participation in their Fourth Day.

• **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 communications list.
3. The Secretariat Fourth Day Couple, so that the lists can be compiled and inserted into each participants' Fourth Day Packet. (This may be done by the Media Cha.)

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, recorders, radios, instant messaging, Social Media or emailing are allowed during the Weekend. Use of the computers at the ARC should be limited to team and Weekend duties, including accessing the internet.

The telephone at the ARC is for emergency use only. No one should 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 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 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 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 non-Team members are to visit the ARC, except to deliver Palanca (they are to remain outside of the buildings) and participate in the serenade. 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 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. 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 Serenades. 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.

- **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 not responsible for returning palanca that doesn't meet these guidelines.

III. THE FOURTH DAY

The Weekend is only a beginning to meeting the objectives of Tres Dias. Hopefully, the Candidates have been prepared for effective participation in their Fourth Day.

Rectors will be asked to attend a debriefing with the Rector Committee (Chairman, Chairman Elect, Spiritual Director and Leaders Person) following their Weekends.

All Pescadores are urged to participate in Reunion Groups. All Pescadores are encouraged to participate in "Working Reunion Groups" to carry out the activities of Tres Dias.

THE SECUELA

The Community sponsors Secuelas shortly after each set of weekends. The purpose of the Secuela is for fellowship with others in the Body of Christ and to lift up our Savior. The Secuela focuses on worship, building Community and Communion. Each Secuela includes a time of fellowship with a meal, praise and worship, introduction of upcoming Rectors, a Fourth Day Talk (usually given by someone who has recently attended a Tres Dias Weekend or its equivalent), a Meditation, Communion, and an opportunity to participate in a "Floating Reunion Group." The Fourth Day Talk should include close moments to Christ and emphasize the support received from the Reunion Group and by Secuela. A business portion of the Secuela, if necessary, follows Communion.

Only those who have attended a Tres Dias Weekend, or an adult weekend recognized by Tres Dias may attend Secuelas. Examples of those communities are Cursillo, Walk To Emmaus, Con Dios, Via de Cristo.

IV. THE SECRETARIAT

Tres Dias of Southeast Tennessee, Inc. subscribes to the Constitution and By-Laws of the International Assembly and the International Secretariat of Tres Dias. The Community adheres to the "Essentials of Tres Dias", as prescribed by the International Organization.

The Secretariat of Tres Dias of Southeast Tennessee, Inc. is elected from the membership of the Community to administer and manage the affairs of the Community. Secretariat members should attend at least six (6) Secretariat meetings per year.

The Secretariat shall hold regular meetings each operating year to number not more than twelve (12) and not fewer than eight (8), at a time and place to be determined by the Chairman. Special meetings maybe called by the Chairman or by the Secretary or Treasurer with a written request of five (5) voting positions of the Secretariat. The time and place of all meetings shall be announced in the Newsletter whenever possible, and all meetings shall be open to the Community unless the Secretariat shall be in “executive session”. The meetings are currently the third Tuesday of each month.

The positions of the Secretariat shall consist of the following:

- Chairman: One person, married or single person, who is currently serving or previously served in a TDSETN Secretariat position. The chairman must also demonstrate committee leadership and organizational skills.
- Secretary: A single or married person.
- Treasurer: A single or married person.
- Men’s Leader: A single or married male who has previously served as a Rector of a SETTD weekend.
- Women’s Leader: A single or married female who has previously served as a Rector of a SETTD weekend.
- Pre-Weekend: A married Couple.
- Fourth Day: A single person or a married couple.
- Palanca Couple: A married couple.
- Weekend Couple: A married couple.
- Food Couple: A married couple.
- Communications: A single person or married couple.
- Spiritual Director: An ordained or fully licensed minister. Must be in, or be retired from, fulltime Christian service. This is a non-voting position.
- Data Manager: A single or married person

Chairman Elect: A single or married person who has previously served on the Secretariat or as Rector in TDSETN. Person is elected by the Secretariat, with a term beginning one year after that of the Chairman. The Secretariat will approve this person a “Vote Of Confidence” prior to the assumption of the Chairman position. Upon assumption of the Chairman duties, this position will be vacant for one year. This is a non-voting position.

Apison Retreat Center Manager: A single or married person with administrative skills and knowledge of facilities management.

Positions of the Secretariat will be for two (2) years plus a reasonable training period for replacements that will not exceed six months. Unexpired terms shall be filled by appointment of the Secretariat on a two-thirds (2/3) majority vote. The Chairman shall vote only in the event of a tie. Each member of the Secretariat shall serve until a successor has been duly elected and installed. The Secretariat positions shall be divided into two classes. Elections will be held of one-half (1/2) of the classes each year. Secretariat vacancies should be published in the Newsletter a minimum of thirty (30) days before elections.

No current member of the Secretariat, or their spouse, will be called to serve as a Rector on any Tres Dias of Southeast Tennessee, Inc. Weekend while they are serving in any capacity on the Secretariat.

The Secretary shall email a copy of the minutes to all Secretariat Members following each meeting for approval.

In January of each year the Secretariat shall tithe on the excess balance in the treasury. The Secretariat will decide by a majority vote where to send the tithe. The Secretary should remind the Secretariat to discuss the tithe in January of each year.

For the purposes of our Non-Profit 501(c) organization status, the Governing Board of Directors shall be the Chairman, the Treasurer and the Secretary.

V. THE RECTOR

1. Initial telephone call to prospective Rector by Secretariat Chairman. Allow three (3) weeks until next meeting.
2. Rector Orientation Meeting, attended by Leaders Person, Chairman, Chairman Elect, 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 may call BUR, Head Cha, Assistant Head Cha, Head Prayer and Head & Assistant Head Kitchen if approved at this meeting.

3. Leaders Training, attended by Leaders Person, Rector, BUR, Head Cha, Assistant Head Cha, Head Kitchen, Head Prayer and Rover shall be conducted as soon as possible after Rector Orientation.
4. Team Selection Meeting, attended by Leaders Person, Chairman, Chairman Elect, Spiritual Director and Rector. Allow four (4) weeks before next meeting at which time the team selection should be completed. The chairman may conduct this meeting via email if desired. Rector may call all approved team members following closing of the prior weekend.
5. Professors Meeting, attended by 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.
6. Heads Meeting, attended by 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.
7. First of 8 Team Meetings. Allow nine to ten (9-10) weeks before Weekend.
8. Rector Debriefing Meeting attended by Leaders Person, Chairman, Chairman Elect, Head Spiritual Director of the Community and the Rector, approximately two to three weeks following each Weekend.
9. The Rector shall notify the Secretariat Spiritual Director of any pastors attending the Weekends.

VI. REMOVAL OF A RECTOR FROM SERVICE BY THE SECRETARIAT

It is every Rector's responsibility to live a lifestyle glorifying to God, obedient to God and to the authority He has place over them. The Rector must follow the guidelines provided by the Secretariat of Tres Dias of Southeast Tennessee, its Policies and Practices, its Constitution and The Essentials.

If it is determined by the Secretariat of Tres Dias of Southeast Tennessee that a Rector is not fulfilling the responsibilities entrusted to them by the Secretariat or is taking liberties outside the Tres Dias of Southeast Tennessee guidelines, Policy, Constitution or the Essentials, then a vote for removal will be taken.

Realizing this process will be devastating to both the Tres Dias of Southeast Tennessee Community and the Rector, the following guidelines will apply:

1. The Leaders Person shall request to meet with the Rector to discuss the issue/s. After meeting with the Rector, if the Leaders Person determines the Rector has not corrected the issue/s as previously discussed, the Leaders Person will notify the Chairman and make him aware of the issue/s. Upon listening to the issue/s as presented by the Leaders Person, the Chairman and Leaders Person will make a determination if an additional meeting with the Rector, Community Spiritual Director and Chairman Elect is necessary.

2. The Chairman will arrange a meeting with the Rector, Leaders Person, Chairman Elect and the Community Spiritual Director. Prior to beginning the meeting the Chairman shall explain to the Rector the process that will ensue as a result of the called meeting. The Rector will be advised that the issue/s brought before the representatives of the Secretariat could result in his/her removal as Rector. The Leader's Person shall document the meeting in writing.

The Chairman will then ask the Leaders Person to explain the issue/s which resulted in the called meeting, after which the Rector will be given an opportunity to respond to the issue/s. Upon hearing from the Leaders Person and the Rector, other members of the Committee should engage in the discussion in an effort to resolve the issue/s. Upon conclusion, the Chairman will excuse the Rector and inform him/her that the committee will have further discussion as to the resolution of the issue/s. In the event that the Committee feels the issue/s cannot be resolved, then a recommendation of removal will be made to the Secretariat and the Chairman will call for an emergency meeting of the Secretariat.

3. A vote of removal requires a majority vote of a quorum of the Secretariat. Since a simple majority vote is required to elect a Rector, a simple majority vote will be required to remove the Rector.
4. The Chairman will notify the Rector of the outcome of the vote.
5. If team meetings are in progress, then the Back-Up Rector shall be called to service and shall substitute for the Rector while maintaining continuity and using the visual, theme and scripture already in place. If team meetings have not begun then a new Rector will be asked by the Secretariat to serve the weekend. The new Rector will be free to select the visual, theme and scripture as God directs.

This revision of the Practice and Policy Manual was approved by the Secretariat on August 20, 2019.