



Tres Dias of Southeast Tennessee

## Head Cha Team Book

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

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

Thank you,

Tres Dias of Southeast Tennessee Secretariat

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## **GENERAL OVERVIEW:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Suggested Contents:

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

Meeting Schedule

Food Assignments

Cha Instructions (Tres Dias Standard)\*

Palanca guidelines (Tres Dias Standard)\*

Weekend Schedule\*

ARC layout and information (packing list)

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

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

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

**6. Refreshments for Team Meetings:**

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

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

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

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

**9. Administrative matters.**

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

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

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

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

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

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



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

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

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

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

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

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

## TEAM MEETING CHECKLIST

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

## SECTION MEETING GUIDELINES

### General Guidelines:

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

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

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

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

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

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

### **Specific Guidelines:**

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

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

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

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

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

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

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

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

## FINAL PREPARATION FOR WEEKEND

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

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

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

## MISCELLANEOUS

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



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

## REMINDERS FOR AREA HEADS

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

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

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

Area \_\_\_\_\_

Name \_\_\_\_\_

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

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

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

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

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

Please provide any other comments you may have.

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

## Team Book Materials

Use if desired in making the team books

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

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

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

## **Basic Rules for Team Meetings**

1. Support the team with your heart, your hands, your feet and your mind. You have made a commitment to do a job — do it.
2. If you will not be able to attend all team meetings, or if you are unable to support this team by being on time and by freely participating for any reason -- now is the time to let the Rector know.
3. There will be things done and said with which you may disagree. Your opinions and suggestions are valued and welcomed as our plans are formulated. However, once a decision has been made - your leaders expect your full cooperation and support.
4. Anything that goes on in the team meetings is for team members only. Each of you is expected to keep these matters confidential and strictly among the team.
5. If you have a problem with anyone on the team please bring it to the Head Cha or Rector. There can be no room for conflict among us, and anyone harboring dissent will not make a meaningful contribution to our efforts.
6. Pray about this team and this Tres Dias Weekend. Support this effort with your prayers for all who play a part in it.

## **Cha Chas - General Instructions**

1. All Chas are under the direction of Assistant Head Cha on the weekend. Please do what he/she asks. Any problems, which come up that you cannot handle, should be directed to your area head. Area Heads should go to the Assistant Head Cha. Tres Dias policy questions should be directed to the designated Secretariat member on the team.
2. Your area head should always know where you are. Do not get “lost”. Do not leave your area until all your work is caught up. If you get caught up and your head agrees to take some time off, agree on a time you will return. Be sure to honor that time limit. Remember that you are not on the weekend for your own blessing, but to be a blessing to others. It is in the process of serving and blessing others that you will find your greatest blessing!
3. Be an example for the candidates. When the bell rings, respond quickly. Be silent during the spiritual retreat. Be quiet and meditative in the chapel. Do not sing along with the serenaders on Saturday night, they are there to bless the candidates and team, not to lead you in praise and worship. Do not linger outside with the serenaders, come in and resume your duties.
4. This is cloistered weekend. Try to leave thoughts and concerns of home and work behind. Please do not use the ARC telephone except for emergencies. Do not leave the campground for any reason during the weekend unless specifically asked to do so by Rector, Head Cha or Assistant Head Cha. Do not bring radios, TV’s, cellular phones, cameras, etc. to the weekend.  
**REPEAT – NO CELL PHONE USAGE EXCEPT FLOATER.**
5. Do not ask special favors of other Chas, especially Table and Kitchen Chas.
6. All Chas, except Chapel Chas, will line the hallway whenever candidates move place to place.
7. Remember you are there to serve. No candidate should ever get something for himself or herself. Also, they should not go off by themselves, but be sensitive; someone may just need a little space for a while.
8. We want candidates to use restrooms at appropriate times, but don’t make a big deal if someone needs to go at another time.
9. On Thursday night, be in your service area at the time designated by your section head. All Chas are to be at the Thursday night reception. All except Kitchen, Prayer and Professors will be introduced to the candidates at that time.
10. You may wear your Tres Dias crosses starting after the Piety Rollo on Friday evening, but it is best to wait until Saturday morning.
11. Do not hug until after the Saturday morning chapel when the “abrazo” (hug) is introduced.
12. Have your service area packed and cleaned before closing on Sunday.
13. Remember – SMILE – SMILE - SMILE. God Loves You and Will Use You.

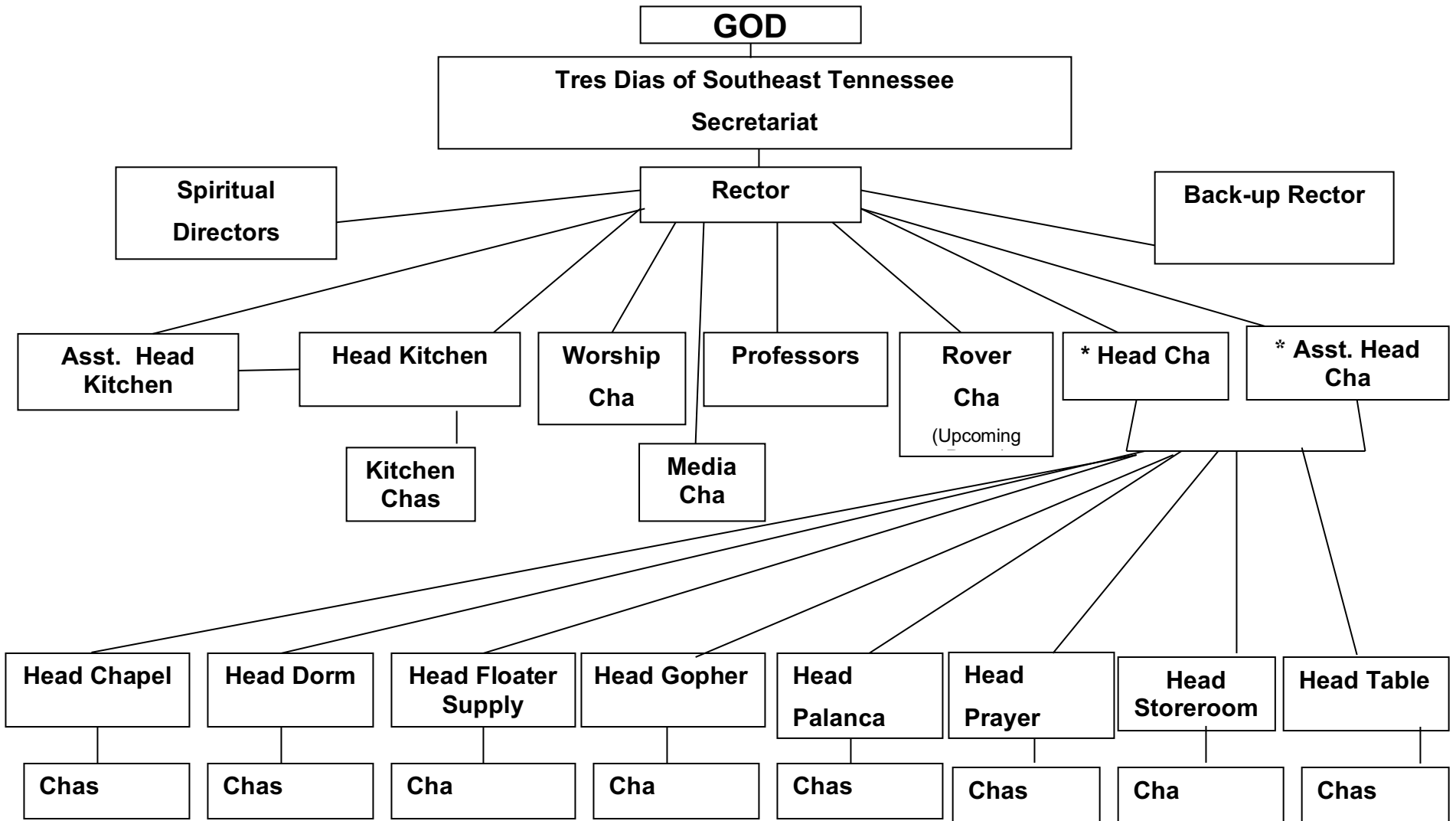
**Please have your food at the meeting 15 minutes before the starting time. It is your responsibility to exchange with someone else if you are unable to attend. Let your Food Leader know of any changes. Food Leaders call your team members a couple of days prior to the meeting you are responsible for.**

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

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

# *Spiritual Authority Chart*

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



## **Rollo Prayer Palanca - General Guidelines**

Participation in Prayer Palanca is one of the greatest blessings of working a Tres Dias weekend. It is important that you prepare your heart for this unique time of intercession and be ready to go when the Gopher Cha comes for you. The Gopher Cha(s) will 'pull' you (escort you) from your area of service to the designated Prayer Palanca area. (Please be sure your Head knows where you are).

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

Here are some general guidelines to remember while you pray:

1. Ask the Holy Spirit how to pray. He is your Teacher.
2. Pray in whatever position you feel most comfortable — whether kneeling, standing, sitting, walking or lying prostrate before the Father. There is no right or wrong.
3. Be sensitive to your prayer partner with regard to order of prayer, silent praying, worship and times of waiting on God. It doesn't matter whether you both pray aloud, first one and then the other praying, or praying silently; praying with your prayer partner and feeling the Holy Spirit's presence will be a special time of communion with our Heavenly Father. You'll develop a common bond with your prayer Palanca partner that will amaze you.
4. Pray for each of the candidates and team member by name. Pray for the Rollista as he/she shares from his heart. Pray for God's purpose to be fulfilled in the Rollo Room. Pray for our team's sensitivity to God's direction throughout the weekend. Pray as the Holy Spirit leads you to. You are invited to commune with Him, on behalf of your brothers/sisters in Christ. Savor this special time. Remember, "Jesus Christ, Who died, who was raised to life is at the right hand of the Father and is also interceding for us." (Romans 8:34)

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



## **Types of Cha Chas and Responsibilities**

### Head Cha

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

### Assistant Head Cha

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

### Back-Up Rector

1. Be available to Rector for any support he/she needs in preparing for the weekend.
2. Counsel with the Rector for areas observed as needing attention.
3. Fill in for the Rector should he/she become unable to complete the weekend.
4. Review all skits prior to presentation for appropriateness.
5. Set up for Closing

### Music Chas

1. Lead team and candidates in praise and worship.

### Table Chas

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

### Chapel Chas

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

### Prayer Chas

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

### Palanca Chas

1. Receive Palanca letters and sort into individual collection locations.
2. Inventory banners and distribute/hang as needed after Holy Spirit Rollo.
3. Have all skits reviewed by the BUR prior to presentation.
4. Collect and distribute other Palanca as the occasion calls for.

### Dorm Chas

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

### Floater Supply Chas

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

### Gopher Chas

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

### Rover Cha

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

### Storeroom Chas

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

### Media Cha

1. Operating the sound and visual systems at the Apison Retreat Center (ARC) for the weekend and team meetings that are held at ARC
2. Making the corrections to the Weekend Directory after the photo is taken, then print out the complete directory and provide it to the Fourth Day Couple (who took the picture).

### Kitchen Chas

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

## Definitions/Vocabulary

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

## Team Member General Palanca Letters

You may recall that General Palanca letters are read during the Spiritual Directors Holy Spirit Rollo on Friday afternoon as “Palanca” is introduced to the Candidates.

**The term “General” Palanca letter is used because this is one letter written by you to the entire group of Candidates as a whole. The Spiritual Director chooses a few of these letters to read aloud during his Rollo. All of the letters are then posted in the Conference Room for the Candidates to read throughout the weekend.**

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

Professors giving their Rollo after the Holy Spirit Rollo and Silent Professors should sign their letter “A Brother/Sister in Christ.”

Dear Brother/Sister in Christ,

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

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

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

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

To God be the glory and honor and praise.

In his Love

(Your Name)

(Your Team Position)

## **Meditation**

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

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

*(Beginning with Piety Rollo)*

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

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

**Amen**

## Weekend Outline

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

Prepare for the weekend

Receive and organize food, clean camp and set up areas, assign Dorm spaces, set up for reception, prayer Chas prayer for camp ground and each room etc.

Candidate Arrival and Reception

Candidates to Dorm for settling in

Rollo Room "Friend Introductions"

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

Chapel - Spiritual Director's Meditations

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

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

Spiritual Retreat (Silence)

Team Meeting

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

Continuation of Silent Retreat

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

Communion

Worship

Breakfast, kitchen introductions, jokes

Table Assignments

Directory sheet corrections

Photograph

Introductions

Rollos

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

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

Lunch

Rollos

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

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

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

Rector's Miner's Story

Chapel

Dinner

Decuria and posters

Chapel visit

Team meeting

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

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

Worship and Communion

Breakfast

Meditation - Invisible Barrier

Rollos

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

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

Lunch

Rollos

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

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

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

Dinner and Serenade

Chapel Forgiveness visit

Decuria/Celebration

Chapel (if not covered in the forgiveness chapel)

Team Meeting

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

Breakfast

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

Worship and Petition Communion

Rollos

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

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

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

Lunch

Reunion Rollo

Rector Rollo – Living the Fourth Day

Palanca Bag Distribution

Chapel Cross Ceremony

Closing - Pescadores by table

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

“What does Jesus Christ mean to you now?”

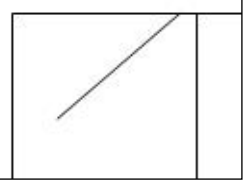
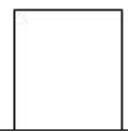
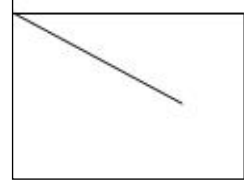
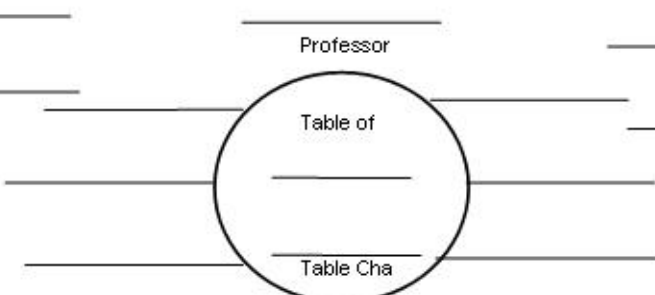
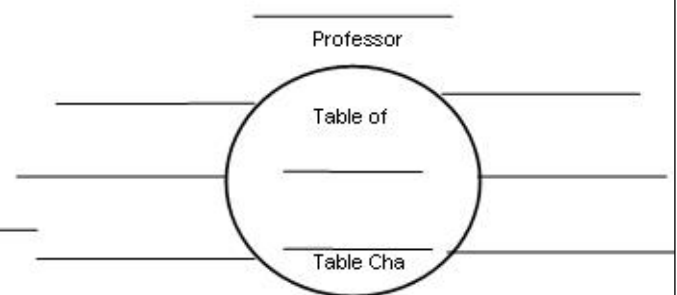
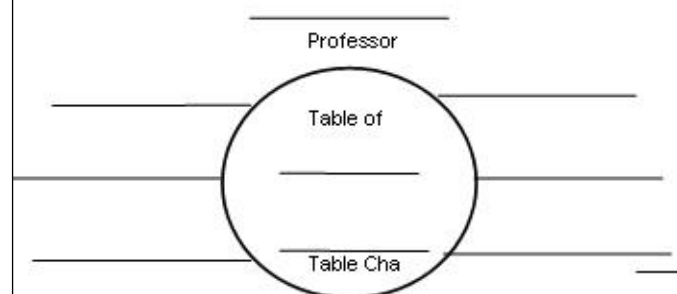
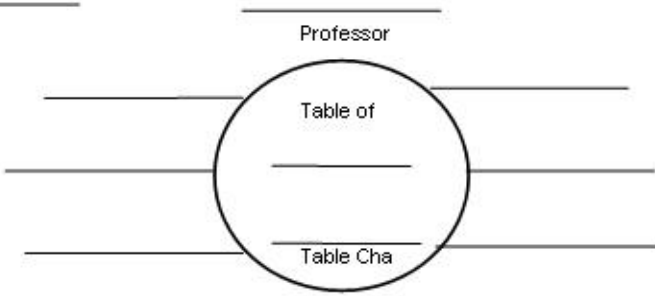
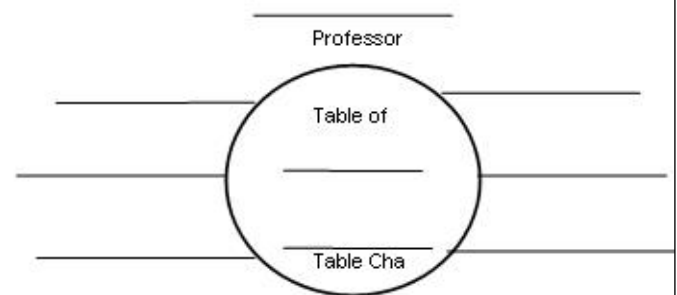
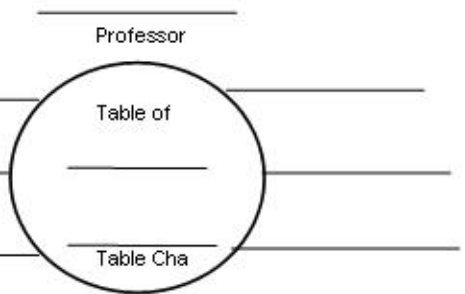
Team Introductions and Community Chairman introduction and prayer for the next Rectors

Clean up and ARC closure

# Miscellaneous Forms



Podium



## Weekend Prayer Palanca Sheet

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

# Weekend Prayer Coverage

## Thursday

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

## Friday

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

## Saturday

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

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

## Sunday

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

## Practice Rollo Critique Sheet (For Critique Leaders)

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

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

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

## Community Handout - Available in Excel format if desired

### - Rector

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



TENNESSEE DEPARTMENT OF REVENUE

SALES AND USE TAX CERTIFICATE OF EXEMPTION

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

Effective Date: July 1, 2015
Exemption Number: 780077123
Expiration Date: June 30, 2019
1156 CLC EAST BRANCH RD
KPIBCN TN 37416-5906

The Tennessee Department of Revenue has issued a tax exemption number for the educational, religious, historical, or charitable non-profit organization or institution named above. State law (Tenn. Code Ann. § 67-6-522) gives the Department the authority to allow this organization to make tax-exempt purchases of goods and services that it will use, consume or give away. This authorization for exemption does not extend to sales tax that the organization must collect or pay on its regular sales of goods or taxable services.

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

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

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

Richard H. Roberts
Commissioner of Revenue

To Be Completed by the Organization

TO: Supplier's Name
Address
City State Zip

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

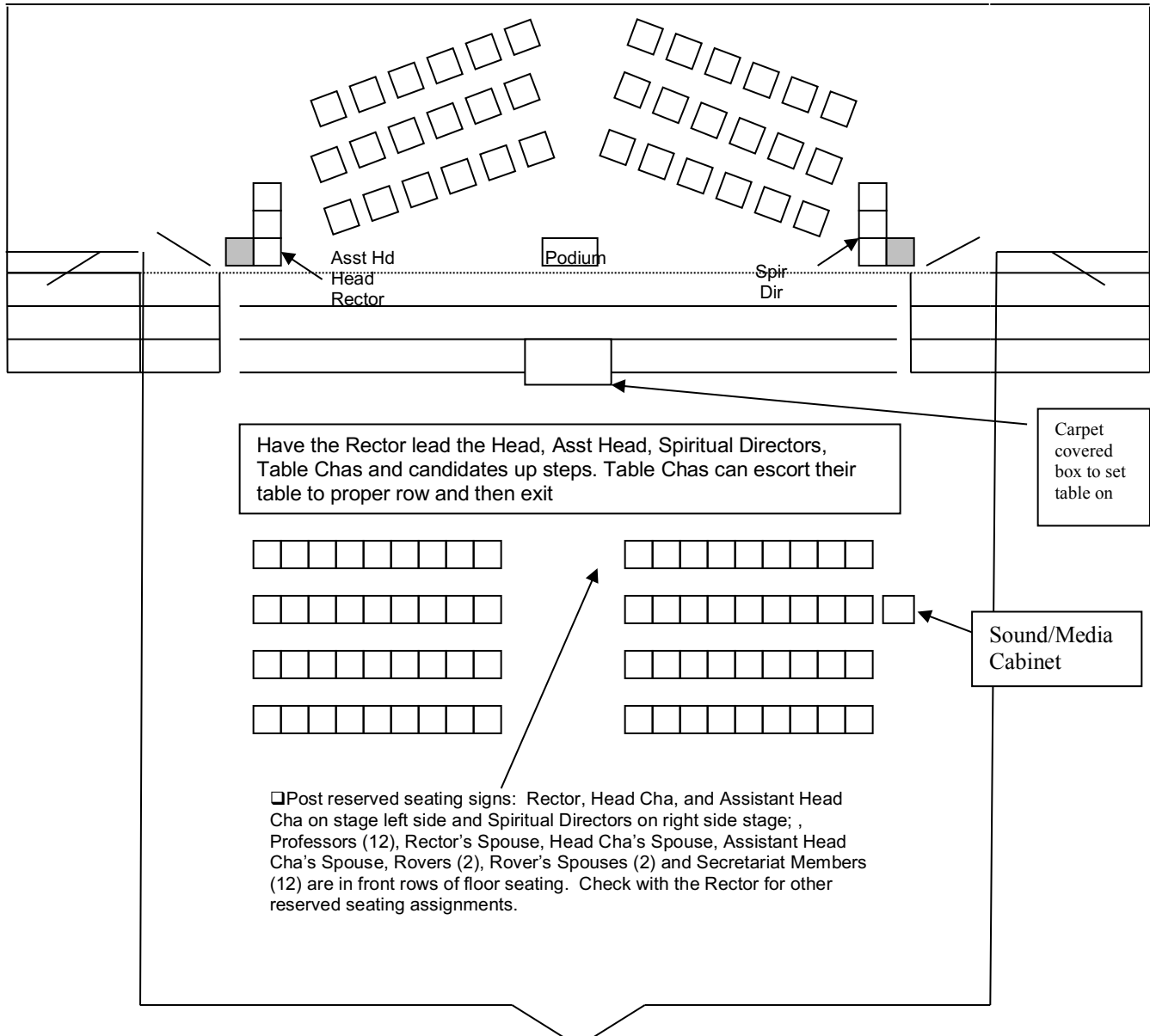
Under penalty of perjury, I affirm this to be a true and correct statement.

Print Name of Organization

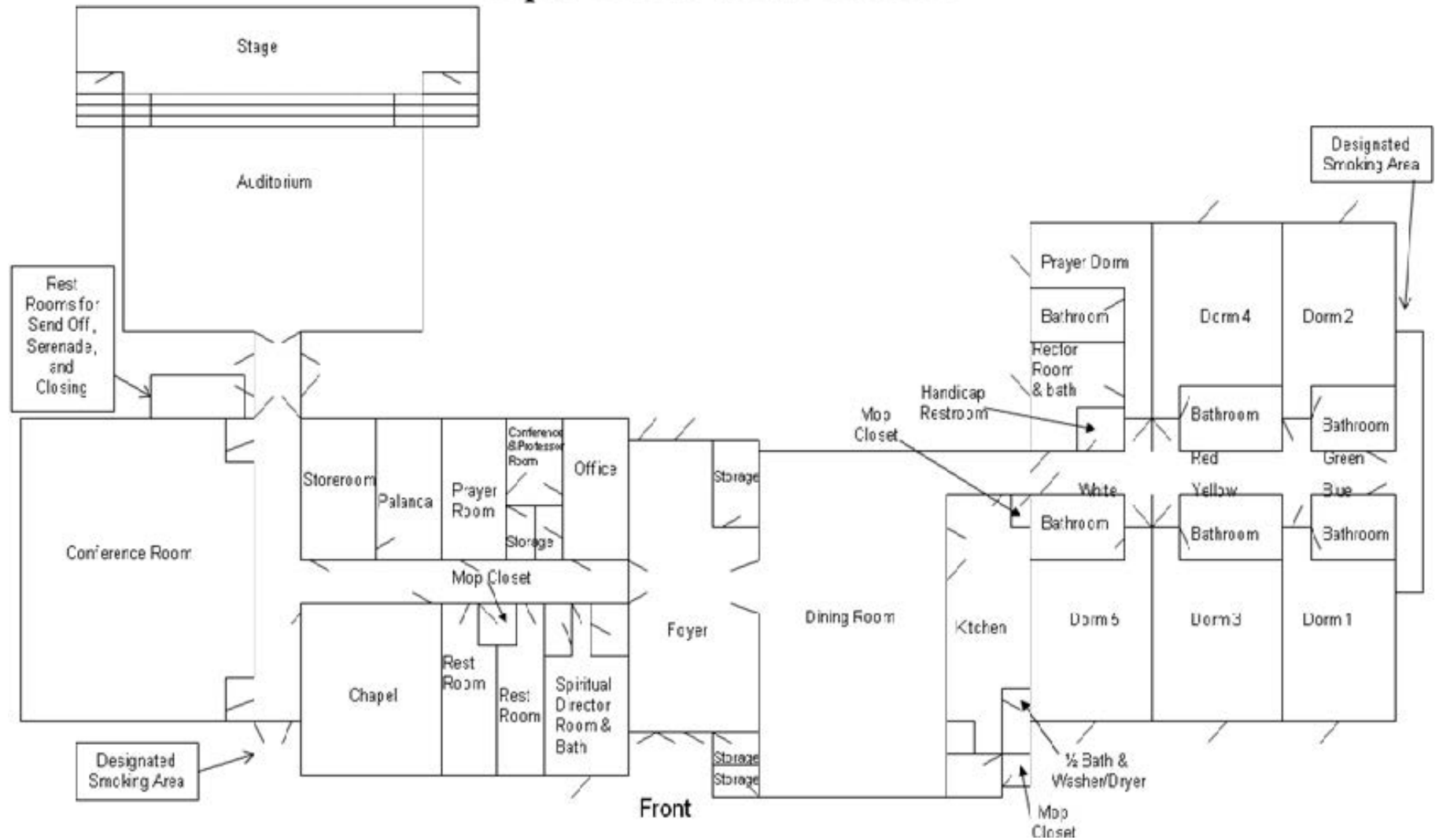
Print Name of Purchaser

Signature of Purchaser Date

## Suggested Auditorium Set up for Closing



# Apison Retreat Center





## **Team Member Commitment Sheet**

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

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

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

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

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

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

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

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

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

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

**Cha Introductions**

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

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

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

**Candidate Introductions**

**One**

- **Two minute summary of table discussion**

**Other**

- **Explain the poster**

Decuria

Give your:

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

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

In two minutes, answer:

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

Closing