



Tres Dias of Southeast Tennessee

## Head Palanca Cha Team Book

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

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

Thank you,

Tres Dias of Southeast Tennessee Secretariat

# Palanca Cha Duties and Responsibilities

## OVERVIEW

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

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

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

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

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

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

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

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

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

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

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

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

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

## **TEAM MEETINGS**

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

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

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

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

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

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

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

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

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

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

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

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

Post the highlighted Weekend schedule.

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

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

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

### **THE WEEKEND**

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

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

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

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

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

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

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

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

## ***ROLLISTA PALANCA***

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

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

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

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

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

## ***ROLLO ROOM PALANCA***

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

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

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

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

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

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

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

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

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

## **BED PALANCA**

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

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

## **BANNERS**

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

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

## **COMMUNITY**

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

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

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

## **SUNDAY PALANCA BAGS**

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

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

## **MISCELLANEOUS**

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

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

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

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

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

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

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

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

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

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

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

Please provide any other comments you may have.

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

## ***TYPES OF PALANCA***

Banners

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

Bed Palanca (Individual item to be put on bed)

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

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

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

Individual Letters for Palanca Bags - Team and Candidate

Rollista Palanca (Encouraging them before or after their Rollo)

Team Palanca

## ***NUMBERS REQUIRED***

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

Table Palanca – 6 + 1 for leadership

Bed Palanca for Candidates - 36

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

Kitchen Palanca – 112

General Palanca Letter - 1

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

Rollista Palanca - Optional

Team Palanca – Optional - 76

# Weekend Prayer Coverage

## Thursday

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

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

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

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

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

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

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

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

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

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

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## Saturday

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## Sunday

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

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

**EXAMPLE ONLY – DO NOT USE**

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

# Apison Retreat Center

