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**POLICIES & PROCEDURES**

**OF**

**ABUNDANT LIFE TRES DIAS**

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## I. TEAM QUALIFICATIONS

### A. Qualifications for a Team Member. A team member must:

1. Declare his/her personal relationship with Jesus Christ as Lord and Savior.
2. Agree with the Tres Dias Statement of Belief.
3. Be an active participant in Tres Dias activities including attendance at Secuelas and Serenades, sponsoring candidates and/or supporting Weekends with Palanca.
4. Be living the Tres Dias method including active participation in his/her church and preferably participation in a reunion group or its equivalent.
5. Be willing to serve with a Servant's heart and not with a contentious (argumentative or belligerent) Spirit.
6. Be willing to abide by The Essentials of Tres Dias, Amended and Restated Bylaws of Abundant Life Tres Dias, and the Policies & Procedures of Abundant Life Tres Dias.
7. Meet the Qualifications for Leadership as described in the Amended and Restated Bylaws of Abundant Life Tres Dias.
8. Be willing to submit to the authority of the ALTD Secretariat through the leadership of the Rector/a.
9. Have attended a Tres Dias School, or its equivalent, at least one time in the previous two years.
10. Have completed and signed the Abundant Life Tres Dias Team Application form.
11. Be willing to pay for the cost of the Weekend.
12. Be willing to attend all Team Formation Meetings.
13. Be willing to clear his/her personal and professional schedule in order to fully participate in the 72-hour Weekend.
14. Be willing to pray regularly for the team and candidates of the Weekend.
15. Be willing to follow up with candidates in their Fourth Day.

### B. Additional Qualifications for a Rector/a. A Rector/a must:

1. Have demonstrated an understanding of and commitment to The Essentials of Tres Dias.

2. Be willing to abide by the guidelines outlined in the ALTD Detailed Weekend Script.
3. Be willing to submit to the authority of the ALTD Secretariat.
4. Have served on a minimum of five teams, as follows:
  - a. Have given at least three Rollos, with one being a strong witness talk showing Spiritual Maturity.
  - b. Have served as a Cha at least two times outside the Rollo Room.
  - c. Have served in at least one Head position, where he/she demonstrated leadership skills, organizational abilities, and the ability to work with people.
5. Be willing to attend Secretariat meetings and Secuelas from the time of appointment until the Weekend critique is presented.
6. If a person is holding a position on the Secretariat, then is called to be a Rector/a, the Secretariat is responsible to find a temporary replacement while he/she is serving in that role.
7. Be willing to attend Rector/a/Head Cha Training (as specified by Secretariat) with his/her Head Cha prior to selecting the remainder of his/her team.

C. Additional Qualifications for a Head Cha. A Head Cha must:

1. Have been on at least three teams, serving as follows:
  - a. Have done at least one Rollo
  - b. Have served both inside and outside the Rollo Room.
  - c. Have served in at least one Head position, where he/she demonstrated leadership skills, organizational abilities and the ability to work with people.
2. Have demonstrated an understanding of and commitment to The Essentials of Tres Dias.
3. If a person is holding a position on the Secretariat, then is called to be a Head Cha, the Secretariat is responsible to find a temporary replacement while he/she is serving in that role.
4. Must be approved by the Leaders Chair before being asked to serve as Head Cha.

5. Must be willing to attend Rector/a/Head Cha Training (as specified by the Secretariat) with his/her Rector/a, before selecting the remainder of the team.

D. Additional Qualifications for a Weekend Spiritual Director.

1. A qualified Spiritual Director is ordained, commissioned, licensed or certified by a recognized church body. Spiritual Directors must be qualified to teach and counsel in spiritual matters and be in good standing with their church affiliation.
2. Spiritual Directors must be recommended by the ALTD Community Spiritual Director (and the ALTD Spiritual Direction Committee he/she appoints) and approved for service by the ALTD Secretariat.
3. The Head Spiritual Director of the Weekend must be authorized to celebrate communion by his/her denomination. The denomination must be one of the recognized Christian denominations in the Church.
4. There must be no less than two Spiritual Directors present throughout an ALTD Weekend.
5. In order to serve as a Spiritual Director on an ALTD Weekend, a person must first be a candidate on a recognized fourth day Weekend.

E. Additional Qualifications for Piety, Leaders and Reunion Rollistas.

1. The Piety and Leaders Rollistas must have been on at least two teams, must have done at least one Rollo and must have demonstrated an understanding of and commitment to the overall message in the Rollos.
2. The Reunion Rollista must be actively involved in a reunion group.

## II. RECTOR AND RECTORA SELECTION AND TRAINING PROCESS

### A. Rector and Rectora Selection.

1. The Leaders Chair shall maintain a list of individuals who are qualified and have not yet served as Rector or Rectora, and shall start the selection process approximately nine months prior to the Weekend. The entire selection process shall remain confidential.
2. An alphabetical list of eligible candidates for Rector and Rectora shall be given to each of the Secretariat positions. After review and discussion of the candidates' qualifications and faith walk, through prayer each Secretariat position shall vote ranking the candidates by assigning a number value with 1 being their first choice, 2 being their second choice, etc. until all receive a number.
3. The Leaders Chair shall tally the votes and then create an alphabetical list of the top ten Rector candidates and the top ten Rectora candidates.
4. The list of the top ten Rector candidates and the top ten Rectora candidates shall be given to the Selection Committee which shall consist of the persons holding Secretariat positions and the past two Rectors and past two Rectoras. In the event the Selection Committee consists of a person who is a former Rector/a and also holds a Secretariat position, that person shall have one vote. Through prayer, each Selection Committee member shall vote ranking the candidates by assigning a number value with 1 being their first choice, 2 being their second, etc. until all receive a number.
5. Results of this vote will create the contact order with those receiving the lowest point total being contacted first by the Leaders Chair. Such contact shall include discussion of the following:
  - a. Confirm qualifications and eligibility of candidate
  - b. The role and responsibilities of the Rector/a
  - c. The support from the Leaders Chair and Secretariat
  - d. The time line of responsibilities
  - e. Availability to attend Rector/a and Head Cha Training, Team Formation Meetings and Weekend dates
  - f. Team selection policies
  - g. Any other questions the Rector/a may have



6. The Leaders Chair then formally invites the selected Rector/a candidate to serve.
7. After prayerful consideration and upon receiving an acceptance from the candidate, that person becomes the next Rector/a.
8. If the person asked is unable or unwilling to serve at this time, the Leaders Chair will repeat the process with the next person on the list.
9. The results of the selection process shall be kept confidential by the Leaders Chair until the announcement of the new Rector and Rectora at the Weekend Clausura.

**B. Rector, Rectora and Head Cha Training.**

1. It is the responsibility of the Leaders Chair to hold training with the Rector and Rectora as soon as possible after their announcement. The Leaders Chair may approve the appointment of the Head Chas in order that they may be included in the training and that the training may be held in a timely manner. The training shall include:
  - a. Prayer
  - b. Distribution of materials
    - (1) The Essentials of Tres Dias
    - (2) Amended and Restated Bylaws of Abundant Life Tres Dias
    - (3) Policies & Procedures of Abundant Life Tres Dias
    - (4) Team Training Manual Binder
    - (5) Guide for Team Members Spiral
    - (6) Detailed Weekend Script
    - (7) Head Cha file box
  - c. Review Team Selection Process before it begins
  - d. Review Team Formation Meetings schedule
  - e. Encourage everyone to read all materials
  - f. Answer any questions
2. The Leaders Chair shall provide council, guidance and support during the entire planning process and shall be responsible for assuring that the Weekend is conducted in a manner that meets the necessary requirements.

### III. TEAM COMPOSITION

#### A. Team Selection

1. A full team typically consists of between 38-45 people made up as follows:

1 Rector/a	1 Head Cha
1 Head Spiritual Director	2 to 3 Assistant Spiritual Directors
9 Lay Rollistas – Ideals, Church, Piety, Study, Action, Leaders, Environment, Christian Community in Action and Reunion	1 Silent Professor
1 Head Rollo Room Cha	5 Rollo Room Chas
1 Head Music Cha	1 to 5 Music Cha
1 Head Server Cha	4 to 5 Server Chas
1 Head Dorm Cha	1 to 2 Dorm Chas
1 Head Chapel Cha	4 to 5 Chapel Chas
1 Head Palanca Cha	1 to 2 Palanca Chas
1 Head Utility Cha	1 Utility Cha

2. The Rector/a and Head Cha will work together to prayerfully select a team and present the proposed team to the Secretariat for approval.
3. Any team members added to the team after the initial team roster approval by Secretariat must be approved by the Leaders Chair before being asked to serve.
4. Approved Spiritual Directors cannot serve in lay team member positions, unless at least two Spiritual Directors are in place and the Secretariat approves.
5. The final team composition should reflect the ALTD Community. It should represent a broad cross representation of all denominations in our Community and it should not be dominated by one reunion group or circle of friends.
6. The team shall have a broad base of experience and shall adhere as closely as possible to the following criteria: One third of the team shall be experienced team members, having served on six or more teams, one third of the team shall have some experience, having served on three to five previous teams, and one third of the team shall be inexperienced, having served on zero to two teams.

7. Individuals from church denominations who disallow participation in open communion should not be excluded from team for that reason.
8. There shall be no co-head positions. For positions such as Head Server Cha, one cha may be designated as “head” with another designated as “assistant”.
9. The purpose of serving on team is SERVANTHOOD, to be the hands and feet of Christ, therefore the Weekend should not be used as a personal problem solving activity.
10. A team member who is not abiding by The Essentials of Tres Dias, Amended and Restated Bylaws of Abundant Life Tres Dias, and the Policies & Procedures of Abundant Life Tres Dias may be removed from team. Prior to removal, the Rector/a and team member, through prayer and discussion, shall determine if the issue can be resolved. If not, the Rector/a may also involve the Head Spiritual Director and the Secretariat. If removal is recommended, the Secretariat has the final decision to remove a member from the team.
11. If the Rector/a, for whatever reason, is unable to lead the Weekend, and the Weekend is fast approaching or has arrived, the Head Cha shall remain as Head Cha. During the team selection process, the Rector/a shall designate someone to serve as a backup Rector/a should he/she be unable to serve immediately before the Weekend or on the Weekend itself. This backup Rector/a must: 1) have previously served as a Rector/a; 2) be serving on the present team in a non-head position outside the Rollo Room; 3) be willing to serve as backup Rector/a if called upon; and 4) be pre-approved by Leaders Chair as a backup Rector/a. If the Weekend is a long time away and time permits, the Secretariat may choose, instead, to select a whole new leadership team for the Weekend.

#### B. Spiritual Director Selection

1. The Community Spiritual Director is responsible for maintaining a current list of individuals who have been approved to serve as Spiritual Directors. This list shall be presented to the Secretariat for review and approval on a regular basis.
2. The list of approved Spiritual Directors will be given to the Rector/a of the upcoming Weekends. Each Rector/a shall consult with the Community Spiritual Director and/or their Head Spiritual Director to prayerfully select the Spiritual Directors they feel God is calling to their Weekend.
3. The Rector/a, or, at the Rector/a's request, the Community Spiritual Director or Head Spiritual Director, will call the selected individuals and invite them to serve on the Weekend.

IV. PRE-WEEKEND

A. Team Formation Meeting

1. There shall be four Team Formation Meetings before each Weekend for the purposes of building community, team training, team bonding and Rollo affirmation. These meetings shall be held on Saturdays and last from approximately 8:00 a.m. to 4:00 p.m. One meeting may be an optional overnigher which will begin about 7:00 p.m. Friday.
2. A Tres Dias School may be held in conjunction with a Team Formation Meeting.
3. All Team Formation Meetings are for team members only except with the Rector/a's permission.
4. All Team Formation Meetings should open and end with prayer. A chapel service with communion should be offered at each Team Formation Meeting. Time for introspection and prayer partner time should be made available.
5. Rollos should be given in the Weekend order, if possible, so that team members will understand the flow and dynamics of the Weekend.
6. All Rollos, including Spiritual Directors' Rollos, should be lovingly critiqued and affirmed.

B. Tres Dias School. To adequately prepare, educate and support the ALTD Community in all aspects of the movement, a Tres Dias School is a tool that can greatly assist in accomplishing this result.

1. A Tres Dias School should be scheduled at least once a year, and is open to the entire ALTD Community.
2. The Leaders Chair will act as chairperson for the Tres Dias School with the responsibility of setting the location and notifying the Community of date, time and place.
3. The Tres Dias School will include an official Tres Dias Essentials Training conducted by a trainer certified by the Tres Dias International Membership Committee. Said committee will be notified by the Leaders Chair of this training prior to it taking place.

### C. Guidelines in Sponsoring Candidates

1. Sponsors should select candidates for their desire for a closer relationship with Jesus Christ. To be consistent with the Tres Dias Statement of Belief and The Essentials of Tres Dias and to enable all candidates to fully experience the Weekend, the Secretariat will communicate these policies to the Community. Tres Dias **is for** a prospective candidate who:
  - a. Is a Christian who understands the Tres Dias Statement of Belief.
  - b. Desires a closer, more personal walk with his/her Lord, Jesus Christ.
  - c. Is physically and emotionally able to participate in the intense three-day Weekend activities.
  - d. Has been prepared for the Weekend by his/her sponsor according to the Pre-Weekend sponsorship guidelines.
  - e. Is willing to clear his/her personal and professional calendar for the 72 hour time frame of the Weekend in order to fully participate in the Tres Dias experience.

Scripture references supporting these policies can be found in: Proverbs 23:20, 20:1; 2 Timothy 3:1-5; 1 Peter 2:1-3; 1 Timothy 3; Deuteronomy 18:9-13; Hebrews 5:11-6:3; Colossians 3:1-25; 1 Corinthians 3:1-3, 6:9-11; and Romans 1:18-32, 3:24-25

2. If there is any question as to the qualification of a candidate, the Pre-Weekend Chair will consult with the sponsor, the Rector/a, the Community Spiritual Director and/or the candidate's pastor before accepting the application.
3. A sponsor must:
  - a. Have attended and completed a Tres Dias or equivalent adult Weekend.
  - b. Submit the candidate's completed application and fee or scholarship request to the Pre-Weekend Chair no later than the application deadline.
  - c. Arrange for transportation of the candidate to and from the Weekend. Candidates should be strongly discouraged from driving themselves to the Weekend.

4. A sponsor must be willing to:
  - a. Give palanca support before, during and after the Weekend. Sponsor will solicit letters of support and encouragement from friends, pastor and relatives of his/her candidate.
  - b. Pray for the candidate before, during and after the Weekend.
  - c. Attend Send-off, Cross Dedication at end of Send-off, Serenade and Clausura during the Weekend.
  - d. Assist the candidate with special needs (childcare, lawn mowing and meals for family, etc.) as possible, in order to allow them to participate fully in the Weekend.
  - e. Follow-up with the candidate during the week following the Weekend.
  - f. Invite the candidate, after the Weekend, to participate in a reunion group.
  - g. Invite the candidate to participate in ALTD functions (such as Secuelas, Tres Dias School, Serenades, Send-offs, Clausuras, etc.) for at least one year following the Weekend.

D. Application Process

1. All candidate applications shall go to the Pre-Weekend Chair. There is a limit of two candidates per sponsor per numbered Weekend.
2. Sponsors must be sure that their candidate's application is fully completed with full payment attached to be accepted as in "good order."
3. Applications in "good order" are automatically accepted by the Pre-Weekend Chair without further action. Those not will be reviewed by the Pre-Weekend Chair to determine further action, which may include, but not be limited to, contacting the sponsor, candidate and/or Secretariat to go over the exception to "good order."
4. Acceptance letters are mailed out as applications are received. The date when the acceptance letter is mailed out is recorded on the candidate's application. The letter will inform the candidate of items to bring to the Weekend.
5. Husbands are encouraged to precede wives as candidates.

6. Applicants will be at least 21 years of age. However, if the Secretariat, using its best judgment, finds a sound and compelling reason (such as spouse of a pescadore or military personnel) it may, on a case-by-case basis, accept a candidate who is at least 18 years of age. Any deviation from this shall require approval of the Lay Director, Pre-Weekend Chair and Rector/a of the specific Weekend. Consultation shall be made with the sponsor and the applicant's pastor.
7. There will be a maximum of 30 candidates accepted for each Weekend. The “good order” applications will be accepted in the order received up to that limit with excess applicants being placed on a waiting list in the order received by numbering prior to viewing without partiality to the sponsor or candidate’s identity.
8. When the Pre-Weekend Chair receives five applications for a given Weekend from one church, the Rector/a, the Lay Director, and the Pre-Weekend Chair will consult concerning the attendance of further applicants from that church.
9. Inasmuch as a Scholarship Fund has been established to allow assistance for candidates who otherwise might not be able to afford to attend a Weekend, such funds shall not be used for any other purpose except for candidates. In processing a request for a scholarship, it shall be the responsibility of the sponsor to request the scholarship. The sponsor shall write a note of explanation and send it along with the application or may call the Pre-Weekend Chair. Since it is the desire for as many persons as possible to attend a Weekend and since scholarship funds are limited, the amount of the scholarship should ordinarily not exceed one-half the cost of the Weekend. The Lay Director, the Pre-Weekend Chair and the Treasurer shall give approval for the scholarship.
10. The Secretariat shall make every effort through its use of newsletters, Tres Dias School, Secuelas, Team Formation Meetings and other events to publicize the application deadline and emphasize the importance of early submission of candidate applications.

V. WEEKEND

A. Cloistered Weekend.

1. The Essentials of Tres Dias states that “the team and candidates live in a cloistered environment for the entire Weekend.” ALTD defines “cloistered” as “separated from the world outside of the Weekend facility and the people outside of the Weekend team and candidates.” In order to maintain this cloistered environment, the following guidelines will be followed by the team and the Community:
  - a. From the Send-off on Thursday night until the Clausura on Sunday afternoon, all team members and candidates will remain at the Weekend facility with the exception of a designated cha to secure necessary supplies. A candidate who leaves the Weekend will not be allowed to return on that same Weekend unless approved by the Rector/a.
  - b. The Head Utility Cha will work with the staff at the Weekend facility to minimize interaction between the staff or other guests and the team and candidates of the Weekend.
  - c. There will be no watches, cell phones, pagers or other electronics used by the candidates during the Weekend. An emergency contact will be designated. In the event a candidate needs to make an emergency call, the candidate will contact the Rector/a.
  - d. Watches, cell phones, pagers, electronic devices, computers, etc. will only be used by team for emergency purposes or within their assigned Weekend duties and will be kept out of sight and hearing of the candidates.
  - e. As the Weekend is cloistered, Community and their families will make every effort to stay out of sight of the candidates except for Send-off and Clausura. Community may also be present in the Palanca Prayer Chapel and for escorting, serving, serenading, set-up and clean-up of the Agape dinner.
  - f. The Rollo Room is always off limits to Community and team members not assigned to work there. Exceptions may be made for non-Rollo Room team members to be in Rollo Room on approval of Rector/a. For the purposes of the cloistered Weekend, prayer warriors are considered Community and not team.
  - g. Team members will not violate the confidentiality of the Weekend by initiating any interaction with, or responding to questions from Community who visit the facility or call during the Weekend.



- h. It is the responsibility of the Rector/a to educate the team, and of the Secretariat (via Tres Dias School and the newsletter) to educate the Community about the meaning and importance of cloistering.
- B. Study Rollo References. If a reference list is presented by the Study Rollista, it must be approved by a Spiritual Director, preferably at the time of the Rollo affirmation.
- C. Weekend Book Table. Following the Study Rollo, there will be a table for display of Bibles, study guides and Christian reference materials. An optional table may also be set up for team to donate materials to be given away. All materials being displayed must be approved by a Spiritual Director. There will be no materials sold on the Weekend
- D. Serenade Policy. Only Community (pescadores who have attended and completed a Tres Dias Weekend or its equivalent or a Rock Weekend or its equivalent) may serenade. Women serenade the men and men serenade the women. Pescadores are encouraged to dress their best and wear their crosses. A pescadore who has a spouse or “significant other” as a candidate may come to pray but may not go in to sing. Only those songs approved and appearing in the ALTD Serenade Songbook will be sung.
- E. 4th Day Packets and Team Packets. The Weekend Chair shall be responsible for coordinating the collection of the contents of the 4th Day Packets and Team Packets. Suggested content for 4th Day Packets and who is responsible for submitting them are:
  - 1. Candidate Roster – Utility Cha
  - 2. Team Roster – Pre-Weekend Chair
  - 3. Candidate Application – Pre-Weekend Chair
  - 4. Team Application – Pre-Weekend Chair
  - 5. Sponsor Responsibilities – Pre-Weekend Chair
  - 6. Weekend Picture –Weekend Chair
  - 7. 4th Day Booklet – Weekend Chair
  - 8. Reunion Group Tri-fold Brochure – Weekend Chair
  - 9. Reunion Group Brochure – Reunion Chair
  - 10. Reunion Group Listing – Reunion Chair
  - 11. Tres Dias Brochure – Communications Chair

12. Current Newsletter – Communications Chair

13. Secuela Flyer – Post Weekend Chair

Suggested content for Team Packets are Team Roster, Candidate Roster and Weekend Picture.

All items for these packets shall be given to the Head Palanca Cha.

- F. Candidate Roster. Pre-Weekend Chair will compile the Candidate Roster and give a hard copy to the Head Rollo Room Cha who will pass the roster around to all tables for any changes. After corrections are made, the Head Rollo Room Cha will remit that roster to the Head Utility Cha who will then make the final draft and the appropriate number of copies to be given to the Head Palanca Cha for inclusion in the 4th Day Packet.
- G. Agape Dinner. The Weekend Chair is responsible for the Agape Dinner supplies. The Rector/a will coordinate set-up, clean-up and decorating volunteers as needed.
- H. Formal Joke Sessions and Skits. Formal joke sessions after meals and skits may be included in the Weekend. They should not be offensive to any race, ethnic background, or religious denomination.
- I. Palanca. Community and family members are encouraged to send palanca letters and general palanca for the candidates. Palanca should be uplifting, sacrificial, glorifying to God, Christian in nature, and covered with prayer. Palanca Chas will be responsible for distributing palanca to the Rollo Room, Dining Room and Dorm Rooms and should coordinate with the Heads of those areas. Personal gifts are not allowed to be distributed during the Weekend.
- J. Weekend Supplies.
  - 1. At the end of the Men’s Weekend, all supplies for each area should be reorganized and placed in their respective areas or placed in the designated loading area as directed by the Weekend Chair. It is the responsibility of the Head Chas of each area to notify the Utility Cha of any items that need to be replenished. No written inventory is required.
  - 2. At the end of the Women’s Weekend, it is the responsibility of the Head Chas of each area to place the supplies in the designated loading area. No written inventory is required.
- K. Disruptive Candidate or Team Member. A candidate or team member who is causing major problems that is adversely affecting other candidates or team may be asked by the Rector/a to leave the Weekend. This should be done only after much prayer and discussion with the disruptive individual. The Rector/a, Head Cha and Head Spiritual Director must be in full agreement with this decision.

- L. Team Members Identify Themselves. All team members will be instructed by the Rector/a to identify themselves as part of the team at the time of introductions at the beginning of the Weekend. Team members should never be untruthful to candidates.
- M. Area of Responsibility. Each team member is assigned a responsibility for the Weekend and should complete those responsibilities before offering to help in another area.
- N. Protect our Spiritual Directors. No male Spiritual Director on a Women's Weekend should ever be left alone with a candidate or team member. When a Spiritual Director is called to talk privately with a candidate or team member, a Cha should remain in view but out of hearing to provide privacy.
- O. Media Policy. Taking of pictures, video and audio tape recordings are prohibited during any scheduled activity on the Weekend with the exception of the Weekend Picture. Pictures may be taken during free time with permission of those included in the pictures.
- P. Respect of Facility. Teams using a retreat center will remember that we will abide by the rules of the facility, there is no smoking inside the facility at any time and the facility will be left cleaner than when we first arrived.
- Q. Clausura. The Post Weekend Chair will provide an adequate number of programs which shall include: 1) an accurate listing of the new pilgrims' names (this must be done at the last minute to ensure an accurate listing); and 2) an announcement of the next Secuela.
- R. Rector/a Announcement and Anointing. The next men's Rector will be announced at the close of the Men's Weekend. The next women's Rectora will be announced at the close of the Women's Weekend. They will both be anointed at the close of the Women's Weekend.

## VI. POST-WEEKEND

### A. Secuelas. The Post-Weekend Chair has the following responsibilities:

1. Scheduling Secuelas. With the Secretariat, set schedule for Secuelas on a regular basis, preferably five to six times per year. One should be scheduled during late June/July and include the Annual Meeting. Additional ones should be scheduled shortly after the spring Weekend and shortly after the fall Weekend as a “Victory” Secuela to welcome new pescadores. The Secuela is intended to last no more than 2 ½ hours. Additional time should be allowed for set-up and clean-up.
2. Locations. Secuelas should be scheduled using several churches that geographically represent the active membership of the ALTD Community. Locations should be coordinated several months in advance with a contact from the host church.
3. Host Pastor. Work with host church contact to make sure a pastor can lead the Secuela service which includes the responsibilities of giving the message and officiating at communion. If host church’s pastor is unable to attend, make arrangements to obtain commitment of another pastor/Community Spiritual Director.
4. Communion. Provide the elements and communion ware.
5. Music. Arrange for individuals to lead worship and provide song lyrics.
6. Fourth Day Talk. Choose and instruct a lay speaker or couple to give the Fourth Day Talk for each Secuela. Suggestions for possible speakers may be obtained from the recent Weekend Rector/a; however, this speaker does not have to be a new pescadore. The Fourth Day Talk should be approximately 10 minutes in length and should include how the speaker’s experience on the Weekend has affected their Fourth Day walk.
7. Communication/Marketing. Maintain communication with all parties involved to ensure details are planned and executed. Provide Communications Chair with necessary information to publish notice in newsletter, send in an e-mail blast and post to the website. Secuelas held following a Weekend should also be promoted in the Weekend’s Clausura program.
8. Offering. Take a love offering to offset the cost of the Secuela and to provide for scholarships for candidates. The host church may provide offering plates or baskets could be used. Monies collected, less expenses, should be given to the Treasurer.
9. Informational Table. Prepare a location for Candidate Applications, Team Applications, Brochures, etc., to be available for Community to take.

10. Child Care. In general, child care will not be provided unless it is deemed appropriate for a given Secuela.
11. Follow-Up. Send thank-you notes to host church and other Secuela participants and maintain records of Secuela programs.
12. Suggested Secuela Format.

Opening Worship

Welcome and Announcements (Post-Weekend Chair)

- Introduce and thank host pastor and host church
- Welcome new pescadores or first-time attendees
- Announcements from Secretariat
- Rector/a reports/updates

Love Offering

Fourth Day Talk

Pastor/Spiritual Director's Message

Communion

Community Prayer

Final Instructions and Announcements

- Announce time and place of next Secuela
- Ask for help in clean-up

Closing Worship

B. Reunion Groups. The Reunion Group Chair should promote the concept of reunion groups wherever and whenever possible.

C. Communications.

1. Newsletter. The Communications Chair will publish a newsletter a minimum of five times a year. Such newsletter may include:

- a. Articles from the Secretariat to keep the Community informed of their activities and decisions.

- b. A calendar of upcoming ALTD events including but not limited to Weekends, Secuelas, Secretariat meetings, Team Formation Meetings and training events, and a list of Secretariat members with phone numbers and e-mail addresses.
  - c. Personal sharing and testimony by pescadores for the encouragement of the Community.
  - d. Announcements about specific ministry, church, social and worthy Community events.
  - e. Notices of upcoming events and articles related to other three-day movements (e.g. Cursillo, Walk to Emmaus, Via de Cristo, ROCK, Credo, etc.) that trace their origins to the original Cursillo de Christianidad.
  - f. Content not directly related to ALTD will be published at the discretion of the Communications Chair.
2. Website. The Communications Chair shall be responsible for the maintenance of the website. Content not directly related to ALTD will be published at the discretion of the Communications Chair.
3. General Information.
- a. The Communications Chair shall keep the Community informed via e-mail of general information about the Weekends, Community prayer requests, Community announcements and items of personal interest such as marriages, births, deaths, etc.
  - b. The Communications Chair shall purge the mailing list of inactive members on a regular basis.
  - c. The mailing list of the Community is not to be sold or used for any purposes other than ALTD.

## VII. CHAPEL SERVICES AND COMMUNION

- A. Chapel Services and Communion. Unified chapel services with communion are offered at many ALTD events. There will be no provision for separate services or separate communion for different denominations. No one is required to partake in communion.
- B. Communion. Both wine and grape juice shall be offered during communion at all Tres Dias events. However, ALTD will respect and abide by the policies of the Church facility we are using. At Team Formation Meetings, the Head Chapel Cha will be responsible for following individual church policies. At Secuelas, the Post Weekend Chair will be responsible for following individual church policies.
1. In the administration of this Sacrament, the offering of the wine and grape juice shall be performed in such a fashion that it is announced which cup has the wine, and which cup has the grape juice. In offering the bread, every effort will be made to eliminate crumbs from falling on the floor (serving the bread over a table or large platter, etc.).
  2. The method of intinction (dipping the bread into the wine or grape juice) shall be the recommended way of receiving communion. However, if someone has a concern with this method, the Celebrant should consider whether an alternate method may be appropriate for that individual.
  3. A statement shall be made by the Celebrant that anyone who has accepted Jesus Christ as Lord and Savior is welcome to receive communion.
  4. It shall be made clear by the Celebrant that anyone may receive a blessing in lieu of receiving communion.
  5. One communion will be offered and not separate communion for different denominations.
  6. Any remaining elements used in communion shall be disposed of properly:
    - a. The bread shall be consumed, used at the next communion, buried in or scattered on the ground. (This shall include any pieces which fall on the floor).
    - b. The unused wine or grape juice (in the chalices) shall be consumed, used at the next communion (presuming it does not appear to be contaminated) or poured on the ground.

## VIII. SECRETARIAT

- A. Secretariat Meetings. The Secretariat will meet ten (10) times per year with meetings lasting no longer than two (2) hours each. All chair reports will be in writing and e-mailed to the Secretariat members at least 24 hours prior to the meeting.
- B. Planning Meeting. Prior to year end, a planning meeting shall be held to schedule the next year's calendar of events.
- C. Secretary's Duties
1. The Secretary will maintain a current Amended and Restated Bylaws of ALTD, a current Policies and Procedures of ALTD and all meeting minutes.
  2. The Secretary will e-mail/mail each Secretariat member a copy of the Secretariat minutes of the previous meeting as soon as possible after the meeting.
  3. The Secretary shall, at regular intervals, send thank you notes to host churches.
- D. Weekend Fees
1. The cost of conducting a Weekend shall be evaluated annually by the Treasurer and reported to the Secretariat, who shall determine whether a fee change is necessary. However, the fee charged individuals shall not exceed the cost of conducting a Weekend.
  2. The team fee for the Rector, Rectora and Head Spiritual Director shall be waived. Remaining Spiritual Directors shall pay one-half the fee. Said fees shall come from the General Operating Fund (not the Candidate Scholarship Fund).
  3. If a candidate or team member withdraws from the Weekend, the fee paid shall be refunded at the discretion of the Pre-Weekend Chair on a case-by-case basis.
- E. Offerings. Clausura offerings and Secuela offerings (less expenses) are to be applied to the Candidate Scholarship Fund.
- F. Review of Books. A yearly review of the Treasurer's books will be done by June 30.



- G. Reimbursement of Certain Expenses. The Secretariat may give a donation toward the use of a church for Team Formation Meetings. Also, the Rector/a and Head Cha shall be reimbursed for the cost of photocopying, mailing and long distance phone calls.
- H. Scheduling Tres Dias Events. All events must be confirmed with the host church prior to the scheduled date of the activity.
- I. Updating of Community Written Materials.
1. Written materials used by ALTD for distribution within and outside the Community must be prepared/reviewed by the appropriate Secretariat Chair and approved by the Secretariat. Minor changes to existing documents that do not affect the original content of the material may be made without prior approval. Materials currently in use to which this applies are:
    - a. Candidate Application (must contain Tres Dias Statement of Belief)
    - b. Pre-Weekend letter to the candidate
    - c. Pre-Weekend letter to the sponsor
    - d. Sponsorship Guidelines
    - e. Team Application (must contain Tres Dias Statement of Belief)
    - f. Team Training Material – such as Team Training Manuals, Rollo outlines, and critique forms
    - g. Weekend Materials - such as the ALTD Detailed Weekend Script, liturgies, Serenade Songbooks, etc.
    - h. ALTD Brochure (must contain Tres Dias Statement of Belief)
  2. Changes to existing materials or recommendations for new materials may be submitted by any ALTD pescadore to the appropriate Secretariat Chair for consideration by the Secretariat.

J. Policy Changes.

1. Procedure for policy changes is as follows: The proposed policy change is discussed at a Secretariat meeting, the matter is tabled until a later Secretariat meeting allowing time for each Secretariat member to pray about the proposed change, then the proposed policy is voted on. Policy changes that require immediate attention may be voted on by the Secretariat without waiting for an additional meeting.
2. Because a set of policies cannot anticipate every contingency, the Secretariat, at its sole discretion, may grant exceptions on a case-by-case basis, to any policy as needed.

IX. MISCELLANEOUS

A. Copyright Policy for Music

1. ALTD owns a Mobile Christian Copyright Licensing, Inc. (CCLI) license number. The license number is #1947386. (A Mobile Copyright License is designed for traveling ministries or individuals who use their license in more than one location.)
  2. All photocopied song sheets or projected song lyrics shall have the CCLI number appearing upon it, unless permission has been secured directly from the copyright owner.
  3. The Mobile Copyright License is the same as a Church Copyright License except:
    - a. The right to record worship services is not included.
    - b. The Mobile Copyright Licensee must retain sole possession of all copies made under the license.
    - c. The size category chosen for the license is chosen based upon the maximum number expected congregation size in the year which will benefit as a result of the Mobile Copyright License.
    - d. In taking out a Mobile Copyright License, the individual or organization agrees to distribute a Church Copyright application to an appropriate representative at each location where the Mobile Copyright License is used.
  4. The Mobile Copyright License must be renewed annually. Refer to [www.ccli.com](http://www.ccli.com) for further information about this license and renewal procedures.
- B. Ethics of Using Copiers. Permission should be received from the owner of a copy machine when using for ALTD purposes and, if necessary, appropriate compensation paid.
- C. Name Tags, Crosses, Pilgrims' Guides. Name tags, crosses and Pilgrims' Guides will be furnished to everyone once at no charge. If a replacement is needed, there will be a replacement fee determined by the Secretariat. Community is encouraged to wear their name tags and crosses to all functions.

D. Active Member. To be considered an active member of the Community, an individual must have, during the past 12 months, done at least one of the following:

1. Served on team or as a prayer warrior
2. Served on Secretariat
3. Served on a committee
4. Attended a Send-off, Clausura, Serenade or Secuela
5. Sent Palanca to a Weekend
6. Helped in set-up or clean-up of the Weekend
7. Sponsored a candidate
8. Attended a reunion group
9. Participated in a 75-hour prayer vigil and/or the e-mail prayer chain
10. Donated money or supplies