

# Abundant Life Tres Dias Team Training Manual

God Loves You And So Do We

Revised July 2013

## WELCOME AND DE COLORES!

Many volunteer hours of compiling and revising information have gone into making this Abundant Life Tres Dias Team Training Manual. This manual is designed for you to use as a tool in learning how to be an effective team member and to gain a better understanding of the Tres Dias Weekend.

Since this manual is important and expensive to replace, please do not write in it or tear out any pages. Careful use and return of this manual in good condition will help keep printing costs down; this will allow us to use our funds wisely. We greatly appreciate you being a good steward of our Community resources.

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# TEAM MEMBER INFORMATION

## THE ROLE OF A TEAM MEMBER

After prayerful consideration, you have been called to serve on the next Abundant Life Tres Dias team. You have examined your family, work, church and reunion group responsibilities and have agreed to serve Jesus on this team. Your commitment will cover a period of a few months. Congratulations and thank you for making this time commitment. You are now needed to anticipate, as well as participate!

A Tres Dias team member is one who:

- Knows Jesus Christ as personal Lord and Savior
- Can witness to the life-changing companionship of Jesus
- Lives a life of grace through regular spiritual direction of a reunion group
- Attends church regularly
- Is in pilgrimage toward a Christian maturity
- Can fulfill the assigned role on the team

You have been asked to fulfill a specific assignment on this team. Each is an important part of Christ's body with a specific task to do; however, one task is as equally important as another task. 1 Corinthians 12:26 states: "If one part suffers, every part suffers with it; if one part is honored, every part rejoices with it." When each task is done to the glory of God, the weekend will be an effective instrument for His grace. Although a team member receives the blessings of the Lord's grace during this time of service, please remember the weekend and its activities are to be channeled for the candidates. While each team member has a unique role to fulfill, each team member is also responsible for building team unity. Team bonding occurs during the team meetings prior to the weekend and your attendance is important.

As a team, we share the experience of participating in the weekend together with the candidates. Remember: Jesus never forces Himself on anyone. He waits patiently for each individual to call upon Him in each circumstance. As you already know, there is a price: the Weekend must be given to the glory and honor of Jesus Christ. The weekend is a **team effort**. It is the team working and praying together with Jesus that produces the Tres Dias Weekend.

A team member's prayer: "Dear Jesus, my Lord, I give this Tres Dias Weekend to You to work Your will so that Your glory and honor, power and authority may shower forth into the lives of all people You bring together to share this weekend in You. I release my pride to You, Lord, that I might be Your willing servant."

Remember the weekend is only a prelude, a beginning. It has given all of us the basic tools we need in order to grow into increasing Christian maturity. Remember, we are called to be Christian Leaders!

CHRIST IS COUNTING ON US!

## WHY AM I HERE LORD?

- I am here to praise God and to do His holy work here on earth.
- I'm here to imitate Jesus Christ and to be a window to the candidates on this Tres Dias Weekend.
- I'm here to pray and to make sacrifices for the entire team and the candidates.
- I'm here to help establish a Christian Community by bringing Jesus Christ to these three days and by accepting the gift of the Holy Spirit.
- I'm here to know the intent of the talks and to help the speaker accomplish it by guiding and directing discussion at the table.
- I'm here to display Christian discipleship; love and acceptance of another person as an individual; leadership - not domination; and a demonstration of concern for others.
- I'm here to demonstrate true leadership, not for glory seeking, but in loving concern; to be a guide - not a counselor; to be a good listener; and to be tolerant.
- I'm here so that when these three days are over, the candidates will be able to say of the team member: "I came looking for Christ and found Christ at my table and in the eyes of every team member."
- I'm here to ask humbly that God's will be done, not mine.
- I'm here to serve Jesus Christ and be part of Christ's united team.
- I'm here, Christ, to submit my heart and soul to You so that our love will bloom and grow. IN ALL THINGS, I WILL ASK MYSELF: "WHAT WOULD JESUS DO?"

## TEAM COMPOSITION

Each team usually consists of the following positions:

1 Rector/Rectora	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 Chas
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

There is a range of 39 to 48 team positions listed above. This allows for some flexibility in team composition. 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 inexperienced, having served on 0 to 2 teams;
- One third of the team shall have some experience, having served on 3 to 5 teams; and
- One third of the team shall be experienced team members, having served on six or more teams.

The purpose of serving on team is to be the hands, feet and voice of Jesus Christ. Servanthood is the purpose!

Remember, we are here to train people to be Leaders for Christ!

## **GENERAL INFORMATION ABOUT CHAS**

Chas are the team members whose task it is to care for the physical needs of the team and candidates both during the team meetings and on the weekend. Each member of the Tres Dias team has a specific task, so that when all of the members are gathered into the team, they are one. Their strength is greater than the sum of their parts.

To assure that all the work is accomplished, several Chas work under the direction of a Head Cha of their specific area (Dining Room, Dorm, Palanca, Chapel, Rollo Room, Music, Utility, etc.) who in turn answers to the Head Cha of the weekend. The weekend Head Cha is the one who works for and with the Rector/Rectora to monitor the physical preparations, and detailed schedule timing for the weekend activities. He/she keeps in communication with the Rector/Rectora during trainings and on the weekend.

The Head Cha for each area has been picked by the Rector/Rectora to lead that area's group activities. It is important that you follow the leaders who have been placed in this position even at times when they may handle a situation or activity a little differently than you might. These leaders may be following specific instructions given directly by the Rector/Rectora regarding how he/she may want something done on the weekend. At times you may be called upon to give your opinions or ideas but if they are not used, remember the Rector/Rectora has chosen this person as the leader of your area. It saves time and frustration if there is only one leading in love and all working together.

Lastly, it is very important that all Chas stay in their own areas where they are assigned to work so that all the tasks for that area can be completed. If you are busy minding someone else's work, yours is not getting done.



## CHA GUIDELINES

When we remember back to our Tres Dias Weekend, we think of many things: the table fellowship, the great talks, the wonderful spirit of love that surrounded us, and the super service we received. Our every need was met. Someone was there with a smile to bring us coffee, a special treat or a new box of Kleenex; whatever we needed was provided. Wherever we went, the rooms were ready for us - the Chapel was furnished with songbooks and lyric sheets, the meals were laid out in the Dining Room, and the Rollo Room was always tidy. By the time the weekend was over, we knew that all of this loving attention had been given to us by a very special group of people – Our Chas! The Chas serve as the hands and feet of Jesus Christ to the candidates.

When you were a candidate, you were told not to anticipate. You were to relax and enjoy the progression of the weekend. This was possible for you because someone else was anticipating. ANTICIPATE is the key word for a Cha! Anticipate what will be needed at each stage of the weekend. Be ready to meet any need that arises, from simple things such as providing poster paper and markers at the proper times to quite demanding tasks such as assisting someone who has become ill. Without the Chas, the weekend cannot happen. Serving as a Cha is one of the most unselfish services to our Lord that one can give because it involves the unselfish giving of oneself to make the weekend a success - a total giving of oneself, both mentally and physically.

The Tres Dias Weekend is designed to bring every candidate into a close, meaningful, personal relationship with Jesus Christ. The Chas are responsible for creating the climate of the weekend - for keeping the candidates as comfortable as possible so that they are not distracted from the subject matter of the talks. You also meet the needs of the Rector/Rectora, Head Cha, Spiritual Directors and Rollistas. Remember, you have been chosen by God to serve on this weekend!

### Responsibility of Chas:

- Your service as a Cha will require the following of you:
  - Perseverance
  - Stamina
  - Mental alertness to the needs of others, both spiritual and physical
- Your personal equipment should include:
  - A large portion of brotherly/sisterly love
  - A flashlight (with some extra batteries)
  - Umbrella
  - Extra sweater or jacket (in case a candidate forgets to bring one)
  - Comfortable clothing
  - Very comfortable shoes
- On Thursday during the day, the area Head Chas should go to the Retreat Center to set up their specific area. If some of the other Chas can help, it will make the work much easier.
- Make yourself available to the candidates on Thursday evening. Remember how uncomfortable and even anxious you felt on the first night.
- Smile, smile, smile and smile some more. Maintain a happy countenance, especially in the presence of the candidates.
- Do not be secretive.
- When the candidates are asked to remove their watches, you should do the same.

- Treat all Rollistas like candidates.
- It is important to know where the candidates are at all times.
- When the group leaves the Chapel or Rollo Room, the Chas should hold all the doors open. No candidate or Rector/Rectora should hold a door open.
- After you awake in the morning, you should shower and dress as quickly as possible and go to the Chapel. Spend some time in meditation with your Lord. Set an example for the candidates. Rollo Room Chas will direct the way to the Chapel.
- During meals and the fellowship time, try to mix with different groups and avoid bunching with other team members. You want to be open and accepting of everyone. Remember to be especially alert to those candidates who are shy or seem to be alone. Offer them conversation and friendship.
- During Chapel services, the Chas should sit in the back. This will allow the Chas to move in and out if needed. You can participate during the service, especially the first day when the candidates seem to be more reserved. You can let your light shine and be an example and an encouragement to others. As the weekend progresses and the candidates begin to warm up, you may be able to sit back a little and let them blossom.
- At communion time during morning worship, the Server Chas should take communion first, followed by the Dorm Chas, so that they can get to the Dining Room and finish Dining Room preparations.
- Be prepared to handle emergencies. Be prepared also for some possible resistance from the candidates. Handle the situation with patience and love.
- If something does go wrong, please do not overreact. A quick prayer for patience with Christ's love works wonders.
- Remember nothing begins until all are present. Please do not be late for Chapel.
- As a Cha, you may be asked to serve as an Escort Cha or Palanca Prayer Cha for a Rollista.
- Always remember that all service is done for the candidates.
- Remember to serve the Lord with gladness and remember that God loves you.
- Above all else, remember: Jesus said, "Even as you have done this unto the least of my brethren, you have done it unto me!"

**Remember - *We can do ALL THINGS through Christ who gives us strength.***

## **TEAM BUILDING GUIDELINES - PRE-WEEKEND PHASE**

Each team member is responsible for helping to build a cohesive team. This process occurs during the pre-weekend team meetings. Each team member should:

- Pray without ceasing for the candidates, team, their families and the Community.
- Attend all team meetings.
- Prepare for and know your team duties.
- Contribute to the sharing times.
- Make an effort to meet and know all team members.
- Participate with love in all liturgies, worship and praise sessions.
- Become familiar with the outline for each Rollo.
- Enter into the Rollo affirmation process with love and caring for your teammates and for what may affect/impact the candidates.
- Believe that the Rector/Rectora was chosen and anointed by God to be the human leader for the weekend.
- Believe that God will give special power, grace and wisdom to the Rector/Rectora for the purpose of glorifying God during this time.

Apply to this team experience the same mind you had on your original Tres Dias Weekend. Depending on where you made your original weekend, your Rector/Rectora asked you to:

- Believe that great things are possible;
  - Have a spirit of openness to God and what He is asking of you; and
  - Have a loving concern for one another and total trust in God.
- or
- Receive things in a Spirit of Idealism;
  - Receive things in a Spirit of Cooperation; and
  - Receive things in a Spirit of Love.

## **TEAM BUILDING GUIDELINES - WEEKEND PHASE**

The second area of common responsibility takes place during the Tres Dias Weekend. You are important in the process of making the weekend effective. Some actions which are helpful include:

- Learn as many of the candidates' names as possible.
- Be as available as possible to the candidates during breaks and off hours for fellowship and to get to know them.
- Wear your name tag.
- Observe the Silent Retreat from Thursday evening Chapel through Friday morning Chapel.
- Share in the financial support of the weekend.
- Perform the tasks assigned to you to the best of your ability, letting others do theirs.
- Trust the Rector/Rectora as God's chosen leader for the weekend.
- Remember that you will be blessed when you are serving with love and humility.

# **WEEKEND DYNAMICS AND GUIDELINES**

The Preamble of "The Essentials of Tres Dias" states: "The Tres Dias Movement endeavors to bring Christians to a closer, more personal walk with their Lord Jesus Christ and encourages them to Christian leadership and apostolic action in their environments."

Tres Dias is a spiritual teaching method for Christian renewal. It is an experience to be lived, loved, and reflected upon for years to come. The objective of Tres Dias is to strengthen and extend the body of Christ by bringing Christians to a closer, more personal walk with their Lord Jesus Christ and to encourage them to Christian leadership and to do apostolic action in their environments. The main teaching of the Tres Dias Weekend is God's unconditional love for each of us through grace. It is the job of the team to love and to be sensitive to the candidates. It is our responsibility to demonstrate God's unqualified love!

Prayer is the foundation of this whole weekend! Work as if everything depended on you and pray as if everything depended on God! He has selected each one of us, as well as each one of the candidates who will be on this weekend. Let the candidates see Christ in you. Be governed by love in all you do. We are to be Christ's hands, feet and voice this weekend.

Chas create the climate of the entire weekend. Our cleanliness, warmth, openness, compassion, and truly unselfish service should be the key to our service. All service is done for the candidates to Jesus' glory!

What are dynamics? Dynamics are the "moving forces of any field." Dynamics on a Tres Dias Weekend are the little forces that move the candidates to feel God's love in a real, tangible manner. Because there are so many "little things" that touch the candidate's hearts it is difficult to remember them all. However, the following are ones to be aware of:

## **THURSDAY**

Send-off:

- Only handshakes, no hugs!
- Chas wear name tags, but no Tres Dias crosses until after the Piety Rollo.
- When candidates arrive, mingle with them to help ease their tension. Begin your own awareness of whom and where each participant is. Start learning faces. Be cheerful and sincere. Let them know this is a pleasant place to be.
- Dorm Chas place luggage in rooms.
- All Chas remain in fellowship area when Send-off begins. Candidates, Rollistas (unless instructed otherwise) and Spiritual Directors go with Rector/Rectora and Head Cha.
- The Head Chapel Cha and one additional Chapel Cha should go with the Community to the Palanca Prayer Chapel for the dedication of the crosses. If no one steps forward to pray over a candidate's cross, then a Chapel Cha should do so.
- Music Chas need to have songbooks/lyric sheets/music software program ready in the Dining Room.

- Chas go to Dining Room for introductions. Rollistas are to stand when the team is being introduced as a group.
- Chas proceed to your specific area to finish setting up if not completed (until time for Chapel).
- Chas please always be cooperative and prompt. As a candidate we were told not to anticipate, just participate. As a team member, you need to ANTICIPATE EVERYTHING!
- If a problem does arise, please contact the area Head Cha or the Head Utility Cha. Please pray about the problem or situation to find a solution before going to the Head Cha.
- In the Dining Room, the Rector/Rectora will ask three things of the candidates: 1) Idealism - believing great things are possible; 2) Dedication - a spirit of openness to God; and 3) Charity - a willingness to accept each other even though opinions, attitudes and beliefs may be different.
- Please always respond to the melodious bell promptly.
- All team members mingle with the candidates; they need your smiles and conversation at this time to help them relax, to help them feel loved and special. A smile to someone who is scared and lonely may have a tremendous impact on one of the candidates. Watch for body language (crossed arms, leaning away from table, etc.). Make sure your own body language is welcoming: smiles, relaxed feeling, open arms.
- Every Cha is responsible for positive chatter (nice shirt, great color on you, nice day, etc.). Try to get candidates to talk about themselves.
- Always answer all questions truthfully.
- When the Rector/Rectora asks candidates to remove their watches, team should do the same. You can keep your watch in your pocket but only the Head Cha should have a watch that could potentially be visible to the candidates.
- If there are any problems with a candidate (wants to use the phone, wants to go home, not feeling well) please see the Rector/Rectora.
- Please see the Head Cha for any other problems on the weekend not pertaining to a candidate.
- Head Dorm Cha - if a candidate needs to change rooms or beds, please switch them and then let the Head Cha know at the Thursday night team meeting.
- Smoking is allowed outside of the building. A Cha should step outside with a candidate if he/she needs a cigarette. However, there could already be a group of people out there having cigarettes, so just keep an eye on them if a team member is not outside with them.
- Chas do not disturb the Rector/Rectora. All communications on the weekend between the Chas and the Rector/Rectora will be handled through the Head Cha.

#### Thursday Night Chapel

- Thursday evening Chapel serves as a transition time for all of us, from a busy outside world to the weekend. The theme of the weekend is announced in two clergy meditations, "Know Thyself" and "The Prodigal Son". The meditations invite each of the candidates and each of the team members to take a candid look at oneself; try to recognize your own potentials and limitations.
- When we are going as a group from the Dining Room or Rollo Room to the Chapel, Chas should direct the way and hold the doors open.

- The Dorm Chas will serve as the Sweeper Cha for Chapel.
- Once the Rector/Rectora sees the Sweeper Cha, he/she will know everyone is there and the service can begin. Remember, nothing begins until all are present.
- In Chapel try to spread out; don't sit together.
- All team members should observe the Thursday night Silent Retreat. The team should be silent in the presence of the candidates. Lead by your silence! After the Thursday night team meeting, the Silent Retreat begins for all team members until Chapel on Friday morning. Use this time to do your own self-reflection on your relationship with Christ. The Silent Retreat serves two purposes: 1) It forces unwilling or nervous candidates to settle down to rest; and 2) it allows them time to reflect. Please set an example for the candidates. Don't condemn a candidate if he/she slips and asks a question. Just answer in a whisper and remind him/her of the Silent Retreat. Please go to bed quickly; you will need your rest.
- All Palanca Letters should be written before you come to the weekend, except for last minute candidates. Rollistas - you may need to write Palanca Letters to the candidates at your table or sometimes it is nice to wait and write the candidates the following week after the weekend.
- Please remember the team meeting on Thursday night. All team members are to attend unless otherwise instructed by Rector/Rectora.

## **FRIDAY**

- Coffee is served to the candidates.
- Begin the transition from inner self-examination to a proclamation of Christ.
- Contents of Friday's talks present the ideal of living the life of grace. The theme on Friday is "Who we are, who Christ is and what we need to know to live a Christian life." The clergy meditation of "The Three Glances of Christ" sets the theme for the day. Friday is a low-key day setting the pattern for the weekend.
- Be early to Chapel on Friday morning. Please be there before the candidates and remember we are still in a Silent Retreat which will end after Chapel.
- In Chapel on Friday morning, be ready to participate during dialogue of the scriptures.
- Please remember, only the Rector/Rectora, the Head Cha, and a Rollista who has given a Rollo, can wear their Tres Dias Cross. It is a Rollista's decision whether to wear his/her cross while he/she is giving his/her Rollo. Once a Rollista has given his/her Rollo, he/she can wear his/her cross the rest of the weekend. All other team members are asked not to wear their Tres Dias crosses until after the candidates visit the Palanca Prayer Chapel after the Piety Rollo late Friday afternoon.
- You can begin with the "God Bless You" attitude today.
- Because the weekend is cloistered (focused on Christ, not the outside world), Community and their families will make every effort to stay out of sight of the candidates. Community may be present in the Palanca Prayer Chapel. A Rollista may request a member of the Community to be present for prayer. The Chapel Chas are responsible for setting the tone in the Chapel.
- Chas make sure you are holding the doors open for the group, as they move from one location to another. This makes the candidates feel special, just like God thinks each one is special.

Sit, walk, and eat with different candidates. Seek out the loner candidate. Try to get the candidates to talk about themselves.

- Let the candidates tell the jokes first. Please remember, jokes are to be short, clean, and funny.
- In the Rollo Room, before the first Rollo, we will have Introductions and the tables will be named. All Chas should try to be there as it is a good time to take notes for personal letters to the candidates.
- The opened Holy Bible will be enthroned in front of the speaker's podium. The dynamic is for all to know that God's word is open to all who will receive it.
- The Holy Spirit Candle will be explained. The dynamic is that the candle is lit to signify the presence of the Holy Spirit, the Light of the World.
- The Rollistas should wear clothes befitting the occasion. They are a Christian leader and representing the Holy Spirit while giving a Rollo.
- Round tables are used in the Rollo Room to encourage sharing. The two Rollistas will be placed at 12:00 and 6:00.
- Treat the Rollistas like candidates. Rollistas - remember to do everything the candidates do and do not get up to get things for yourselves. Let the Chas do their job.
- Rollistas should make sure that they are not away from the table at the same time. You are to guide your table at all times. Be the first ones out of the Rollo Room on breaks and the first ones back in after; lead by example.
- No one but team members and candidates should be in the Rollo Room.
- No one enters or leaves the Rollo Room during the Rollos.
- Rollo Room Chas keep track of the candidates at your table.
- If a candidate leaves the Rollo Room, the Rollo Room Cha for that table should go with them or at least know where they are. You don't have to follow them closely, but you might need to remind them that nothing can begin until all are present.
- If any candidate has a problem, please see the Rector/Rectora.
- If there is any other kind of problem, please see the Head Cha.
- If you are asked to be an Escort Cha, assist the Rollista in any way you can. Escort them to their sleeping room where he/she changes into their dress attire. Carry the Rollo for the Rollista. Keep him/her as relaxed as possible and assure him/her of your prayers. See page 77 in Palanca Section for instructions for Escort Chas.
- The Ideals Rollista sets the tone for the entire weekend. The Ideals Rollista is responsible for getting the weekend off on the right foot. The Ideals Rollista challenges the candidates to think about their personal situations and habits. The Ideals Rollista leaves the candidates pondering the question: "What are my Ideals?"
- Palanca is introduced during the Holy Spirit Rollo which is given about 2:50 p.m. on Friday.
- Rollistas please try to get the candidates out of the Rollo Room on breaks; this will enable the Rollo Room Chas to put out Palanca Gifts. No palanca should be put out while candidates are in the Rollo Room. No banners should be put up in the Rollo Room while candidates are present.

- The first time the phrase "God Loves You and So Do I" is introduced is during the Piety Rollo. The Piety Rollista shares that Piety is living his/her daily life in the grace of Jesus Christ and that directing your whole life to God is the key to leading a Christian life. The Piety Rollo is the last Rollo on Friday and sums up the message for the day - that loving and serving God is a way of life and leads the candidates to confront their own lives and turn them towards Christ.
- Tables will visit the Palanca Prayer Chapel to view their Tres Dias crosses. Chapel Chas are to remove the Palanca Prayer Scroll and prayer requests from sight.
- During Decuria, as tables present their summaries, the whole group begins to experience community through sharing, laughter and relating to each other. It is best if everyone takes a turn. Rollistas should encourage but not force candidates to get up and give discussion summary or poster presentation.

#### Friday Night Chapel

- Remember to spread out in the Chapel.
- "The Way of the Cross" or other dynamic can be the Chapel meditation.
- Spiritual Directors should be available for counseling after Chapel.
- At Chapel, a few Rollistas should stay behind in case a candidate is in need of counseling so the candidate will not feel like he/she is the only one remaining. Once a Spiritual Director is with a candidate, team members may leave the candidate and the Spiritual Director to allow them some privacy; however, a Chapel Cha must remain in the Chapel so that the candidate and the Spiritual Director are never alone in a room together. The Chapel Chas will be available to walk the candidate back to his/her sleeping quarters. This is especially important on the Women's Weekend if you have a candidate with a male Spiritual Director.
- A fellowship time between the candidates and the team members can be scheduled on Friday night. This will give the Chas an opportunity to get to know the candidates.
- Please remember the team meeting on Friday night. All team members are to attend unless instructed by Rector/Rectora otherwise.

#### **SATURDAY**

- Coffee is served to the candidates.
- On Friday we learned how to meet and accept Jesus in faith and on Saturday the theme for the day is introduced in the morning Chapel meditation "The Figure of Christ." The theme for the day is "Conversion: Learning how to obey Jesus Christ and what we have to do to live a life in grace." The candidates should begin asking themselves two questions: 1) How can I attain the ideal of a conscious and growing life in Christ? and 2) How can I become a truly dynamic Christian? Candidates are invited into a personal intimate friendship with Jesus.
- Today we have the attitude of "God Loves You". The Abrazo is introduced as a peace greeting and expression of Christian love. Saturday is a day of community building.
- Most procedures will be the same as Friday. Remember to mingle with the candidates, hold doors open for the group, let the candidates do more of the talking in Chapel and at meals, etc.



- On Saturday afternoon, the tables will have their Table Prayer Time. Rollistas and Rollo Room Chas - please be sensitive to the candidates. Please do not force anyone to pray and be aware that this may be the first time some of the candidates have prayed out loud.
- The Leaders Rollo is the last Rollo on Saturday. The Leaders Rollista exemplifies the message of the day - a conscious and growing daily faith in Jesus Christ.
- The Serenade will be after dinner. Receive the gift of singing and try not to join in.
- After Serenade - Each Rector/Rectora will decide if they will allow the team to briefly see the serenaders after the Serenade while the candidates take a break. 1) If the Rector/Rectora decides he/she does not want the team to go down to see the serenaders, please follow his/her wishes. Remember, we are here for the candidates. 2) If it is allowed, NO team member is to tell a candidate where they are going. Most of the candidates will be ready for a break but if a candidate is upset and needs comfort, it is important that the team member remain with the candidate. Please make it a SHORT BREAK and be prompt in returning to the candidates and your responsibilities.
- At Decuria, all skits should be light, entertaining and funny. The skits should not be degrading to anyone or anything. This is a time of continued community building.

#### Saturday Night Chapel

- Remember to spread out in the Chapel.
- Chapel is a time of personal intimacy with Jesus Christ through spontaneous prayer. It is a time for each candidate to listen and to interact with Jesus Christ.
- Please remember, a few Rollistas should stay behind so that candidates who may want to speak with a Spiritual Director will feel free to stay. Remember to allow the candidate privacy; once the candidate is with a Spiritual Director, all other team members should leave. A Chapel Cha must remain in the Chapel to walk the candidate back to his/her sleeping quarters.
- A fellowship time between the candidates and the team members can be scheduled on Saturday night. Once again, this will give the Chas an opportunity to get to know the candidates.
- Please remember the team meeting on Saturday night. All team members are to attend unless otherwise instructed by Rector/Rectora.

#### SUNDAY

- Coffee is served to the candidates.
- The team may serenade the candidates at 6:15 a.m. with a joyful song.
- The theme for the day is "Apostolic action: to join in Christ's suffering for the world through self-denial for the sake of the risen Christ instills a desire to sustain their relationship with Jesus Christ and share Him with others." The focus is outward and prepares the candidates to leave the weekend and move back into the world.
- Continue with the attitude of "God Loves You". Continue with abrazo and community building.
- Most procedures will be the same as Friday and Saturday. Remember to mingle with the candidates, hold doors open for the group, let the candidates do more of the talking in Chapel and at meals, etc.

- Sunday is the hardest day. People are growing weary and may want to go home. Remember to keep smiling, be cheerful, and remain in prayer.
- When the candidates receive their Palanca Letters, please allow them time to read them. Do not intrude; if a candidate seeks you out, please console him/her or get a Spiritual Director. This is a very tender moment for the candidates to read these letters. Allow them some space.
- Seating arrangement at the Clausura is at the direction of the Rector/Rectora.
- Candidates will go up to the podium as tables to share at Clausura. Encourage all to share; however, if someone does not want to, please do not insist that they do.
- Be attentive, respectful and supportive of the candidates at the Clausura.
- At Clausura, do not give any candidate a standing ovation. Remember, the weekend affects everyone differently. At this time, one candidate may be more verbal than another, but no one is more important than any other candidate. Clap as each table concludes their sharing.

## **SUMMARY**

The candidates have been presented, so to speak, one Rollo, given in 20 parts. They have been invited to look at themselves and see who they are. They have been reassured that God is always there, with open arms, welcoming them. They have been told that being human is to have ideals, and living a life in grace is the Christian ideal. They have been told that all who have accepted Christ and seek this life in grace are members of His Church and are led by the Holy Spirit in that quest. Once we desire to live a life in grace, there arises an equally strong desire to know Christ better. We are urged to seek Him in the scriptures, sacraments, and actions of others. When we make this search an active part of our lives and begin to suffer through obstacles to grace, we are developing into leaders for Christ. We are becoming effective leaders for Christ as we understand the environments in which we live. This understanding is deepened by a devotion to God and by constant contact with our Christian brothers and sisters. In this way, we spiritually mature and grow in grace during our life-long Fourth Day.

As said in the beginning, the objective of Tres Dias is "to bring Christians to a closer, more personal walk with their Lord Jesus Christ and encourage them to Christian leadership and apostolic action in their environments." The purpose of the weekend is to prepare candidates for effective participation in their Fourth Day.

The weekend is only the beginning. It has given all of us the basic tools we need in order to grow into increasing Christian maturity.

Remember: CHRIST IS COUNTING ON US!

## **POST-WEEKEND**

- The final formal responsibility is to critique the weekend. This is done soon after the weekend and is done by each area Head Cha and given to the Rector/Rectora. The purpose of doing this is to review weekend experiences so that we may encourage those actions which were supportive of “The Essentials of Tres Dias” and learn from those that were not. Area Head Chas should review the weekend in realistic, objective terms, carefully regarding the dignity of the Rector/Rectora. This should be done in a narrative short report format, unless the Weekend Head Cha has provided you with a prepared questionnaire (narrative comments may be added to the questionnaire). The area Heads should use “The Essentials of Tres Dias” as a guide for measuring the value of the pre-weekend and weekend activities. The Rector/Rectora will be using this data as the basis for a written report to the Secretariat.

***Remember - We can do ALL THINGS through Christ who gives us strength!***

# **JOB DESCRIPTIONS**

## **RECTOR/RECTORA - JOB DESCRIPTION**

- The layperson that coordinates the three day weekend, serving at the table of Servanthood on the Tres Dias Weekend.
- A part of the leadership team.
- Works with the Head Cha to conduct team meetings
- Primary concern is the candidates.
- Also communicates frequently with the Prayer Warriors and Weekend Spiritual Directors.
- Attend Secretariat meetings and Secuelas during your time of service.
- Responsible for communication with the Secretariat, submitting articles for the Newsletters, etc.
- The Rector/Reactora has a separate Guide which will provide much additional insight regarding their responsibilities.

## **RECTOR/RECTORA - TEAM MEETING RESPONSIBILITIES**

- A cross will be given to you for use at team meetings and on the weekend.
- Presides over the team meetings.
- Works with the Head Cha in planning and directing the team meetings.
- Team looks to this person as a lay spiritual leader.
- Stays in contact with the Weekend Spiritual Directors.
- Stays in contact with the Prayer Warriors.
- Responsible for set up and clean up at team meetings.
- Responsible for obtaining your own melodious bell.
- Responsible for the cost of the flowers for the Rollistas' Rollos, if used.

## **RECTOR/RECTORA - WEEKEND RESPONSIBILITIES**

- Lay leader of the weekend.
- Primary concern is the candidates.

## **RECTOR/RECTORA – POST-WEEKEND RESPONSIBILITIES**

- Critique Weekend - Request written reports from area Head Chas and submit final written report to Secretariat for the meeting following the weekend. The report should include highlights, concerns, suggestions for improvement for future weekends, etc.

## **HEAD CHA - JOB DESCRIPTION**

- Assistant to the Rector/Rectora, serving at the table of Servanthood on the Tres Dias Weekend.
- A part of the leadership team.
- Works with the Rector/Rectora to conduct the team meetings.
- Along with the Rector/Rectora, sets up and cleans up at team meetings.
- Oversees the mechanics of the weekend. Makes sure everything runs smoothly.
- Stays with or very close to the Rector/Rectora all weekend.
- Responsible for collecting team members' fees for the weekend and delivering to Secretariat Treasurer by the last training.
- Attend Secretariat meetings and Secuelas during your time of service.
- Responsible for collecting all team manuals and returning them to the Secretariat Leaders' Chair.
- The Head Cha has a separate Guide which will provide much additional insight regarding their responsibilities.

## **HEAD CHA - TEAM MEETING RESPONSIBILITIES**

- Responsible for getting the key to the church for the team meetings.
- Responsible for set up and clean up at team meetings.
- Responsible for obtaining Rollo Affirmation Sheets.
- Responsible for collecting fees from team members for the weekend.
- Works closely with the Rector/Rectora at team meetings. Helps with the planning and directing of team meetings.
- Responsible for any hand-outs.
- Assists Rector/Rectora where needed.

## **HEAD CHA - WEEKEND RESPONSIBILITIES**

- Works closely with the Rector/Rectora throughout the weekend.
- Responsible for all the mechanics of the weekend. You are the official time keeper.
- Responsible for team coordination.
- Oversees all the head positions.
- Weekend problem solver. All major concerns regarding candidates should be taken to the Rector/Rectora. Any smaller problems or details should be handled by you.

## **HEAD CHA - POST-WEEKEND RESPONSIBILITIES**

- Critique Weekend - Submit written report to Rector/Rectora. The report should include highlights, concerns, suggestions for improvement for future weekends, etc.

## **WEEKEND SPIRITUAL DIRECTORS - JOB DESCRIPTION**

- Ordained or licensed clergy serving at the table of Servanthood on a Tres Dias Weekend.
- A part of the leadership team.
- The Head Weekend Spiritual Director shall be an ordained clergy member set in place by his/her denomination/church.
- Provide Christian perspectives to candidates and team.
- The Head Weekend Spiritual Director has a separate Guide which will provide much additional insight regarding their responsibilities. It should prove helpful for all Spiritual Directors but especially to those new to Tres Dias.

## **WEEKEND SPIRITUAL DIRECTORS - TEAM MEETING RESPONSIBILITIES**

- Conducts/coordinates Chapel services with all Spiritual Directors.
- Spiritual direction and guidance of the team.
- Stay in contact with the Rector/Rectora, Head Cha and the Community Spiritual Director.
- Overview of the Clergy Rollos.
- Pray with the Rollistas before and after a Rollo is given.

## **WEEKEND SPIRITUAL DIRECTORS - WEEKEND RESPONSIBILITIES**

- Spiritual direction and guidance throughout the weekend.
- Individual counseling for the candidates, if needed.
- Conducts Chapel services.
- Responsible for giving five Chapel Meditations and five Rollos which are divided among the Spiritual Directors.
- Prays with the Rollistas before and after Rollos are given.

## **WEEKEND SPIRITUAL DIRECTORS – POST-WEEKEND RESPONSIBILITIES**

- Critique Weekend - Submit written report to Rector/Rectora. The report should include highlights, concerns, suggestions for improvement for future weekends, etc.

## **CHAPEL CHAS - JOB DESCRIPTION**

- Responsible for all aspects of the Chapel areas.
- Responsible for the physical arrangements in the Main Chapel and the Palanca Prayer Chapel.
- Responsible for overseeing things run smoothly during the Main Chapel services.
- Pray with Community over candidate crosses following Send-off.
- Responsible for palanca prayer time during the Rollos.

## **CHAPEL CHAS - TEAM MEETING RESPONSIBILITIES**

- Responsible for obtaining bread, wine and grape juice for communion; coordinate with opposite team Chapel Chas. (Bring a corkscrew if you need one.)
- Responsible for any pre-weekend prayer requests.
- Responsible for soft music playing in the Palanca Prayer Chapel.
- Responsible for wash basins, towels, candles, etc. used at the foot washing service, if done.
- Help clean up after team meetings.

## **CHAPEL CHAS – PRE-WEEKEND RESPONSIBILITIES**

- Area Heads may hold additional meetings before the weekend if needed to accomplish your tasks.
- Responsible for securing the bread, wine and juice used for communions.
- Check with the Rector/Rectora to see if they wish to have the Rollistas carry flowers before their Rollo. If yes, the Head Chapel Cha is responsible for getting the flowers/greens but the Rector/Rectora is responsible for the cost.

## **CHAPEL SUPPLIES**

- The ALTD Secretariat will provide the following for team meetings:
  - Communion Ware
  - Vase with flowers
  - Prayer Baskets
  - Foot Washing Supplies (if being used at team meeting)
  - Kleenex

- The ALTD Secretariat will provide the following for the weekend:
  - Canopy (for additional healing area) with several large clips and sheets for sides
  - Two arches
  - Strings of Mini Lights
  - Chapel File Box
  - Liturgy Worship Sheets
  - Colored Marker Set
  - Painters Tape (Only painters tape may be used on the walls.)
  - Communion Ware
  - Basket for Prayer Requests
  - Kneeling Rail
  - Wooden Cross to hang candidates' crosses from
  - Wooden Cross for kneeling rail
  - Wooden Cross and crystal votive holders and candles for "The Way of the Cross"
  - Floodlights
  - Podium Light
  - Picture Lights
  - Pictures used in Chapel
  - Easels – Wooden and Gold Wrought Iron
  - Praying Hands
  - Miscellaneous Tablecloths
  - White/Cream Linens
  - Assorted variety candles and holders (No open flames allowed.)
  - Lighters
  - Glass Flower Vase
  - Flashlights
  - Kleenex
  - Foot washing tubs and towels
  - Labeled candidate crosses
  
- Things you may need to bring to the weekend:
  - A few Bibles.
  - Some personal devotional material.
  - Any type of pictures that are inspirational to set around the Palanca Prayer Chapel.
  - A large variety of music, all inspirational and spiritual by nature, preferably instrumental
  - An iPod/boom box/cd player and music. You may need to carry this back and forth between the Palanca Prayer Chapel and the Main Chapel.
  - A portable vacuum cleaner/hand sweeper.
  - Flashlights and extra batteries.
  - Decorations



## **CHAPEL CHAS - WEEKEND RESPONSIBILITIES**

Chapel Chas have the major responsibility of praying in the Palanca Prayer Chapel all weekend. Be confident that God has chosen you for this position. The people who are praying intercessory prayers are a funnel for God's power that flow through a Tres Dias Weekend and, with this in mind, be alert and put on the full armor of God. (Ephesians 6:10-18)

### **THURSDAY**

- The Head Chapel Cha may want to go to the Retreat Center early to set up your area. If some of the other Chas can help, it will make the work much easier.
- Check your supplies.
- Set-up the Main Chapel. You will need the following:
  - The podium is in the rear of the Chapel
  - Set up so you can play soft background music when everyone comes in for Chapel.
  - Five chairs in the back for the Rector/Rectora, Head Cha, and three Spiritual Directors
  - Chairs in the back for each Chapel Cha
  - Locate where the light switches are and dim for service
  - Have Kleenex available under chairs
  - Altar cloths - colors of altar cloths build during the weekend
  - Picture
  - Hold doors open for the group to come in to Chapel
- Set-up the Palanca Prayer Chapel; make sure it is as comfortable as possible. You will need the following:
  - Kneeler
  - Wooden Cross that holds the candidates' crosses
  - Altar cloths
  - Bibles, poems, quotes, devotionals, inspirational materials
  - Candles (No open flames allowed.)
  - Lighters
  - Boom box/iPod with a variety of Christian music playing softly
  - Appropriate pictures, posters and any other decorations
  - Diagram of the tables in the Rollo Room with the candidates' names and also the table names on it. (This information will come from the Head Cha.)
  - Basket for prayer concerns
  - Markers
  - Listing of Escort Chas and Palanca Chas for the Rollos
  - Prayer Scroll - delivered by the Secretariat Palanca Chair
- Attend Send-off and fellowship time; mingle with the candidates.
- A Secretariat member will take charge of the dedication of the crosses with Community in the Palanca Prayer Chapel. The Head Chapel Cha and one additional Chapel Cha should attend and pray over a candidate cross when no one else steps forward to do so. (Double check to make sure there is a cross for every candidate and that they were all prayed over.)
- Have everyone who prays sign the Prayer Scroll until it is presented.

- All other Chas should be in the Dining Room for Cha introduction.
- Dim lights during evening Chapel service.
- Clean up the Main Chapel after the evening Chapel service.
- Set up the Main Chapel for morning Chapel service. You will need:
  - Altar cloths
  - Communion ware arranged
  - Communion elements
  - Soft background music playing - remember we are still in Silent Retreat.
  - Adjust the lighting if necessary.
  - Make sure the Liturgy Worship Sheets for Friday are put on the chairs.
- Attend team meeting unless otherwise instructed by Rector/Rectora.

## **FRIDAY**

- Rise early, shower and dress and have daily prayer time with other Chapel Chas.
- Remember we are still in a Silent Retreat.
- All Chapel Chas should be at the Main Chapel by 6:45 a.m.
- Clean up and vacuum the Main Chapel after the morning Chapel service.
- Dispose of used bread and wine properly.
- Attend Introductions.
- Procedure for Palanca Prayer time during all Rollos:
  - The Palanca Prayer team for each Rollista will include the Rollista, the Escort Cha, the Spiritual Director, the Palanca Prayer Cha and two Chapel Chas.
  - This time of prayer should not be rushed. You should go at the Rollista's pace.
  - The Chapel Chas are in charge of directing this prayer time. Ask Rollista if he/she wishes to pray first or last, then a Chapel Cha will direct who prays before and again after the Rollo. It is not necessary for all to pray verbally.
  - Make sure the Rollista takes his/her flower before leaving to give his/her Rollo.
  - The dynamics of the Palanca Prayer Chapel and Main Chapel is the responsibility of the Chapel Chas.
  - Team members and Community may come in to pray and follow the pattern established by the Chapel Chas. The Palanca Prayer Chapel should be an open and welcoming place for prayer and reflection.
  - The Palanca Prayer Guide and the Rollista's Special Chapel Palanca Sheet should be available for this prayer time.
  - There should always be soft background music playing and candles and low lighting in the Palanca Prayer Chapel.
  - There should be no cleaning, moving around, etc. going on at this time.
  - Two Chapel Chas and the Palanca Prayer Cha will remain in prayer during the time of the Rollo. The Chapel Chas will lead this prayer time.
  - Following the Rollo, the Rollista, the Escort Cha and the Spiritual Director will return to the Palanca Prayer Chapel to offer prayers of thanksgiving. After this, the Palanca Prayer Chas for this Rollista will be dismissed.
- Remind those who pray to sign the Prayer Scroll.
- Candidates will come to the Palanca Prayer Chapel in the afternoon after the Piety Rollo

to view the Tres Dias crosses. Make sure you have everything ready and the Palanca Prayer Scroll and any personal prayer requests out of site.

- Get the Main Chapel ready for the evening Chapel service.
- Dim lights during evening Chapel service.
- Evening Chapel meditation can be "The Way of the Cross" or some other dynamic. The Chapel Chas will be in charge of lighting the candles representing the stations unless otherwise specified by the Rector/Rectora. (A cloth needs to be underneath the cross to catch the candle drippings.)
- There may be candidates who wish to stay behind after the Chapel Service to talk to a Spiritual Director. One or two Chapel Chas must remain in the back of the Chapel until everyone is finished. The male Spiritual Directors should never be left alone with a female. Also, a Chapel Cha should escort the candidate back to his/her sleeping quarters.
- Clean up the Main Chapel after the evening Chapel service.
- Set up the Main Chapel for morning Chapel service.
- Attend team meeting unless otherwise instructed by Rector/Rectora.

## SATURDAY

- Rise early, shower and dress and have daily prayer time with other Chapel Chas.
- The routine for today will be similar to yesterday.
- Be present for the Crucifixion and Obstacles Rollos.
- After the Leaders' Rollo the Serenading "Angels" and Community will be arriving and may wish to pray in the Palanca Prayer Chapel. Encourage everyone who prays to sign the Prayer Scroll.
- You may participate in the skits and attend the Decuria.
- Clean up the Main Chapel after the evening Chapel service.
- Set up the Main Chapel for morning Chapel service.
- Attend team meeting unless otherwise instructed by Rector/Rectora.

## SUNDAY

- Rise early, shower and dress and have daily prayer time with other Chapel Chas.
- Participate in the serenading of the candidates at 6:15 a.m.
- The routine for today will be similar to yesterday.
- The Prayer Scroll is presented after the Life in Grace Rollo. Chapel takes charge of getting it to the place it will be presented. All Chas will participate in the presentation.
- After presentation of the Prayer Scroll, remove scroll from handles and roll scroll up and give to Rector/Rectora. The handles and markers are to be returned to the Secretariat Palanca Chair.
- The Main Chapel needs to be cleaned up and have chairs set up for the candidates to come in to read their letters and meditate on and write their answers to the two questions.
- By mid-afternoon on Sunday, you will need to start cleaning up your area but do not clean up the Palanca Prayer Chapel until the very end. Prayer must continue!
- Return your Team Training Manuals to the Head Cha.
- Pack up your supplies and take them to the designated area for loading in the trailer.
- Attend Clausura and welcome the candidates to their Fourth Day!

## **HEAD CHAPEL CHA – POST-WEEKEND RESPONSIBILITIES**

- Critique Weekend - Submit written report to Rector/Rectora. The report should include highlights, concerns, suggestions for improvement for future weekends, etc.

**Remember - *We can do ALL THINGS through Christ who gives us strength!***

## **DORM CHA - JOB DESCRIPTION**

- Responsible for the general physical comfort and needs of the candidates in the dorm area.
- Responsible for keeping candidates' bedrooms and bathrooms clean.
- Responsible for keeping main bathrooms and team members' bathrooms clean.
- Responsible to "sweep"

## **DORM CHA - TEAM MEETING RESPONSIBILITIES**

- Remind team to bring appropriate books for the weekend book table.
- Help wherever needed.
- Help clean up after team meetings.

## **DORM CHA – PRE-WEEKEND RESPONSIBILITIES**

- Area Heads may hold additional meetings before the weekend if needed to accomplish your tasks.
- The Rector/Rectora will provide you with the room assignments. You are responsible for putting signs on the bedroom doors indicating who is assigned to each room and signs above the bed indicating who is assigned to each bed.
- You are responsible for making the luggage tags for the candidates' luggage. You will need to make 3-4 tags for each candidate.
- Ask Community to help with delivering luggage to the candidates' rooms at Send-off.
- The Secretariat Pre-Weekend Chair will make the candidates' name tags. Put a sticker with their assigned room number on the back.
- Any hallway or bedroom decorations in the candidate dorm area is optional and your responsibility. They can build in color throughout the weekend. (Ask Rector/Rectora if he/she has a preference regarding this.)
- Please note: Only painters tape may be used on the walls.

## **DORM SUPPLIES**

- The ALTD Secretariat will provide the following for team meetings:
  - Luggage Tags
  
- The ALTD Secretariat will provide the following for the weekend:
  - Assorted Laminated Signs
  - Time Alone With God Sheets
  - Painters Tape (Only painters tape may be used on the walls.)
  - Various Toiletries
  - Paper Towels
  - Paper Cups
  - Power Strips for use in bathrooms
  - Assorted Garbage Bags
  - Trash Can Liners
  - Assorted Scrubbing Sponges
  - Bottles of 409
  - Bottles of Toilet Bowl Cleaner
  - Bottles of Windex
  - Lysol Wipes
  - Toilet Brushes
  - Bucket
  - Yellow Gloves
  
- Things you may need to bring to the weekend:
  - Tablecloth for toiletries table
  - Unscented Candles (No open flames allowed.)
  - Decorations
  - Extra sets of towels
  - Extra blankets
  - Extra flashlights

## **HEAD DORM CHA - WEEKEND RESPONSIBILITIES**

You may think your job is not important; however, you do have one of the most important jobs on the weekend. It is one that the candidates will always remember. They usually have to pick up after themselves and to have someone else do this for them will make them feel really special. Remember, you can always pray while cleaning!

### **THURSDAY**

- The Head Dorm Cha may want to go to the Retreat Center early to set up your area. If some of the other Chas can help, it will make the work much easier.
- Check your supplies. Locate the Silent Retreat signs for posting later.
- Prior to the candidate's arrival, set up a table in the hallway with personal supplies. These items are for the candidates in case they forgot to bring something. Also these items are supplied by the ALTD Secretariat and they are free to the candidates.
- Check the candidates in at Send-off. Make sure each item a candidate brings gets a luggage tag. Use Community to help with delivering luggage to the candidates' rooms.
- Make sure the bedrooms and bathrooms are clean; you will have a tote filled with cleaning supplies.
- There are several laminated signs for your use throughout the weekend in your supply bin.
- Attend Send-off and fellowship time; mingle with the candidates.
- After Send-off you may post a sign to convert the women's/men's main bathroom for your use during the weekend. (Women – you may wish to disguise the men's urinal.)
- Be helpful when the candidates are instructed to go to their rooms and check for their luggage. Identify yourself as a Dorm Cha.
- If bunks are used, make sure older women are not sleeping on the top. If someone needs to change from a top to a bottom bunk, please do so.
- You will serve as the "Sweeper Cha". This person makes sure everyone has moved from one location to the next. Ask Utility Cha to help in morning when you are the busiest. Once the Rector/Rectora sees you, then he/she knows things can begin. Remember, nothing can begin until all are present!
- While the candidates are receiving further instructions in the Rollo Room, put up the Silent Retreat signs in the hallways and in the bathrooms.
- Put out Time Alone With God sheets on pillows.
- You may have soft music playing outside the candidates' rooms in the evenings.
- After Chapel, once the Silent Retreat has begun, you should remain on the candidate dorm floor to assist the candidates. If a candidate seems confused or has forgotten something, it is okay to talk to him/her quietly.
- A Dorm Cha should remain in the hallway during the team meeting to assist any candidates.
- Make sure candidates are in bed before you go to bed.
- State Fire Code laws state when you have an occupied public building, the doors must be kept unlocked. If there were to be an evacuation, the doors have to be able to be opened quickly.

- You must inspect and clean all bathrooms after each break. This is extremely important, and something the candidates will talk about long after the weekend is over.
- Attend team meeting unless otherwise instructed by Rector/Rectora.

## **FRIDAY**

- Rise early, shower and dress and have daily prayer time with other Dorm Chas.
- Remember we are still in a Silent Retreat.
- Be available to help the candidates in the morning if they need something.
- Get to Chapel early and sit towards the back.
- At morning Chapel, go up for communion right after the Server Chas so you can go back and tidy up the candidates' bedrooms if needed – make beds, close suitcases, hang up wet towels, empty the garbage cans, open the curtains, etc. Right after breakfast they will have a break and go back to their rooms; they will be very impressed!
- Ask the Head Server Cha if your help is needed in serving the first round of drinks.
- Remember to check the main bathrooms, the candidates' bathrooms and the team bathrooms - replenish the toilet paper, Kleenex, paper towels, and soap and empty the waste baskets and clean the mirrors - after each break.
- Help keep the facility tidy. If you see garbage on the floor or garbage cans overflowing etc., help clean up.
- Attend Introductions.
- Once you have completed your daily tasks, ask the Head Server Cha if they need your help.
- Palanca is introduced after the Holy Spirit Rollo on Friday afternoon. It is the Palanca Chas responsibility to pass out Palanca Gifts. Palanca Chas will also post the Community Agape Letters for the candidates to view. If time allows, you may help with these things. Discuss this ahead of time with the Head Palanca Cha.
- Be available during Rollo Room breaks and after evening Chapel for any candidate needs.
- After everyone is in bed, clean the main bathrooms.
- Attend team meeting unless otherwise instructed by Rector/Rectora.

## **SATURDAY**

- Rise early, shower and dress and have daily prayer time with other Dorm Chas.
- The routine for today will be similar to yesterday.
- You will be in charge of setting up the book table during the Study Rollo and straightening it up after each break. You will need to have a Spiritual Director review all books.
- Be present for the Crucifixion and Obstacles Rollos.
- You may participate in the skits and attend the Decuria.
- Attend team meeting unless otherwise instructed by Rector/Rectora.



## **SUNDAY**

- Rise early, shower and dress and have daily prayer time with other Dorm Chas.
- Participate in the serenading of the candidates at 6:15 a.m.
- The routine for today will be similar to yesterday.
- Today will be a long and tiring day, but the candidates will be using the facilities until the end, so you must keep everything neat and clean.
- After lunch, the candidates will have some time to pack up their belongings.
- By mid-afternoon on Sunday, you will need to start cleaning up your area. Pack up your supplies and take them to the designated area for loading in the trailer.
- Return your Team Training Manuals to the Head Cha.
- Make sure you check the rooms and under the beds to make sure nothing gets left. Have a lost and found box.
- Ask the Server Chas if they need help packing up.
- Prior to Clausura convert the women's/men's main bathroom back to normal.
- Attend Clausura and welcome the candidates to their Fourth Day!

## **HEAD DORM CHA – POST-WEEKEND RESPONSIBILITIES**

- Critique Weekend - Submit written report to Rector/Rectora. The report should include highlights, concerns, suggestions for improvement for future weekends, etc.

***Remember - We can do ALL THINGS through Christ who gives us strength!***

## **MUSIC CHAS - JOB DESCRIPTION**

- Responsible for providing worship and music at the team meetings.
- Responsible for providing worship and music and song lyrics for the fellowship time, the Rollo Room worship, Chapel services and Clausura.

## **MUSIC CHAS - TEAM MEETING RESPONSIBILITIES**

- Lead all music during morning worship and before Rollos.
- Provide soft background music during communion.
- Responsible for transporting songbooks/lyric sheets/music software program for team meetings.
- Obtain from Rollistas any special music/videos to be used by them.
- Help clean up after team meetings.

## **MUSIC CHAS – PRE-WEEKEND RESPONSIBILITIES**

- Area Heads may hold additional meetings before the weekend if needed to accomplish your tasks.
- One of the Music Chas will be assigned to act as the Tech Cha.
- While preparing songs for the weekend, please remember to be conscientious of the laws regarding music copyrights. You must include the CCLI license number (1947386) in all projections, song books and lyric sheets.
- Plan out the songs you will sing during the weekend using the Suggested Song List and the Rollistas' Music Information Sheets as guidelines.
- The Head Music Cha should review the weekend songs with the Rector/Rectora and Head Spiritual Director.
- If you will be using a music software program for song lyrics, create and organize your files. Do not depend on WiFi capabilities.
- Make sure the Serenade Music Folders have the appropriate songs in them.
- Be familiar with the "Blessings" and "Thanksgiving" songs sung at meal time.

## MUSIC SUPPLIES

- The ALTD Secretariat will provide the following for team meetings:
  - Songbooks
  - Music software program
  - Binders with chords for guitar and piano
  
- The ALTD Secretariat will provide the following for the weekend:
  - Songbooks
  - Music Leader Songbooks
  - Serenade Music Folders
  - Serenade Candles and Batteries
  - Projector
  
- Things you may need to bring to the weekend:
  - Music provided by Rollistas for their Rollo
  - Songs you may be playing
  - Musical instruments - a guitar or keyboard
  - Laptop, boom box, iPod, iPad, cd player, additional microphones, mixers, sound amplifiers, music stands, etc.

## **MUSIC CHAS - WEEKEND RESPONSIBILITIES**

You are responsible for leading the singing on the weekend. Your service of singing will provide enthusiasm and joy to all those who are attending. The candidates are being gently brought closer to Jesus Christ as the weekend progresses and music is one of the very critical parts of this process. There is a dynamic to the music just as there is to the Rollos being given.

Songbooks are provided for you and they allow a wide variety of music. You will find a list of songs at the end of your job description to use before each of the Rollos; you may be somewhat flexible. These particular songs have been chosen to enhance the themes of each Rollo and for their "stepping stone" qualities. Each day's music builds in challenging lyrics and spirituality as it also builds in tone, depth and message.

### **SEND-OFF AND SERENADE**

- The women's Music Chas will lead Community in singing "De Colores" at the men's Send-off and they will lead the "Angels" in singing at the men's Serenade.
- The men's Music Chas will lead Community in singing "De Colores" at the women's Send-off and they will lead the "Angels" in singing at the women's Serenade.

### **THURSDAY**

- The Head Music Cha may want to go to the Retreat Center early to set up your area. If some of the other Chas can help, it will make the work much easier.
- Check your supplies to make sure you have everything.
- Become knowledgeable about the sound systems in the Rollo Room, Dining Room and Chapel.
- You should keep a record of what songs were used throughout the weekend, including number of times sung, because we can be audited by CCLI for our license.
- Attend Send-off and fellowship time; mingle with the candidates.
- Lead music during fellowship time. Songs should be light-hearted, familiar and call for interaction.
- Attend team meeting unless otherwise instructed by Rector/Rectora.

### **FRIDAY**

- Rise early, shower and dress and have daily prayer time with other Music Chas.
- Remember we are still in a Silent Retreat.
- As this is a very low key day, the music of today should be familiar and easy to sing.
- Lead Worship in Chapel when called on. Provide songbooks or lyric sheets for the songs.
- Teach De Colores at the end of morning Chapel. Tell the candidates they must sing this song to the Server Chas if they want to eat.
- Lead the Blessing song before meals and the Thanksgiving song after.
- Lead songs before Rollos.

- The Head Music Cha needs to be attentive to the Head Cha when singing songs before a Rollo. Watch for a signal to tell you to stop singing. You may only need to sing one verse of the last song when the Rollista is ready to come into the Rollo Room.
- While you are in the Rollo Room, please be attentive to the candidates, but do not take over another Chas job. Mostly smile, have an upbeat attitude and pray when you are not leading the singing. Stay in the Rollo Room during discussion and poster time.
- Attend team meeting unless otherwise instructed by Rector/Rectora.

## **SATURDAY**

- Rise early, shower and dress and have daily prayer time with other Music Chas.
- The routine for today will be similar to yesterday.
- The music today builds from yesterday.
- Do not sing De Colores before lunch today.
- Provide background music during the nailing/burning of obstacles.
- By now, you should have introduced all the songs to be sung at the Serenade.
- Take a back seat at the Serenade. Do not participate in the singing but receive it as a gift.
- Attend team meeting unless otherwise instructed by Rector/Rectora.

## **SUNDAY**

- Rise early, shower and dress and have daily prayer time with other Music Chas.
- Lead the serenading of the candidates at 6:15 a.m.
- The music today is upbeat and joyful right through the Clausura.
- The routine for today will be similar to yesterday.
- Provide soft instrumental background music during the presentation of the Prayer Scroll.
- By mid-afternoon on Sunday, you will need to start cleaning up your area. Pack up your supplies and take them to the designated area for loading in the trailer.
- Return your Team Training Manuals to the Head Cha.
- Lead Worship at Clausura. Provide soft instrumental background music during the presentation of the crosses.
- Welcome the candidates to their Fourth Day!

## **HEAD MUSIC CHA – POST-WEEKEND RESPONSIBILITIES**

- Critique Weekend - Submit written report to Rector/Rectora. The report should include highlights, concerns, suggestions for improvement for future weekends, etc.

***Remember - We can do ALL THINGS through Christ who gives us strength!***

## **SUGGESTED SONGS FOR THE WEEKEND**

Please follow the suggested songs for each Rollo as the songs relate to the Rollos.

**THURSDAY** (Music is to be light, joyful and welcoming.)

### **FELLOWSHIP TIME**

This is the Day  
Peace Like a River  
Do Lord  
Open the Eyes of My Heart  
He's Got the Whole World in His Hands  
Put Your Hand in the Hand

**FRIDAY**

**CHAPEL** (Stay with the traditional music for the first morning.)

Come, Now is the Time to Worship  
My Life is in You, Lord  
Let us Break Bread Together  
De Colores Taught at end of Chapel

### **ROLLO ROOM**

#### **IDEALS ROLLO**

Seek Ye First  
Change My Heart Oh God  
Make Me a Servant

#### **GRACE ROLLO**

Amazing Grace (Traditional)  
Your Grace is Enough  
Father We Adore You

#### **CHURCH ROLLO**

Pass It On  
They'll Know We Are Christians  
How Can I Keep From Singing

#### **HOLY SPIRIT ROLLO**

Surely the Presence  
Sanctuary  
Bind us Together  
Freely, Freely  
Come to the Water  
Jesus Loves Me  
Father, I Adore You

**PIETY ROLLO**

Take My Life (Holiness)  
Abba, Father  
Have you Seen Jesus My Lord  
Here I Am Lord  
What a Friend We Have in Jesus

**DECURIA**

Days of Elijah  
Forever

**SATURDAY**

**CHAPEL**

Open the Eyes of My Heart  
Spirit of the Living God  
Here I am to Worship  
Shout to the Lord  
Our God Reigns  
Enough  
Surely the Presence

**ROLLO ROOM**

**STUDY ROLLO**

Draw Me Close  
Thy Word  
Jesus, Name Above All Names  
As the Deer  
Jesus Loves Me  
Seek Ye First  
I Have Decided to Follow Jesus

**SACRAMENTS ROLLO: PART 1**

Have You Seen Jesus My Lord  
Breathe  
Come to the Water  
Something Beautiful

**SACRAMENTS ROLLO: PART 2**

Have You Seen Jesus My Lord  
Come to the Water  
Something Beautiful

**ACTION ROLLO**

Draw Me Close To You  
Blessed Assurance  
Bind Us Together  
Father We Adore You  
Here I am Lord

**OBSTACLES ROLLO**

Amazing Grace (My Chains are Gone)  
Our God  
Awesome God  
Abba, Father  
Freely, Freely  
Seek Ye First

**LEADERS ROLLO**

Trading My Sorrows  
Bind Us Together  
Awesome God  
Spirit of the Living God  
Here I am Lord  
Our God Reigns

**DECURIA**

Upbeat, Favorite Songs

**SUNDAY**

**TEAM SERENADES CANDIDATES AT 6:15 A.M.**

Rise and Shine  
This is the Day

**CHAPEL**

One Bread, One Body  
Sing Alleluia  
Spirit of the Living God  
God is so Good  
Day by Day  
This is My Father's World  
Awesome God  
How Great Thou Art  
How Great is our God  
Jesus Messiah  
In Remembrance of Me

**ROLLO ROOM**

**ENVIRONMENT**

Tell the People I Love Them  
Here I am Lord  
Have You Seen Jesus My Lord  
Mighty to Save



**LIFE IN GRACE ROLLO**

Amazing Grace (Traditional)  
Amazing Grace (My Chains are Gone)  
Your Grace Is Enough  
Our God Reigns  
Come to the Water

**CHRISTIAN COMMUNITY IN ACTION ROLLO**

Have You Seen Jesus My Lord  
Forever  
Trading My Sorrows  
Behold What Manner of Love  
Freely, Freely  
Seek Ye First

**REUNION ROLLO**

Jesus Loves Me  
Tell the People I Love Them  
Here I am Lord

**LIVING THE FOURTH DAY ROLLO**

Here I am Lord  
Everlasting God  
Forever

**CLAUSURA**

Two Opening Songs - Rector/Rectora's Choice  
Instrumental When Presenting Crosses  
Two Closing Songs – Rector/Rectora's Choice (Preferably end with Bind us Together)

## **PALANCA CHA - JOB DESCRIPTION**

- Responsible for sorting Palanca Gifts and deciding when to deliver.
- Responsible for posting Community Agape Letters.
- Responsible for hanging banners in the Rollo Room and other areas.
- Responsible for distribution of Palanca Letters.

## **PALANCA CHA - TEAM MEETING RESPONSIBILITIES**

- Remind people to be making Palanca Gift items.
- Bring Palanca Sheets to team meetings; make copies from the original found elsewhere in this manual.
- You may want to bring a variety of Palanca Gift items to a team meeting and set up a table with the items. This will give team members ideas of things to make.
- Check with the Head Cha or Rector/Rectora if there will be a weekend banner and who will be making it.
- Help wherever needed.
- Help clean up after team meetings.

## **PALANCA CHA – PRE-WEEKEND RESPONSIBILITIES**

- Area Heads may hold additional meetings before the weekend if needed to accomplish your tasks.
- The Rector/Rectora may choose a theme for the weekend. You can use this theme to decorate the Palanca Bags
- You may also choose to decorate the manila envelopes that are used for the Team Packets.
- The Secretariat Palanca Chair will provide you with the Community Agape Letters.
- You will need to make three sets of labels for candidates – one each for the Palanca Bags, 4<sup>th</sup> Day Packets and for Penda flex letter dividers, if used.
- You will need to make two sets of labels for team – one each for 4<sup>th</sup> Day Packets and Penda flex letter dividers, if used.

## **PALANCA SUPPLIES**

- The ALTD Secretariat will provide the following for the weekend:
  - Tacks
  - Paper Clips
  - Rubber bands
  - Sticky Notes
  - Markers
  - Pens
  - Scissors
  - Painters Tape (Only painters tape may be used on the walls.)
  - Stapler, staples, remover
  - Glue and glue sticks
  - Manila Envelopes
  - File Boxes/Hanging files
  - Plastic crate and hanging files
  - Handled Palanca Bags
  - Small name labels (2 1/2 x 1 5/8)
  - Stationery pads and envelopes
  - Baskets for Sorting Palanca
  - Former Weekend Banners, Stands and Poles
  - All Material for 4<sup>th</sup> Day Packets
  
- Things you may need to bring to the weekend:
  - It may be nice if you would have access to a computer and printer if the need arises.

## **TYPES AND QUANTITIES OF PALANCA GIFTS**

- Banners – Rollo Room
- Community Agape Letters – from other Tres Dias Communities
- Palanca Letters – for candidates and team members
- Palanca Gifts –
  - Pillow: Total number of candidates – 30
  - Rollo Room: Total number at tables - 45
  - Dining Room: Total number of candidates plus team members – 75

## **PALANCA CHA - WEEKEND RESPONSIBILITIES**

Your job is a very important form of service on the weekend. It can be a lot of fun and exciting to see all the love shown through the Palanca Gifts given. So relax and enjoy the job.

### **THURSDAY**

- The Head Palanca Cha may want to go to the Retreat Center early to set up the Palanca Room. You will need 4 or 5 long tables. At least get the tables set up and boxes set out for people to put Palanca Gifts and Palanca Letters in. Make sure there are Palanca Sheets and pens available so that you are instructed when and where to hand out each item.
- Check your supplies.
- It is helpful to take the banners out of storage right away so the wrinkles work out of them.
- Have a box at Send-off to collect any Palanca Gifts and Palanca Letters.
- Attend Send-off and fellowship time; mingle with the candidates.
- Have the Spiritual Director giving the Holy Spirit Rollo pick out a few Community Agape Letters to read after the Rollo.
- Attend team meeting unless otherwise instructed by Rector/Rectora.

### **FRIDAY**

- Rise early, shower and dress and have daily prayer time with other Palanca Chas.
- Remember we are still in a Silent Retreat.
- Get to Chapel early and sit towards the back.
- No palanca is given out until after the Holy Spirit Rollo today. This will give you time to get organized and sort through palanca.
- Attend Introductions.
- Start sorting through the Palanca Gifts. Divide out by day and by Pillow, Rollo Room and Dining Room. Pay special attention to any specific instructions given. Palanca should be handed out so there is new palanca each time the candidates go to their bedroom on breaks and come back in to the Rollo Room from breaks. Each meal would also have palanca; make sure candidates take their palanca with them.
- Be aware of any Palanca Gifts that a Rollista wants given out in the Rollo Room immediately after his/her Rollo.
- The first thing you may want to do is to look through the team Palanca Letters and see if there are any letters addressed to a Rollista with "Before Rollo" written on it. You especially want to look for mail addressed to the Ideals, Grace, Church, Holy Spirit and Piety Rollistas. Once you have located this mail, take it to the Rollista's Room for them to see before they give their Rollo.
- Post some Community Agape Letters on the hallway walls during the Holy Spirit Rollo. (Remember, use only painters tape.)
- Once palanca has been introduced, the fun begins. It is your responsibility to go around and distribute the Palanca Gifts.

- Pillow Palanca – Hand out on beds  
(Dorm Chas may help if you need it and they have time.)
- Rollo Room Palanca – Deliver to Head Rollo Room Cha to take care of.
- Dining Room Palanca – Hand out at tables  
(Ask Server Chas to let you know when tables are set before meals so you can put out; they may offer to set out.)
- If there are more Palanca Gifts than what is required for Pillow and Rollo Room, hand out the extra to team; if there are more Palanca Gifts than what is required for Dining Room, return to whom it was received from. There should be no palanca gifts remaining after the weekend!
- Rector/Rectora or Palanca Chas may announce after each meal what the Dining Room Palanca Gifts are to take with them. This will help the candidates distinguish Palanca Gifts to take versus table decorations.
- Begin to sort alphabetically the Palanca Letters. This usually won't happen much before Friday afternoon. (There are many ways you can sort these. You can use the plastic crate, you can stack on a table, you can use the bags, etc. Whichever you are most comfortable with.) Each candidate's letters should be arranged from front to back in this order: spouse, family, pastor, sponsor, friend, team, Community and then those which are unmarked.
- It is up to the Rector/Rectora how and when Palanca Letters will be distributed – throughout the weekend or on Sunday afternoon.
- By Friday evening you should have located any Palanca Letters with "Before Rollo" written on it for the Saturday Rollistas - Study, Sacraments, Action, Obstacles and Leaders. These letters should be ready to be given to the Rollista before he/she gives his/her Rollo.
- If you need additional help with anything, ask the Utility Chas.
- Attend team meeting unless otherwise instructed by Rector/Rectora.

## SATURDAY

- Rise early, shower and dress and have daily prayer time with other Palanca Chas.
- The routine for today will be similar to yesterday.
- You will always have letters to sort.
- You can hang banners in the Rollo Room, Dining Room, the Main Chapel and the hallways.
- Continue throughout the day handing out Pillow Palanca before each break and Dining Room Palanca before meal times. Also, keep delivering the Rollo Room Palanca.
- Begin working on getting the Palanca Bags ready for Sunday.
- Be present for the Crucifixion and Obstacles Rollos.
- You will be responsible for a sign-in sheet for the "Angels" to sign and indicate the number of miles they traveled and a poster board for them to sign that will be presented to the candidates at the Decuria. Remind them also to sign the Prayer Scroll.
- Have a box out at Serenade to collect any Palanca Gifts and Palanca Letters.
- You may participate in the skits and attend the Decuria.

- Hopefully you will be organized by Saturday night because there is usually a lot of Palanca that comes in after the Serenade. Remember the Palanca Letters and Palanca Bags do not get delivered until Sunday afternoon about 2:20 p.m. so you will have plenty of time.
- By Saturday evening you should have located any Palanca Letters with "Before Rollo" written on it for the Sunday Rollistas: Environment, Life in Grace, Christian Community in Action and Living the Fourth Day. These letters should be ready to be given to the Head Chapel Cha first thing Sunday morning so they can give to the Rollista before he/she gives his/her Rollo.
- Attend team meeting unless otherwise instructed by Rector/Rectora. Report on candidates who are low on letters and deadline time for accepting letters.

## **SUNDAY**

- Rise early, shower and dress and have daily prayer time with other Palanca Chas.
- Participate in the serenading of the candidates at 6:15 a.m.
- Get to Chapel early and sit towards the back.
- The routine for today will be similar to yesterday.
- You will continue to distribute Pillow Palanca, Rollo Room Palanca, Dining Room Palanca and banners.
- Post the time when you will not accept any more Palanca Letters.
- Remove the Community Agape Letters from the walls and return to the Secretariat Palanca Chair.
- Prepare 4th Day Packets (manila envelopes) and give to Head Rollo Room Cha to distribute after the Fourth Day Talk. Suggested content and order and who is responsible for giving them to you are:
  - Candidate Roster – Utility Cha is responsible to get the copies printed
  - Team Roster – Pre-Weekend Chair
  - Blank Candidate Application – Pre-Weekend Chair
  - Blank Team Application – Pre-Weekend Chair
  - Sponsor Responsibilities – Pre-Weekend Chair
  - Weekend Picture –Weekend Chair arranges, Utility Cha picks up from store
  - 4th Day Booklet – Weekend Chair
  - Reunion Group Tri-fold Brochure – Weekend Chair
  - Reunion Group Brochure – Reunion Chair
  - Reunion Group Listing – Reunion Chair
  - Tres Dias Brochure – Communications Chair
  - Current Newsletter – Communications Chair
  - Secuela Flyer – Post-Weekend Chair
- FYI - Procedure for completion of Candidate Roster is - Pre-Weekend Chair will compile the 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 original and the appropriate number of copies to be given to the Head Palanca Cha for inclusion in the 4th Day Packet.

- Prepare Team Packets (manila envelope) and give to area Heads to distribute. Suggested content is Team Roster, Candidate Roster, Weekend Picture and team letters.
- Start banding the candidates' letters together.
- If there is only one palanca drop, have the Palanca Bags organized by table and ready to go to the Main Chapel by 2:00 p.m. on Sunday.
- By mid-afternoon on Sunday, you will need to start cleaning up your area. Pack up your supplies and take them to the designated area for loading in the trailer.
- Return your Team Training Manuals to the Head Cha.
- Attend Clausura and welcome the candidates to their Fourth Day!

## **PALANCA CHA – POST-WEEKEND RESPONSIBILITIES**

- Critique Weekend - Submit written report to Rector/Rectora. The report should include highlights, concerns, suggestions for improvement for future weekends, etc.

***Remember - We can do ALL THINGS through Christ who gives us strength!***

## **ROLLO ROOM CHA - JOB DESCRIPTION**

- Responsible for the physical arrangements in the Rollo Room.
- Responsible for keeping track of the candidates of an assigned table.
- Responsible for keeping candidates comfortable.
- Responsible for candidates' drinks, snacks, poster paper and markers, Kleenex, waste baskets, etc. in the Rollo Room.
- Responsible for distributing handouts and Palanca Gifts in Rollo Room.

## **ROLLO ROOM CHA - TEAM MEETING RESPONSIBILITIES**

- Set up the tables for team meetings with area Chas sitting together.
- Set up the podium and table in front with a Bible, the Holy Spirit Candle and a vase.
- Distribute handouts and Affirmation Sheets.
- Collect Affirmation Sheets and give to Table of Servanthood to give to Rollista.
- Help clean up after team meeting.

## **ROLLO ROOM CHA – PRE-WEEKEND RESPONSIBILITIES**

- Area Heads may hold additional meetings before the weekend if needed to accomplish your tasks.
- Prepare Table Signs

## **ROLLO ROOM SUPPLIES**

- The ALTD Secretariat will provide the following for team meetings:
  - Candle
  - Lighters
  - Cross
  - Vase
  - Laminated Scripture Readings (In Head Cha Box)
  - Affirmation Sheets (In Head Cha Box)
  - Personal Note Forms (In Head Cha Box)



- The ALTD Secretariat will provide the following for the weekend:
  - Small Table with Cloth
  - Glass Flower Vase
  - Plastic table name holders – horizontal
  - 6 Serving Trays
  - Plastic Container with Hanging Files
  - 6 Waste Baskets
  - Easel – Wooden and Gold Wrought Iron (May be in Chapel supplies.)
  - Easel Paper/Poster Pads for Decuria posters
  - Assorted Laminated Signs
  - Laminated Scripture Readings
  - Crystal Candle Holder and Holy Spirit candle large enough to last through the weekend (No open flames allowed.)
  - Drop cord
  - Tape – Scotch and Painters (Only painters tape may be used on the walls.)
  - Kleenex
  - Lighters
  - Miscellaneous Office Supplies – glue, tacs, stapler, staples, etc.
  - Spiral Notebooks or Folders and loose leaf paper
  - Pens
  - 50 Pilgrim's Guides
  - Colored Markers
  - Red Sharpies
  - Prayer Baskets with paper
  - Hammers and Nails
  - 5 crosses for Table Prayer Time
  - Baskets For Candy
  - Flashlights
  - Umbrella
  - Candidate Roster Sheets
  - 5 small, tri-fold Reunion Brochures
  - Green Reunion Cards
  
- Things you may need to bring to the weekend:
  - Bible and decorations for table in front of podium
  - Decorations for tables. You may choose to build the decorations on each table as the weekend progresses.
  - 5 tray tables
  - Water Dispenser
  - Check with Rector/Rectora if a special Holy Spirit candle is requested.

## **ROLLO ROOM CHAS - WEEKEND RESPONSIBILITIES**

You have the general responsibility of the physical arrangements of the Rollo Room. You are a cha who serves the candidates and the Rollistas/Silent Professor at the tables. Each of you will be assigned a table with the Head Rollo Room Cha taking care of the table of Servanthood. It is your job to make the candidates feel comfortable at all times while in the Rollo Room. Please be cheerful, smile always, lovingly encourage and comfort the candidates. Anticipate a need of a candidate and satisfy it. The best way to explain your job is to put yourself in the candidates' place, treat them like Christ and show them the Christ in you.

### **THURSDAY**

- The Head Rollo Room Cha may want to go to the Retreat Center early to set up your area. If some of the other Chas can help, it will make the work much easier.
- Your work area will be behind the dividers. Have 2-3 long tables set up and have them divided into 6 sections. One section for each table in the Rollo Room.
- Have a simple medical supply of aspirin, Tylenol, Band-Aids, cough drops, etc.
- Attend Send-off and fellowship time; mingle with the candidates.
- Have the Pilgrim's Guides ready to pass out to the candidates. Have them write their names on them.
- It is your job, along with the other Chas, to hold the doors open or to line the way to the Chapel.
- After Thursday night Chapel, you will need to go back to the Rollo Room and set up for tomorrow. Chairs should line the outside with the tables in the middle. You should have the table name sign available to place on the table after introductions.
- Attend team meeting unless otherwise instructed by Rector/Rectora.

### **FRIDAY**

- Rise early, shower and dress and have daily prayer time with Rollo Room Chas.
- Remember we are still in a Silent Retreat.
- Hold doors open and direct the way for the candidates as they go to and from Chapel.
- The Head Rollo Room Cha may assign each Rollo Room Cha certain daily tasks and may rotate these jobs daily, so that one Cha is not doing the same job all weekend. Rollo Room Chas should help each other out.
- Each Rollo Room Cha shall be responsible for one table in the Rollo Room. It will be your job to take care of the needs of the candidates at this table, tidy up the table, empty the garbage, etc.
- Introductions take place first in the Rollo Room. When the candidates are called up, sit in their chair. When they are done, take their chair to their designated spot at the table. Once all the candidates at your table are seated, the Head Rollo Room Cha will hand you the table name sign to be placed in the center of the table.

- You will have a hand in the completion of the Candidate Roster. The Secretariat Pre-Weekend Chair will compile the 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 original and the appropriate number of copies to be given to the Head Palanca Cha for inclusion in the 4th Day Packet.
- You have the job of being the hands and feet of Jesus Christ to the candidates while in the Rollo Room. Anticipate the needs of the candidates at your table. As the weekend progresses, you will know your table better than anyone. Watch their body language. If you see that someone is looking for something or needs help, ask if you can help them. Do not touch the candidates, only handshakes or a pat on the shoulder. No hugs or backrubs. Be sensitive to their needs but do not hover around the table during discussion or poster time.
- Pass out songbooks, notebooks and pens during the break before the Ideals Rollo.
- Pass out handouts before Rollos.
- Be accountable for everyone at your table. Report to the Head Rollo Room Cha by nodding your head when everyone is back at your table. The Head Rollo Room Cha will nod to the Head Cha and then the Rector/Rectora can begin.
- Head Rollo Room Cha - You should have a bottle of water at the podium for each Rollista and a box of Kleenex should be near the podium.
- Procedure for Reading Scripture before a Rollo is:
  - The Head Cha will let you know that the Rollista is ready.
  - Head Cha will motion to the Head Music Cha, who will stop the singing.
  - The Head Rollo Room Cha (or Rollo Room Cha) will approach the podium and read the Scripture passage.
  - You will exit the podium the opposite way that the Rollista is coming.
  - A Rollo Room Cha will be seated by the door to make sure no one enters or leaves the Rollo Room during a Rollo. If there is an emergency and a candidate has to leave, you should accompany him/her. Please be friendly, but firm, and encourage him/her to come back to the Rollo Room as quickly as possible.
  - Make sure the "Do Not Enter" sign is up on the outside of the door.
  - After each Rollo, make sure you get a fresh glass of water at the podium for the next Rollista.
- During the Rollos, Chas should remain in the room and be quiet and still. Movement and sound are distracting during the Rollos.
- Do not participate in the table discussion or the poster time. This is the job of the Rollistas/Silent Professor.
- During discussion time, serve drinks to the people at your table. Encourage the people to stay at their table for discussion time. There will probably be a time for a bathroom break after the poster is done.
- Pass out markers and poster board when directed by the Rector/Rectora.
- Don't hurry the poster time. Discussion time is very important and may continue if the table is in a deep discussion.

- After each table has done their poster, you can help by making sure the name of the Rollo, table name, name of person giving the discussion summary and the name of the person explaining the poster is written on the back of the poster. Keep all the posters from the same table together.
- At each break or when the candidates are out of the Rollo Room, clean up your area by straightening the chairs, emptying the wastebaskets, closing and stacking the songbooks, closing the notebooks, etc.
- You will also put Palanca Gifts and banners out while the candidates are on break but not until after the Holy Spirit Rollo is given Friday afternoon. No Palanca Gifts should be put out on the tables while the candidates are in the Rollo Room. It is your job to get everyone from your table out of the Rollo Room during break time. This is the time the Rollo Room Chas are really at work!
- The Head Rollo Room Cha will receive Palanca Gifts from the Palanca Chas. He/she will be responsible for sorting out Palanca Gifts for each table and the Rollo Room Chas will be responsible for putting it on their table.
- Before the Piety Rollo, Head Rollo Room Cha should place the tripod and the Piety leg at the podium.
- Please remember, it is your job to keep track of the candidates at your table. If they are to stay in a designated area, please remind them to do so.
- There will be no food/candy at any of the tables during the Rollos. If a candidate has a coughing spell, offer a glass of water and/or cough drop to him/her quietly.
- There should be no time schedules or any Tres Dias material laying around for the candidates to see.
- If you become aware that a candidate needs spiritual help or counseling, it is important you find a Spiritual Director. A female candidate should never be left alone with a male Spiritual Director. Find an available cha to be in the general vicinity so you may return to your duties and then notify the Head Cha of the candidate's location.
- You will be busy at the Friday night Decuria. You will be responsible for giving the correct poster to your table when instructed. You will be responsible for displaying the poster after the table is finished with its presentation
- Hold doors open and direct the way for the candidates from the Rollo Room to the Chapel.
- You will need to go back to the Rollo Room to clean up, set up for tomorrow and put out Palanca Gifts after Chapel and/or the team meeting.
- Attend team meeting unless otherwise instructed by Rector/Rectora.

## **SATURDAY**

- Rise early, shower and dress and have daily prayer time with Rollo Room Chas.
- The routine for today will be similar to yesterday.
- You have an important role in the Table Prayer Time in the afternoon. Please see Guidelines for Table Prayer Time following this section. Please be sure to return crosses to Head Rollo Room Cha.
- Before the Study and Action Rollos, Head Rollo Room Cha should place the appropriate leg to the tripod at the podium.
- At the Serenade you will sit with your table.

- If the Rollo Room Chas plan to do a skit, you should have practiced it earlier. Once the other Chas come and begin the skits, you can quickly change and participate. The Rector/Rectora, Head Cha and Head Rollo Room Cha should decide on the best way to handle this as you will need to have someone available to hand out the posters to your table.
- Take a little time tonight to pack up items you will no longer be using so clean-up on Sunday will go faster.
- Attend team meeting unless otherwise instructed by Rector/Rectora.

## **SUNDAY**

- Rise early, shower and dress and have daily prayer time with Rollo Room Chas.
- Participate in the serenading of the candidates at 6:15 a.m.
- The routine for today will be similar to yesterday.
- Keep on smiling. The candidates will be tired; meet their needs so that they can be as comfortable as possible.
- Again, you have an important role in the Table Prayer Time in the morning. Please be sure to return crosses to Head Rollo Room Cha.
- Place one small, tri-fold Reunion brochure on each table before the Reunion Rollo.
- The green Reunion Cards should be passed out after the Reunion Rollo and collected back and returned to the Head Rollo Room Cha.
- In the afternoon, the Fourth Day Packets will be passed out. The Candidate Roster will be on top so that everyone can check for accuracy and write in any corrections.
- By mid-afternoon on Sunday, you will need to start cleaning up your area. Pack up your supplies and take them to the designated area for loading in the trailer.
- Return your Team Training Manuals to the Head Cha.
- Rector/Rectora will instruct whether you should sit with your table or with the team at Clausura.
- Attend Clausura and welcome the candidates to their Fourth Day!

## **HEAD ROLLO ROOM CHA – POST-WEEKEND RESPONSIBILITIES**

- Critique Weekend - Submit written report to Rector/Rectora. The report should include highlights, concerns, suggestions for improvement for future weekends, etc.

***Remember - We can do ALL THINGS through Christ who gives us strength!***

## GUIDELINES FOR TABLE PRAYER TIME

The Table Prayer Time on Saturday afternoon and Sunday Morning are the only weekend activities as a small group which takes place away from the Rollo Room table. This opportunity to pray together as a small Christian community is a very meaningful time and must be conducted in an atmosphere of charity and Christian love. It is meant to be a time of individual sharing in God's presence and power. It is often a time of confession, unburdening and lifting up personal concerns. It is extremely important that each group member have a time of prayer with no distraction or interruption.

The Rollistas/Silent Professor and the Rollo Room Chas should spend time together prior to the Table Chapel Visit to coordinate their roles, discuss how they will begin and end the prayer time and how they will handle any problems that might develop.

The responsibilities of the Rollo Room Chas and the Rollistas/Silent Professor include the following:

- Accompany the group to a designated area.
- The Rollo Room Cha has the cross which will be passed and will open the prayer time. One Rollista/Silent Professor should be placed about halfway through the candidates. The other Rollista will be at the end; he/she will close the prayer time.
- The Rollo Room Cha will encourage everyone to get comfortable and relax in a circle and he/she will:
  - Explain that we are here to pray as a table and what open prayer is.
  - Explain that sentence prayers, prayers of thanksgiving, etc. are the kinds of things to pray.
  - Encourage them to pray for the table, keeping the subject on "We" and "Us" rather on "I" or "Me". Some may have individual prayer requests, and that is okay. Let them pray as God has lead them to pray. When they are finished, end with the words "Lord, in Your mercy" to which all will respond, "Hear our prayer."
  - Explain that God does not care exactly what is said or how someone says something. God is just glad to have us communicating with Him.
  - Inform the group about passing the cross from one person to the next when they are finished praying.
  - Let the candidates know that silent prayer is okay but that if they do pray silently they should pass the cross on to the next person when they are done.
  - Urge all members of the table to respect the confidentiality of the sharing that has taken place.
- You might wish to have a brief scripture reading to begin your time together.
- The Rollo Room Cha will begin with the first prayer. This will help set an example to the candidates and set the tone for the rest of the prayer time.
- For some, this may be the first time they have prayed out loud or even prayed to God. Be reassuring.
- You may have to deal with some special situations. There may be a candidate who monopolizes the time, speaks in tongues, etc. Your immediate response should be a prayer to yourself. Let your prayer direct you in deciding how to handle a situation. Be led by the Holy Spirit.

- There may be a candidate who needs special support. A Rollista/Silent Professor might offer to spend some time with this candidate during the next break in a quiet place for discussion. If necessary, seek out a Spiritual Director.
- You will have about 30 minutes. If the Table Chapel Visit ends early, that's okay; take a short break. If your table is outside for this Table Chapel Visit, enjoy God's surroundings.
- Not every detail of the weekend will work out exactly as planned. Try not to become anxious if things aren't going just the way you think they should. This is the first time for the candidates, so they'll think things are fine. God will be there with you and all He asks is for you to do your best. The best thing you can do for the candidates is to gently love and accept them.
- The Rollo Room Cha will need to return the cross to the Head Rollo Room Cha.

Remember - CHRIST IS COUNTING ON US!

## **SUGGESTED SCRIPTURE READINGS BEFORE ROLLOS**

Ideals - Luke 8:11-15

Grace – Matthew 13:45-46

The Church – Ephesians 2:19-22

The Holy Spirit – II Corinthians 12:9

Piety – Ephesians 3:17-20

Study – II Timothy 3:15-17

Sacred Moments of Grace Part 1 and Part 2 – Romans 8:38-39

Action - John 13:34-35

Obstacles to Grace - Ephesians 6:10-18

Leaders - Matthew 5:13-16

Environments – Luke 10:1-3

Life in Grace – Colossians 2:6-7

Christian Community in Action - Acts 2:43-47

Reunion Groups – Ecclesiastes 4:9-11

Living the Fourth Day - John 15:4-5, 7-8, 16

## **SERVER CHA - JOB DESCRIPTION**

- Responsible for decorating and setting the mood in the Dining Room.
- Responsible for serving the meals and cleaning up after.
- Responsible for serving snacks during the breaks and to the serenading “Angels”.

## **SERVER CHA - TEAM MEETING RESPONSIBILITIES**

- Women will be responsible for two meetings; men will be responsible for two meetings. Set up food area, make coffee and hot water, and take a bag of ice for use. Also, clean up food area.
- You will need to take/transport the necessary supplies if you are scheduled for the next training.
- The Head Server Cha should pass around a snack sign-up sheet/envelope for cash donations and also send reminders to the team members just before the weekend. These may be inserted in the last team letter.
- Help clean up after team meetings.

## **SERVER CHA - PRE-WEEKEND RESPONSIBILITIES**

- Area Heads may hold additional meetings before the weekend if needed to accomplish your tasks.
- Plan your skits and decorations. The decorations build throughout the weekend. There are decorations provided. (Secretariat will NOT pay for the purchase of additional items.) You may want each Server Cha to take charge of the theme, skit and decorations for a specific meal.
- You can use paper products instead of dishes; however, use dishes for the Agape Dinner.
- Discuss with Rector/Rectora their specific ideas for the Agape Dinner - set-up, seating arrangements, whether he/she or you will be arranging Escort and Server Chas, etc.
- Ask for Community to help set up and tear down for the Agape Dinner.
- Meet with Retreat Center to plan the meals and coordinate the meal times.
- Check to see if there are any special dietary needs listed on the Applications; you may want to make sure there are diabetic drinks and snacks.
- It would be a nice gesture if you assisted with the Agape Dinner setup for the opposite team.

## **SERVER SUPPLIES**

- The ALTD Secretariat will provide the following for team meetings:
  - Plates, cups, utensils, napkins.
  - 30 cup coffee pot, coffee, sugar, creamer



- The ALTD Secretariat will provide the following for the weekend:
  - Room Dividers
  - 30 Cup Coffee Pot
  - Coffee - Regular and Decaffeinated
  - Can Opener
  - Serving Bowls
  - Baskets
  - Dish Cloths
  - Cloth Dish Towels
  - Plastic Tablecloths
  - Table Covers - Red Checkered/Fall
  - Rolls of Garbage Bags
  - Paper Plates
  - Paper/Plastic/Styrofoam Cups for hot and cold drinks
  - Napkins
  - Paper Towels
  - Placemats
  - Boxes of Zip Lock Bags
  - Aluminum Foil
  - Decorations
  - “Blessing” and “Thanksgiving” Banners
  - Agape Dinner Supplies
    - Wooden Divider
    - White Throne Chair
    - Purple Cloth
    - Crown of Thorns
    - Wooden Cross and crystal votive holders and candles (in Chapel supplies)
    - Goblets
    - Glass Rocks
    - Candle Jars/stemmed vases/miscellaneous votives
    - 12 x 12 Mirrors
    - 15, 25 and 50 foot extension cords
    - 20' rope lights
    - Arch and Foliage
    - Large Spotlights, small spotlights and holders (may be in Chapel supplies)
    - Power Cords
    - Strands of red lights, clear lights
  
- Things you may need to bring to the weekend:
  - Decorations
  - Costumes
  - Serving Bowls
  - Baskets

## **SERVER CHA-WEEKEND RESPONSIBILITIES**

You have the major responsibility of serving the meals and preparing snacks and drinks for breaks. This area of service will take a tremendous amount of teamwork and dedication. You will be a visible example of service and love to the candidates and will make an impact on them that they will never forget.

### **THURSDAY**

- The Head Server Cha may want to go to the Retreat Center early to set up your area. If some of the other Chas can help, it will make the work much easier.
- Check your supplies. Make sure you have plenty of pitchers for drinks, coffee pots and servers, plenty of ice, variety of drinks, trays for serving or carrying food, paper products, etc.
- Have a few snacks (or none at all) and coffee/drinks ready for Send-off and add more snacks for Fellowship Time.
- Attend Send-off and Fellowship Time; mingle with the candidates.
- Clean up the Dining Room after Fellowship Time.
- Set up for breakfast. Friday breakfast decorations should be very plain. Remember, the color in the Dining Room will build throughout the weekend.
- Hang the "Blessing" and "Thanksgiving" Banners in the Dining Room.
- Attend evening Chapel.
- Attend team meeting unless otherwise instructed by Rector/Rectora.

### **FRIDAY**

- Rise early, shower and dress and have daily prayer time with Server Chas.
- Remember we are still in a Silent Retreat.
- Someone should rise early and prepare coffee/drinks and snack table. (The Head Server Cha could assign this task to a different Cha each morning.)
- Get to Chapel early and sit towards the back.
- Server Chas will be the first to go up for communion and then leave to prepare to serve the meal.
- The Head Server Cha will need to confirm with the Retreat Center kitchen crew a head count of how many meals to prepare.
- The Head Server Cha will be given a Weekend Schedule so you have the times of the meals. Generally meal times are 8:30 a.m., 12:30 p.m., and 5:30 p.m. You will need to stay in touch with the Head Cha who will let you know if the group is running on schedule or if an adjustment in meal time needs to be made. Inform the Retreat Center kitchen crew.
- All Server Chas will help serve the food and clean up after. Food will be obtained from the kitchen and dishes returned to the kitchen after the meal is over.
- No Dining Room skits on Friday morning. Remember Friday is a very low key day.

- Make sure someone is taking care of the people with special dietary needs. It will work best if the same person takes care of the special needs all weekend. Vegetarian meals can be provided with two weeks advance notice but gluten free, vegan, or other special diets cannot be accommodated.
- Ask Dorm Chas and Utility Chas to help you serve the first round of drinks.
- If you are ever running behind and need additional help, please ask the Dorm Chas and Utility Chas for help.
- The Head Utility Cha is your liaison to the Head Cha.
- The Head Server Cha should rotate the tasks.
- It is important that the Server Chas all gather for a short time of prayer before serving each meal as serving food is a very physical job.
- Some guidelines to remember while serving food and drinks:
  - Set up a traffic pattern so that you are not running into each other when serving.
  - When you are serving drinks, please pick up the glass you are pouring into and pour away from the table. Please do not pour drinks while the glass is still on the table; it is too easy to spill.
  - Make sure you serve only one table at a time, until everyone at that table is served.
  - Once all the food is served, you can circulate around the room and refill drinks.
  - Make sure you leave enough food for all the Server Chas (and anyone else who may have not yet eaten) as you do not eat with the group. You will eat after everyone has left the Dining Room.
- Next you can clear the tables, wipe off the chairs if needed, empty garbage, etc.
- Check the schedule for break times in the Rollo Room. Have drinks and snacks ready outside of the Rollo Room for each break time. You may want to rotate this assignment amongst the Server Chas.
- Attend Introductions.
- Set up for Friday lunch. You could have a small centerpiece on each table.
- Palanca is introduced after the Holy Spirit Rollo on Friday afternoon. It is the Palanca Chas responsibility to pass out Palanca Gifts. (It may be easier for the Server Chas to pass this out after they have the Dining Room all set up. Discuss this ahead of time with the Head Palanca Cha.)
- Set up for Friday dinner. Remember color and skits build as the weekend progresses. The skits begin to get a little crazier at each meal. The meal on Friday night is usually Italian.
- Clean up and set up for breakfast.
- Attend evening Chapel.
- Attend team meeting unless otherwise instructed by Rector/Rectora.

## **SATURDAY**

- Rise early, shower and dress and have daily prayer time with Server Chas.
- The routine for today will be similar to yesterday.
- Be present for the Crucifixion and Obstacles Rollos if possible.
- Community will arrive to help with the Agape dinner setup.

- Set up for the Agape Dinner. The Head Server Cha is in charge of this process as you are the one that knows the Rector/Rectoras desires!
- Prepare snacks and drinks to take to the Palanca Prayer Chapel for the serenading "Angels".
- Because the lunch that follows the Crucifixion Rollo is subdued, there should be no skits. (Women's Weekend – may do "Come to Jesus" or I Can Only Imagine".
- No skits before the Agape Dinner.
- Community will stay to help clean up.
- You may participate in the skits and attend the Decuria.
- Set up for breakfast. Sunday breakfast decorations should be very colorful.
- Attend team meeting unless otherwise instructed by Rector/Rectora.

## **SUNDAY**

- Rise early, shower and dress and have daily prayer time with Server Chas.
- The routine for today will be similar to yesterday.
- Participate in the serenading of the candidates at 6:15 a.m.
- All Chas will participate in the presentation of the Prayer Scroll after the Life in Grace Rollo.
- By Sunday lunch, the Dining Room is truly a rainbow of colors.
- After lunch on Sunday, you will need to start cleaning up your area. Pack up your supplies and take them to the designated area for loading in the trailer.
- Help set up for Clausura.
- Return your Team Training Manuals to the Head Cha.
- After the last break on Sunday afternoon, any remaining perishable food should be distributed.
- Set up snack table for Clausura. Use any snacks/drinks remaining. Use disposable plates.
- Attend Clausura and welcome the candidates to their Fourth Day!
- It is your responsibility to clean up the snack table after the Clausura.

## **HEAD SERVER CHA – POST-WEEKEND RESPONSIBILITIES**

- Critique Weekend - Submit written report to Rector/Rectora. The report should include highlights, concerns, suggestions for improvement for future weekends, etc.

Remember - *We can do ALL THINGS through Christ who gives us strength!*

## **UTILITY CHAS - JOB DESCRIPTION**

- Responsible for working closely with the Head Cha.
- Responsible for serving as Head outside the Rollo Room.
- Responsible to fill in where needed.
- Responsible to serve as “Gopher Cha”.

## **UTILITY CHAS – TEAM MEETING RESPONSIBILITIES**

- Help wherever needed.
- Help clean up after team meetings.

## **UTILITY CHAS – PRE-WEEKEND RESPONSIBILITIES**

## **UTILITY SUPPLIES**

- The ALTD Secretariat will provide the following for the weekend:
  - Petty Cash
  - Supply Lists for All Areas
  - E-mailed copy of the Candidate Roster
  - Clipboard, paper and pen

## **UTILITY CHAS - WEEKEND RESPONSIBILITIES**

Even though you may think your job is not an important one, your knowledge of the weekend will help in its success. The specifics of your job are somewhat unknown. You may have the opportunity to work in every area throughout the Tres Dias Weekend. You need to remain flexible.

Make sure you know the emergency medical procedures for the weekend. No candidate is to be taken to any medical facility without at least two Chas. The Retreat Center must be notified if a candidate or team member sought medical attention.

### **THURSDAY**

- Check your supplies.
- Be familiar with all the supplies for the weekend so you can help locate needed items.
- Attend Send-off and fellowship time; mingle with the candidates.
- You will be the designated contact person with those outside the cloistered weekend.
- You are responsible for all of the physical building troubleshooting. If anything goes wrong, you will need to locate the manager of the Retreat Center and work on getting the problem resolved.
- You will be responsible for adjusting the heat, so locate the thermostats and set accordingly. Turn the heat down some at night and up during the day. Ask around to see if people are too hot or too cold.
- Attend team meeting unless otherwise instructed by Rector/Rectora.

### **FRIDAY**

- Rise early, shower and dress and have daily prayer time with other Utility Cha. (You may choose to have a joint prayer time with the Dorm Chas or the Palanca Chas.)
- Remember we are still in a Silent Retreat.
- Get to Chapel early and sit towards the back.
- You will help and answer to the Head Cha. You are considered the top authority outside the Rollo Room; if there is a problem and a Rollo is in progress, you should be able to answer the question/deal with the problem.
- Fill in wherever the Head Cha needs you.
- Help the Dorm Chas, Palanca Chas and Server Chas, if needed.
- Help Dorm Chas sweep, if available.
- Ask the Head Server Cha if your help is needed in serving the first round of drinks.
- You can help in a Cha position if someone is serving as an Escort Cha/Palanca Prayer Cha or if someone becomes ill.
- You will serve as the "Gopher Cha" so you will need to have access to a vehicle. You will purchase needed supplies for the weekend and serve as transportation for anyone who becomes ill. Remember to check with the area Head Chas for additional needs before leaving. (This job is not a personal errand runner for other team members.)

- After processing, pick up the weekend pictures and give to the Head Palanca Cha. (Secretariat Weekend Chair will make arrangements for someone to take the picture.)
- The Head Cha should have obtained petty cash for you from the Secretariat Treasurer before the weekend. You will use this money to purchase any additional supplies. This money is not to be used to purchase additional food items.
- You will have a hand in the completion of the Candidate Roster. The Secretariat Pre-Weekend Chair will compile the 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 original and the appropriate number of copies to be given to the Head Palanca Cha for inclusion in the 4th Day Packet.
- Attend team meeting unless otherwise instructed by Rector/Rectora.

### **SATURDAY**

- Rise early, shower and dress and have daily prayer time with other Utility Cha. (You may choose to have a joint prayer time with the Dorm Chas or the Palanca Chas.)
- The routine for today will be similar to yesterday.
- Be present for the Crucifixion and Obstacles Rollos.
- You will be in possession of the skits folder for the Saturday night Decuria. Obtain these from the Head Cha.
- You may participate in the skits and attend the Decuria.
- Attend team meeting unless otherwise instructed by Rector/Rectora.

### **SUNDAY**

- Rise early, shower and dress and have daily prayer time with other Utility Cha. (You may choose to have a joint prayer time with the Dorm Chas or the Palanca Chas.)
- Participate in the serenading of the candidates at 6:15 a.m.
- The routine for today will be similar to yesterday.
- By mid-afternoon on Sunday, you will need to start cleaning up your area. Pack up your supplies and take them to the designated area for loading in the trailer.
- Return your Team Training Manuals to the Head Cha.
- Help set up for Clausura.
- Turn in receipts and remaining petty cash to Secretariat Pre-Weekend Chair or Treasurer.
- Attend Clausura and welcome the candidates to their Fourth Day!

### **HEAD UTILITY CHA – POST-WEEKEND RESPONSIBILITIES**

- Critique Weekend - Submit written report to Rector/Rectora. The report should include highlights, concerns, suggestions for improvement for future weekends, etc.

***Remember - We can do ALL THINGS through Christ who gives us strength!***

## **SILENT PROFESSOR - JOB DESCRIPTION**

- Follow same directions and duties as Rollista with the exception of anything pertaining to giving a Rollo.

## **ROLLISTA - JOB DESCRIPTION**

- Responsible for giving one of the Rollos on the weekend.
- Serve as a Table Leader.
- Read your Team Training Manual!

## **ROLLISTA – TEAM MEETING RESPONSIBILITIES**

- Turn in Music Information Sheet and discuss any special music with Head Music Cha.
- Turn in Palanca Assignment Sheet to Head Cha.
- Bring original and provide one copy of your Rollo to the Head Cha.
- Give Rollo at assigned training.
- Help clean up after team meetings.

## **ROLLISTA - PRE-WEEKEND RESPONSIBILITIES**

- Revise your Rollo, if needed. If you make major changes, you may be asked to provide a copy to a Spiritual Director for review.
- Practice your Rollo.
- Bring original and provide two copies of your Rollo to the Head Cha on the weekend.
- Make the appropriate number of copies of your handout and give to the Head Rollo Room Cha on the weekend.



## **ROLLISTA - WEEKEND RESPONSIBILITIES**

You have the responsibility of presenting one of the 15 talks that make up the weekend. You will also serve as a Table Leader where you will guide the conversation at your table. You do everything the candidates do. You are not “under cover”. Be yourself and make the candidates feel welcome and comfortable. This is a big responsibility but remember your job is not any more important than any other team member. You, like the rest of the team are being used as God’s instruments to bring people closer to Christ, to instill Christian leadership and to form more Christian communities.

### **THURSDAY**

#### **SEND-OFF**

You no longer think about your Rollo or yourself. Your entire mission now is to serve the candidates. You have been praying for the candidates, and now you will be able to put names with faces. Calling the candidates by name is a dynamic of the Weekend. It simply makes the candidates feel more comfortable. We start saying their names at Send-off, and then we say them again when we give them their name tags. We tell them that each one of them has been called to this weekend by name, by God.

Do not wear your Tres Dias cross and avoid gathering and hugging with old friends or fellow team mates. Everything now is for the candidates. If you are a sponsor, introduce your candidate to other candidates or Chas. If you are not a sponsor, be friendly, talk to the candidates, introduce yourself, ask their name, etc. Please do not ask any questions about religion or the weekend. Circulate and be alert to those who seem to be uncomfortable or standing alone and spend some time with them.

After all the candidates have arrived, when the Secretariat Pre-Weekend Chair (or whoever is filling in for this person) calls for the candidates to assemble, please gather with them. Do not sit in the back or near an exit. Sit with the candidates rather than your friends. Clap enthusiastically when the names are called. If your spouse or other family members are there, please do not make a big deal out of leaving them. Try to say your "Good-byes" before Send-off begins.

After you are escorted to the Dining Room, spread out, sit with a candidate. Introduce yourself by giving your name and ask theirs. Ask questions. Make small talk! The candidates may be nervous, wondering what is coming next. Some may be defensive. Help the candidate to talk about something they are familiar with such as their job, family, hobbies, etc. This will help the candidates to feel more comfortable.

You just need to be a good listener! When the Community sings De Colores, do not sing. If a candidate asks if you have attended before, be honest and say yes.

Let the Chas handle things; let them do their jobs. Remember, everyone on team has a specific task to do, so please just do your own assigned task. If something is not being done correctly, do not try to correct it, let it be. Do only your duties and do them to the best of your ability!

During the fellowship time, remember to mingle with the candidates. If we are singing as a group, sing enthusiastically! When the Rector/Rectora asks the candidates to remove their watches, please do so. When the Rector/Rectora releases everyone to go find their bed and to make sure their luggage is all there, go check on yours. The Chas will go along with the candidates to help in any way they can.

### **SILENT RETREAT**

When the Silent Retreat begins, set the example and BE SILENT. Remember to lead by your silence! If a team member or candidate does talk, please answer quietly or smile and nod. This will be a gentle reminder of the Silent Retreat. Take advantage of the Silent Retreat for your own introspection.

### **TEAM MEETING**

Attend the team meeting. Do not stay up too late; go to bed as quickly as possible.

### **FRIDAY**

#### **CHAPEL**

Rise early, shower and dress. Remember, we are still in a Silent Retreat. If someone speaks, just nod and smile. Morning Chapel always begins at 7:00 a.m. Get to Chapel early, before too many candidates arrive. Take advantage of your extra time to meditate quietly in your seat. Spread out in the Chapel. When worship starts, participate enthusiastically. If a Spiritual Director asks for discussion on the scriptures, let the candidates do so if possible, but on this day, you may have to volunteer first. Remember to participate, but do not dominate.

Make your comments brief. Six to eight brief comments are better than one really long comment. The candidates will not comment if someone goes on too long; they will feel that they have to do the same. The Silent Retreat will end after Chapel.

#### **MEAL TIME**

At meals spread out; do not sit at the same table at each meal. Again, introduce yourself to others at the table. Talk to the candidates. Use small talk. Have the candidates talk; try to learn something about the candidate you are sitting with. After the meals, there is JOKE TIME. Let the candidates do the talking, but if there is a lag, be ready with one. Please remember, it must be short, clean and funny! It should be one that you could tell to a sixth grade Sunday School class.

#### **ROLLO ROOM**

Once in the Rollo Room, your words and actions will set the example for the candidates. The Ideals Rollista is the first person to introduce himself/herself. There will be a card on the podium with questions you are asked to answer during your personal introduction. Try not to skip a question, but keep all comments brief. This is not a joke telling time. Two Rollistas/Silent Professor will be seated per table with the first one with his/her back to the podium and the other directly across. The candidates will be seated in no special order, only clockwise. A very important dynamic in the weekend is touching; however, the abrazo is not introduced until Chapel on Saturday morning. A way to start your table bonding is by giving each person a handshake as he/she is seated. Eventually, as each person finishes his/her introduction, every

table member will give him/her a handshake as he/she sits down. Keep shaking hands during the day on Friday.

#### Discussion Time:

All candidates are affected differently by each Rollo. It depends on where the person is coming from, what level they are at, or what previous experiences they have had. The discussion period after each Rollo is extremely important. When you listen to a Rollo, you hear some old knowledge repeated, some new ideas, and how all this has affected the speaker. If a candidate can verbalize what he/she understands about what was said, they make that information their own. When they hear other points of view, they clarify their own, resistance gradually disappears and the individual will become more receptive to the thoughts presented.

People have a tendency to try to teach. You may want to tell the candidate what to think, or that they should think like us. This is not the right approach. Rather, you should listen to what is being said and stimulate the discussion so each one at the table has a chance to participate. To stimulate the discussion, you should think of and prepare questions in our mind to have ready if discussion slows down. The discussion period has its greatest impact on the candidate if he/she can seriously think and talk about what was said during the Rollo. The greater dynamic of a Rollo is gained not by the words of the talk, but in the discussion period that follows it. You will develop your own technique to lead a discussion, but the best approach is "don't talk unless you ask a question". Try to have each individual at the table talk during the discussion period. You will generally find one candidate to be dominant. This individual may not be a natural leader. They may have had much trouble in their lives. They usually talk most, and sometimes get far off the subject. Don't worry about this too much during the first few Rollos.

The other table members, usually the natural leaders, will try to bring the discussion back to the subject. The talkative candidate will run down and probably be quiet by Sunday. You may find the quiet one to start is your natural leader and will be contributing the most by Sunday. Patiently try to include each candidate at the table so each can clarify the ideas in their own minds and make the thoughts of the talks their own thoughts. Don't get involved in theological arguments; suggest we ask one of the Spiritual Directors. Listen for things you can discuss with the candidates on breaks. You will notice that some candidates relate strongly to some talks, others not so strongly. You can tell by who starts the discussion, or perhaps, who participates most in the discussion for that talk. Be aware of this, and if a quiet candidate starts or relates strongly, have him/her continue to share. The whole table wants that one to talk too, and will give them the opportunity when they do.

During your discussion time, refer to the handout for the Rollo and ask questions. The weekend has key concepts and key points for us. In summary, the table discussion is a very important dynamic in the weekend. You should be a good listener, be friendly and most of all, be natural. Ask the Holy Spirit to help you do a good job before the discussion begins. Remember, participate but don't dominate. If you are having a dynamic discussion and are being moved by the Holy Spirit to continue, you may forgo the poster. However, don't make this a habit.

#### Poster Time:

Try to have the candidates come up with the ideas for the posters. Ask someone, "What are you thinking? What do you suggest?" Then say, "Good, let's put it down." You may recall and bring

up some of the points of the talk that would help form a picture but don't be in a hurry; let the candidates come up with the ideas. If the table is really struggling, and too much time has passed, take the lead with an idea, and perhaps do a drawing too. Try to have everyone participate. Make the posters a group project. Remember, participate but don't dominate.

Before the discussion and poster time starts, the Rector/Rectora informs the whole group that at the end of the day, we will have a Decuria, at which time we will ask one person from each table to come up to the podium and summarize the table discussion for each talk, and another person from the table will explain the poster the table has drawn. Ask one of the candidates, the one who participated the most, if he/she would give the discussion summary, and the individual who drew the poster if he/she would explain its meaning. Write their names on the back of the poster and then have someone keep track in their notebook. Everyone should take a turn at doing discussion summary and poster explanation.

Try to have two different representatives from each table for each poster. We want all candidates to participate. However, this may be the first time that many of the candidates have ever gotten up in front of a group of people. Someone's mind could go blank and this could be a devastating experience. So please, do not force anyone. Invite them to participate, but don't persist, if they are resisting. Lovingly tell them that you understand their hesitancy and suggest they see how it goes first, and maybe by tomorrow, they will participate. It is okay if the candidates have written out what they will say. You should participate and take a turn during Decuria.

#### Decuria:

The purpose of Decuria is to give the candidates a chance to stand up before the group to talk. It is also an important dynamic for everyone to review and reinforce the thoughts and points learned in the talks. This will help to start to bring five separate table communities into one large community. These restatements and reviews of the key points, the power phrases and the posters help implant the thoughts of the talk into the minds of the candidates. Don't forget to be enthusiastic in your applause for all.

#### **CHAPEL**

Friday evening, the candidates will be asked to reflect on Christ's journey to the Cross and to His Crucifixion. This can be a powerful time. Some candidates will be deeply touched. Some may wish to speak to a Spiritual Director. Stay behind after Chapel. There may be candidates who choose to talk to a Spiritual Director and may be more inclined to do so if they are not the only ones remaining.

#### **TEAM MEETING**

Attend the team meeting. Do not stay up too late; go to bed as quickly as possible.

## **SATURDAY**

### **CHAPEL**

Rise early, shower and dress. Get to Chapel early, before too many candidates arrive. Take advantage of your extra time to meditate quietly in your seat. During Chapel, the candidates will be more relaxed and more willing to participate, so let them. During this time, the abrazo is introduced. This can be a special time on the weekend, so do not hurry this.

### **MEAL TIME**

Sit at different tables with new people. Try to get to know more candidates, not just the ones at your table. Let the candidates tell the jokes.

The Saturday night Agape Dinner is extremely important. You will sit with and be seated by tables so be patient. The candidates should feel like they are sitting at a table and having dinner with Jesus beside them. The Serenade will follow the dinner. Remember this is for the candidates. Do not sing with the "Angels" of the Serenade, just receive it, but do not stop the candidates from singing. You may have to explain to a candidate why their spouse/special friend is not in attendance. Listen to the Holy Spirit's prompting.

### **ROLLO ROOM**

By this time, the candidates understand the format of the day and are usually more eager to participate, even the quiet one. Each table becomes a stronger small community. After some of the Rollos today a candidate may have a difficult time and wish to speak to a Spiritual Director. Today you will be having a Table Prayer Time.

#### **Discussion and Poster Time:**

Your job is still to keep all discussion relevant to the Rollo. Try to draw out the quiet candidate. Try to get all candidates to participate.

#### **Decuria:**

You know that the Saturday night Decuria will probably be interrupted by the skits; however, it is important to get all the discussion summaries and poster explanations presented.

### **CHAPEL**

Each person should really be looking and thinking about their own relationship with Christ.

### **TEAM MEETING**

Attend the team meeting. Do not stay up too late; go to bed as quickly as possible. Return your Team Training Manual to the Head Cha.

## **SUNDAY**

The team arises early to serenade the candidates at 6:15 a.m. Shower and dress and get to Chapel early before too many candidates arrive. Take advantage of your extra time to meditate quietly in your seat. Pray that the candidates will be inspired by the messages of the two previous days and will be ready to go into action for Christ by the end of this day.

## **CHAPEL**

This will be a message to encourage the candidates to go out into the world and spread the gospel and to be a true witness and leader for Christ.

## **MEALTIME**

It is still important to sit at different tables with new people. It is difficult to get to know everybody in three short days, but do your best.

## **ROLLO ROOM**

Sunday can be a long day. The candidates will be told no posters today! It will be your job to keep the discussion on track and relevant to the Rollo. There still may be a candidate feeling very unworthy; seek a Spiritual Director, if needed. Today you will have another Table Prayer Time.

## **CLAUSURA**

The Rector/Rectora will direct whether you should sit with your table or the team at Clausura. Many of the candidates will be overwhelmed by the number of people at Clausura. Reassure them that they do not have to speak, but everyone is encouraged. After Clausura, welcome the candidates to their Fourth Day!

## **MISCELLANEOUS POINTS FOR ROLLISTAS**

- Try to make sure that all the candidates at your table are talking to someone during breaks; if not, go and talk to him/her.
- There are two Rollistas/Silent Professors at each table. You are to work together as a team. You should spend some time together Friday night and Saturday night to share each of your impressions and discuss how things are going at your table. Remember, the candidates themselves have to open their hearts and minds from the inside out. (Please do not share anything of a personal nature at the team meeting.)
- You should set a good example for the candidates. Be the first ones out of the Rollo Room for breaks and the first ones back in after.
- There may be time for short walks on the weekend. The exercise is good for all of us and it helps the candidates see God's creation, have some quiet reflection time or just give the candidates a time to sort things out for himself/herself.

## **GUIDELINES FOR TABLE LEADERSHIP**

The Rollistas and Silent Professors are Table Leaders. The role of the Table Leader is to guide the formation of the table into a Christ centered small community. This community, through learning, sharing, praying and loving together will grow to a better understanding of themselves and Christ's presence in their lives. The table group is the cornerstone of the weekend!

### **KEY RESPONSIBILITIES OF TABLE LEADERS:**

- See that the discussions of each Rollo are on topic and each table member has an opportunity to participate.
- See that the discussion of each Rollo is summarized by a table member and that a poster is made depicting the Rollo.
- Recognize situations which disrupt good group dynamics and take the corrective action to change the situation.
- Be supportive of all table members, at all times - no favorites!

### **PREPARATION FOR YOUR ROLE:**

- Pray about your role and your responsibility throughout the team meeting period and the weekend.
- Learn the main theme and key points of each Rollo.
- Understand the weekend dynamics.
- Remember the key theme of each day.
- Be confident that God chose you for this role and that you will be an effective leader through Him.
- Remember, you are merely a channel for the Holy Spirit to reach the candidates.

### **TABLE DYNAMIC OBJECTIVES:**

- Create an atmosphere of openness, acceptance and love.
- Encourage everyone to participate. Don't talk too much. Let the candidates do the talking.
- Be sensitive to all the candidates at your table.
- Focus discussions on the main theme of the Rollo.
- Encourage discussions to be personal rather than intellectual, broad rather than narrow, and always within the context of the Rollo.
- Try to understand everyone's point of view. Do not be judgmental!
- Stress what we have in common, not what divides us!
- Let the candidates open up and the table group to develop at their own pace.
- We are at the weekend to communicate. Don't sound like a book; it is more important for you to encourage the candidates to share how they feel.
- Respect all of the different opinions of those at your table.
- It might be necessary to sometimes agree to disagree.
- Occasionally try to summarize the discussion with the following type of questions: "What have we agreed on so far? ", "What remains unsettled yet?", "Do you have anything to add?"

## BEHAVIOR:

The candidates will be most helped if you are:

- Yourself within the dynamics of the weekend.
- One of the group.
- A subtle leader. Refrain from dominating or taking over.
- A listener, not a teacher, an expert or an authority.
- At ease with silence. Don't panic.
- Not a counselor. Giving advice is usually inappropriate. Refer problems to a Spiritual Director.
- Sensitive, accepting and understanding of someone else's view.
- Flexible and aware of if candidates need to verbalize special problems; seek a Spiritual Director.
- Not evangelizing.
- Respecting of confidentiality. Some private information or feelings may be shared.
- Letting the Holy Spirit work.

## TEAM COORDINATION:

During the weekend, you should:

- Keep the weekend leadership aware of problems, needs, annoyances, etc.; contact a Spiritual Director.
- Take time to pray with the other Table Leader.
- Work with the other Table Leader in partnership-dealing with a candidate need or problem, planning procedure for Table Prayer Time, addressing friction between yourselves, etc.
- Respond to the Rector/Rectora's cues or directions.
- Spend time at breaks, meals, etc. to get to know the people better at your table and to follow up on "loose ends" arising at table discussions.

## MECHANICS:

Some of the mechanics of the table during the weekend:

- One of the Table Leaders should serve as the secretary for the first day. By Saturday, usually one of the candidates will volunteer.
- Set an example to the candidates; take lots of notes.
- Encourage non-participating candidates. Make suggestions to stimulate ideas.
- Accompany shy candidates up front to present discussion summary or poster.
- If a candidate serves as the table secretary, make sure he/she is taking notes; try to restate the theme of the Rollo at the end of discussion time.
- Sometimes, it might be necessary to change the seating arrangement at your table to help improve table dynamics.



## **SUGGESTED SONGS FOR THE WEEKEND**

See pages 34 – 37 in Music Cha Section for a complete list of suggested songs before your Rollo.

## **TABLE PRAYER TIME**

See pages 50-51 in Rollo Room Cha Section for a description of Table Prayer Time.

## **SUGGESTED SCRIPTURE READINGS FOR THE WEEKEND**

See page 51 in Rollo Room Cha Section for a complete list of suggested Scripture Readings before your Rollo.

## **ROLLISTA - POST-WEEKEND RESPONSIBILITIES**

After the weekend continue to pray for the new pescadores. Make at least one more contact with those who sat at your table by either writing them a note or calling them. Encourage them to persevere and find a reunion group; the rewards of Christian friendship and community are limitless.

**Remember – *We can do ALL THINGS through Christ who give us strength!***

# THE TALKS

## THE RELATIONSHIP OF THE TALKS

The relationship of the Talks given on a Tres Dias Weekend is both important and unique. To a large degree, the talks present the message and form the character of the weekend. Given by persons from various denominations and congregations, they also help to give an ecumenical flavor to a Tres Dias Weekend. Most important, the talks help stir in one's mind, questions to ponder during table discussions and often, even into their Fourth Day.

There are three types of talks given on a Tres Dias Weekend.

- Five clergy meditations:
  - Know Yourself
  - The Prodigal Son
  - The Three Glances Of Christ
  - The Figure Of Christ
  - Christ's Message To The Pescadore
  
- Five clergy Rollos:
  - Grace
  - The Holy Spirit
  - Sacred Moments Of Grace (Part 1 and Part 2)
  - Obstacles To Grace
  - Life In Grace
  
- Ten lay Rollos:
  - Ideals
  - The Church
  - Piety
  - Study
  - Action
  - Leaders
  - Environments
  - Christian Community In Action
  - Reunion Groups
  - Living The Fourth Day

The inter-relationship of these talks is a key to the dynamics of the three days. Their progression prepares the candidates for their Fourth Day. Tres Dias recognizes this importance and prescribes the order and content of the talks in "*The Essentials of Tres Dias*". These "...*Essentials*", differentiate between the lay and clergy talks. In reality, it is as though there is only one talk given during the Tres Dias, which is divided into twenty segments: some are meditations (5) and some are Rollos (15). They build upon each other.

The following observations can be made when studying the relationship of the talks given on a Tres Dias Weekend:

- There are an equal number of lay Rollos and clergy Rollos and meditations;
- On the whole, lay and clergy talks alternate with each other;
- The first talk of each day is a clergy meditation, announcing the theme of the day;
- The last talk of each day is a lay Rollo given by a Rollista whose life is a witness to the message. This Rollista demonstrates that the message is worthy and workable.

Tres Dias is a cooperative ministry between laity and clergy and shows that this relationship can work on the weekend and in the Fourth Day. On the first evening, the meditations indicate the direction for the whole Tres Dias experience. Each morning of the three days, a meditation presents the direction for that day.

## **TALKS ON THE FIRST EVENING**

The first evening contains two meditations which are given by clergy. For the candidates, this is a time of transition from a busy world into the weekend. It is a time for introspection. It is the threshold to the pilgrimage. The theme of the weekend is announced in the two meditations.

**KNOW YOURSELF** invites the candidates to take a candid look at themselves. This meditation invites them to "come to themselves" to identify their potential and their limitations.

**THE PRODIGAL SON** meditation assures the candidates that, just as the father in the parable loves his two sons, God loves each one of us. He comes toward us with open arms to greet us. In fact, He expects us and has a feast ready for us. (As an option on a Women's Weekend, the Hosea - Gomer story [Hosea 1-3], or the woman taken in adultery [John 8:1-11] may be used.)

## **THE TALKS OF THE FIRST DAY**

The talks of the first day begin the alternating pattern of lay and clergy presentations, starting with the morning meditation, **THE THREE GLANCES OF CHRIST**, given by clergy. This meditation begins the transition from introspection to a proclamation of Christ. Its message is simple. In the Gospels, three people met Jesus during His ministry and each responded to that meeting in a unique way. On this first day of the Tres Dias Weekend, Christ is revealed to the candidates.

The first Rollo, **IDEALS**, challenges the candidates to think about their own habits and life situations and prepares the way for the rest of the day, and even the rest of the weekend. Because ideals are basic to life and give direction to our very existence, we need to know what they are. The candidates are left to consider the question: "What are my ideals?" They are also told how they might learn the answer (by contemplating the four questions regarding time, talents, treasures and thoughts).

The second Rollo is **GRACE**. Grace is the reality which makes the love of God in Jesus Christ tangible and experiential. Grace provides a bridge by which a Christian answer can be given to the questions raised in the *IDEALS* Rollo. It provides a foundation for the rest of the Rollos. These Rollos clarify for the candidates that God's gracious offer to us in Jesus Christ can be received personally. When the invitation is issued and the heart is receptive, then a life in grace may begin.

The third Rollo speaks to **THE CHURCH**, the assembly of men and women, in all times and places, who are awakening to God's grace in Jesus Christ. We are the church, the people of God. The church is Christ's men and women, laity and clergy working in partnership, who respond to the call of God to live together in grace. The mission of the community is to be active in the world for Jesus' sake.

**THE HOLY SPIRIT** is the fourth Rollo. This Rollo teaches that God empowers the church to fulfill its mission. The Holy Spirit brings the church into being, provides the gift of faith, and calls individuals into the church. The Holy Spirit lives in the hearts of believers, guiding, comforting, and strengthening those who have received Jesus Christ into their lives. It is The Holy Spirit who provides the gifts for building up the Body of Christ and for telling the world about God's love. **PALANCA** is introduced during or at the conclusion of this Rollo.

What are the results of accepting Christ, of freely receiving God's grace and the gift of faith, and of being empowered by God's Spirit in the fellowship of the church? The fifth Rollo, **PIETY**, presents an answer. Piety manifests Christian qualities of life which are Christ-likeness, gratitude, freedom, and maturity. It is a life in grace. This Rollo aims to awaken in the candidates a desire to know Christ better as they submit their weakness to His strength. It should also clearly present answers to the questions raised in the first Rollo of the day, *IDEALS*. More specifically, it should make clear that for the Christian there are not multiple ideals, but one ideal, and that ideal is that a person must focus his/her life totally and completely toward God!

## **THE TALKS OF THE SECOND DAY**

The pattern of talks begun on the first day is continued on the second day: an alternation of talks by clergy and laity. It begins with a morning meditation on **THE FIGURE OF CHRIST** and includes a recitation of Psalms and prayers from the Pilgrim's Guide. This meditation opens the theme of conversion for the day: after we meet and accept Christ in faith, how do we obey Him?

The Rollos of the second day, starting with the **STUDY** Rollo, show the way. The candidates are taught that we can come to know, trust and obey God in Christ through the written and spoken word of the Bible. Other insights preserved in the writings of Christian men and women throughout the centuries are also available for our study. In addition, certain modern media are mentioned, which assist us in our Christian study. With prayer as our guide, and through the power of the Holy Spirit, these study aids will teach us to not only know Christ, but to know Him better and want to follow Him. Reading and study, however, are only part of the answer.

We also come to know God in Christ through various other methods which He has chosen and provided. In Tres Dias, we refer to them as: **SACRED MOMENTS OF GRACE**. These acts and/or events are known in various traditions as Sacraments, Ordinances, Covenants, Church Rites, Means of Grace, and Signs of Grace. In some traditions, they are not even named; nevertheless, most of them are practiced in the various denominations and churches. This clergy Rollo presents these *acts of God* as visible signs of God's presence and power and as a means of grace for our journey from our birth to our physical death. The second part of this Rollo is a graphic and clinical description of the crucifixion of Jesus. A worship service including the celebration of communion is conducted during or following this Rollo.

The **ACTION** Rollo states the truth that we learn to know Christ through the loving acts of His people. This Rollo speaks of "*making a friend, being a friend and bringing our friend to Christ*". If those listening to this Rollo remember nothing else, it is hoped that it would be that phrase. The Holy Spirit leads us in ways that help us bear witness to our faith. Examples are given of how the Rollista has influenced others, and how the Rollista has been challenged, converted and strengthened by such Christ-directed actions.

There are forces which interfere with or distort our relationship with God. These are discussed in the fourth Rollo of the day, **OBSTACLES TO GRACE**. What obstacles hinder the Christian from reaching maturity? They tempt and cause us to stumble every day; they are around and within us. This Rollo uncovers some of them so they may be recognized. It also teaches how, with God's help, these obstacles can be overcome.

The final Rollo of the second day is **LEADERS**, an expression of our Baptism into Christ. The Rollista exemplifies the message of the day. The Rollista is familiar with Scripture, and actively involved in living a holy life (Colossians 3:1-25). The speaker testifies of a living faith and reveals that each person who accepts God's call is a leader. We are ALL called to be leaders for Christ. Each bears witness to the presence of Christ in their life. The Rollo discusses the qualities of a Christian leader. **PIETY**, and the whole of the first day, focused on one's relationship to God. **LEADERS**, and the second day, develops this relationship and stresses how the candidates can come to know Christ better - - and then share Him with others.

## **THE TALKS OF THE THIRD DAY**

The third day, as each of the two previous days, begins with a meditation, **CHRIST'S MESSAGE TO THE PESCADORE**, which sets the course for the day. The message is that He has called each of us to be followers and to be His leaders in all areas of our daily lives. We are to join in Christ's suffering for the world through self-denial - - - for the sake of the Risen Christ. It requires working in the Christian community.

The first Rollo of the third day concerns the several **ENVIRONMENTS** of a Christian. It observes that if Christians are to be effective in bearing witness to Christ, they must understand the world in which they live. They should be a positive influence, seeking out individuals to befriend with whom they can share Christ. One way to transform our environment is through person-to-person contact in whatever environment we are situated. This work is done with patience, perseverance, prayer and through the power of the Holy Spirit.

The last clergy Rollo of the three days is ***LIFE IN GRACE***. It presents the key ways for a Christian to keep in touch with Christ. In addition to the experience of the weekend, it offers a practical program of spiritual growth. Study of the Bible, prayer, and frequently availing oneself of communion are primary means for sustaining the life in grace. A life in grace is maintained through finding peace, purpose and power in Christ. The Spiritual Director's own reflections of the weekend and his/her personal testimony may be given in this Rollo.

The next Rollo is ***CHRISTIAN COMMUNITY IN ACTION***. This Rollo further develops the implications of the *ACTION* Rollo, which dealt with actions of individuals. This Rollo deals with community action, both in its inner life and outer witness. First, there are some projects so massive (large crusades, for example) they can only be done by, or within, a Christian community. Second, it is important for the spiritual growth of each individual, that they receive training and equipping from the Christian community. The Rollo discusses how the Christian community nurtures, trains and equips its members and thereby provides spiritual nourishment for itself. Its conclusion: the Christian community, with Christ as its Head, is always greater than the sum of its parts.

***REUNION GROUPS*** first presents a brief summary of the previous Rollos of the weekend. It is recommended that this recap be given word for word from item 1. A. of the "*Commentary on the Outline*", in order to be concise and consistent regarding the message of each Rollo. It emphasizes the need to remain in community. Whereas the previous two Rollos speak about community in the larger sense of the church, this Rollo presents the need for candidates to receive nurture from, and to be active in, a small group. It explains the elements of a successful reunion group, as well as the dynamics of reunion groups. It also introduces the Secuela. This Rollo presents reunion groups as a powerful method for helping to sustain a Christian life. Also helpful is to reinforce the message of the *ACTION* Rollo ("Make a Friend, Be a Friend and Bring a Friend to Christ"), considering that the reunion group is a good place to bring unsaved persons and/or other potential future candidates for a Tres Dias Weekend.

As with the last Rollo of each of the previous days, the ***LIVING THE FOURTH DAY*** Rollo, given by the Rector/Rectora, gathers up the message of the day. Because this is the last Rollo of the three days, the Rector/Rectora seeks to exemplify not only the message of the day, but also of the whole weekend. The Rollo presents the Fourth Day as the rest of the Christian's life. It sets forth the need and the ways to be constantly attuned to Christ's spirit and will. The underlying tone of the Rollo is to persevere.

Further, the Rollista speaks about how things in the outside world have not changed much from what they were when the candidates left their home and/or work on the first evening of the weekend. The candidates are reminded to be considerate of those whom they left behind when coming to the weekend, and not to demonstrate unusual exuberance. In many communities the spouse of the Rector/Rectora joins in at the conclusion of this Rollo to offer a brief (five minutes or less) sharing about re-entry back into the world that was left on the first evening.

## SUMMARY

The candidates, in reality, have been presented with one talk - given in twenty segments. They have been invited to look at themselves and see who they are. They have also been reassured: No matter where they are or how far they have wandered, God is there with open arms, welcoming them back.

They have been told that being human is to have ideals; and living a life in grace, focused totally and completely toward God, is the *Christian Ideal*. They have been told that all who have received Jesus Christ as Lord and Savior and who seek this life in grace are members of His Church; furthermore, that we are led by the Holy Spirit in that quest. They have been challenged by people who are earnestly seeking to live a life in grace.

Once we desire to live a life in grace, there arises an equally strong desire to know Christ better. We are urged to seek Him in the Scriptures, in the frequent reception of communion, and in the actions of our fellow Christian brothers and sisters. When we make this search an active part of our lives and begin to suffer through obstacles to grace, we are developing into leaders for Christ.

We are becoming effective leaders for Christ as we understand the environments in which we live. This understanding is deepened by a devotion to God and by constant contact with fellow Christians. In this way, we mature spiritually and grow in grace during our life-long Fourth Day.

## ROLLO AFFIRMATION PROCESS

The purpose of the team hearing and affirming all 15 Rollos to be presented on a weekend:

- Gives **context** to the relationship of the talks (one builds upon the other).
- Provides **content** for the other Rollistas as they prepare their talks (not covering the same material, perhaps including a reference to what was said earlier).
- Allows the team members who will be outside the Rollo Room to interact with candidates about what they heard.
- Prepares the Table Leaders to be effective in their role of guiding candidates in table discussions.
- Provides positive and constructive feedback to the Rollista. Did they hit the mark? Did they keep to their time limit? Did they cover the major points in the outline? Are there memorable write-downs to help facilitate discussion and poster?

How to conduct an affirmation:

- Before the Rollo is given, Rector/Rectora, Head Cha, Head Rollo Room Cha, or Rollistas instruct Table Leaders to review the major points of the Rollo and time limit with the table members. This can be done by using the Rollo Affirmation Sheet.
- Assign one table member per talk to take notes and time the Rollo.

After the Rollo, while the Rollista is being prayed down:

- Reflect a few moments on what was just shared.
- Hold a table discussion about the major points made in the Rollo.
- Provide a brief written synopsis of your table discussion (highlights).

When the Rollista returns:

- Have one person report on your discussion making sure NOT to repeat anything that was already said by another affirmation (highlight only new insights).
- There are to be NO negative, hurtful, or critical remarks made. This is a time to AFFIRM and love your brother/sister in Christ and to encourage them. If there is any need for correction of content, please do so in a loving and caring manner.
- Turn in the Rollo Affirmation Sheets and personal encouragement notes to the Table of Servanthood.



# PALANCA

## ESCORT CHAS AND PALANCA PRAYER CHAS

Team members who usually serve as an Escort Cha or a Palanca Prayer Cha are those outside the Rollo Room - Chapel Cha, Dorm Cha, Palanca Cha, Server Cha or Utility Cha. Team members who usually do not serve as an Escort Cha or a Palanca Prayer Cha are those inside the Rollo Room - Rector/Rectora, Head Cha, Spiritual Directors, Rollistas, Silent Professors, Rollo Room Chas and Music Chas.

**Escort Cha** - About 30 minutes before the Rollo is to be given, go with the Rollista to help him/her prepare before he/she gives a Rollo. The Head Cha should remind you...but ANTICIPATE! Be aware of who you are escorting and try to get to the Rollo Room during the previous Rollo discussion time, or if the Rollo comes after a meal, be readily available to leave the Dining Room on signal from the Head Cha. At the scheduled time, you and the Rollista will be quietly notified and will leave the group. Keep the Rollista calm, be reassuring, be cheerful, and generally help him/her where needed. You need to move the Rollista along without him/her feeling rushed. Help the Rollista get dressed if needed. You are in charge of carrying his/her Rollo, so make sure every page is there. Take the Rollista to the Palanca Prayer Chapel and pray with and for him/her. Prayer is a must and can never be bypassed to make up time. If escorting a Spiritual Director, just be supportive and ask if there is anything you can do or get for him/her. Enter the Rollo Room with the Rollista. While the Rollista is hugging the Rector/Rectora and receiving the crucifix, you should place his/her Rollo on the podium. Then you give the Rollista a hug and take a seat to the side of the podium. After the Rollo, you will escort the Rollista back to the Chapel and offer prayers of thanks! Help the Rollista change clothes if needed. The Rollista should not return to the Rollo Room until after the discussion and poster time of his/her Rollo is completed.

**Palanca Prayer Cha** - About 15 minutes before the Rollo is to be given, go to the Palanca Prayer Chapel. You will stay in the Palanca Prayer Chapel. Your job is to pray for the Rollista before, during, and after the Rollo is given. You will follow the pattern that the Chapel Chas have established. Also, Community may be praying in the Palanca Prayer Chapel. Resist the temptation to comment on how anyone is doing. Also, if outside Community is present, avoid praying about a particular candidate by name if he/she is having a problem. (Say "my friend" instead of the candidate's name.) The Chapel Chas are the guides in the prayer time, not you. As soon as the prayer time is over for a Rollista, after he/she has given his/her Rollo, you should go back to your assigned task. Don't forget to sign the Prayer Scroll for the time you are praying.

A member of the outside Community can serve as a Palanca Prayer Cha if this person is requested by a Rollista. The Rector/Rectora should be informed of this prior to the weekend. This outside Community person should go directly to the Palanca Prayer Chapel. No contact should be made with the candidates. The only place that outside Community should be on a weekend is the Palanca Prayer Chapel! However, when a Rollista is being prayed up or down, there should not be members of the Community present in the Palanca Prayer Chapel unless requested by the Rollista.

Your sense of timing, sensitivity and anticipation in these areas will be keen for the entire weekend.

## **PALANCA PRAYER**

Prayer is the strength and foundation of the Tres Dias Weekend. God's grace is granted through prayer and His grace is essential in bringing the world to Jesus. Matthew 7:7 says "'Ask, and it will be given to you; seek, and you will find; knock, and it will be opened to you.'" The Tres Dias Weekend needs the strong spiritual support of palanca prayer.

Palanca is the intense prayer and sacrifice behind the small tangible objects provided on the weekend. "Trinkets", food gifts, bookmarks, friendship letters and banners are all nice and fun things that contribute to the good feelings of the weekend, but they are not true palanca. Palanca should be seen and understood as a spirit of prayer and self-denial among the members of the Community, both individuals and as groups. The palanca received during the three days should be a spiritual offering which is made in a sacrificial manner. Palanca is a witness to the participants that God is present in the world through groups of people who live His Gospel.

Below is a Specific Palanca Prayer Guide that all team can use for each weekend or while making small palanca gift items for the weekend.

### **SPECIFIC PALANCA PRAYER GUIDE**

Pray for the candidates by name, ask that their hearts be made pure and that their minds be opened to the message of the Tres Dias Weekend.

Pray that the Tres Dias team may be truly inspired by the Holy Spirit, that their egos and pride may be suppressed and that they show themselves as a united team consisting of living members of the Body of Christ.

Pray that the Tres Dias Weekend may be filled with the love of Jesus and that His love will be evident in the lives of the candidates after they leave the Tres Dias Weekend.

Thank God for the sacrifices that each candidate and each team member has made to attend this weekend and pray for the welfare of the families who are without them on the weekend.

Pray that after the weekend the candidates and team begin and/or continue strong apostolic action programs and that Jesus will be known to those in the environments where they live, work and play.

Pray that after the weekend the candidates and team will provide strong apostolic action support to each other by regular attendance at a reunion group and participation in Secuelas.

Pray that by the efforts of the Tres Dias Weekend and other Christian endeavors that the face of the earth will, in fact, be changed.

## **PALANCA GIFTS**

If you or your reunion group is planning on praying and contributing a certain type of palanca gift, please contact the Head Palanca Cha of the upcoming weekend. A copy of the Palanca Sheet can be found on the following page. This may be used to make copies (please do not use the original) which can be filled out and given to the Palanca Chas either before the weekend at team meetings or on the weekend attached to the Palanca Gifts you bring.

Individual personal gifts, such as expensive gifts, flowers, plants, clothing, large/bulky items, etc., will not be accepted for distribution on the weekend. Any Palanca Gifts must be brought in correct quantity as outlined below.

### **Types and Quantities of Palanca Gifts**

- Banners – Rollo Room
- Community Agape Letters – from other Tres Dias Communities
- Palanca Letters – for candidates and team members
- Palanca Gifts –
  - Pillow: Total number of candidates – 30
  - Rollo Room: Total number at tables - 45
  - Dining Room: Total number of candidates plus team members – 75

### **Marking and Arranging Palanca Letters**

Each Individual Palanca Letter should be addressed like you would address a letter. Put the candidate or team member's first and last name in the address line and a description of whom it is from in the upper left hand corner – spouse, family, pastor, sponsor, friend, team, Community, etc. This is also the order that the letters should be arranged when turning in to the Palanca Chas.

If you are writing letters to several candidates and team, it is appreciated if you group according to candidate and team and also alphabetize each group according to last name.

## **PALANCA SHEET**

\_\_\_\_\_ Men's Weekend                  \_\_\_\_\_ Women's Weekend                  \_\_\_\_\_ Count  
(circle one)    Pillow (30)                  Rollo Room (45)                  Dining Room (75)

Description \_\_\_\_\_

Received From (Names) \_\_\_\_\_

Reunion Group \_\_\_\_\_

Additional Information \_\_\_\_\_

Return Extras to \_\_\_\_\_

When to Distribute \_\_\_\_\_

## **PALANCA SHEET**

\_\_\_\_\_ Men's Weekend                  \_\_\_\_\_ Women's Weekend                  \_\_\_\_\_ Count  
(circle one)    Pillow (30)                  Rollo Room (45)                  Dining Room (75)

Description \_\_\_\_\_

Received From (Names) \_\_\_\_\_

Reunion Group \_\_\_\_\_

Additional Information \_\_\_\_\_

Return Extras to \_\_\_\_\_

When to Distribute \_\_\_\_\_

# **SPONSORSHIP**

## **SPONSOR EXPECTATIONS**

As a sponsor, there are certain expectations of you.

Prior to the weekend:

- Pray about the name God has placed on your heart to sponsor. Trust His guidance. You should know this person well enough to complete their application.
- Invite the person to attend a Tres Dias Weekend. Do not try to “talk them into it”. Tres Dias is not for everyone.
- Honestly answer any questions they may have. The weekend is filled with surprises but there are no secrets.
- Explain to them that the weekend begins Thursday evening and ends Sunday evening and that there is a cost which covers everything. (Sponsors are not obligated to pay for their candidate; however, some sponsors choose to cover this expense.) Scholarships for one-half the fee are available if needed.
- Allow the individual time to think and pray about their decision while you pray.
- Help them complete their application making sure it is filled out completely. Complete your information and deliver/mail the application along with the fee to the Pre-Weekend Chair.
- Start collecting Palanca Letters from your candidate’s spouse, family, pastor, friends, etc. Don’t forget to write one yourself.
- Set up a time and place to meet to drive your candidate to the Retreat Center. Consider stopping on the way for dinner.
- Review with your candidate what they need to bring to the weekend and what they need to leave at home - cameras, cell phone, money, etc.
- See if the candidate’s family has needs for the weekend such as running errands, babysitting, etc. and help provide it.

On the Weekend:

- On Thursday of the weekend, pick up your candidate. Arrive at the Retreat Center at approximately 7:00 p.m. and be sure to carry their luggage in for them.
- Deliver Palanca Letters to the Head Palanca Cha.
- Attend Send-off and remain after to pray over your candidate’s cross.
- Continue to pray for your candidate throughout the weekend.
- Serenade is at the Retreat Center on Saturday night. Please arrive by 6:30 p.m.
- Attend Clausura at 4:30 p.m. on Sunday.
- Carry your candidate’s luggage out to the car.
- Take them out for coffee or soda after the Clausura and let them do the talking about their weekend. Your job is to listen!

After the Weekend:

- Continue to pray for your candidate into their Fourth Day for one year.
- Answer their questions.
- Help them find a reunion group to join.
- Take them to Secuelas.
- Encourage them to volunteer for the next team.
- Help them sponsor someone as they are led by God to do so.

## SAMPLE LETTER REQUESTING PALANCA LETTERS

Dear Friend:

I am writing to you because I know that you are a family member or friend of \_\_\_\_\_. \_\_\_\_\_ will be attending a Tres Dias Weekend which is a weekend designed as a short course in Christianity, on \_\_\_\_\_. The weekend will be fun and filled with laughter, but will also provide time to reflect inward, see who we are and who God made us to be, and to experience His grace and love.

A very powerful time during the weekend is when \_\_\_\_\_ will be presented with unexpected letters from loved ones! Therefore, the purpose of this letter is to request a letter or note from you to \_\_\_\_\_ that reaffirms how special he/she is to you and how he/she has impacted your life. The idea is to let him/her feel the love and friendship of the people in his/her life. Write this letter to \_\_\_\_\_ as he/she will be the only one viewing it. If you find it hard to write what you feel, perhaps you could find a card that says something special. Please join us and tell him/her the things we so often feel, but fail to say.

Please do not let \_\_\_\_\_ know that you are doing this! It will be a surprise for him/her on the weekend. Also, if you know of someone else who is special to him/her, please share this letter with them.

I would like the letters by \_\_\_\_\_ to make sure he/she receives them on time. Don't wait too long to write the letter. Time is always passing us by and I want to make this a special gift of love from family and friends.

Please seal your letter in an envelope so that what you say stays private. Once your letter is sealed, in the top left corner write your relationship to \_\_\_\_\_ – spouse, family, pastor, friend, etc. Please put it in a second envelope and mail to me. If you prefer, you can e-mail it. I will print it and put it into an envelope immediately; I will not read it.

Thank you so much for your help and sharing in the blessing. If you have any questions, please feel free to contact me.

God bless you!

Name

Address

e-mail Address

Telephone Number

## **MISCELLANEOUS**

### **CAMERA POLICY**

Taking of pictures, video and audio 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.