



River Valley Tres Dias

POLICIES AND PROCEDURES

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TRES DIAS SECRETARIAT POLICIES AND PROCEDURES

PREAMBLE

"Teacher, which is the greatest commandment in the law?" Jesus replied:" 'Love the Lord your God with all your heart, with all your soul, and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself.' All the Law and the Prophets hang on these two commandments." *Matthew 22:36-40 (New International Version)* (emphasis added)

The Tres Dias weekend is an opportunity for Christians to encounter Jesus Christ, to experience how other Christians apply Christ's principles in daily life and to receive a new vision of what it means to live an eternally focused Christian life. The main teaching of Tres Dias is God's unqualified love for each of us through His grace. The objective of RVTD is to strengthen and extend the Body of Christ by bringing Christians to a closer, more personal walk with the Lord Jesus Christ and to encourage them to Christian leadership and action in their environments. Tres Dias has its historical roots in the Cursillo de Cristiandad, which means "short course in Christianity." RVTD actively seeks the participation of Christians who can accept the TD Statement of Belief (refer to section regardless of their church affiliation. RVTD is a lay-led community, with active participation of the Clergy. It is a non-profit, self-supporting organization. It is managed consistent with the latest published revision of the RVTD By-Laws and the Essentials of Tres Dias International (refer to section VII) and these Policies and Procedures. The latest published revision of the By-Laws shall govern the functions of RVTD. The three phases are: Pre-weekend, Weekend and Fourth Day.

The following information states the operating Policies and Procedures of RVTD. These policies are general guidelines and may be modified by the Secretariat on a case-by-case basis.

1) PRE-WEEKEND

A) CAMPGROUND RESERVATION AND PAYMENTS

- (1) The President of the Secretariat, in conjunction with the Weekend couple, reserves and confirms weekend dates with the campground.
- (2) Confirmation should be obtained one year in advance.
- (3) The Treasurer sends payment after the weekend, based on the actual number of people for each weekend. Payments could be a set fee or an actual number or attendees. This is subject to change if the campground site changes.

B) CANDIDATE APPLICATION PROCESS

- (1) Applications will be processed according to the date received. Applications are processed in the following priority levels: pastors, spouse of a pescadore, married couples and singles.
- (2) All applications will be reviewed for the weekend that they are applying.
- (3) Exceptions can be made by the Secretariat.
- (4) Applicants who decline the first invitation to attend a weekend are removed and must reapply to attend
- (5) If there is a need for scholarships, they shall be limited to any monies collected for that purpose prior to the weekends.

C) QUALIFICATIONS OF A CANDIDATE

- (1) Must be sponsored by a member of a Tres Dias community or a member of a similar Tres Dias-approved community (i.e. Cursillo, Walk to Emmaus, Via de Cristo).
- (2) Christians who accept the TD Statement of Belief regardless of church affiliation.
- (3) At least 21 years old unless their spouse is going on a weekend, or if they are military personnel (Refer to section VII, The Essentials of Tres Dias).
- (4) Christians who have attended a Vida Nueva (young adult) or similar weekend are eligible (i.e., Search or Chrysalis).
- (5) Christians who have not attended a Walk to Emmaus, Cursillo, Kairos, DeColores or Via de Cristo weekend are eligible.

D) WEEKEND FEES / CONTRIBUTIONS

- (1) Each Tres Dias weekend should be self-supporting.
- (2) The Secretariat shall set candidate fees based upon the costs of the camp facility, food, supplies and community operating expenses.
- (3) Contributions for scholarships and community needs may be solicited at team meetings and Secuelas. Contributions should not be solicited on the weekends.

E) RECTOR SELECTION

- (1) The Secretariat will enter a closed session for the portion of the Secretariat meeting in which Rector Selection is taking place. Members must be present to vote.
- (2) Rector selection to follow each set of weekends. The Secretariat will select Rectors approximately **one year** prior to their service weekend.
- (3) The Men's and Women's Leaders shall provide for review to the Secretariat the list of qualified men and women for the Rector position. The Secretariat shall have discussion, then pray.
- (4) The Secretariat members will then vote on paper for up to seven candidates for men and women Rectors.
- (5) The President or other non-voting party(s) will then tally the votes, listing how many votes each candidate received, and also categorizing how many candidates received how many votes (i.e. four candidates received six votes, two candidates received five votes, etc.)
- (6) The President will reveal the vote tally without mentioning names.
- (7) In order to be considered for placement in the hat, individuals must receive the vote of fifty percent of the attending Secretariat. Secretariat members will then vote on how many names go into a hat by making a motion and voting.
- (8) Before the names are pulled, the Secretariat prays again for God's will and blessing.
- (9) One person is chosen to pull the names from the hat and number them in the order that they were pulled from the hat.

- (10) The President then reads the names of the Rector candidates in numerical order. This process is the same for both the selection of Men's and Women's Rectors.
- (11) The President will then call the first name pulled for both Men and Women. If the first person does not accept the Rector position, the second person is called. This process is repeated until a person accepts the Rector position.
- (12) If the names are exhausted and a Rector position is still not filled, the process is repeated, leaving the previously pulled names out of the process for that weekend.

F) RECTOR 'S GUIDELINES

- (1) Directed under the authority of God and the RVTD Secretariat.
- (2) Utilizes and follows all guidelines, materials and Essentials of Tres Dias.
- (3) Discuss any issues not specified in the guidelines, materials and Essentials, first with the Men's / *Women's* Leader. If unable to reach agreement, matters will be referred to the **Rector's Advisory Committee** (comprised of the Men's / Women's Leader, President, and Secretariat Spiritual Director.) If they do not agree, the issue is brought before the Secretariat for a decision prior to the weekend.
- (4) Submits prospective team list and subsequent changes to the Men's / Women's Leader, who serves as the Rector's primary advisor prior to invitations being issued.
- (5) Responsible for distributing materials and information contained in the Rector Orientation book to the Heads of the team as appropriate.
- (6) A copy of the RVTD By-Laws, Policies and Procedures, and the Tres Dias Essentials will be given to those selected for Men's / Women's rectors by the respective Leader.
- (7) The rector shall review the service description for all service areas with the heads of those areas.

G) RECTOR'S OPTIONS

- (1) In an effort to make all weekends similar for the community, team and campground:
 - (a) The community timeline will be followed for the general structure of each weekend. There will be places in the timeline for rector's choice of activities.
 - (b) The community script will be used by the rector for each weekend with places for weekend specific customization by the rector.

(2) General:

- (i) Professors can be revealed or not revealed.
- (ii) Depending on the campground the weekend activities could be limited.

(3) Activities that may be included as long as they fit within the time restraints of the expanded schedule: foot washing, praise dances, Wedding feast, Daughters of the King, Lamb's Book of Life, tea party, number and length of palanca skits, and when palanca skits are presented .

(i) Thursday evening:

- 1. Choice to use: "Woman, Who Art Thou? "Or "Every Man's Way to the Cross", or another appropriate introspective illustration approved by the Men's / Women's Leader.
- 2. "Prodigal Son meditation , (or alternatively, on a women's weekend , the Hosea-Gomer account as recorded in Hosea 1-3, or the account of the women caught in adultery, as recorded in John 8:1-11)"per the Tres Dias Essentials, section 3.2 The Essentials of the Weekend Phase, number 12.)

(ii) Friday:

- 1. Choice to use "Coal Miner's Story" or another appropriate story approved by the Men/Women's Leader that conveys the "Just for You" theme.
- 2. At Decuria, the number of talks to be summarized using posters, songs, poem s, or skits is determined by the rector.

(iii) Saturday:

- 1. The person to plan and lead Serenade.
- 2. Whether to have the following activities during the Serenade: Hedge of Protection, one solo, blessing of the candidates, prayer, or an encore. **All activities of the Serenade should be no more than 30 to 45 minutes.**
- 3. Forgiveness Chapel is to be open to all team members. No team member who wants to attend should be excluded.
- 4. d) Choice to allow open microphone during Forgiveness Chapel

(iv) Sunday:

(v) Choice to have the team Serenade of candidates.

(vi) At Closing, choice to have Professors, Table Chas and/or Prayer Chas come and stand with the candidates from their tables.

(vii) At Closing, choice to have all Spiritual Directors or just the Head Spiritual Director speak.

H) Community Purchases and Rector's Budget

Community Purchase		RECTORS BUDGET	
Pilgrim Guides	190/2years	Kitchen Decoration	225
Reunion Cards		Chapel Decoration	100
Rent for meeting places	Attendees pay for their meal	Rollo Room/Table Decoration	150
Food for Serenade participants	125-200	Printing Supplies for weekend	60
Nametags and Lanyards	Can be turned in and reused	Upgraded Lanyards/Nametags	Optional at personal expense
Weekend Tee shirts	Pay for themselves	Upgraded Weekend Tee shirts.	Optional at personal expense
Pilgrim Crosses and String at a cost of \$3.50 each for the crosses	250	Upgraded Crosses, beads, strings	350
Flash Paper and Nails	100	Men's Rings	175
Communion Supplies	100	Women's Rings	75
Palanca Gift bags	125	Women's Tiaras	120
		Women's Scarfs	Optional at personal expense
		Women's Veils	160
		Weekend Banner	200
		Supplies needed for candidates on weekend (Walmart run)	200
		Flowers for Men's Rector's wife	75
		Women's cake	200

I) BACKUP RECTOR

- (1) The Backup Rector is a former rector who shall substitute for the Rector in the event the Rector is unable to carry out the responsibilities of his or her position due to illness or other unanticipated events.
- (2) The Backup Rector shall assist and provide guidance to the Rector, Spiritual Directors and team members to ensure the smooth flow of weekend activities consistent with the Essentials of Tres Dias, and the By-Laws and Policies and Procedures of RVTD.
- (3) If members of other communities are in attendance as observers, they shall follow the guidance of the Backup Rector.

J) TEAM SELECTION AND COMPOSITION

- (1) Teams should be composed of a cross-section of denominations and churches.
- (2) One third of team should be made up from each of the following experience levels:
 - (a) New Level: has not served on more than one team.
 - (b) Mid-experienced Level: has served one to four teams.
 - (c) Experienced Level: has served at least five teams.
- ~~(3)~~ The following team members may be selected by the upcoming Rector with approval of the Men's / Women's Leader prior to the preceding weekend they are serving: Backup Rector, Head Cha, and Head Prayer.
- (4) Each team should be comprised of 80 to 100 members :
 - (a) One Backup Rector
 - (b) 3-5 Spiritual Directors (chosen by the Secretariat Spiritual Directors) upon rector request.
 - (c) One upcoming Rector , called a Rover Cha (chosen by God through the Secretariat)
 - (d) One Head Cha

- (e) Two or three Assistant Head Chas, two experienced one non-experienced
 - (f) 12-14 Professors with two assigned per table, one of which is an experienced Professor
 - (g) One Head Table Cha, with one table cha per candidate table
 - (h) One Head Storeroom Cha and up to 5 chas
 - (i) One Head Chapel Cha and up to 6 chas
 - (j) One Head Palanca Cha and up to 5 chas
 - (k) One Head Praise and Worship Cha and up to 9 chas including Media cha
 - (l) One Head Dorm Cha and up to 7 chas
 - (m) One Head Escort Cha and up to 3 chas
 - (n) One Head Prayer Cha, a Prayer Cha per candidate table, and as many more as desired
 - (o) One Head Kitchen, one Assistant Head Kitchen and up to 20 Kitchen Chas, including a balance of experience level
 - (p) Additional chas may be used (Medicine Cha, Errand Cha, Rollo Room Cha, etc.)
- (5) The Rector should give consideration in the selection of team members' health and well-being as it would affect their ability to carry out the responsibilities of the service area.
- (6) INVITATION TO PROSPECTIVE TEAM MEMBERS
- (a) (Please review Section IV- Qualifications for Leadership Positions)
 - (b) When the Rector initially asks someone to serve on the team the Rector should ask for the team member to make the following commitments:
 1. Attend the majority of team meetings. Exceptions may be made at the Rector's discretion and should be reported to the Men / Women's Leader. All Heads should be expected to attend all meetings. Make certain the prospective team member understands the weekend begins before the weekend. The team meetings are vital to team building, training, preparation, etc.

2. Pay team fees by the third team meeting or make other arrangements with the Assistant Head Chas. No team member will be allowed to serve if the fee has not been paid by the final team meetings.
3. The weekend phase of Tres Dias is approximately 72 hours. Team members should commit to remaining on the campground through the Closing ceremonies on Sunday regardless of travel. Team members should understand the weekend is not concluded until after the Closing ceremony. Exceptions should be pre-approved by the Rector.

(7) TEAM MEETINGS

- (a) The Secretariat President will introduce the Rector at the first team meeting.
- (b) The Rector should inform the team during team meetings of the following:
- (c) The focus and responsibility of team members is to demonstrate God's unqualified love by allowing Jesus to be seen in them.
- (d) Team members must be careful not to impose their own expectations on the candidates and to respect the freedom of those who do not seem responsive. We are to trust God and His timing.
- (e) Prayer Palanca is a special blessing. Two team members will be assigned to pray with the rollistas before and after the talk, as well as during the talk.
- (f) The use of a cell phone should be prohibited at any time candidates are nearby. There is an emergency number available on campground
- (g) Cameras, radios, TVs, tape recorders, MP3, etc. are not allowed.
- (h) Modest attire is required.

(8) TEAM FEES

- (a) I. Each Tres Dias weekend should be self-supporting.
- (b) The Secretariat shall set team fees.
- (c) Team fees shall be non-refundable and due by the final team meeting.
- (d) Spiritual Directors are not exempt from paying team fees.
- (e) Team fees should not be used for purchasing palanca for team and candidates.

(f) The Assistant Head Chas are responsible for collecting team fees during each team meeting.

1. The Assistant Head Chas are designated to collect and turn in weekend fees to the Treasurer. Because many expenses are incurred and paid prior to the weekend, the Assistant Head Cha should give the team fees to the Treasurer as they are collected each week.
2. While the Assistant Head Chas are asked to oversee collection of team fees during team meetings, it is ultimately the Rector's responsibility to ensure that all team fees are paid or scholarships have been approved and provided.

(9) Other Collections

- (a) Collections for scholarships, childcare and special Rector or Secretariat requested items are allowed but should be kept to a minimum and approved by the secretariat.
- (b) **HARDSHIP:** Individual team members may be financially unable to pay the entire team fee. Team members should be encouraged to pay at least a partial amount of the team fee set by the secretariat. Standard procedure is for each team to establish a hardship fund that will cover the fees of team members who are unable to pay. In this way, the team as one body assumes the responsibility to pay its own way. Each weekend financially stands on its own. The Secretariat is in no way responsible for recovering team fees.

(10) Set-Up and Take-Down

- (a) From both the men's and women's weekend, the following persons should be present on the campground Wednesday evening, Thursday, and be responsible on the Sunday of the women's weekend to take down, clean up, and store all the supplies.
 - (i) Head Cha
 - (ii) Two Assistant Head Chas

- (iii) Head & Assistant Head Kitchen Chas and perhaps two additional kitchen chas
 - (iv) Head Storeroom Cha and perhaps an additional cha
 - (v) Head Dorm Cha and perhaps an additional cha
 - (vi) Head Chapel Cha and perhaps an additional cha
 - (vii) Head Palanca Cha and perhaps an additional cha
 - (viii) Any team member interested or requested by their Section head
 - (ix) Weekend Person
- (b) Additionally a set up and take down crew of men are needed for set up of chapel and Rollo room for the Women's Weekend. Weekend person should organize this committee.
- (c) Section service area must be cleaned, trash placed in the dumpster, boxes broken down and placed in the dumpster, and supplies inventoried after both weekends. For the women's weekend, supplies and equipment are returned to the storage area after the weekend. All of this can be done prior to attending the closing.

II. **WEEKEND**

The objective of the weekend phase is to prepare individuals for effective participation in the Fourth Day. While the weekend is in progress, only team members and candidates are allowed on the campground. Exceptions include Send-Off, Serenade, Closing, Setup & Takedown crew, Rector's prayer palanca team, Secretariat members on Tres Dias business, other community members serving and Closing.

SEND-OFF

Anyone may attend. Young children are discouraged from attending Send-Off. Please make arrangements for your young children before coming to the campground.

CLOSING

Anyone may attend. Young children are discouraged from attending Send-Off. Please make arrangements for your young children before coming to the campground.

The Tres Dias weekend is carefully planned for a wide diversity of men or women. It is structured to keep the information flowing at a pace the candidates can follow. The clergy meditations each morning set the theme for the day. Each Rollo builds on the preceding Rollo's', and each day builds on the previous day. Singing is a key element throughout the weekend as it gets people involved and builds community.

For an understanding of the activities that are essential and non-essential (traditional) to each day, refer to the *Tres Dias Essentials*. The following is a synopsis of each day:

Thursday: The emphasis for Thursday is low key, relaxed, introspective, and non-threatening. Two clergy meditations are given on Thursday evening and are structured to encourage a time of reflection and self-examination, a time of silence and an opportunity to break away from the outside world.

Friday: The focus for Friday is on who we are, who Christ is and what we need to know to live a Christian life. Friday is usually the hardest day, because the candidates have different backgrounds.

Saturday: The focus for Saturday is on what we have to do in order to live a life in grace through study, action and leadership. Many people begin to focus on Christ living in them. It is important that this happens naturally through the Holy Spirit.

Sunday: The focus for Sunday is outward and prepares the candidates to leave the weekend and move back into the world. The theme is Community-building and how a Christian can influence others. The Tres Dias method for insuring a solid foundation for a successful Fourth Day is presented. At Closing, the candidates share what they have received from the weekend and what Christ means to them now with the larger community of pescadore.

The weekend is only a beginning to meet the objectives of Tres Dias, in being effective leaders for Christ.

A. SERENADE

The serenade on Saturday evening is usually planned by someone chosen by the Rector. The Rector may choose the Praise and Worship leader for the serenade and also the songs.

Note: Anyone who has previously attended a Tres Dias weekend, or similar three day weekend may come to serenade. If you are married and your spouse is a candidate on the weekend, you may NOT attend that particular serenade.

1. Serenade Guidelines:

- a) Should last approximately 30 - 45 minutes.
- b) Should include no more than one solo.
- c) Should have Serenaders quietly assemble in designated area.
- d) Should have Serenaders leave quietly and immediately as soon as all candidates are

in the Chapel, unless asked to pray and/or clean the dining hall.

- e) Should not have Serenaders hug or touch candidates.
- f) Serenaders should enter discreetly and leave inconspicuously from the Serenade area.
- g) Rector should turn in a list of songs to leader of serenade during team meetings so that serenaders can practice.

B. MECHANICAL EQUIPMENT MALFUNCTION

In case of mechanical equipment malfunction such as air conditioning, electrical, plumbing notify the Assistant Head Cha or Secretariat Weekend person who will contact the onsite campground director. Please do not attempt to make repairs without permission.

PALANCA GUIDELINES

1. Candidate palanca: Individual palanca should not be put on any candidate's bed. There should be enough palanca for all candidates. All candidates are to be treated with an equal amount of love and attention!
2. Palanca can be provided in the Rollo room, kitchen or dorms (bed palanca). If there is a desire to provide general palanca, it should be for the entire team and candidates.
3. No outside solicitation or advertising for any reason.
4. Solicit food palanca at team meetings.

III. POST WEEKEND (THE FOURTH DAY PHASE)

A. SECUELA GUIDELINES

The purpose of the Secuela is to fellowship with the body of Christ and to lift Him up through praise, Fourth Day testimonies, and exhortation. It should be a holy, joyful, special time of drawing aside for the purpose of worship, building community and Communion as time allows.

I. Guidelines for Secuelas:

- a) Scheduled by the Secretariat and managed by Fourth Day position, who will seek volunteers as hosts. The location and time will be decided upon by the Secretariat and published in the newsletter. The Secretariat may choose to cancel Secuelas if they conflict with team meetings. Victory Secuelas are hosted by the Head Chas.

- b) The Fourth Day position will oversee the duties that go along with being a Secuela Host.
- c) Include at least one Fourth Day talk to be given by pescadore(s). A Fourth Day presenter must have attended a Tres Dias or a similar "three-day" experience. Their Fourth Day should be shared; special emphasis of the talk should be on Reunion Groups and how supportive they have been. At Victory Secuela, invite all new Pescadores to share.
- d) May include a brief business portion of announcements.
- e) Time for Floating Reunion Groups, which are formed for that Secuela only.
- f) May include introduction of Secretariat members, clergy and visitors.
- g) The format of Secuela may be flexible as long as it adheres to the guidelines listed above.
- h) Special Secuelas, such as picnics, Seders, etc., will be discussed and approved by the Secretariat.
- i) Head Chas will bring lost and found items to the Victory Secuela. Any unclaimed items should be left at the camp with the camp manager.
- j) Weekend person should coordinate with Fourth Day Couple on transfer of perishable supplies to Victory Secuela.

B. REUNION GROUPS

1. A small gathering of people (composed of all men, all women, married couples, singles, various ages, or a mixture of all the before mentioned) who meet regularly (weekly, bi-monthly, or monthly) providing prayer, spiritual nurture, challenge, and sharing of experiences to encourage one another in their walks with Christ. Thus becoming better equipped for the work of God's Kingdom.
2. Discussion during Reunion Groups should focus on three major areas:
 - a) Piety: How has your spiritual life been nourished through scripture, prayer, and modeling Christ? When have you felt closest or furthest from Christ since the last Reunion Group?
 - b) Study: What have you read or experienced that has taught you something about Christ, your brothers or sisters in Christ or yourself?
 - c) Action: In what way have you tried to share Christ more visibly in your environments: your home, work, neighborhood and church family?

3. Pescadores can relate their successes and failures, joys and sorrows, ask questions and reach out for help. Through this process they will become more open and honest about their faith in Christ.
4. Future candidates are encouraged to be invited to meet persons involved in TD and learn more about God's work in this community.
5. Reunions Groups should be listed on website and be given out in the candidate bags on weekend.

IV. QUALIFICATIONS AND RESPONSIBILITIES

A. QUALIFICATIONS FOR COMMUNITY LEADERSHIP POSITIONS:

Qualifications for Community Leadership: (this includes, but is not limited to team members, elected and other local secretariat officers, and members of standing and special committees of the local secretariat)

Any person serving in a Community Leadership position must be living a life that is not in a state of rebellion against God. A state of rebellion against God can best be described as an unrepentant, open and active participation in or advocacy of activities contrary to the commands (for example, The Ten Commandments) and guidelines in Scripture* for holy living and Christian leadership. Some examples (although not limited to these areas) are:

1. Dependence upon alcohol or illegal drugs;
2. Involvement in illegal activities whereby such involvement knowingly violates federal, state or local laws, statutes or ordinances;
3. Involvement in lustful, immoral or perverted activities such as, but not limited to, pornography and/or any sexual relationship outside of a lawful marriage between a man and a woman;
4. Involvement in the occult or satanic worship;
5. Openly professed allegiance to any non-Christian religion or organization which denies the deity of Jesus Christ.

- A. * **NOTE: For purposes of standards and principles, Tres Dias ascribes to those stated in the "Authorized King James Version" of the Bible of 1611 (KJV).**

Due to the team member activities and responsibilities which must be carried out during the entire weekend, it is important that the RVT weekend teams contain a broad balance of experience and cross-section of churches and denominations. These are recommendation only until RVT has a broad range of candidates. The following is a guideline when considering prospective team members:

1/3 of the team should be made of Experienced Pescadores who have served on a minimum of 5 weekends.

1/3 of the team should be made up of Mid-experienced team members who have served a minimum of 1-4 weekends.

1/3 of the team should be made up of new Pescadores.

Service in other communities counts toward qualifications. The responsibility of reporting service outside RVTB is the responsibility of the pescadore. Reports should be given to the Data Management person.

1. Section heads
 - a) Preferably served in that area previously
 - b) Minimum of one other team service
2. Professors
 - a) Preferably has served on at least one other team
3. Assistant head cha
 - a) Served on at least six teams; of which a minimum of 4 were in RVTB
 - i) Served on at least one Kitchen and or Chapel team.
 - ii) Served as a Section Head
 - iii) Served in the Rollo Room twice, at least once *as* a speaking Professor
4. Head cha
 - (a) Served on at least 7 teams of which 5 must be in RVTB including:
 - i. Served on at least one Kitchen and/or Chapel team.
 - ii. Served as at least 2 Sections Heads
 - iii. served in Rollo room 3 times one as Speaking Professor
 - iv. Pescadores should not serve as RVTB Head Cha more than once.

Must have been an Asst. Head in order to qualify for prospective Rector. It is recommended that a pescadore not serve as Head Cha more than once or Assistant Head more than twice.

5. RECTOR

- a) Served on at least 8 teams, of which 6 are in RVTB including:
 1. Served *as* Head Cha
Served as Head Cha or is strongly recommended by Women's or Men's Leader.
 - ii. Served as Asst. Head Cha (Either Inexperienced or Experienced)

iii. Given two different Rollos

iv. Served one or more Section Head positions

v. Served at least once in the Chapel and/or Kitchen.

vi. Served in at least one other service area

Vii. Individuals previously qualified for rector position are grandfathered into being qualified per the above list.

b) It is recommended that a pescadore not serve as a RVTD Rector more than once.

c.) Until the conclusion of Weekend #12, the following fast-track qualifications will supersede the above standard qualifications:

i. Head Cha and / or Assistant Head Cha

ii. Professor

iii. Two (2) Department Head Cha positions

iv. Any Rollo room position

v. Any other cha position

Positions are exclusive. A minimum of 6 weekends must be worked followed by Rover position and then Rector. Therefore a person could become Rector on their 8th weekend.

6. BACKUP RECTOR

a) Served previously as a Rector

7. WEEKEND Spiritual DIRECTORS

a) At least one ordained member that is authorized by his church or denomination to preside over communion.

b) Others that are qualified to teach and counsel in spiritual matters based upon Christian principles.

c) Weekend Spiritual Directors Selection:

1. Selection of all Spiritual Directors that serve on each weekend is the sole responsibility of the Secretariat Spiritual Directors.

11. The Rector and the Leaders person may give suggestions, but the final decision is up to the Secretariat Spiritual Directors.

- iii. The Secretariat Spiritual Directors should be the one to ask Spiritual Directors to serve.

d) Guidelines for Spiritual Directors:

1. All Spiritual Director Talks shall be critiqued, preferably with the Head Spiritual Director present. A Spiritual Director can give a devotional and use the Tres Dias outline as a shortened version of the talk. If a Spiritual Director has given this talk before and is not making substantial changes, the Rector has the option to by-pass the practice talk.
 11. Each weekend should have three to five Spiritual Directors. It is recommended that a new/apprentice Spiritual Director and/or a Spiritual Director who has served before minister specifically to the team
- iii. Attend a majority of the team meetings.
 - iv. Spiritual Directors should be men only on the men's team and/or men or women on the women's team.
 - v. Pastors, ministers, etc., can work in other positions on a weekend, but they cannot give lay talks, as per the Tres Dias Essentials.

e) Qualifications to serve as Head Spiritual Director on a weekend:

1. Completed a Tres Dias or similar weekend acceptable to RVTB.
 11. Served as a Spiritual Director on a minimum of three weekends.
- iii. Given all five Rollos*.
 - iv. Led all three morning Communion Services.
 - v. Led Forgiveness Service*.
 - vi. Given Meditations

*Because the Sacred Moments of Grace Rollo and leading the Forgiveness Service are usually done by the Head Spiritual Director on the weekend, A Spiritual Director may qualify as Head Spiritual Director providing they complete these two tasks on the given weekend.

f) To qualify Spiritual Directors for the Head position the following assignment schedule is generally used:

1. 1st team serving as Spiritual Director:

1. Give "Obstacles to Grace" Rollo
 2. Give three Meditations
 3. Facilitate one Communion Service (Friday)
11. 2nd team serving as Spiritual Director:
1. Give two to three Rollos not already given
 2. Give one Meditation
 3. Facilitate one Communion Service (Saturday)
- iii. 3rd team serving as Spiritual Director:
1. Give any Rollos not previously given
 2. Give one Meditation and facilitate Forgiveness Service
 3. Facilitate one Communion Service (Sunday)
- iv. One Spiritual Director will facilitate the Forgiveness Service. However, it is good for each Spiritual Director to share in the service and to facilitate open mike.
- g) Spiritual Director is responsible for critiquing g Spiritual Director Rollo's given for the first time. They are to lead and train the Assistant(s) or new Spiritual Directors and lead the counseling and ministry at team meetings, as well as on the weekend. They must work in close relationship with the Rector at all times.

Overall:

A) Financial Guidelines

- i) There shall be a \$2500.00 cap on the check writing privileges without a second signature. With the exception of payments made to the campground for use of the campground.

V. TRES DIAS STATEMENT OF BELIEF (copied from www.tresdias.org)

1. We believe and profess our faith in one Triune God -The Father, The Son and The Holy Spirit (Matt. 28: 19).
2. We believe and profess that Jesus Christ is the only Savior and is God in the flesh (John 1:1, 1:14, 3:36, 14: & Heb. 2:17).

3. We believe and profess that The Holy Spirit is God and is The Lord and Giver of life, who continues to work in believers today to sanctify, edify and empower the whole Christian church on earth - - - for His purpose (Job 33:4, Acts 1:8, John 14:26 & Rom. 8:11).
4. We believe and profess that the Holy Scriptures are the inspired and completely true Word of God (II Tim. 3:16-17).
5. We believe and profess that all have sinned and fallen short of the glory of God; that forgiveness of sins is received through confession and repentance - - and that our sins are washed away through the blood of Jesus Christ (Acts 2:38, I John 1:9 & Rom. 3:23).
6. We believe and profess that salvation is a gift of God's grace received through personal faith in Jesus Christ (Eph. 2:8).
7. We believe and profess that the Body of Christ is to make every effort to keep the unity of the Spirit through the bond of peace until we all reach unity in the faith and in the knowledge of The Son of God (Eph. 4:3, 13).
8. We believe and profess that God's unconditional love, as made manifest to us through Jesus Christ, is the primary witness by which people are renewed, edified and changed (I Cor. 13:8).
9. We believe and profess that God has called us to live holy lives that will bring glory to His name (Col. 3:1-25).

Note: For purposes of standards and principles, Tres Dias ascribes to those stated in the "Authorized King James Version" of the Bible of 1611 (KJV).

IV. THE ESSENTIALS OF TRES DIAS (copied from www.tresdias.org)

1.0 Preamble

The TRES DIAS Movement endeavors 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.

TRES DIAS is based on the principles, the method, and the teachings of the Roman Catholic Cursillo movement initially proposed by Bishop Juan Hervas, Eduardo Bonnin and their fellow Christians. Each candidate goes through three phases of the TRES DIAS movement: the pre-weekend, the three-day weekend and the Fourth Day. TRES DIAS is a Christian ecumenical movement.

"The founders of the Cursillo movement saw a world of great need around them. They knew that the answer to the needs of the world had to be Christ and His Grace; but...they saw Christians who did not live for Christ, and they saw a church that was...ineffective and without life. They developed the Cursillo to meet part of this problem: to provide any part of the church which was ready to undertake the formation of Christian life with all the people it needed -- people who would have the deep dedication to Christ and to bringing all peoples to Him --people who would undertake a regular program of formation in Christianity, and who would make their Christian life conscious and vital -- people who would understand how to be part of a unified apostolic effort."²

The main teaching of TRES DIAS is God's unqualified love for each of us through grace. It asks each member of the TRES DIAS community to grow in their personal piety, to study God's Word and other Christian writings and to express their love for Christ in Christian Apostolic Action.

These three aspects of Christian growth are stressed in the cloistered environment called, "the weekend." An invitation is issued during the weekend for each Pescadore to join a small group of his/her own choosing for continued support, prayer and encouragement.

In order to ensure consistency and stability within the TRES DIAS Movement, there must be certain essential aspects to which all TRES DIAS organizations conform. These Essentials fall into two categories: those which are quantitative and those which are qualitative in nature. It is the intent of TRES DIAS to use both of these categories as criteria for chartering local secretariats.

It should therefore be the policy of local secretariats to comply with these Essentials. Policies of local secretariats which deviate from these Essentials must be reviewed on an individual basis and are subject to the approval of TRES DIAS.

2.0 The Essentials of the Movement

1. TRES DIAS is a Christian movement.

The ultimate objective of the TRES DIAS Movement is to strengthen and extend the Body of Christ. No TRES DIAS organization shall change the teachings or practices of the TRES DIAS Movement to accommodate the participation of non-Christians.

For the purpose of these Essentials, "Christian" is intended to refer to those who are seeking a closer relationship with Jesus Christ as their Lord and Savior.

2. TRES DIAS is a Christian ecumenical movement.

All TRES DIAS organizations shall actively seek the participation of persons from all the Christian denominations in their environment.

All TRES DIAS organizations shall stress those things which the Christian denominations have in common and respect those things which are different.

All TRES DIAS organizations have the duty and the authority to protect the TRES DIAS ecumenical structure.

3. TRES DIAS is a lay led movement.

TRES DIAS is a lay led movement; however, the active participation of the clergy is both essential and to be encouraged.

4. TRES DIAS is a non-profit movement.

TRES DIAS organizations should pursue prudent fiscal policies. They shall avoid accumulating assets beyond what is required to carry out their part in the TRES DIAS Movement.

5. The TRES DIAS Movement shall not assume the role of a denomination.

TRES DIAS is not a church-substitute; rather, it encourages Christians to worship and serve in their home congregations, as leaders.

6. TRES DIAS is not a service organization.

The TRES DIAS movement encourages Pescadores to participate in "worthy projects." TRES DIAS organizations shall limit their activities to those related to carrying out the TRES DIAS method.

3.0 The Essentials of the TRES DIAS Method

1. The three sequential phases of an individual's involvement shall be: The Pre-weekend phase, The Weekend phase and the Fourth Day phase.

2. The objective of the Pre-weekend phase is to prepare individuals for participation in the Weekend.

3. The purpose of the Weekend, in terms of the method, is to prepare individuals for effective participation in the Fourth Day.

3.1 The Essentials of the Pre-Weekend Phase

1. That the candidate be sponsored for participation in all phases of the TRES DIAS Movement, rather than just the Weekend.

2. That candidates be sponsored by a member of a chartered TRES DIAS community or a similar community approved by TRES DIAS.

3. That candidates have a desire for a closer relationship with Jesus Christ as their Lord and Savior.

4. That candidates be accepted from all Christian denominations.

5. That candidates be at least 21 years of age. However, if a local secretariat, using its best judgment, finds a sound and compelling reason (such as spouse of a pescadore, or military personnel), it OCCASIONALLY, on a case by case basis, may accept a candidate who is at least 18 years of age.

6. That candidates have not previously made a TRES DIAS weekend or a similar experience recognized as equivalent by TRES DIAS.

3.2 The Essentials of the Weekend Phase

- I. That the weekend have the following characteristics:
 - A. It is a weekend of living in Christian community involving a combination of carefully developed activities and teachings which are meant to lead to a fuller personal commitment to Christ.
 - B. It embodies personal witness, but it is not a revival meeting.
 - C. It employs group dynamics, but it is s neither sensitivity training nor group therapy.
 - D. It employs theological instruction that encourages the candidate to study his/her own Christian beliefs, but it is not a course in doctrine.
 - E. It includes a period of silent introspection, but it is not a retreat.
 - F. It is a renewal experience for Christians and is not necessarily a conversion experience.
 - G. It asks for basic faith, openness and a seeking attitude on the part of the candidate, but involves a great amount of dedication, prayer and careful planning on the part of the team.
 - H. It is an encounter with the Holy Spirit. However, TRES DIAS is not a "charismatic" movement.
 - I. The weekend is a tool of God, not an end in itself. The weekend will not produce a permanent effect without Fourth Day activity.
2. That the Spiritual Directors be qualified to teach and counsel in spiritual matters.
3. That at least one of the Spiritual Directors on the Weekend be ordained and be authorized to regularly celebrate Holy Communion by his/her denomination.

For the purpose of these Essentials, "clergy" is intended to refer to those persons qualified to serve as Spiritual Directors.

4. That men and women attend separate weekends. The Spiritual Directors are exempted.
5. That team members represent a spectrum of Christian denominations.
6. That team members have previously made either a TRES DIAS Weekend or a similar experience recognized by TRES DIAS.
7. That the Rector be a lay person and be responsible for all aspects of the weekend, under the authority of the local sponsoring secretariat.
8. That the team meet prior to the weekend to: promote

community, receive instruction on the dynamics and critique all the Rollos.

9. That the TRES DIAS weekend be an intensive three-day program lasting approximately 72 continuous hours.

10. That the team and candidates live in a cloistered environment for the entire weekend.

- II. That lay-talk s not be given by clergy, and Spiritual Director talks not be given by a lay person.

12. That the weekend begin in the evening with the following agenda:

Introduction given by the Rector Start silent retreat to end after chapel the next morning KNOW YOURSELF meditation, given by clergy PRODIGAL SON meditation (or alternatively, on a women's weekend, the Hosea-Gomer account as recorded in Hosea 1-3, or the account of the woman caught in adultery, as recorded in John 8:1-11), given by clergy

13. That the first day of the weekend have the following agenda: THE 1HREE GLANCES OF CHRIST meditation, given by clergy The IDEALS rollo, given by a lay person
The GRACE Rollo, given by clergy
THE CHURCH rollo, given by a lay person
THE HOLY SPIRIT rollo, given by clergy The PIETY rollo, given by a lay person.

14. That the second day of the weekend have the following agenda:
THE FIGURE OF CHRIST meditation, given by clergy
The STUDY Rollo, given by a lay person
The SACRED MOMENTS OF GRACE Rollo, given by clergy, followed by Holy Communion
The ACTION Rollo, given by a lay person
The OBSTACLES TO GRACE Rollo, given by clergy
The LEADERS Rollo, given by a lay person.

15. That chapel visits by each table occur the afternoon of the second day.

16. That the third day of the weekend have the following agenda:
CHRIST'S MESSAGE TO THE PESCADORES meditation, given by clergy
The ENVIRONMENTS Rollo, given by a lay person
The LIFE IN GRACE Rollo, given by clergy
The CHRISTIAN COMMUNITY IN ACTION Rollo, given by a lay person The REUNION GROUPS Rollo, given by a lay person
The LIVING THE FOURTH DAY Rollo, given by a lay person
The Apostolic Hour
The Closing

17. That chapel visits by each table occur the morning of the third day.
18. That table discussion follow each Rollo except the FOURTH DAY.
19. That all Rollos and meditations follow the dynamics and outlines authorized by TRES DIAS.
20. That the team and candidates have the opportunity to celebrate Holy Communion each full day of the weekend.
21. That a diversity of environments and viewpoints must be attempted in planning the weekend itself and in forming the tables.
22. That the freedom of self-determination of each candidate be respected.
23. That the lay Rollos be informal talks of a witnessing or sharing nature.
24. That a friendly creative Christian environment be developed and fostered during the IRES DIAS weekend, as opposed to a coercive or manipulative environment.
25. That the schedule allow time for informal personal contact among the team and candidates.
26. That the Closing be as well prepared as other activities of the weekend.
27. That the sponsoring secretariat encourage the community to participate in the weekend through spiritual and service Palanca.

3.3 The Essentials of the Fourth Day Phase

The Pre-weekend and Weekend phases are only a prelude to each individual's Fourth Day.

1. Reunion Groups

- A. That local secretariats encourage Pescadores to participate in Reunion Groups.
- B. That local secretariats utilize the form of the reunion group known as "The Working Reunion Group," to carry out the activities of the TRES DIAS Movement.

2. Secuelas

- A. That local secretariats sponsor regularly scheduled Secuelas; preferably at least once each month.
- B. That each Secuela include an opportunity for Pescadores to participate in the form of reunion group known as "The Floating Reunion Group."
- C. That each Secuela include a "Fourth Day Talk."

4.0 The Essentials of the Local Secretariat Organization

The function of the local secretariat is to conduct an effective program in accordance with the TRES DIAS Method.

That each local secretariat have a document, approved by its membership, describing its structure and operating procedures.

That the members of a local secretariat have completed a TRES DIAS weekend or a similar experience recognized by TRES DIAS.

All Pescadores of the TRES DIAS Community whom the local secretariat claims to represent must be eligible to serve as voting members and officers of the secretariat.

That the local secretariat have a plan for the periodic election of new members.

The local secretariat must be the sole sponsor of a TRES DIAS weekend held in its community.

Each local secretariat must sponsor at least two TRES DIAS weekends a year. For the purpose of chartering, this requirement may be waived by TRES DIAS.

1. Although the three-days are referred to as "the weekend," the three days of the "TRES DIAS Weekend" need not include Saturday and/or Sunday. The "TRES DIAS Weekend" may be held on any three consecutive days of the week.

2. Adapted from TRES DIAS, NOTES ON METHOD, STRUCTURE, AND DYNAMIC: March 1974
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AMENDMENTS: These Policies and Procedures may be amended by affirmation of 75% of the voting positions present at any Secretariat meeting provided that the proposed modifications have been presented in writing at a prior meeting of the Secretariat. The proposed changes shall be submitted individually and show current language as well as the reason for the modification. The Secretary shall log all proposed changes and approved results and forward them to Data Management to amend this document. Notice of approved amendments shall be published in the newsletter and a pdf file of the proposed changes and approved results and forward them to Data Management to amend this document. Notice of approved amendments shall be published in the newsletter and a pdf file of the By-Laws shall be available via e-mail to any pescadore who requests a copy.