



POLICIES & PROCEDURES

OF

INDY TRES DIAS

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POLICIES & PROCEDURES OF INDY TRES DIAS

Section I - Secretariat Policies & Procedures

- A. Qualifications for a Team Member. Working a team is a serious commitment to be Christ to someone who has not experienced a Tres Dias or similar weekend. It should be viewed as an opportunity to be a loving servant in whatever task is required of a position. It is not intended to give you an opportunity to re-live your own weekend over again and yet, just working a weekend does bring great blessing, sometimes even greater than that experienced on your first weekend. A Team member must:
1. Agree with the Indy Tres Dias Statement of Beliefs.
 2. Be an active participant in Tres Dias activities including attendance at Secuelas, sponsoring and supporting Weekends with Palanca.
 3. Be living the Tres Dias method, including participation in his/her church and a reunion group.
 4. Abide by the "Amended and Restated Bylaws and Guidelines of Indy Tres Dias," the "Policies & Procedures of Indy Tres Dias" and the "Essentials of Tres Dias."
 5. Submit to the authority of Christ with a servant's heart by being willing to serve in any capacity requested and do so with joy. And, submit to the Indy Secretariat through the leadership of the Rector and follow the "Essentials of Tres Dias."
 6. Have attended a Tres Dias or equivalent adult Weekend.
 7. Pray regularly for the Team and Candidates on the Weekend.
 8. Attend all Team meetings.
 9. Meet the team fee requirements.
 10. Follow up with Candidates in their Fourth Day.
 11. Not be living a life that is in a state of rebellion against God. A state of rebellion 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.
 12. Have completed an "Indy Tres Dias Member Profile."
 13. Have attended a Tres Dias Leaders School at least once in the five years prior to working a team.
- B. Qualifications for Leadership Positions. Leadership positions are rectors/rectoras and assistants, head and assistant chas, head and assistant kitchen chas, rollistas and table leaders. In addition to following the expectations for working on a team (see Qualifications for a Team Member policy above), a person preparing for leadership must:
1. General - support the movement in all of the following ways, even if not on a team:
 - a. Attending send-offs
 - b. Attending serenades
 - c. Attending closings
 - d. Serving meals
 - e. Making donations of money or supplies
 - f. Attending secuelas
 - g. Helping with set-up and clean-up at weekends
 - h. Sponsoring candidates
 - i. Giving palanca (prayer, letters or gifts)
 2. Head Kitchen - in addition to all the above expectations, to be selected as a head kitchen cha, a person must:

- a. Have served as a kitchen cha and assistant head kitchen cha at least one time
 - b. Be able to attend any extra "head" meetings required by the rector/rectora
 - c. Be very organized or become very organized
 - d. Have given at least one rollo
 - e. Be willing and able to plan meals, prepare grocery list and prepare meal schedules
 - f. Be able to make decisions
 - g. Be able to say "no" to those reporting to you
 - h. Willingly submit to the rector's/rectora's authority as unto Christ's
3. Head Cha - in addition to all the above expectations, to be selected as a head cha, a person must:
 - a. Have served as a cha cha and assistant head cha cha at least one time
 - b. Be able to attend any extra "head" meetings required by the rector/rectora
 - c. Be very organized or become very organized
 - d. Have given at least one rollo
 - e. Be able to make decisions
 - f. Be able to say "no" to those reporting to you
 - g. Willingly submit to the rector's/rectora's authority as unto Christ's
 4. Assistant Rector/Rectora - in addition to all the above expectations, to be selected as an assistant rector/rectora, a person must:
 - a. Have served as assistant head kitchen cha and head kitchen cha
 - b. Have served as assistant head cha and head cha
 - c. Have given at least three rollos, with one being either Piety or Leaders
 - d. Have served as a table leader at least twice
 - e. Be willing to work side by side with the rector/rectora
 - f. Be able to attend any extra "head" meetings required by the rector/rectora
 - g. Be able to answer questions of other head positions when necessary
 - h. Be able to fill in for the rector/rectora at team meetings and weekend if necessary
 - i. Willingly submit to the rector's/rectora's authority as unto Christ's
 5. Rector/Rectora - in addition to all the above expectations, to be selected as a rector/rectora, a person must:
 - a. Be an active participant in Tres Dias activities including Secretariat meetings and committees, attendance at Secuelas, sponsoring and supporting Weekends with Palanca.
 - b. Have demonstrated an understanding of and commitment to the dynamics of the weekend and the "Essentials of Tres Dias."
 - c. Abide by the "Amended and Restated Bylaws and Guidelines of Indy Tres Dias," the "Policies & Procedures of Indy Tres Dias," the "Essentials of Tres Dias," the guidelines outlined in the "Indy Tres Dias Rector's Manual" and the "Indy TresDias Weekend Schedule."
 - d. Willingly submit to the authority of the Indy Tres Dias Secretariat through the advisors assigned by the Policy Committee. (If the Rector does not agree with the decision of the advisors, he/she may appeal to the Policy Committee and to the Secretariat.)
 - e. Have served as an assistant rector/rectora, assistant and head cha, and assistant and head kitchen cha
 - f. Be very organized
 - g. Be able to delegate
 - h. Be able to make decisions
 - i. Be able to say "no" to those reporting to you

- j. Follow the script as closely as possible
 - k. Strictly follow the time schedule
 - l. Understand your role as a lay leader in a Christian renewal weekend
6. Spiritual Director. In addition to the preceding expectations for working on a team (see Qualifications for a Team Member policy in section A above), to be selected as a spiritual director, a person must:
- a. Be approved for service in Indy Tres Dias by the Policy Committee and be otherwise qualified in accordance with the “Essentials of Tres Dias.”
 - b. Only male Spiritual Directors will serve on Men’s Weekends
7. Head Spiritual Director. In addition to the preceding expectations for being a Spiritual Director and working on a team (see Qualifications for a Team Member policy in section A above), to be selected as a head spiritual director, a person must be a minister serving in a church and/or have served as a spiritual director at least four times, including at least one time in Tres Dias.

C. Communications Committee.

- 1. Under no circumstances will the name and address list of members of the community be sold or be used for any promotional activities outside of Indy Tres Dias.
- 2. Announcements about specific ministry, church, social and worthy community events not directly related to Tres Dias will **not** be published unless an exact copy of the announcement as desired for publication is approved by the Secretariat.
- 3. Personal sharing and testimonies by Pescadores for the encouragement of the Community are welcomed.
- 4. The Indy Tres Dias “Alegre” will be published a minimum of three times a year, one of which will be before the Spring weekends and one before the Fall weekends.
 - a. The Alegre will publish notices of upcoming events and articles related to Indy Tres Dias and other three-day movements (e.g. Cursillo, Emmaus, Via de Christo, etc.) that trace their origins to the original “Cursillos de Christiandad.”
 - b. Each issue will contain a calendar of upcoming Indy Tres Dias events, including Weekends, Secuelas, Secretariat meetings and training events, a list of officers and committee chairpersons, with phone numbers, and the mailing addresses for the Communications Chairperson (for mailing list changes), the Pre-Weekend Chairperson (for submitting applications) and the Treasurer (for mailing donations to Indy TD).
 - c. Announcements and personal interest items such as marriages, births, and deaths which are of concern to the Indy Tres Dias community are welcomed.
- 5 Electronic Communications shall include, but not be limited to websites, emails, blogs, facebook pages and such other electronic means as may be developed from time to time that utilize the world wide web or other electronic avenues.
 - a. All Pescadores will be encouraged to provide any email addresses and other modes of electronic communications to Indy Tres Dias for the purpose of having the most efficient means of communication.
 - b. The website and email system is moderated by the Communications Director, and messages deemed inappropriate will not be forwarded.
 - c. Electronic communications may include news, announcements, prayer requests, or other items of interest to the entire Community.
 - d. Please do not ask for prayer for someone by name in the Tres Días Community (or someone generally known in the Community) without asking their permission. We must obviously respect other people's privacy.

- e. We will not forward chain mails or other types of "impersonal" messages. While there are many generic, informative and inspirational messages floating around the Internet, this is not the forum to share those.
 - f. You are encouraged to include the weekend number you attended at the conclusion of your e-mail. This helps us to remember that we have all shared a very special experience.
 - g. Every effort should be made to limit the number of official email announcements transmitted to no more than one a day if at all possible.
- D. Fundraising & Collections. Every time we meet in a community Fourth Day event, we will take an offering with someone making a plea for the offering.
- E. Head Cha Training. In order to provide guidance and support to Head Chas, it shall be the duty of the Chairpersons of the Policy Committee to appoint one of the three advisors for each Rector as the person primarily responsible to train the Head Cha.
- 1. The appointed advisor may use one or more other persons who have recently served as Head Cha to assist in the training.
 - 2. Materials used in the training process shall be the Head Cha Manual, Rector(a)'s Script and other materials developed by the Secretariat.
 - 3. The Head Cha shall meet with the Weekend Director within a month prior to the Weekend to become familiar with the Weekend supplies and their storage.
- F. Music Copyright Policy.
- 1. Indy Tres Dias will use no photocopied song sheets or transparencies unless permission is secured directly from the copyright owner, or the music is authorized through CCLI. If authorized, the appropriate Christian Copyright Licensing, Inc. credits must be printed on the copy.
 - 2. The Treasurer of the Indy Tres Dias Secretariat will be the official CCLI Community Liaison to Christian Copyright Licensing, Inc. to handle all required communications and reporting.
- G. Petty Cash. An extra \$50 will be provided as petty cash to be given to the head cha for purchase of any incidental items. All monies provided will require receipts and any left over will be returned to the treasurer.
- H. Similar Weekends. Indy Tres Dias recognizes the following three-day weekends as "a similar weekend experience" (Essentials 3.2.6):
- | | |
|---------------|-------------------|
| Great Banquet | Walk to Emmaus |
| Cursillo | Via de Cristo |
| DeColores | Discipleship Walk |
| Kairos | |
- All other similar adult weekends will be reviewed on a case by case basis. As the secretariat becomes aware of other "similar weekend experiences," these shall be added to this list.
- I. Spanish Terminology. We will use Spanish terms or words whenever possible, as the movement began in Spain and this gives respect to the origins.
- J. Supplies Provided. Tres Dias will provide table supplies and cleaning supplies as a part of weekend supplies as determined by the Weekend Committee.

- K. Talks Critiqued. All talks, both lay and spiritual director, will be critiqued no later than the last team meeting. [Essentials 3.2.8]
- L. Talks on Kitchen Speaker. Each speaker on a weekend will be allowed a choice as to whether or not they want their talk heard in the kitchen.
- M. Indy Tres Dias Member Profile Books. Indy Tres Dias Member Profile Books will have two copies each (men's and women's), one for use by rectors/rectoras and one master copy of each to be kept at all times by the leadership directors. One copy of each may be kept by electronic means.
- N. Updating of Community Written Materials.
1. Written materials used by Indy TD for distribution within and outside the community must be prepared by the appropriate Committee, reviewed by the Policy Committee, and approved by the Secretariat.
 - a. Materials currently in use to which this applies include, but are not limited to:
 1. Weekend Applications
 2. Sponsorship Guidelines
 3. Pre-Weekend Letter to the Candidate
 4. Pre-Weekend Letter to the Sponsor
 5. Indy Tres Dias Member Profiles
 6. Weekend Materials (such as Rector's Scripts, Fourth Day Packets, Roster Templates, etc.)
 7. Team Training Material, including the Rector's Manuals, including the checklist for the initial rector's meeting, Team Meeting Agenda and Weekend Schedule, Head Cha Manual, Head Kitchen Manual, Spiritual Director's Manual and Head Music Cha Manual.
 2. Corrections, clarifications and suggestions for changes and recommendations for new materials should be submitted by any Pescador to the appropriate director for consideration by that committee.

Section II - Pre-Weekend Policies & Procedures

- A. Applications - Pre-Weekend Committee.
1. The application form will contain the "Indy Tres Dias Statement of Belief" and the "Purpose of Tres Dias." Sponsors must be sure that their Candidate's application is complete. Required information includes the full name, address, phone number, home church, original Weekend information, and the name and signature of the Sponsor, full name, address, phone number, home church, signature, age, marital status, any medications or chronic physical conditions or special needs of the Candidate, and a statement by the Candidate regarding what he/she hopes to gain from the Weekend. If these requirements are not met, the application will be returned to the Sponsor for completion.
 2. Fully completed applications will be considered and candidates selected in the order received.

3. Applicants will be at least 21 years of age. Any deviation from this shall require approval of the Community Spiritual Director after consultation with the Sponsor and the applicant's clergy. No candidate may be under the age of 18.
4. Each Weekend will be planned to include a maximum of 20 Candidates.
5. The minimum number of Candidates necessary to conduct a Weekend shall be 8. If the minimum number of applications have not been submitted to the Pre-Weekend Committee by 7 days prior to a Tres Dias Weekend, the Weekend shall be cancelled.
6. A cut-off date of one week prior to a Tres Dias Weekend shall be established to accept applications for the current Weekend. However, if there are sufficient candidates to hold a Weekend, applications may be received as late as the day of the start of the Weekend.
7. If a Candidate who has been confirmed to attend a current Weekend must withdraw from that Weekend, his or her application will be returned to the Sponsor. A candidate must resubmit an application for a subsequent Weekend per this application policy.
8. Financial assistance is available from the Indy Tres Dias general fund for those candidates who can not afford to attend the weekend. Assistance will be awarded in the following manner: The sponsor shall attach a letter to the Indy Tres Dias Candidate Application form stating the hardship for his/her candidate and send it to the Pre weekend director. The Pre-Weekend Director, or committee, shall forward the letter to the community Spiritual Director to help guide the sponsor in obtaining funding for the candidate. Since Indy Tres Dias funds are limited, assistance will not exceed more than half the total cost of the weekend, and no more than two candidates per weekend, two men and two women, will receive assistance. Assistance is subject to the funding available in the Indy Tres Dias general fund and must be approved by the Treasure, Lay Director, and the Men's and Women's Leadership Directors.

- B. Candidate Selection. This policy will help provide an environment on the Weekend which maximizes the opportunity for all Candidates to be encouraged to deepen their walk with Jesus Christ and become the Christian leader that Christ calls them to be. When prospective Candidates are in physical and emotional health to be able to participate in the Weekend, and have expressed a desire to seek after the Lord, they are then ready to be sponsored as a Candidate on an Indy Tres Dias Weekend.
- Indy Tres Dias is an interdenominational Christian ministry whose purpose is "to bring Christians to a closer, more personal walk with their Lord Jesus Christ and to encourage them to Christian leadership and Apostolic action in their environments." Sponsors should select Candidates for their potential Christian leadership and their desire to influence their environments for Christ.

To be consistent with the Indy Tres Dias "Statement of Belief" and the "Essentials of Tres Dias," to enable all Candidates to fully experience the Weekend, and to reduce unnecessary distractions from the purpose of the Weekend, the Pre-Weekend Committee will communicate these guidelines to the sponsoring community:

Tres Dias is for a prospective Candidate who:

- a. Is a Christian who understands the Indy Tres Dias "Statement of Belief."
- b. Desires a closer more personal walk with his/her Lord, Jesus Christ.
- c. Has the potential and desire to influence his/her environments for Christ.
- d. Is physically and emotionally able to participate in the intense three-day Weekend activities.
- e. Has been prepared for the Weekend by his/her Sponsor, according to the Pre-Weekend

sponsorship guidelines.

Tres Dias is not for a prospective Candidate who:

- a. Is living a life that is in a state of rebellion against God. A state of rebellion 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.
- b. Is fatigued or incapacitated due to recent illness, surgery or emotional trauma.
- c. Has any mental or physical condition requiring special attention that cannot be provided by the Weekend Team, or that would pose a threat to the health or the spirit of the individual or other Candidates.
- d. Is on medication that would prevent full participation in the Weekend.
- e. Openly professes allegiance to any non-Christian religion or organization which denies the deity of Jesus Christ.

C. Sponsorship. Sponsors are expected to know their Candidates well enough to know that these guidelines are met before submitting an application. If there is any question, the Pre-Weekend Committee will consult with the Sponsor, the Rector of the Weekend, the Community Spiritual Director and/or the Candidate's pastor before accepting the application. A Sponsor must:

1. Have attended a Tres Dias or equivalent Weekend.
2. Select a prospective Candidate only after considering the policies outlined in the preceding Sections A. (Application Guidelines) and B. (Guidelines for Selection of Candidates).
3. Arrange for the Candidate's completed application and application fee to be in the hands of the Pre-Weekend Director no later than one (1) week before the Weekend.
4. Communicate to the Candidate the per person expense of the Weekend or make arrangements for financial assistance.
5. Arrange for transportation of the Candidate to and from the Weekend.

A Sponsor must be willing to:

1. Give palanca support before, during and after the Weekend.
2. Pray for the Candidate before, during and after the Weekend.
3. Attend Send-Off and Closing during the Weekend.
4. Assist the Candidate with special needs (child care, lawn mowing, meals for family, etc.) as possible in order to allow them to participate fully in the Weekend.
5. Follow up with the Candidate during the week following the Weekend.
6. Invite the Candidate, after the Weekend, to participate in a Reunion Group.
7. Invite the Candidate to participate with you in Secuelas and other Indy TD functions (such as Tres Dias Leaders School, Send-Offs, Closings, etc.) for at least one year following the Weekend.
8. If requested by the Candidate, meet with the Candidate's Pastor or coordinate a meeting between a representative of the Pre-Weekend Committee and the Candidate's Pastor to explain more about Tres Dias.

Section III - Weekend Policies & Procedures

- A. Book Table – Study Talk. No book table will be on weekends for the study talk.
- B. Cameras on Weekends. No cameras will be allowed on weekends, excluding the group photograph coordinated by the head cha.
- C. Candidates.
 - 1. Fees. A \$10 non-refundable deposit will be required to accompany applications and the remainder of the fee requested at check-in.
 - 2. Maximum Number. Weekends shall be limited to a maximum of twenty (20) candidates. As the waiting list to make a weekend expands, additional weekends will be held to accommodate the additional candidates.
- D. Cloistered Weekends.
 - 1. The Essentials of Tres Dias state that “the Team and Candidates live in a cloistered environment for the entire Weekend.” Indy Tres Dias defines “cloistered” as “separated from the world outside of the Weekend facility and the people outside of the Weekend Team and Candidates.” In order to maintain this cloistered environment, the following guidelines will be followed by the Team and the community:
 - a. From the opening on Thursday night until the completion of the closing on Sunday afternoon, all Team members and Candidates will remain at the Weekend facility. No one will leave the Weekend, with the exception of a designated cha cha to secure necessary supplies. No one will join the Weekend after the Chapel time on Thursday night.
 - b. There will be no radios, televisions or other electronic devices used by the Team and Candidates during the Weekend, except for specific weekend purposes.
 - c. There will be no phone calls received or made by the Team and Candidates during the Weekend, except for:
 - 1) Emergency calls-one phone will be kept by the Head Kitchen Cha for this purpose.
 - 2) Requests for supplies made by a designated member of the Team (usually the Kitchen or Head Chas).
 - 3) Other necessary calls approved by the Rector.
 - d. Necessary phone calls will be made out of sight of the Candidates.
 - e. Members of the community and their families will make every effort to stay out of sight of the Candidates except for Pescadores serving Kitchen Palanca may be in the dining room for the assigned meal, with the exception of the serenade on Saturday evening. Spouses of Candidates will not serve Kitchen Palanca. Only men will serve at men’s weekends and only women at women’s weekends.
 - f. Pescadores serving kitchen palanca will follow the directions of the Head Kitchen Cha and will serve unobtrusively, without drawing attention to themselves. They will refrain from interaction with the Team and Candidates as much as possible. They will be friendly and helpful, but not initiate or participate in conversations about what is going on at home or ask about the Weekend. Team members will also not initiate any conversations with the palanca servers, except to request service.
 - g. Pescadores and family members may send written palanca (general palanca letters, gifts for the rollo room or dining room, or personal palanca letters) to the Weekend. Palanca to the Team and Candidates will be reviewed by the Assistant Rector prior to being read in the Rollo room. Palanca for the dining room will be coordinated by the

kitchen chas. Personal palanca will be delivered to the Team and Candidates in their bedrooms by the cha chas. Personal gifts for an individual candidate are not allowed to be delivered during the Weekend. Palanca should be uplifting to the Team and Candidates and sacrificial on the part of the Pescadore. Palanca can be delivered to the Weekend facility at the designated location, out of sight of the Candidates.

- h. Children are not to attend serenades. Children may be at send-offs and closings, but should be taken outside if they become disruptive. This is to be announced at closings.
 - i. Team members will not violate the confidentiality of the Weekend by initiating any interaction with, or responding to questions from Pescadores who visit the facility or call during the Weekend.
2. It is the responsibility of the Rector to educate the Team, and of the Kitchen and Head Chas to educate the palanca servers and community members about the meaning and importance of cloistering.
- E. Communion. All qualified spiritual directors shall be considered “clergy” for purposes of the Essentials (Essentials 3.2.2), and are authorized to perform any act of the “clergy” at team meetings and weekends, including administering communion. For purposes of this policy, “administering” shall include offering meditations with communion, blessing of communion and distribution of communion.
- F. Food Budget. The amount allotted for food for weekends is \$700. All monies provided will require receipts and any left over will be returned to the treasurer.
- G. Joke Sessions. Formal joke sessions will not be included on any Indy Tres Dias Weekend.
- H. Maximum Capacity of Center. The number of participants on any weekend shall be limited to the number allowed by the fire marshal for this retreat center (St. Bernadette). Currently that number is 54.
- I. Team Members Identify Themselves. All Team members on each Weekend will be instructed by the Rector to identify themselves as Team members at the time of introductions (at the beginning of the Weekend).
- J. Weekend Packets & Rosters. Weekend Packets to be distributed on the third day shall be the responsibility of the Head Cha and shall include at a minimum a roster, a weekend picture (if one is taken), two applications for Indy Tres Dias, a list of Secretariat members and an announcement of the Victory Banquet scheduled to follow the men’s and women’s weekends. The roster shall include the names, addresses, phone numbers and email addresses of all persons on the weekend. In addition, team members’ positions and talks given, and candidate table assignments shall also be required on rosters.

Section IV - Post-Weekend Policies & Procedures

- A. Guidelines for Conducting a Secuela. The Post-Weekend Committee has the following responsibilities:
- 1. Arrange for a meeting place (usually a local church) where our Secuela can be held.
 - 2. Rotate Secuelas on a regular basis among several churches which geographically represent the active membership of the Indy TD community.

3. Schedule Secuelas on a regular basis (preferably monthly) which do not conflict with other Indy TD activities (such as a Men's or Women's Weekends) or a major holiday.
4. Choose a Fourth Day speaker for each Secuela. The speaker should stress the two major points outlined in the policy on "Guidelines for Fourth Day Secuela Talks." This Fourth Day talk should be approximately 15 minutes in length.
5. Choose someone to give an opening devotion and prayer. This should be approximately five minutes in length.
6. Determine the availability of kitchen facilities in the facility used. Some can be used for covered dish dinners; others only for snack foods.
7. Provide for a closing Communion. Since a Communion is desirable (although not mandatory), it is necessary to have a Spiritual Director from the approved list of Spiritual Directors present to celebrate communion.
8. Bring community Tres Dias song books to the Secuelas.
9. Have one of the community music leaders present to lead the singing. Encourage all community musicians to attend and bring their instruments.
10. Inform the Director of the Communications Committee who publishes the "Alegre" of the dates of upcoming Secuelas and other Post-Weekend activities.
11. Allot about 2 to 2-1/2 hours of time for the Secuela.

B. Facilitating the Formation of Reunion Groups.

1. The Post-Weekend Committee should compile a list (over a period of time) of those people who make known their desire to form a Reunion Group or join an existing one.
2. With such a list, the Post-Weekend Committee can then make available the names of those people interested in Reunion Groups which would allow them the opportunity to take the initiative in forming a group or joining an existing one.
3. The Post-Weekend Committee should promote the concept of Reunion Groups wherever and whenever possible.

C. Indy TD Monthly Secuela Format.

Opening Music (Community Musicians)

Welcome (Post-Weekend Director or Designee)

- Ask for new Pescadores to be recognized.
- Ask first-timers, those who never made a Weekend or visitors from other Communities to be recognized.
- Ask each to state his/her name, church, and home town. If new Pescadores, ask which Weekend they attended.
- Introduce and thank host person(s) from the host church.
- Make mental note of total attendance for sharing group count off.

Opening Devotion and Prayer (Assigned)

Announcements

- Secretariat Lay Director (or Men's or Women's Leadership Directors in his absence)
- Pre-Weekend Director
- Weekend Director
- Post-Weekend Director
- Time and place of next Secuela.

- Make announcement for those who wish to be in a Reunion Group to speak to Post-Weekend Director.
- Upcoming Rector's reports.

Men's # _____ Rector: Weekend Dates: _____

Women's # _____ Rector: Weekend Dates: _____

Fourth Day Talk-15 mins.

Small Group Sharing

- Count-off in 3's, 4's or 5's, depending on group size. Count designates how many groups to create, not how many people are in each. Divide total group number by the number of people you want in each sharing group to get this count-off number.
- Sharing Topic/Question for Small Groups
- Post-Weekend Director chooses the discussion topic.
- Designate meeting locations for each group.
- Announce time of 15-20 minutes for discussion and announce when there are five minutes left.

Closing (Optional)

- Arrange with Spiritual Director(s) and musician(s) in advance.

Final Instructions and Announcements

- Announce fellowship time location and instructions.
- Take up an offering for Tres Dias.

D. Guidelines for Fourth Day Talk. The purpose of the Fourth Day talk at the Secuela is two-fold: (1) share how the speaker's experience of the Tres Dias Weekend has affected their Fourth Day walk, and (2) emphasize the importance of Reunion Groups. (This Section D is to be used as the outline for the Fourth Day Talk)

1. The Fourth Day starts at the conclusion of the Tres Dias Weekend, and with the new Pescadore's return to the environment he/she came from. Natural areas of focus in the talk would be family, friends, work and church.
 - a. The talk should be meaningful and heartfelt, and contain personal witness. The speaker should feel free to share his/her joys, sorrows, triumphs and failures. Most importantly, the speaker should share the experience of Christ's love in his/her life.
 - b. The talk needs to include the speaker's personal experience with Group Reunion. Whether currently active in Group Reunion or having had experience in the recent past, the value of that fellowship should be shared.
 - c. The Reunion Group is the method of Tres Dias to perpetuate the spirit of the Weekend. The talk should encourage listeners to make a commitment to joining or forming a Reunion Group. Elements of the group process include sharing, prayer, study, support of one another, accountability, and fellowship.
 - d. Regardless of how much witness the speaker has to share, this talk should be constructed for about fifteen (15) minutes. If more time is needed, call the Post-Weekend Director and request time; but follow the directions of the Director because your talk is only part of the overall Secuela.
 - e. Try to think of a focus question that can be used by the small groups that meet after

- the Fourth Day talk. Let the Director know that question so he/she can work it into the agenda of the evening.
- f. Most importantly, the speaker should pray about the talk before he/she writes it, asking the Holy Spirit to reveal just what he/she should and should not share. The Holy Spirit knows who will be there and who needs to hear what specific witness.
- E. Scheduling and Conducting Tres Dias Leaders School. To adequately prepare, educate and support the Indy Tres Dias Community in all aspects of the movement, a Tres Dias Leaders School is an essential tool that can greatly assist in accomplishing this result.
1. A Tres Dias Leaders School should be scheduled twice a year, preceding each pair of Men's and Women's Weekends to perpetuate the excitement of the Weekend experience for all Pescadores.
 2. The Men's and Women's Leadership Directors will act as chairpersons for the Tres Dias Leaders School.
 3. The Tres Dias Leaders School Chairperson(s) will decide the specific date of the school and bring that to Secretariat for approval. When approved, the date will be announced to the Community. The next Tres Dias Leaders School and its date will be announced by the Rector of each Weekend.
 4. The chairpersons will choose the site, arrange for the speakers and workshop leaders, determine the agenda, and handle all appropriate communications, working with the Indy TD Communications Director.
 5. The Policy Committee will maintain an outline of each Tres Dias Leaders School agenda and sample talks.
 6. All team members must have attended Tres Dias Leaders School at least once within the five years prior to working on a team.

SECTION V - Policy Committee Policies & Procedures

- A. Rector Nomination and Calling.
1. Rector candidates are nominated by the Policy Committee at least six months prior to the scheduled Weekend.
 2. The Chairpersons of the Policy Committee prepare a list of all candidates from Indy Tres Dias who meet the requirements for Rector and present the list to the Policy Committee members.
 3. The Policy Committee prioritizes the list of candidates to be called. Rectors who have served before are eligible for consideration, but preference is given to fully qualified, active, and available candidates who have not served as Rector before.
 4. The Chairpersons of the Policy Committee and the Lay Director of the Secretariat then meet with the first choice for both the Men's and the Women's Weekends (and backup choices, if necessary) to confirm their eligibility and willingness to serve, and to discuss the following from the "Rector's Manual:"
 - a. Qualifications of the Rector
 - b. Role and responsibilities of the Rector
 - c. Responsibilities of the Advisors
 - d. Support from Secretariat Committees
 - e. Time line of responsibilities
 - f. Questions the Rector candidate has

5. The Chairpersons of the Policy Committee then formally invite the selected Rector candidates to serve, pending approval of the Secretariat.
6. The Chairpersons of the Policy Committee then submit the selected candidates for approval by the Secretariat.

B. Policy Committee Advisors Selection. In order to provide guidance and support to Rectors, it shall be the duty of the Chairpersons of the Policy Committee (Men's and Women's Leadership Directors) to appoint an advisor for each Rector from the active membership of the Policy Committee.

1. One advisor shall be appointed to serve for each Weekend by the Policy Committee Chairpersons and approved by the Committee members. Men advise men and women advise women.
2. The advisor who is well experienced will be the advisor to the Rector, Assistant Rector, Head Kitchen and Head Cha.
3. The advisor shall be on the Team for the Weekend. No advisor shall serve as such on two consecutive weekends.
4. Materials used in the training process shall be the "Indy Tres Dias Rector's Manual," the "Indy Tres Dias Rector's Script," the "Indy Tres Dias Head Cha Manual," the "Indy Tres Dias Head Kitchen Manual" and such other materials which may be developed by the Indy TD Secretariat and/or the Policy Committee.
5. The Assistant Rector, Head Cha and Head Kitchen shall also be included in the training process.

C. Policy Committee Advisors' Responsibilities.

1. Be committed to pray for the Rector and the Team.
2. Advise and counsel the Rector.
3. Represent the authority of the Secretariat to be sure that the Weekend is conducted according to the "Essentials and Dynamics of Tres Dias," the "Amended and Restated Bylaws of Indy Tres Dias" and the "Policies & Procedures of Indy Tres Dias."
4. Review and approve Rector's selections for Assistant Rector, Head Cha and Head Kitchen.
5. Review entire "Indy Tres Dias Rector's Manual" with Rector, Assistant Rector, Head Cha and Head Kitchen BEFORE Rector begins selecting the rest of the Team.
6. Go over the Rector's checklist with him/her to make sure the Rector understands his/her responsibilities.
7. Review and approve the Rector's Team selection list.
8. Advise the Rector during the Team selection process and approve any changes in the Team selection list.
9. Assist the Rector in obtaining Spiritual Directors.
10. Continue to meet with the Rector, Assistant Rector, Head Cha and Head Kitchen during the planning for Team meetings and the Weekend.
11. Review Team meeting schedule and agenda.
12. Review final "Indy Tres Dias Weekend Schedule."
13. If the Rector does not agree with the decision of the advisors, he/she may appeal to the Policy Committee and to the Secretariat.
14. Approve the Rector's selection for the Piety and the Leaders Rollistas.

D. Calling of Spiritual Directors. The Policy Committee is responsible for maintaining a current list of approved Spiritual Directors on Indy TD Weekends. Spiritual Directors will be

approved and called to serve in the following manner:

1. Representatives from the Policy Committee (normally the Community Spiritual Director and one or two other members) shall meet with potential Spiritual Directors to determine interest in serving and eligibility for serving on a Weekend. (See Section I. B. 6 - Qualifications for Leadership Positions.)
2. The approved list of potential Spiritual Directors will be given to the Rectors of the upcoming Weekends. Each Rector may consult with the Community Spiritual Director to prayerfully select the Spiritual Directors they feel God is calling to their Weekend.
3. The Rector will call the selected Spiritual Directors and invite them to serve on the Weekend. Calling for a particular Weekend cannot begin until Spiritual Directors have been secured for all preceding Weekends.
4. At least one Spiritual Director should be ordained in accordance with the Essentials of Tres Dias 3.2.3.
5. The Community Spiritual Director must approve any proposed Weekend Spiritual Directors not on the approved list *prior* to the rector or rectora inviting those persons to serve on the weekend.

Section VI. Removal of a Rector or other Team Member

- A. When it has become apparent that a Rector, Assistant Rector, Head Cha, Head Kitchen, Spiritual Director or other team member has failed to properly perform the duties of the office to which that person was appointed, such person may be removed from his/her position after charges have been brought by a member of the Secretariat, and an appropriate hearing is held and a vote taken which follows a procedure more fully described below.
 1. Reasons for bringing charges against a incumbent in one of the positions mentioned above shall include, but not be limited to, failure to perform the function for which that person was appointed, conduct contrary to the guidelines found in Scripture for holy living and Christian leadership (see Policies and Procedures, Item I.A.), the refusal to accept the oversight and supervision of the Secretariat (including through its delegation of certain matters to the Policy Committee) and being insubordinate or creating divisiveness within the Indy Tres Dias community.
 2. In the spirit of Matt. 18:15, a person making a charge against any person stated in paragraph 1 above shall first go to the person whom the charge is being made against and state the charge clearly. Hopefully, the matter can be resolved at that time (and no further action will be required).
 3. If the matter cannot be resolved one on one, the person making the charge shall then bring a Secretariat member and request a meeting with the person the charges are being made against. If the matter cannot be resolved at this meeting or if the person refuses to meet with the parties, a special meeting of the Secretariat shall be called as soon as possible, in accordance with established procedures.
 4. At the Secretariat meeting, the person making the charges shall give a detailed explanation of such charges. The person the charges are being brought against shall have an opportunity to respond. If the person refuses to respond or refuses to attend the meeting, a discussion of the matter shall take place among those present and a vote shall be taken regarding whether the charges shall be upheld in whole or in part and whether the person the charges are being brought against shall be recommended for removal from his/her position or retained. A two-thirds vote of those in attendance and voting shall be

- required to remove the person from his/her position.
5. Recognizing there is the remote possibility that an urgent situation might arise during the course of a Weekend, which would not allow time for the procedure outlined above, to be followed in its entirety, the Rector (presuming it is not the Rector with whom there is a problem) shall immediately consult with the appointed advisors on the team, at least one Spiritual Director, and if possible, the Assistant Rector and any Secretariat members on the weekend. While the purpose of this meeting is to seek Godly wisdom from these persons, the Rector shall nevertheless, make the decision regarding whether to ask one of these named persons to resign from the team or be terminated from the team and to leave the Weekend immediately.
 6. Should the problem be with the Rector, all Policy Committee members on the Weekend, the Spiritual Directors and any Secretariat member shall meet with the Rector. After meeting with the Rector, if the problem cannot be resolved, the Rector shall be asked to resign (or be terminated as Rector) and leave the Weekend immediately. The same group of committee members, Spiritual Directors and Secretariat members shall then meet to decide who shall be appointed to the position of Rector for the remainder of the Weekend. The Policy Committee Directors and the Lay Director shall be advised as soon as possible of the action taken; this shall be done by the new Rector.
 7. The Policy Committee Directors shall report the action at the next regularly scheduled Secretariat meeting (or at a special meeting if the Lay Director believes this is necessary), during which the Secretariat shall have an opportunity to review the matter.