



TRES DIAS OF NORTH GEORGIA
SECRETARIAT POLICIES AND PRACTICES

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The Policies and Practices contained herein are authorized by the Tres Dias of North Georgia By-Laws. They augment the By-Laws and provide "general guidance" to the Secretariat and "Others" with regard to the operational features of the movement. Copies of this document shall be provided to "weekend" Rectors for their guidance in the management of their Rector's responsibilities. Its contents shall be briefly shared with each "Team Member" during the course of the Rector's Team Meetings.

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TRES DIAS OF NORTH GEORGIA

SECRETARIAT POLICIES AND PRACTICES

The Tres Dias weekend is an opportunity for Christians to encounter Jesus Christ, to experience how other Christians live life, and to receive a new vision of what it means to be a Christian. The main teaching of Tres Dias is God's unqualified love for each of us through His grace. The objective of Tres Dias of North Georgia is to strengthen and extend the Body of Christ by bringing Christians to a closer, more personal walk with their Lord Jesus Christ and to encourage them to Christian leadership and Apostolic Action in their environments. Tres Dias of North Georgia actively seeks the participation of people from all the Christian denominations.

Tres Dias of North Georgia is a lay-led movement, with active participation of Clergy. It is a non-profit self-supporting organization. It is managed consistent with the Tres Dias of North Georgia By-Laws and the Essentials of Tres Dias International (Refer to Appendix A). There are three phases involved: the Pre-weekend phase, the Weekend phase and the Fourth Day phase. An individual must be at least twenty-one (21) years of age to participate in Tres Dias activities. Attendances of minor children are not permitted at Serenades and the Closing Ceremonies and are discouraged from attending the Send-Off Ceremonies.

As in all organizations it is necessary to adopt certain "operating practices and policies", based upon prior experiences, which result in a smooth flowing organization. In order to assist you in your current and future relationship with regard to the activities of Tres Dias of North Georgia, we are providing the following information, which briefly states the major operating policies and practices of this movement.

1.0 PRE-WEEKEND

1.1 THE CANDIDATES AND THE PRE-WEEKEND

There will be thirty-six (36) Candidate "slots" available each weekend. Applications will not be accepted from a married person without their spouse's application at the same time. Single applicants (male or female) will also be accepted. Once an applicant is in the database, they will be called as part of a rotation. An applicant who declines the first invitation to attend a weekend will be placed on the call list for one full year after the first invitation. After being called for a year, if they still cannot attend a weekend, they will be removed from the database and must reapply. All applications must be mailed, not hand delivered. Applications will be processed into the Candidate "data base" system according to the date of the postmark.

Eligible candidates also include persons who have attended a "Youth Weekend"; a Kairos weekend or a Young Adult Weekend. A member of a chartered TRES DIAS community or a similar community approved by TRES DIAS must sponsor all candidates. Candidates will be accepted from all Christian denominations. Each candidate must be at least 21 years old, and have not previously made a Tres Dias weekend or a similar experience recognized as equivalent by Tres Dias.

1.2 CANDIDATE AGE REQUIREMENTS

Candidates must 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.

2.0 RECTOR

2.1. RECTOR QUALIFICATIONS

- A. A minimum of two different rollos, **plus**
- B. Head or Assistant Head Cha, **plus**
- C. A minimum of three **different** cha positions, at least two of which should have been at the Camp of Colors and at least one of which must have been Palanca, Chapel or Gopher Cha, **plus**
- D. A minimum of two kitchen cha experiences
- E. Must be active in the Tres Dias of North Georgia community and have not served previously as Rector in another Tres Dias community or 4th day movement such as Cursillo, Emmaus, etc.

2.2 RECTOR'S LINE OF AUTHORITY

Rector is under authority of Leaders Person who represents the Secretariat and Team is under authority of Rector.

2.3 RECTOR'S RESPONSIBILITIES FOR FOLLOWING POLICIES AND PRACTICES

- A. Rector is responsible for making sure that he/she and Head Cha, Assistant Head Cha, Head Kitchen, Assistant head Kitchen and Back-Up Rector read, become familiar with, and follow the entire contents of these Policies and Practices.
- B. During team meetings, Rector must announce to entire team the policies and practices set forth in the Weekend Section of these Policies and Practices.

2.4 REMOVAL OF A RECTOR FROM SERVICE BY THE SECRETARIAT

It is every elected Rector's responsibility to closely protect the Tres Dias Method as conducted by Tres Dias of North Georgia. Because of our heritage, our methods and community are unique among the Tres Dias communities of the world. The Secretariat and Rectors chosen to lead our weekends must guard these methods closely.

It is also every elected Rector's responsibility to live a lifestyle glorifying to God. Obedience to God and the authority He has placed over us is a key element in serving as Rector. Every elected Rector's responsibility is to follow the guidelines provided by the Secretariat of North Georgia Tres Dias. These Tres Dias Essentials, Policies and Practices and guidelines are fundamental in what a Tres Dias weekend is - and what a Tres Dias weekend is not.

If it is determined by the Secretariat of North Georgia Tres Dias that an elected Rector is not fulfilling the responsibilities entrusted to them by the Secretariat of North Georgia Tres Dias or taking liberties outside the North Georgia Tres Dias Policies and Practices or Tres Dias International Essentials, a vote of removal will be taken by at least a quorum of the full Secretariat to remove the Rector from service. Since a simple majority vote is

required to elect a Rector, a simple majority vote will be required to remove the Rector along with substantiating documentation describing the reasons. For clarification, “a simple majority vote” will also be referred to as “a decisive vote” going forward.

If time permits, the vote may be taken at a regularly scheduled Secretariat meeting, however, if the time between the start of team meetings is less than 4 months, an emergency poll may be called for by the Chairman and a vote may be taken by the Chairman, Administrative Assistant or by the Leaders person guiding the specific Rector through the orientation process. This poll may be done by phone. Validation of the vote will be conducted by the Secretary/Treasurer and confirmed by the Chairman.

If team meetings are in progress, the Back-Up Rector shall be called to service and substitute for the Rector while maintaining continuity and using the visual, theme and scripture already in place. If team meetings have not yet begun, a new Rector will be asked by the Secretariat to serve the weekend. The new Rector will be free to select the visual, theme and scripture as God directs.

Realizing this process will be devastating to both the North Georgia Tres Dias Community and Rector as well, this action must be considered after a minimum of the following has occurred.

- A. Leaders person has discussed the issue with the Rector. If Rector does not comply, then the Leaders person will document and discuss with Chairman.
- B. Chairman has discussed and documented the issue with the Rector at least 1 time. If Rector does not comply after this meeting, then the Chairman is to document the non-compliance and schedule a meeting with the Rector, Spiritual Director and Leaders person.
- C. The Chairman, Spiritual Director and Leaders person will meet with the Rector to determine the Rector’s willingness to comply. If, during the meeting, there is indication the Rector has no intention of complying, the Chairman will inform the Rector that a vote of removal by the Secretariat will be called for. If information is later received that the Rector has no intention of compliance, then a vote of removal is to be called. The Leaders person is designated to document the proceedings of this meeting.
- D. If a simple majority vote is received, the Chairman, Spiritual Director and Leaders person will first notify the Back up Rector to inform them of the pending action. After contacting the Backup Rector, the Chairman will then contact the Rector and establish a meeting time and place. At this meeting, the Rector will be informed that the Secretariat of North Georgia Tres Dias has concluded a decisive vote for removal and they will not be serving as Rector.
- E. If a vote of removal is not decisive, the Rector is to be notified that they will be allowed to continue serving as Rector under supervision of the Secretariat. In this case, a designated Secretariat member will attend the remainder of team meetings and serve on the weekend as an observer. This Secretariat member will have the authority to intervene as needed with the express responsibility to act in behalf of the good of Tres Dias of North Georgia to protect the integrity of the weekend, community, and the movement.

Such action, when exercised, does not exclude this person from serving on future weekends in any capacity for which they are qualified to serve. This removal action is for a specific Tres Dias weekend. Other procedures exist should further action be necessary. It should also be understood that action exercised for defiance or insubordination would

weigh heavily in future consideration for service opportunities in Tres Dias of North Georgia.

3.0 WEEKEND TEAMS

3.1 HEAD AND ASSISTANT HEAD CHA QUALIFICATIONS

- A. A minimum of three **different** cha positions, at least two of which should have been at the Camp of Colors and at least one of which **must** have been Palanca, Chapel or Gopher Cha, **plus**
- B. A minimum of one rollo.
- C. A minimum of two kitchen experiences.
- D. Must agree to attend all eight team meetings and all other scheduled meetings.

3.2 HEAD KITCHEN CHA QUALIFICATIONS

- A. A minimum of two kitchen experiences, at least one of which should have been since relocation to the Camp of Colors facility.
- B. One Rollo Room experience, such as Professor (silent or speaking), Music Cha or Table Cha.
- C. Must agree to attend all eight team meetings and all other scheduled meetings.

3.3 ASSISTANT HEAD KITCHEN CHA QUALIFICATIONS

- A. A minimum of two kitchen experiences, at least one which should have been since relocation to Camp of Colors facility.
- B. Must agree to attend all eight team meetings and all other scheduled meetings.

3.4 GENERAL TEAM SELECTION CRITERIA

- A. Rector to abide by current guidelines in Rector's Manual and include the following:

Three levels of experience:

1. **Experienced (E)** – a person who has served in that particular area of service in the past, i.e. palanca cha, kitchen, professor, dorm.
2. **Inexperienced (I)** – a person who has served on a team before but not in the area that they are now serving.
3. **New (N)** – a person who has not served on a team before or a person who has not served within the past three (3) years.

Number of Team members

1. Rector: **1**
2. Spiritual Directors: **4**

3. Professors: **12** (6 E's, 3 I's, 3N's, Rectors should also select back up persons already on team who have given each talk in the event that the speaking professor is unable to give his/her talk on the weekend)

4. Head Chas: **1**

5. Assistant Head Cha: **1**

6. Chas: **29** (6 E's, 9 I's, 14 N's. Section Heads must all be E's except for Head Floater Supply who can be an I).

Following is a list of these cha positions:

Chapel Chas	5	Palanca Chas	5
Dorm Chas	7	Storeroom Chas	2
Floater Supply Chas	2	Table Chas	6
Gopher Chas	2		

7. Special Rector Chas **3**

Backup Rector	1
Music Cha	1
Rover Cha	1

The following additional cha positions are not required to be filled by the Rector, but would allow for a bigger team

8. 2 Discretionary positions which are non-qualifying. The exception for the discretionary position being qualified is the person was selected as an additional music cha. However, before filling the discretionary positions a minimum of twenty-two (22) kitchen chas must be in place and be maintained.

9. 1 Auxiliary Spiritual Director (to be chosen by the Secretariat-Spiritual Director)

10. 1 Table Cha (Supervisor position)

11. Kitchen Chas: **24** (5 E's including Head & Assistant Head Kitchen, 6 I's, and 13 N's).

12. Prayer Chas: **6** (Prayer Chas are a rector option.

Please note that the position of Prayer Cha does not "count" as cha experience in determining one's qualifications to serve as Rector, Head Cha, or Assistant Head Cha).

TOTAL TEAM: 84 (or 78 without Prayer Chas)

Pescadores from other communities or developing communities, can participate in a weekend as an observer if bed space is available.

- B. Rector should give careful consideration in the selection of prospective team members to their health and well being as it would affect their ability to carry out their responsibilities on the weekend. However, the final decision for serving on the team rests with the invited team member.
- C. **A Pescadore may serve on a maximum of two teams per calendar year**, except in the case of a last minute call from the Rector at the time of the last meeting or later as a fill-in.
- D. The following criteria must be agreed to as part of the **prospective team members' commitment to serve**:
 - 1. Attending no fewer than six of the eight team meetings
 - 2. Paying their team and weekend fees in the time frame set forth
 - 3. Barring illness or family emergency, **all team including Spiritual Directors must remain at the Camp of Colors throughout the weekend**, arriving at the designated time on Thursday and staying through Closing and until their service area is cleaned and approved by Secretarial Weekend Couple on Sunday.
- E. Additionally, the following criteria must be agreed to:
 - 1. Rector, Head Cha, Assistant Head Cha, Head Kitchen and Assistant head Kitchen must agree to attend all eight of the team meetings and all other scheduled meetings.
 - 2. Head Cha, Assistant Head Cha, Head Dorm, Head Chapel, Head Storeroom, Head Kitchen and/or Assistant Head Kitchen **must** be at the Camp of Colors on Wednesday evening.
 - 3. Assistant Head cha must be at the Camp of Colors early on Thursday, at a time agreed to by Rector, Head Cha and Assistant Head Cha.
 - 4. Head Palanca Cha should be there either on Wednesday night or early Thursday afternoon to set up.
 - 5. Head Kitchen or Assistant Head Kitchen must be at the Camp of Colors on Thursday in time for the arrival of food truck as clarified by Food Couple.
- F. Rector must advise prospective team members of items in Section "D" and Section "E" above, upon initial invitation to serve and obtain their verbal commitment to these matters before adding them to the team
- G. Rector must re-state need for their commitment to items under Section "D" in his/her welcome letter to team.

- H. Rector must be willing to consult with preceding Rector, giving careful consideration before asking anyone to serve who is already serving the previous weekend for the following reasons:
 1. If the team meetings either overlap or are very close together, the prospective team member may find it difficult to give his/her full commitment in preparation of two weekends in a row.
 2. Asking those who have not just served gives more individuals the opportunity to serve on weekends.
- I. Leaders Person must approve rector's team list, with list of extra names, before inviting anyone to serve. Rector must gain approval of **all** prospective team members from Leaders person prior to inviting them to serve **throughout entire pre-weekend process**. Secretariat Chairman will approve initial list. The rector does not need to obtain approval of individuals to serve on Set-up and Take-Down Team. See Section 3.7
- J. Leaders Person is authorized by Secretariat to give certain latitude to rectors with regard to team selection criteria in circumstances they feel it is warranted, keeping in focus that the purpose of these guidelines is to train leaders in the NGTD community and to give new Pescadores the opportunity to serve.

3.5 BACK-UP RECTOR

A person who has previously been a Rector who shall substitute for the Rector in the event the Rector is prohibited from carrying out the responsibilities of his/her position. In addition, the Back-Up Rector shall assist and provide guidance to the Rector, Spiritual Directors and team members to ensure smooth flow of weekend activities consistent with the Policies and Practices set forth herein. The Rector should review the Back-Up Rector's job description and share the nature of his/her responsibilities with his/her Heads and team. BUR position to include authority to ensure essentials of Tres Dias are followed on the weekend.

3.6 SPIRITUAL DIRECTORS

- A. Selection of Spiritual Directors is the sole responsibility of the Secretariat Spiritual Director. All Spiritual Directors must have completed a Tres Dias or similar weekend as a candidate.
- B. The Rector may make special requests of the Secretariat Spiritual Director who will attempt to accommodate their requests if possible, but the final selection rests with the Secretariat Spiritual Director.
- C. In addition, Rectors may indicate to Secretariat Spiritual Director anyone that he/she does not want to serve as well. If told in enough time, the Secretariat Spiritual Director will grant this request.

- D. Qualifications for Head Spiritual Director:
1. Must have served as a Spiritual Director on a minimum of three weekends.
 2. Must have given all Spiritual Director Rollos except Sacred Moments of Grace Rollo, which is given by the Head Spiritual Director.
 3. Must have led all three morning communion services
 4. Must have conducted the Forgiveness Service
 5. Must have given all the meditations
- E. To qualify Spiritual Directors to serve as head Spiritual Director, the following assignment schedule is usually used:
1. **First Team:** “Obstacles” rollo, three meditations, Friday morning’s communion service.
 2. **Second Team:** Two rollos not already given, one meditation, Saturday morning’s communion service.
 3. **Third team:** Two rollos, one of which has not already been given, one meditation, Forgiveness service, Sunday morning’s communion service
- F. **Rectors are not to extend** invitation to Spiritual Directors to serve. This is the responsibility of the Secretariat Spiritual Director.
- G. **Rectors are not to make** Spiritual Director assignments for the weekend. This is the responsibility of the Secretariat Spiritual Director.
- H. **Head Spiritual Director’s responsibilities** in addition to rollo assignments:
1. Critiquing the other Spiritual Directors’ Rollos during team meetings.
 2. Leading and training both of them as Spiritual Directors, especially the new Spiritual Director.
 3. Leading the counseling and ministry at team meetings and on the weekend.
 4. Working in close relationship with the Rector at all times, whose authority the Spiritual Directors are under on the Tres Dias.
 5. Attending six of the eight-team meetings like the other team members.
 6. To assure the safe return of all three Spiritual Directors’ books to the Secretariat Spiritual Director.

3.7 SET-UP/TAKE-DOWN SUPPORT CREW

The Rector will need to ask four (4) to six (6) Pescadores for men’s

weekends and six (6) to eight (8) Pescadores for women's weekends. Two (2) of the Set-up/Take-down members serving on the women's weekends are to assist in the Kitchen during take-down and cleanup. They are expected to be at the campground on Wednesday evening and Sunday afternoon.

3.8 TEAM AND CELEBRATION DINNERS

These are a rector option. Coordinating Men's and Women's rectors should consult with each other at the earliest possible time regarding having a joint team dinner. It is permissible, however, to have a separate team dinner and celebration dinner, i.e., the team dinner could take place as part of the last team meeting.

Spouses **are invited** to team dinners (provided they have already attended a Tres Dias Community or similar community approved by Tres Dias) **but not** celebration dinners. The Set-Up/Take-Down support crew should be invited to the Team Dinner along with their spouses.

The celebration dinner shall not conflict with secuela dates.

4.0 WEEKEND

4.1 THE WEEKEND

The objective of the weekend phase is to prepare individuals for effective participation in the Fourth Day.

The Tres Dias weekend is carefully planned and structured for a wide diversity of men and women. It is structured to keep all the candidates moving at a rate which all can follow. Each Rollo builds on the preceding Rollos, and each day builds on the previous day.

Thursday: The emphasis of Thursday is low-key, relaxed and non-threatening. Singing is a key element throughout the weekend as it gets people involved and builds community. Two clergy meditations are given on Thursday evening, and are structured to encourage a time of reflection and self-examination; a time of silence, an opportunity to "break away" from the outside world.

Friday: The focus on Friday is on who we are and who Christ is and what we need to know to live a Christian life. The clergy meditations each morning set the theme for the day. Friday is usually the hardest day, because the candidates are "coming from" so many different places. The team must be careful not to impose their own expectations on the candidates and to respect the freedom of those who do not seem responsive. The job of the team is to open a door, offer a gift, but not to push the candidates through the door or force the gift on them.

Saturday: The focus on Saturday is on what we have to do in order to live a life in grace. It is also the community-building day. Again, the morning meditation

sets the tone for the day. Many people begin to relax and "come alive". It is important that this happens "naturally", and not be forced. It is not the job of the team to push anyone into hugging, praying out loud, raising hands in praise, etc. Rather, it is the job of the team to love, and to be sensitive. It is the responsibility of the team to demonstrate God's unqualified love.

Sunday: The focus on Sunday is outward and prepares the candidates to leave the weekend and move back into the world. The theme is how a Christian can influence others. The Tres Dias method for assuring a sound and successful Fourth Day is presented. At the Closing, the candidates should realize that they are now a part of a larger community of Christians who truly care about them. They see that living the Fourth Day is possible because these people are living it. The weekend is only a beginning to meeting the objectives of Tres Dias, which is preparing the candidates for effective participation in the Fourth Day.

Closing time for weekends is at 4:30pm on Sunday.

4.2 SERENADE

The Rector's spouse usually plans the Saturday evening serenade. In the case of an unmarried Rector, he/she may choose a male or female Pescador to lead the serenade. The Rector may choose what songs are sung. Make it clear to the individual leading the serenade that it:

- a. Is to be limited to 30 minutes, including entry, exit and encore.
- b. There will be no more than one (1) solo.
- c. There will be no activities (such as crowning candidates) during the serenade

After the serenade is over, the Rector may choose to have serenaders line the outside walkway from the Dining Hall to the Rollo Room with Pescadores holding candles. Tres Dias of North Georgia will purchase and provide candles for the "candle lighting." We ask you to observe the following guidelines.

- a. Before serenade, the Head Cha will instruct the Pescadores to make a very wide aisle for the candidates to walk through.
- b. No hugging or touching is permitted.
- c. Serenaders should leave quietly as soon as the serenade or the "candle lighting" is over.

4.3 MECHANICAL EQUIPMENT MALFUNCTION

In case of a mechanical equipment malfunction such as Air Conditioning, Electrical, Plumbing please do not attempt to make repairs, but call the Camp of Colors Supervisor of the retreat site, or the Building & Grounds Representative.

Their names and phone numbers are posted at the campground.

4.4 CANGLES

CAMP OF COLORS DOES NOT PERMIT MOVING CANDLES INSIDE THE BUILDING!

However, **tended stationary candles** may be used in the Rollo Room, Chapel and Dining Hall. For the Sunday morning serenade, flashlights will be used.

4.5 CANDIDATE PALANCA

There should be no "individual" palanca on any candidate's bed. There must be enough palanca for all candidates. Also, there should be no special consideration given to a candidate because he/she happens to be a friend or relative of a team member. All candidates are to be treated with an equal amount of love and attention! If there is a desire to provide palanca for the entire team and candidates; plan on 115 pieces (36 Candidates and 79 Team not including Set-Up).

4.6 SUNDAY CHAPEL PETITION

At the Sunday morning petition chapel, have two or three stations set up rather than just one. This greatly speeds up what has always been a very long chapel service.

4.7 SUNDAY MEAL SCHEDULE

A change in the Sunday schedule has been made to facilitate Kitchen clean up after lunch. Breakfast is to be served before chapel, and lunch is to be served before the CCIA Rollo.

4.8 NURSING MOTHERS

If someone brings a baby to nurse, the non-team member should remain outside. They are not allowed in the Kitchen or Dining Hall, **nor can they listen to Rollos.**

4.9 PERSONAL ELECTRONIC /PHOTO EQUIPMENT

In order to ensure a "cloistered environment", cameras, tape recorders, radios and TV's are not permitted on the weekend. Except for emergency use by team members, cellular phones and beepers are not permitted.

4.10 OTHER DEVELOPING COMMUNITIES

Our "community" has helped developing communities by providing slots for their Pescadores to work on our teams. You may be asked to keep some slots open on your team for this purpose.

4.11 RECTOR ADMONITION TO TEAM MEMBERS

The Rector should inform the team of the following at a team meeting of their choosing:

- a. Emphasize that this is a "cloistered" weekend! Team members should come prepared to concentrate only on the activities of the Tres Dias weekend.
- b. For the above reason, the telephones are for emergency use only to be used only by or with permission of Rector or Heads. ABSOLUTELY NO ONE should receive incoming calls. The Asst. Head Cha should be the contact person for any team member who needs to call anyone during the weekend.
- c. ***Additionally, non-team members are not permitted on the campground to hear Rollos, including spouses, reunion members or family members.*** Instruct team members that if this happens, one of the four Heads should politely explain the Tres Dias policy and ask that the person(s) leave the campground immediately. (Two exceptions: the Rectors may ask a non-team member(s) to offer prayer palanca during their "rollo" and Secretariat members may stop by on Secretariat business.) Secretariat Members shall not stay to listen to "Rollo's".
- d. All team members, including Spiritual Directors, are expected to serve the full weekend. No one is to leave the campground for personal reasons once the weekend has started.
- e. The Camp of Colors dress code requires modest attire i.e., sports clothes for men/women, no short-shorts, halter tops, etc. for women.
- f. Explain to your team that prayer palanca on the weekend is an honor and privilege. The Rector will be assigning people for prayer palanca and they should be ready and willing to go when the Gopher Cha comes for them.
- g. Non-team members (including setup and takedown team) are not permitted to prepare palanca for the team or candidates while on the campground. All palanca (including food) should be prepared off the grounds of the property and be delivered to the kitchen or palanca room doors.

5.0 POST-WEEKEND (THE FOURTH DAY PHASE)

5.1 SECUELAS

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

Each secuela will include a Fourth Day talk or its equivalent. The Fourth Day presenters, usually a couple, must have attended a "weekend" (Tres Dias, Cursillo, Walk to Emmaus). Reunion Groups, and the support they have given in the person's Fourth Day, are the real purpose of this talk.

The format of the secuela may be flexible, as long as it generally adheres to the

above. A business portion (announcements, etc.) may be included at each secuela.

The Secretariat will sponsor secuelas, with emphasis on scheduling a secuela following each set of weekends. Secuelas will be scheduled and managed by the Post-Weekend couple(s). The location and time will be published in the Pescadore Pages and web site. Additionally, the Rector shall announce the next secuela at the Weekend closing ceremony.

5.2 OTHER EVENTS

A family gathering is scheduled annually. This gathering is not considered a secuela.

6.0 FINANCES

6.1 ASSESSMENT FEES

There are two (2) fee assessments associated with a Tres Dias weekend. **Team Fees** and **Weekend Fees**.

The current authorized assessments are:

Fee Type	Current Assessment	Payment Method
Team	\$15.00	Cash
Weekend	\$100.00	Check - Tres Dias of North Georgia

6.1.1 TEAM FEES

The term "**Team Fee**" refers to an incidentals fee collected from each team member during the course of team meetings. The term Team Fee, Incidental Fee or Incidentals Fee are used interchangeably throughout this section.

Team leadership, to defray expenses incurred during planning and execution of a Tres Dias weekend uses the Team Fee. All team members, except Spiritual Directors, are responsible for paying this fee.

The Secretariat does **NOT** pay for **ANY** team expenses. This includes office supplies and services, nametags, postage, refreshments, paper goods, etc. The Rector, Head Cha and Assistant Head Cha are responsible for establishing a budget and consequently, operating within this budget. The basics of this budget are determined first by multiplying the total number of team members by the authorized team fee assessment (Total Team Members x Team Fee Assessment = Team Fee budget).

The incidental team fee is collected and managed by the Assistant Head Cha. Since these funds are not managed by the Secretariat, teams are encouraged to keep this fee on a cash basis. However, the Assistant head Cha is required to

obtain receipts for all expenditures, providing full accounting to the Rector.

6.1.1.1 START-UP ADVANCE

If requested by the Rector, one hundred dollars (\$100.00) may be advanced to the Rector by the Secretariat Secretary/Treasurer to help defray the “start-up costs” of establishing a team and subsequent meetings. The Rector must **reimburse** the Secretariat for moneys advanced. This reimbursement is paid from the “team fee”.

6.1.1.2 APPROPRIATE INCIDENTAL FEE EXPENDITURES

Examples

- Team roster & other printing for team meeting process.
- Paper products and drinks for team meetings.
- Postage and telephone expenses directly associated with team selection and team meeting process.
- Extra decorations, flowers, candles, or similar items used for the Thursday night reception and meals during the weekend.
- Cards, posters, or similar palanca items given to other teams also meeting during the same period.
- Rector's bell.

6.1.1.3 INAPPROPRIATE INCIDENTAL FEE EXPENDITURES

Team fees are not to be used to purchase palanca.

6.1.1.4 COLLECTION OF OTHER FEES

No additional money, except as otherwise noted in this document, shall be collected from the team.

6.1.1.5 REMAINING TEAM FEES

Team Fees remaining after a weekend shall be submitted to the Secretary/Treasurer for deposit into the Tres Dias operations account.

6.1.2 WEEKEND FEE

The term "**Weekend Fee**" is a budgeted fee used to pay for rental of the Camp of Colors, purchase food, non-perishable supplies, printing of weekend packets and photographs, etc. Each Tres Dias weekend is self-supporting! This means that weekend fees for candidates and team alike are collected and used to pay the operational expenses associated with the pending weekend.

The amount of the weekend fee is established by the Secretariat and based on 2 principals. First, a long history of the operating expenses required to run a weekend and second, the fundamental assumption that **all** team members and candidates alike, make full payment.

The fundamental principle of leadership underlying "Tres Dias" policy on assessment and collection of weekend fees is that Christian leaders assume responsibility for all aspects of commitments, including the financial obligations associated with those commitments. The weekend fee is set by the Secretariat with the intent of defraying the expenses of the weekend, and also providing minimal funds for overhead expenses such as publication and delivery of the newsletter, postage for routine correspondence and limited contingency funds.

6.1.2.1 EXEMPTIONS FROM WEEKEND FEE PAYMENT

Spiritual Directors are **exempt** from paying weekend fees. Coverage of the Spiritual Directors' weekend fee is considered within the weekend fee budget established by the Secretariat. **THERE ARE NO OTHER EXEMPTIONS.**

6.1.2.2 SCHOLARSHIP FUND

At the time prospective team members are called, the Rector is instructed to ask all team members to make the commitment to pay the weekend fee as part of their overall commitment to serve on the team. On a given weekend, there may be individual team members who are financially unable to pay the entire weekend fee. Team Members should be encouraged to pay a portion of the fee. However, team members should not be prohibited from serving because of their inability to pay the weekend fee.

The standard practice and recommendation of the Secretariat is for **each individual team** to establish a scholarship fund that will cover the weekend fees of team members unable to pay. In this way, the team, as one body, assumes the responsibility of the budget requirements for the weekend.

It is important to remember the **total “scholarship” requirement must not exceed** the amount needed to cover “Weekend Fees”. Scholarship funds may not be used for **any** purpose other than scholarship. Any unused scholarship funds are to be included in the payments to the Secretary/Treasurer, to be held for future team scholarship use.

6.1.2.3 WEEKEND FEE EXPENDITURES

Following is a partial list of what the weekend fee is used for. This information should be freely shared with the team at appropriate times during team meetings.

- Camp of Colors facility rental.
- Food and Drinks for the weekend.
- Weekend supplies, such as notebooks, pens, limited medical items such as aspirin, and Tylenol, etc.
- Photograph of team and candidates.
- Weekend packet expenses, including printing and duplication.
- Bus transportation to Camp of Colors for the Candidates.
- Weekend fee for Spiritual Directors.
- Overhead expenses i.e., newsletter publication, postage, application forms, etc.

6.1.2.4 *TURNING IN WEEKEND FEES*

The Assistant Head Cha is responsible for turning in weekend fees to the Treasurer of the Secretariat **prior to** the beginning of the weekend. Because many expenses are incurred and paid prior to the weekend, it is preferable for the Assistant Head Cha to systematically give the weekend fees to the Treasurer as they are collected (at least once or twice during the team meeting process, with the remainder paid prior to send off).

6.1.2.5 *WEEKEND FEE PAYMENT SCHEDULE*

The Rector should make it clear, when he or she asks people to serve, a weekend fee is required, and is to be paid by the second or third team meeting. The Assistant Head Cha should make weekly announcements to this effect. Team members should be instructed to inform the Rector of any financial problems no later than the third team meeting. (Usually the Assistant Head Cha keeps track of collections.)

6.1.2.6 *NON PAYMENT OF WEEKEND FEE*

Team members who deliberately do not pay the weekend fees without offering a valid explanation may be barred from serving on future teams until this obligation is resolved!

6.1.2.7 *RECTOR'S RESPONSIBILITY*

Finally, it is the Rector's responsibility to ensure that a full weekend fee is collected and paid to the Secretariat. The amount to be paid is determined by multiplying the number of members serving on the team by the current Weekend Fee assessment (Team Members multiplied by Weekend Fee Assessment = Total Weekend Fee Payment to Secretariat). Any shortfall should be taken care of by scholarships and finally, remaining incidental fees.

6.1.3 *SOLICITATION OF FUNDS*

There shall be no solicitation of funds or financial assistance from any member of the community for any reason. In addition, Spiritual Directors should not solicit or accept any support funds from candidates or team members on the weekend. If individuals wish to donate funds to individuals, a ministry, Tres Dias, or Camp of Colors they should make it a personal choice as God leads them.

Team members with financial needs should be encouraged to submit prayer request during the course of team meetings and allow God to provide as He chooses.

6.1.4 RETURNED CHECKS

6.1.4.1 LEADERS INSTRUCTIONS

When an upcoming Rector submits their list of proposed team members to the Leaders person for approval, review the current avoidance list of people submitting bad checks. If the Rector has included a name from the avoidance list, instruct the Rector to avoid asking those individuals to be on their team. Request an updated avoidance list from the Treasurer prior to each Rector Orientation meeting.

This list is confidential and not to be shared with **anyone** outside of the Secretariat. Within the Secretariat, authorization is given to Chairman, Secretary/Treasurer and Leaders positions.

6.1.4.2 TREASURER INSTRUCTIONS

- **First Return** - When a check is returned from the bank call the person submitting the check and ask if they prefer to replace the check or have the original check re-deposited.
- **Second Return** - When a check is returned from the bank a second time call the person submitting the check and inform them to send a new check, money order or arrange to meet them to receive cash. Pre-arrange a date when the replacement funds will be delivered, usually no longer than a week.
- **First Letter of Request** - If the replacement funds are not received by the agreed to delivery date send a letter requesting payment.
- **Second Letter of Request** - If the First Letter of Request does not produce results, send a Second Letter asking how to resolve problem. This letter should indicate working on teams is conditional to paying assessment fees.
- **Leaders Avoidance List** - After all attempts have failed the Treasurer is to provide a non-payment list to the Leaders people. This list is to be updated prior to every Rector's Orientation meeting. This list is confidential and not to be shared with anyone without a need to know.

6.1.4.3 EXPENDITURE

Non Budgeted reimbursable expenditures

- Non-budgeted reimbursable expenditures totaling \$100 or more should be discussed and approved by the Chairman and/or Treasurer of the Secretariat for budgeting purposes.

6.2 EMERGENCY AND DISCRETIONARY FUNDS

6.2.1 EMERGENCY WEEKEND FUND

The Secretariat Weekend Couple will issue an emergency fund to the Assistant Head Cha of each team in the amount of **\$100.00** to purchase incidentals where needed.

Receipts for all expenditures are required. Any unused funds are to be returned to the Treasurer after the weekend.

All purchases over the amount issued by the Secretariat are the responsibility of the Rector and team.

6.2.2 EMERGENCY KITCHEN FUND

The Secretariat Kitchen Couple will issue an emergency kitchen fund to the Head Kitchen Cha of each team in the amount of **\$125.00** to purchase needed food items.

Receipts for all expenditures are required. Any unused funds are to be returned to the Secretary/Treasurer after the weekend.

The Food Couple must approve all purchases over the amount issued by the Secretariat.

6.2.3 DISCRETIONARY KITCHEN FUND

This fund is **entirely** discretionary and may be used in **any** way the Rector and Head Kitchen may choose. It is intended, in some small way, to help make the weekend special. The Secretariat Kitchen Couple will reimburse the Head Kitchen Cha of each team up to the amount of **\$200.00**.

Receipts for all expenditures are required.

All purchases over \$200.00 are the responsibility of the Rector and team.

6.2.4 PRE-PAID PHONE CARD

The Secretariat Weekend Couple will issue to the Assistant Head Cha of each team a pre-paid long distance calling card to be used by team leadership during the course of the weekend.

7.0 MUSIC FOR TRES DIAS EVENTS

7.1 COPYRIGHTED MUSIC

What is copyrighted music? It's music that's protected by law. It can't be reproduced (copied) in any form without specific permission from the song owner.

If there is a possibility during a "Pre - Weekend, Weekend or Post Weekend " activity that songs may be copied for the purpose of making "song sheets", overhead transparency's, songbooks or playing pre-recorded songs, Tres Dias of North Georgia must gain the permission from the song owner prior to any reproduction activities. ***If we do not gain this permission, we will be breaking the law.***

7.2 LICENSE / SONG SHEETS

The Secretariat has secured, for an annual fee, a copyright license from Christian Copyright Licensing International (CCLI).

Copyright License: # 1063155 is required to be printed on all music copied and distributed by Tres Dias of North Georgia.

This license permits Tres Dias of North Georgia to legally copy any of the 100,000 most popular "Christian songs." for our congregational use. We may print songs on song sheets, make slides, transparencies and songbooks. More specifically the Rector, Other Tres Dias Party, and/or the Secretariat may:

- a. Print songs in bulletins, liturgies, programs, and song sheets.
- b. Print songs in bound or unbound songbooks compiled by the Community.
- c. Make overhead transparencies, slides, or utilize electronic storage and retrieval methods for the visual projection of songs.
- d. Print customized vocal and/or instrumental arrangements of the songs, where no published version is available.
- e. Record songs in approved Tres Dias activities by either audio or audio-visual means.

7.3 CCLI RESPONSIBILITY

CCLI will supply Tres Dias of North Georgia with the following:

1. A partial listing of the most active Songs (Song Reference List) available. The Secretary/Treasurer will retain this list.
2. A list of participating copyright owners (authorized Publisher List) who's entire Catalog of Songs are available for use.
3. Shall advise of any additions or deletions to the Song Reference List.

4. Shall supply a report form (Song Survey Worksheet) for reporting use of songs to CCLI.

7.4 COORDINATION AND MANAGEMENT OF LICENSE

The Secretariat Secretary/Treasurer shall be the focal point to coordinate and manage this License.

7.5 TERMS AND CONDITIONAL USE

RECTORS / OTHERS & Tres Dias of North Georgia duties:

1. Must agree not to alter or change the basic lyric, melody, or fundamental character of any song.
2. Must agree that each reproduced version of a Song will contain the Song title, writer credit(s), and copyright notice as listed in the Song Reference List in substantially the following form:

**“Hallelujah” words and music by John Smith and Mary Doe
C 1975 John Smith Music Co. ICS. APR
Used By Permission CCLI License # 1063155**

If a song is not listed on the Song Reference List, the Rector will be responsible for obtaining the correct copyright notice directly from the copyright owner. If the Rector does not receive this permission, the song(s) may not be used during any Tres Dias of North Georgia activities.

3. Prior to copying a song, etc., the Rector/Music Cha/Party must check with CCLI directly at their Internet Web site www.ccli.com/UnitedStates.cfm to ensure the song is listed on the Song Reference List. Any problems encountered at this web site should be directed to support@ccli.com. If a song is not listed on the Song Reference List, the Rector/Music Cha/Party will be responsible to obtain the correct copyright notice directly from the copyright owner. When permission is received a copy must be sent to the **Secretariat Leaders Representative(s)**. **If the Rector/Music Cha/Party does not receive this permission the song(s) may not be used during any Tres Dias activities.**
4. Report on a scheduled basis to CCLI, using the Song Survey Worksheet, the songs used. The Rector/Music Cha/Party shall ensure the completion of the Song Survey Worksheet and forward it to the **Secretariat Leaders Representative**.

8.0 SECRETARIAT

8.1 SCOPE

Tres Dias of North Georgia is a chartered member of the International Assembly and International Secretariat of Tres Dias. As such, it totally subscribes to the constitution and by-laws of the International Organization and will adhere to the "Essentials of Tres Dias", section 4.0, as prescribed by the International Organization. The function of the Secretariat is to conduct an effective program in accordance with the TRES DIAS METHOD.

8.1.1 NOMINATION AND ELECTION OF SECRETARIAT MEMBERS

The Secretariat of the Tres Dias of North Georgia is elected from the membership of the community to administer and manage the affairs of the movement.

8.1.2 SECRETARIAT MEETING SCHEDULE

The Secretariat shall hold regular meetings each operating year to number not more than 12 nor fewer than 9 times at a place and time to be determined by the Secretariat. The Chairman may call special meetings. The time and place of all meetings shall be announced in the "newsletter" whenever possible. The meetings shall be open to the community unless the Secretariat shall be in "executive session", i.e., Annual Secretariat Retreat or Special Meetings.

8.1.3 SECRETARIAT MEMBERS TERM OF SERVICE

Commencing January 1996, terms on the Secretariat will be for three (3) years plus a six (6) month training period. Un-expired terms shall be filled by appointment of the Secretariat upon a two-thirds majority vote. Secretariat vacancies shall be published in the newsletter a minimum of thirty (30) days prior to the election. Election will be held consistent with the approved "Secretariat Term Replacement Schedule".

8.2 BY-LAWS

The latest published revision plus amendments shall govern the functions of the Tres Dias of North Georgia.

8.3 SECRETARIAT MEMBERS TEAM MEETING ATTENDANCE

The Secretariat Chairman and/or Administrative Assistant will attend the first team meeting to introduce the Rector. Other Secretariat members will also visit a team meeting and be briefly introduced. They will explain their role and secretariat responsibilities. Additionally, they will provide guidance necessary to assist the team member's smooth flow of their weekend responsibilities.

8.4 RESERVATION OF WEEKEND DATES AT CAMP OF COLORS

Tres Dias of North Georgia must schedule with and obtain confirmation of reserved weekend dates for its community with Camp of Colors Board. Therefore,

Tres Dias of North Georgia, during the course of the annual October planning and business meeting, shall plan its weekend dates for the calendar year, two (2) years following the current year.

Based upon the recommendation of the Secretariat, a written request for specific weekend dates, for the calendar year, two (2) years following the current year, must be transmitted to the Camp of Colors Board by January of the following year. The Camp of Colors Board will review the requested weekend dates of all communities in February of the following year and advise Tres Dias of North Georgia of those weekend dates that have been reserved for their weekends.

8.5 SECRETARIAT SPIRITUAL DIRECTOR

The Secretariat shall include only one (1) Spiritual Director and one who has an active ministerial status shall hold that position. No other position on the Secretariat may be filled by one who serves in or holds a ministerial status, that is, one who is qualified by being in a ministry (i.e., counseling, missionary, pastor).

9.0 CAMP OF COLORS

9.1 WEEKEND SITE

The Camp of Colors is a Christian Retreat Center, which operates on a non-profit basis supported by donations from several Christian communities. Tres Dias of North Georgia has pledged to hold its “weekends” several times a year at this facility.

10.0 DEVELOPING COMMUNITIES

10.1 SUPPORTING NEW COMMUNITIES

For the past several years Tres Dias of North Georgia has enthusiastically supported the founding and formation process of new Tres Dias Secretariats and Communities. Much of this support has been in the form of offering advise, coordinating the start-up activities with the newly forming secretariats, having received official status as such from Tres Dias International, and inviting newly formed secretariats/communities to send team members and candidates to serve on or participate in Tres Dias of North Georgia weekends. This greatly speeds up the facilitation of each new movement, i.e., gives their member’s real time experience on weekends in Cha and Professor positions.

Due to the ever-increasing number of Tres Dias of North Georgia Pescadores and Candidate applications, the Secretariat of North Georgia recently found it necessary to reduce the number of invited/reserved Team Member and Candidate weekend positions, for newly forming Secretariats/communities. This action was necessary to better serve "the Tres Dias of North Georgia Community".

It will be the continuing policy of Tres Dias of North Georgia to provide such support as described above. However, it will be necessary to amend the current informal method of advising Tres Dias of North Georgia of nominations and reservations for both team member and candidate selections, for each weekend in which the newly formed secretariat/community wishes to send to each Tres Dias of North Georgia weekend. This procedure will eliminate the previously experienced confusion and frustration, countless phone calls, save time and money, and establish a formal coordinated method to accomplish the scope of this policy.

The following revised procedure shall be immediately adopted:

A. The Chairman and/or the Secretary/Treasurer of Tres Dias of North Georgia will invite, in writing, the newly formed Secretariat to nominate and gain the commitment of the specific individuals (team members and candidates) whom they wish to serve on a Tres Dias of North Georgia weekend. Included in this invitation will be the number of team member and candidate spaces available on a reserved basis.

B. Designated Tres Dias of North Georgia "Weekend Rectors" will not contact "individuals" within the newly formed Secretariats/communities to gain their commitment to serve on Tres Dias of North Georgia weekends. However, the Rector in question may coordinate with the newly formed Secretariat's designated single-point of contact with regard to specific team member nominations/selections.

C. Each newly formed Secretariat, shall nominate and advise the Tres Dias of North Georgia Chairman and/or the Secretary/Treasurer, in writing, of the individual who shall be the "single point of contact" with Tres Dias of North Georgia with whom to coordinate their respective team member and candidate nominations. It shall be the responsibility of the newly formed Secretariat to ensure that nominated team members and candidates will be dedicated to the growth of that movement.

D. It shall be the responsibility of each newly formed Secretariat/community to coordinate within their respective communities to nominate and **gain the commitment** of the specific individuals (team members and candidates) whom they wish to serve on a Tres Dias of North Georgia weekend. To ensure that "team member" and "candidate" positions are reserved, the following schedule must be adhered to:

1. In the case of prospective team members, the designated Tres Dias of North Georgia Rector must be advised no later than two (2) months prior to their first team meeting. We encourage the nominated "team members" to attend all team meetings and become familiar with the mechanics of team-building etc. However, if this is not possible, Tres Dias of North Georgia will require that the nominated "team members" attend at least two (2) team meetings for this purpose.
2. With regard to candidates, the Tres Dias of North Georgia Pre-Weekend couple must be advised no later than three (3) weeks prior to the weekend in question.
3. Adherence to subparagraphs 1 and 2 above will ensure the reservation of each team member or candidate position for the weekend in question. However, if these requirements are not received as per subparagraphs 1 and 2, Tres Dias of North Georgia will proceed to fill the position(s) in question from its own community.
4. If, for any reason, it becomes necessary to substitute individuals previously designated as team members or candidates, the aforementioned Tres Dias of North Georgia persons must be immediately notified.

5. In all cases it shall be the responsibility of the newly formed Secretariat/community to coordinate all weekend nominations/reservations, including necessary changes, consistent with the above requirements to ensure that the Tres Dias of North Georgia position is confirmed.

11.0 POLICIES AND PRACTICES MAINTENANCE LOG

This section is included to provide some minor level of version control. Changes are to be recorded in the following table. Once changes are made and ratified by the Secretariat the footer of this document should be updated to reflect the new version number and date of issue. Only the latest version of this document is to be distributed. Older versions are to be destroyed.

Date	Description of Change	Version
4/17/00	Complete revision of Policies and Practices	2.0
3/9/01	Updated Weekend Fee to \$85.00	2.1
9/15/01	Revised formatting and corrected typographical errors.	2.2
10/19/01	Revisions per minutes April-September and grammar.	2.3
2/12/02	Revisions per minutes, grammar, errors.	2.4
3/6/02	Revisions per minutes, grammar, errors.	2.5
12/02/02	Revisions per minutes August, section 3.1	2.6
3/30/03	Revisions per minutes February, section 2.1,2.4	2.7
01/15/06	Revisions per minutes in 2005, section 4,6,8	2.8
06/19/06	Revisions per minutes, section 3	2.9