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**POLICIES & PROCEDURES**

**OF**

**VERMONT TRES DIAS**

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VERMONT TRES DIAS**

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## **POLICIES & PROCEDURES OF VERMONT TRES DIAS**

### Section I - Secretariat Policies & Procedures

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

1. Declare his/her personal relationship with Jesus Christ as Lord and Savior.
2. Agree with the VTTD Statement of Belief.
3. Be an active participant in Tres Dias activities including attendance at Sequelas, sponsoring and supporting Weekends with Palanca.
4. Be living the Tres Dias method, including participation in his/her church and a reunion group or other small sharing group.
5. Be willing to abide by the “Amended and Restated Bylaws and Guidelines of Vermont Tres Dias,” the “Policies & Procedures of Vermont Tres Dias” and the “Essentials of Tres Dias.”
6. Be willing to submit to the authority of the VTTD Secretariat through the leadership of the Rector and follow the “Dynamics of the Weekend.”
7. Have attended a Tres Dias or equivalent Fourth Day Movement Weekend.
8. Be willing to pray regularly for the Team and Candidates of the Weekend.
9. Be willing to attend all Team meetings.
10. Be willing to 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.

The Qualifications for Christian Leadership were drafted based upon the premise that anyone in Christian leadership must be persons who are attempting to live a Holy Life, as is expected by God. Such a person needs to be living a life which is not in a state of rebellion against God. While it is fully recognized that all Christians (and all people) daily sin; such sin cannot be a life-style whereby the person does not confess his (her) sin, receive forgiveness, repent and turn the other way and truly follow God’s desire that the person makes an honest effort to throw off the old rebellious way and stop living a life of sin (as opposed to a saint who does sin on occasion) [See 1 John 3:4-6 and also Heb. 10:26-27].

B. Qualifications for a Rector. A Rector must:

1. Be an active participant in Tres Dias activities including Secretariat meetings and committees, attendance at Sequelas, sponsoring and supporting Weekends with Palanca.
2. Have demonstrated an understanding of and commitment to the “Dynamics of the Weekend” and the “Essentials of Tres Dias.”
3. Be willing to abide by the “Policies & Procedures of Vermont Tres Dias,” the “Essentials of Tres Dias,” the guidelines outlined in the “VTTD Rector’s Guide” and the “VTTD Detailed Weekend Schedule.”
4. Be willing to submit to the authority of the VTTD 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.)
5. Have served on a minimum of four Teams, preferably five.
6. Have served as Assistant Rector; this can be waived with the approval of Secretariat.
7. Have given at least two Rollos, preferably three, with one being a strong witness talk.
8. Have served as a regular Auxiliary, preferably Chief Auxiliary.
9. Be willing to attend Secretariat meetings and Sequelas from the time of appointment until the Weekend critique is presented.

C. Qualifications for a Spiritual Director.

1. A Spiritual Director must be qualified to teach and counsel in spiritual matters.
2. A Spiritual Director must be approved for service in Vermont Tres Dias by the Spiritual Directors Committee’s recommendation and approval by The Secretariat.
3. At least one of the Spiritual Directors on a Weekend must be ordained and be authorized to celebrate Holy Communion by his/her denomination. The denomination must be one of the recognized Christian denominations in the Church.
4. Because of the Dynamics of the Weekend and our respect for the position of many of the denominations in our area, only male Spiritual Directors will serve on Men’s Weekends. It is also required that at least one of the Spiritual Directors on Women’s Weekends be Female.
5. A Spiritual Director cannot hold a Secretariat Officer Position, a Chairperson position on a Committee or vote.

D. Qualifications for an Assistant Rector. An Assistant Rector must:

1. Have served on at least three Teams.
2. Have demonstrated an understanding of and commitment to the “Dynamics of the Weekend” and the “Essentials of Tres Dias.”
3. Have delivered at least one witness Rollo.
4. Have been an Auxiliary.
5. Have been a Table Leader.

E. Qualifications for a Chief Auxiliary. A Chief Auxiliary must:

1. Have been on at least three Teams.
2. Have demonstrated an understanding of and commitment to the “Dynamics of the Weekend” and the “Essentials of Tres Dias.”
3. Have done at least one Rollo.
4. Have been an Auxiliary.
5. Have demonstrated organizational skills.

F. Qualifications for Piety and Leaders Rollistas. A Piety and Leaders Rollista must:

1. Have been on at least two Teams.
2. Have done at least one Rollo.
3. Have demonstrated an understanding of and commitment to the overall message in the Rollos.

G. Bereavement Policy. The following is the policy regarding the proper response at the decease of a member or a close relative of a member of Tres Dias.  
The VTTD Secretary will send a sympathy card to the family.

## H. Updating of Community Written Materials.

1. Written materials used by VTTD for distribution within and outside the community must be prepared by the appropriate Committee, reviewed by the Policy Committee, and approved by the Secretariat.
  - Materials currently in use to which this applies are:
    - a. Weekend Applications
    - b. VTTD Brochure
    - c. Pre-Weekend Sponsorship Guidelines
    - d. Sponsorship Form
    - e. Pre-Weekend Letter to the Pilgrim
    - f. Pre-Weekend Letter to the Sponsor
    - g. VTTD Team Application
    - h. Weekend Materials (such as “Sermon on the Amount,” Liturgies, etc.)
    - i. Team Training Material, including the “Rector’s Guide,” the “VTTD Detailed Weekend Schedule” and guides for the Assistant Rector, Music Director, Auxiliaries, Spiritual Directors, and the Team.
  - Minor changes that do not materially affect the content of the material may be made without prior approval, but the updated materials should be distributed to the Secretariat before use.
  - Any other changes to the materials must be approved by the Secretariat prior to use, and then published in the “Abraco,” if appropriate, to communicate the change to the community.
2. Corrections, clarifications, suggestions for changes and recommendations for new materials should be submitted by any VTTD Pescadore to the appropriate committee chairperson for consideration by that committee.

## I. Copyright Policy for Music.

1. Vermont 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 the CCLI Community Liaison from available CCLI publishers and songs. If authorized, the appropriate Christian Copyright Licensing, Inc. license number and credits must be printed on the copy. The CCLI Community Liaison must receive copies after each Weekend or community event where used.
2. The President of the VTTD Secretariat will appoint a member of the community to be the official CCLI Community Liaison to Christian Copyright Licensing, Inc. to handle all required communications and reporting.

J. Weekend Financial Procedures.

1. The Treasurer shall make arrangements for the receipt of deposits and donations with the Pre-Weekend Chairperson and the Assistant Rector of each Weekend.
2. The Pre-Weekend Chairperson shall deliver Weekend deposits to the Treasurer monthly, with a list of the Pescadores or Pilgrims for whom the deposits were made.
3. The Assistant Rector of each Weekend shall collect Weekend donations from the team members during the team meetings and deliver all donations to the treasurer prior to the beginning of the Weekend, with a list of the team members for whom the donations were made.
4. The Assistant Rector of each Weekend shall collect donations for the use of team meeting facilities during the team meetings and deliver all donations to the treasurer within a week of the last team meeting.
5. The Treasurer shall send a donation for the use of team meeting facilities to the church where team meetings were held.
6. The Assistant Rector of each Weekend shall collect Weekend donations from the candidates during the Weekend. The Assistant Rector shall deliver all Weekend donations and notices of any special arrangements to the treasurer immediately after the Closing of the Weekend, if possible, or within three days of the completion of the Weekend, with a list of the team members for whom the donations were made.
7. The Assistant Rector shall provide the address of the Treasurer to all Pilgrims.
8. The treasurer shall follow up with any team members to make sure that donation money has not been misplaced.
9. The Treasurer shall provide the Chief Kitchen Auxiliary with petty cash of at least \$50.00 to cover expenses for supplies during the Weekend.
10. The Chief Kitchen Auxiliary shall provide the Treasurer with receipts for all disbursements made from the petty cash fund during the Weekend and the remaining cash immediately after the Closing of the Weekend if possible, or within three days of the completion of the Weekend.

## Section II - Pre-Weekend Policies & Procedures

### A. Application Guidelines - Pre-Weekend Committee.

1. The Pilgrim Application Form will contain the “VTTD Statement of Belief” and the “Purpose of Tres Dias.” Sponsors must be sure that their Pilgrim’s application is complete. Required information includes the full name, address, phone number, home church, signature, age, marital status, any medications or chronic physical conditions or special needs of the Pilgrim, a statement by the pilgrim regarding what he/she hopes to gain from the Weekend and the signature of the Pilgrim’s pastor (or a written explanation why not). If these requirements are not met, the application will be returned to the Sponsor for completion.
2. The Sponsor application form will contain the “VTTD Statement of Belief” and the “Purpose of Tres Dias.” Required information includes the full name, address, phone number, home church, signature, Date of their original weekend, Date of their last Essentials of Tres Dias Training and a statement regarding why the pilgrim should go on a weekend.  
Fully completed applications will be considered in the order received.
- \* 3. Applicants will be at least 21 years of age.
4. Each Weekend will be planned to include a maximum of 15 Pilgrims. There is no minimum number of Pilgrims necessary to conduct a Weekend.
- \* 5. Husbands are expected to precede wives as Pilgrims; exceptions will be considered at the written request of the Sponsor, stating the reason for such exception.
- \* 6. If a husband is accepted and withdraws, his wife's application will also be withdrawn until he reapplies - unless the President of VTTD, Secretariat, the Weekend Rector, the Pre-Weekend Chairperson, and the Candidate's Sponsor agree otherwise.
7. Prospective Catholic Team Members and Pilgrims need to be informed that there will be chapels during the Weekend and Holy Communion will be served, but there will be no provision for Mass.
- \* 8. When the Pre-Weekend Committee receives five applications for a given Weekend from one church, the Rector, the President and the Pre-Weekend Chairperson will consult concerning the attendance of further applicants for that Weekend.
- \* 9. A cut-off date of four weeks prior to a Tres Dias Weekend shall be established to accept applications for the current Weekend.
10. A Fifteen dollar (\$15.00) non-refundable application fee shall be paid at the time the application is submitted. The Fifteen dollar (\$15.00) will be considered part of the donation for the weekend.
10. If a Pilgrim who has been confirmed to attend a current Weekend must



withdraw from that Weekend, his or her application will be returned to the Sponsor. However, this will not result in the Pilgrim losing his or her position on the following Weekend -- assuming the application is timely re-submitted.

- \* Exceptions to these guidelines may only be made upon the consultation and agreement between the President of the Secretariat, the Weekend Rector and the Chairperson of the Pre-Weekend Committee. This is in recognition that a set of guidelines cannot anticipate every contingency.
- B. Guidelines For Selection of Pilgrims. Vermont 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.” The “Essentials of Tres Dias” state that the Weekend is intended only for “all Christians who are seeking a closer relationship with Jesus Christ” and that “no Tres Dias organization shall change the teachings or practices of the Tres Dias movement to accommodate the participation of non-Christians,” meaning those who are not actively seeking a closer relationship with Jesus Christ.  
Sponsors should select Pilgrims for their potential Christian leadership and their desire to influence their environments for Christ.

To be consistent with the VTTD “Statement of Belief” and the “Essentials of Tres Dias,” to enable all Pilgrims 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 Pilgrim who:

1. Is a Christian who understands the VTTD “Statement of Belief.”
2. Desires a closer more personal walk with his/her Lord, Jesus Christ.
3. Has the potential and desire to influence his/her environments for Christ.
4. Is physically and emotionally able to participate in the intense three-day Weekend activities.
5. Has been prepared for the Weekend by his/her Sponsor, according to the Pre-Weekend sponsorship guidelines.

Tres Dias *is not for* a prospective Pilgrim who:

1. Is actively participating in activities contrary to the guidelines found in Scripture for holy living and Christian leadership.
2. Is fatigued or incapacitated due to recent illness, surgery or emotional trauma.
3. 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 Pilgrims.

4. Is on medication that would prevent full participation in the Weekend.
5. Openly professes allegiance to any non-Christian religion or organization which denies the deity of Jesus Christ.

Scripture references supporting these guidelines can be found in:

Prov. 23:20, 20:1	2 Tim. 3: 1-5	1 Pet. 2: 1-3
1 Tim. 3	Deut. 18: 9-13	Heb. 5: 11- 6: 3
Col. 3: 1-25	1 Cor. 3:1-3, 6: 9-11	Rom. 1: 18-32, 3:24-25

These guidelines will help provide an environment on the Weekend which maximizes the opportunity for all Pilgrims to be encouraged to deepen their walk with Jesus Christ and become the Christian leader that Christ calls them to be. When prospective Pilgrims 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 Pilgrim on a VTTD Weekend.

Sponsors are expected to know their Pilgrims 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 Pilgrim's pastor before accepting the application.

C. Sponsorship Guidelines. A Sponsor must:

1. Have attended a Tres Dias or equivalent Weekend.
2. Have attended an Essentials Of Tres Dias and Sponsorship Training session.
3. Select a prospective Pilgrim only after considering the policies outlined in the preceding Sections A. (Application Guidelines) and B. (Guidelines for Selection of Pilgrims).
4. Arrange for the Pilgrim's completed application and application fee to be in the hands of the Pre-Weekend Chairperson no later than four weeks before the Weekend.
5. Communicate to the Pilgrim the per person expense of the Weekend to VTTD and the process for making a donation.
6. Arrange for transportation of the Pilgrim 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 Pilgrim before, during and after the Weekend.
3. Attend Mananita and Closing during the Weekend.
4. Assist the Pilgrim 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 Pilgrim during the week following the Weekend.
6. Invite the Pilgrim, after the Weekend, to participate in a Reunion Group.
7. Invite the Pilgrim to participate with you in Secretariats, Sequelas and other VTTD functions (such as Tres Dias School, Mananitas, Closings, etc.) for at least one year following the Weekend.
8. If requested by the Pilgrim, meet with the Pilgrim's Pastor or coordinate a meeting between a representative of the Pre-Weekend Committee and the Pilgrim's Pastor to explain more about Tres Dias.

### Section III - Weekend Policies & Procedures

#### A. Cloistered Weekend.

1. Section 3.2 1. I. 10 of the Essentials of Tres Dias states that “the Team and Pilgrims live in a cloistered environment for the entire Weekend.” Vermont Tres Dias defines “cloistered” as “separated from the world outside of the Weekend facility and the people outside of the Weekend Team and Pilgrims.” 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 Pilgrims will remain at the Weekend facility. No one will leave the Weekend, with the exception of a designated auxiliary to secure necessary supplies. No one will join the Weekend after the Chapel time on Thursday night.
  - b. The Weekend Committee will work with the staff at the Weekend facility to minimize interaction between the staff and the Team and Pilgrims of the Weekend.
  - c. There will be no radios or televisions used by the Team and Pilgrims during the Weekend.
  - d. There will be no phone calls received or made by the Team and Pilgrims during the Weekend, except for:
    - (1) Emergency calls.

- (2) Requests for supplies made by a designated member of the Team (usually the Kitchen or Chief Auxiliary).
  - (3) Other necessary calls approved by the Rector.
- e. Necessary phone calls will be made out of sight of the Pilgrims.
  - f. Electronic communication devices (phones, pagers, etc.) will only be used for emergency purposes and will be kept out of sight and hearing of the Pilgrims.
  - g. Members of the community will make every effort to stay out of sight of the Pilgrims except for:
    - (1) Pescadores who have signed up for Kitchen Palanca may be in the dining room for the assigned meal. Spouses of Pilgrims will not serve Kitchen Palanca.
    - (2) Pescadores, (men on the Women's Weekends and women on the Men's Weekends) who sing Mananita, may be in the chapel on Sunday morning.
    - (3) Pescadores who attend the Closing. If children are at the closing and become a distraction, they should be removed from the room.
  - h. One to four Pescadores may serve beverages and help set up and clean up for a meal, if they have signed up prior to the meal. They will follow the directions of the Kitchen Auxiliaries and will serve unobtrusively, without drawing attention to themselves. They will refrain from interaction with the Team and Pilgrims 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.
  - i. Pescadores 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 Pilgrims 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 Auxiliaries. Personal palanca will be delivered to the Team and Pilgrims in their bedrooms by the Auxiliaries. Personal gifts for an individual are not allowed to be delivered during the Weekend. Palanca should be uplifting to the Team and Pilgrims 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 Pilgrims.
  - j. 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 General Auxiliaries, to educate the palanca servers and community members about the meaning and importance of cloistering.
  3. Exceptions to the above guidelines can be made for compelling reasons, with the approval of the Weekend Rector, the President and the Vice President of the Secretariat. If time permits, the approval of the Secretariat will also be obtained.
- B. Holy Communion. In recognition of the fact that Tres Dias is a Christian ecumenical movement and its stated desire is to “stress those things which the denominations have in common and to respect those things which are different” - grape juice shall be offered during the celebration of Holy Communion - both during the Weekend and at Post-Weekend activities.
1. The method of intinction (dipping the bread into the grape juice) shall be the recommended way of receiving Holy Communion at Tres Dias functions. However, if anyone has a problem with this method, the Rector (or Post-Weekend Chairman at a Post-Weekend activity) should consider whether an alternate method may be appropriate for that individual(s) only.
  2. A statement shall be made by the Celebrant to the effect that anyone who has accepted Jesus Christ as Lord and Savior is welcome to receive Holy Communion.
  3. It shall be made clear by the Celebrant that anyone may receive a blessing in lieu of receiving Holy Communion, if, for whatever reason - the person does not feel comfortable receiving Holy Communion at that time.
  4. Any remaining elements used in Holy Communion shall be disposed of properly.
    - a. The bread shall be consumed, used at the next Holy Communion or buried in the ground (this shall include any pieces which fall on the floor, which may be consumed by the Celebrant or buried).
    - b. The grape juice (in the chalice; not that in the bottle) shall be consumed, used at the next Holy Communion (presuming it does not appear to be contaminated with excessive bread) or poured into the ground.
    - c. No elements shall be disposed of in any other fashion.
- C. Use of Seven Sacraments. All seven traditional Sacraments will be presented on the Weekend in a Rollo by the Spiritual Director(s).
- D. Open Communion. People from denominations whose church disallows participation in open communion should be accepted for Teams in light of the Tres Dias Essentials which state that “we stress those things which the denominations

have in common and respect those things which are different.”

- E. No Formal Joke Sessions. Formal joke sessions will not be included in any VTTD Weekend.
- F. Approved Book List. The Secretariat will provide an approved book list (to be reviewed periodically by the Secretariat) to be given to each Study Rollista. This list may be used on Weekends -- with an optional addendum of books referred to by Rollistas on that specific Weekend.
- G. No Separate Mass for Catholics. A separate Mass for Catholic Team members and Pilgrims will not be provided during the Weekend. If a Catholic feels strongly that they must attend Mass on Sunday, then the Pilgrim will be encouraged to attend Cursillo.
- H. Fourth Day Talk at Closing. There will be only one Fourth Day talk during the Closing and this shall be given by a Pescadore who frequently attends Sequelas and who has had a Group Reunion experience. This talk is to be written prior to the Weekend and reviewed by the Rector. The length of the talk shall be five minutes or less and must follow the Fourth Day talk outline.
- I. Way of the Cross. VTTD will use the Scripture-based “Way of the Cross” meditations during the Thursday evening chapel.
- J. Reimbursement of Certain Expenses. The Secretariat may give a donation toward the use of a church for Team meetings. Also, the Rector and Chief Auxiliary shall be reimbursed for the cost of photo-copying, mailing and out-of-the-area phone calls.
- K. Weekend Book Table. There will be no books sold on the Weekend. Following the “Study” Rollo, there will be a table of sample Bibles, study guides and reference materials provided by the Study Rollista. Books mentioned in Rollos can also be displayed. All books being displayed must be approved by the Rector and Spiritual Directors of the Weekend.
- L. 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).
- M. Cost of Conducting a Weekend. The cost of conducting a Weekend will be evaluated from time-to-time by the Treasurer or other designated individual(s) and reported to the Secretariat. There shall be no attempt to make a profit on the conduct of Weekends. However, such costs over and above those which occurred in the past - - as can reasonably be anticipated for inflation and/or other known cost increases which will occur before the next set of Weekends - - shall be added. The amount determined as the cost of the actual Weekend, plus overhead and support costs, will be approved by the Secretariat and communicated to Team members and Pilgrims as the suggested minimum amount of their contribution.

#### Section IV - Post-Weekend Policies & Procedures

- A. Guidelines for Conducting a Sequela. The Post-Weekend Committee has the following responsibilities:
1. Arrange for a meeting place (usually a local church) where our Sequela can be held.
  2. Rotate Sequelas on a regular basis among several churches which geographically represent the active membership of the VTDD community.
  3. Schedule Sequelas on a regular basis (preferably monthly) which do not conflict with other VTDD activities (such as a Men's or Women's Weekend) or a major holiday.
  4. Choose a Fourth Day speaker for each Sequela. The speaker should stress the two major points outlined in the policy on "Guidelines for Fourth Day Sequela Talks." This Fourth Day talk should be approximately 10 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 or Agape. Since a Communion is desirable (although not mandatory), it is necessary to have an ordained pastor present to celebrate the liturgy. Refer to "Policies & Procedures of Vermont Tres Dias, Section III - Weekend Policies & Procedures" for instructions on celebration of the liturgy. Copies of the liturgy are available from the Post-Weekend Committee. Agapes do not require a pastor, or communion grape juice or bread, or a liturgy. If an Agape is shared, the Post-Weekend Committee will make it clear to those participating that it is not a celebration of Communion.
  8. Bring community Tres Dias song books to the Sequelas.
  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 Chairperson of the Communications Committee who publishes the "Abraco" of the dates of upcoming Sequelas and other Post-Weekend activities.
  11. Allot about 2 to 2-1/2 hours of time for the Sequela.
- 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. VTTD Monthly Sequela Format.

Opening Music (Community Musicians)

Welcome (Post-Weekend Chairperson 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 President (or Vice President in President's absence)
- Pre-Weekend Chairperson
- Weekend Chairperson
- Post-Weekend Chairperson
  - Announce time and place of next Sequela.
  - Make announcement for those who wish to be in a Reunion Group to speak to Post-Weekend Chairperson.
- Upcoming Rector's reports.
  - Men's # \_\_\_\_\_ Rector: Weekend Dates: \_\_\_\_\_
  - Women's # \_\_\_\_\_ Rector: Weekend Dates: \_\_\_\_\_

Fourth Day Talk

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



- Host community 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 Liturgy (Optional)

- Arrange with pastor(s) and musician(s) in advance.

#### Final Instructions and Announcements

- Announce fellowship time location and instructions.
- Sing “De Colores.”
- Ask for donations (green palanca) for host church, cost of running Sequelas, and the general operating fund expenses of VTTD. Ask for help in cleanup, where necessary.

- D. Guidelines for Fourth Day Talk. The purpose of the Fourth Day talk at the Sequela is two-fold: to (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.

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.

1. 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.
2. 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.
3. 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.
4. Regardless of how much witness the speaker has to share, this talk should be constructed for about ten minutes. If more time is needed, call the Post-Weekend Chairperson and request time; but follow the directions of the Chairperson because your talk is only part of the overall Sequela.
5. Try to think of a focus question that can be used by the small groups that meet after the Fourth Day talk. Let the Chairperson know that question so he/she can work it into the agenda of the evening.
6. 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. Guidelines for Communications Committee.

1. The VTTD “Abraco” will be published a minimum of four times a year.
2. The VTTD “Abraco” will publish notices of upcoming events and articles related to VTTD and other three-day movements (e.g. Cursillo, Emmaus, Via de Christo, etc.) that trace their origins to the original “Cursillo de Christiandad.”
3. Each issue will contain a calendar of upcoming VTTD events, including Weekends, Sequelas, 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 VTTD).
4. Announcements and personal interest items such as marriages, births, and deaths which are of concern to the VTTD community are welcomed.
5. Personal sharing and testimony by Pescadores for the encouragement of the Community is welcome.
6. 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.
7. 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 VTTD.

F. Scheduling and Conducting Tres Dias School. To adequately prepare, educate and support the Vermont Tres Dias Community in all aspects of the movement, a Tres Dias School is an essential tool that can greatly assist in accomplishing this result.

1. A Tres Dias School should be scheduled once a year, preferably following both the Men’s and Women’s Weekends to perpetuate the excitement of the Weekend experience for new Pescadores while it is fresh.
2. The Rectors of one set of Weekends could act as chairpersons for the Tres Dias School following the next set of Weekends. The Secretariat can appoint other past Rectors to serve as instructors.
3. The Tres Dias 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 through the “Abraco” newsletter and at Sequelas. The next Tres Dias School and its date will be announced by the

Rector of each Weekend, and notice will be included in the Fourth Day package from the Weekend.

4. The selected chairpersons will choose a committee to work with them, and that committee will choose the site, arrange for the speakers and workshop leaders, determine the agenda, and handle all appropriate communications, working with the VTTD Communications Chairperson.
5. The Communications Committee will maintain an outline of each Tres Dias School agenda and sample talks to pass on to the next set of Chairpersons. This will assure consistency from school to school.

## SECTION V - Policy Committee Policies & Procedures

### A. Rector Nomination and Calling Procedure.

1. Rector candidates are nominated by the Nomination Committee at least six months and no longer than fourteen months prior to the scheduled Weekend.
2. The Chairperson of the Nomination Committee prepares a list of all candidates from VTTD who meet the requirements for Rector and presents the list to the Secretariat members.
3. The Nomination 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 Chairperson of the Nomination Committee and the President 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 Guide:"
  - a. The qualifications of the Rector
  - b. The role and responsibilities of the Rector
  - c. The responsibilities of the Advisors
  - d. The support from Secretariat Committees
  - e. The time line of responsibilities
  - f. Any questions the Candidate has
5. The Chairperson of the Nomination Committee then formally invites the selected Rector candidates to serve, pending approval of the Secretariat.
6. The Chairperson of the Nomination Committee then submits the selected candidates for approval by the Secretariat.

### B. Guidelines for Selecting Nomination Committee Advisors. In order to provide guidance and support to Rectors, it shall be the duty of the Chairperson of the Nomination Committee to appoint advisors for each Rector from the active membership of the Nomination Committee or past Rectors.

1. Three advisors shall be appointed to serve for each Weekend by the Nomination Committee Chairperson and approved by the Secretariat. It is recommended that men advise men and women advise women, since it is

important for advisors to know the prospective Team Members well.

2. It is highly recommended that the Chairperson of the Nomination Committee appoint a chief advisor who is well experienced as an advisor to a Rector, another advisor who has been a Rector on a recent Weekend, and one additional advisor. If the upcoming Rector indicates a desire for a particular advisor, the request shall be given due consideration. It is suggested that advisors rotate among the active members of the Nomination Committee and past Rectors.
3. At least one of the advisors should be on the Team for the Weekend.
4. Materials used in the training process shall be the “VTTD Rector’s Guide”, the “VTTD Detailed Weekend Schedule,” the “VTTD Team Guide,” the “VTTD Chief Auxiliary Guide” and such other materials which may be developed by the VTTD Secretariat and/or the Nomination Committee.
5. The Assistant Rector and the Chief Auxiliary shall also be included in the training process.

C. Nomination 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,” and the “Policies & Procedures of Vermont Tres Dias.”
4. Review and approve Rector's selections for Assistant Rector and Chief Auxiliary.
5. Review entire “VTTD Rector's Guide” with Rector, Assistant Rector and Chief Auxiliary 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 and Chief Auxiliary during the planning for Team meetings and the Weekend.

11. Review Team meeting schedule and agenda.
  12. Review final “VTTD Detailed Weekend Schedule.”
  13. If the Rector does not agree with the decision of the advisors, he/she may appeal to the Nomination Committee and to the Secretariat.
- D. Chief Auxiliary Training. In order to provide guidance and support to Chief Auxiliaries, it shall be the duty of the Chairperson of the Nomination Committee to appoint one of the three advisors for each Rector as the person primarily responsible to train the Chief Auxiliary.
1. The appointed advisor may use one or more other persons who have recently served as Chief Auxiliary to assist in the training.
  2. Materials used in the training process shall be the “VTTD Auxiliary Guide,” the Weekend Committee materials and other materials developed by the VTTD Secretariat or International Tres Dias.
  3. The Chief Auxiliary shall meet with the Weekend Committee Chairperson (or designated Weekend Committee member) within a month prior to the Weekend to become familiar with the Weekend supplies and their storage.
- E. Calling of Spiritual Directors. The Nomination Committee is responsible for maintaining a current list of approved pastors to serve as Spiritual Directors on VTTD Weekends. Pastors will be approved and called to serve in the following manner:
1. Representatives from the Spiritual Directors Committee shall meet with potential Spiritual Directors to determine interest in serving and eligibility for serving on a Weekend. (See Section I.C. - Additional Qualifications of a Spiritual Director.)
  2. The Chairperson of the Nomination Committee will send a letter bearing the signatures of that Chairperson and the Spiritual Directors Committee, to all pastors approved to serve as Spiritual Directors in VTTD, asking for their interest in serving on any of the upcoming Weekend dates. A summary of the responses will be tabulated and submitted to Secretariat.
  3. The approved list of potential Spiritual Directors with interest indicated for each Weekend date will be given to the Rectors of the upcoming Weekends. Each Rector may consult with the Spiritual Directors Committee to prayerfully select the Spiritual Directors they feel God is calling to their Weekend.
  4. The Rector or, at the Rector’s request, the Spiritual Directors committee, will call the selected pastors 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.

5. It is highly advisable to select one pastor from a liturgical background and one from a non-liturgical background to provide balance and diversity on the Weekend.

Section VI. Removal of a Rector or other Team Member:

- A. When it has become apparent that a Rector, Assistant Rector, Chief Auxiliary or Spiritual Director has failed to properly perform the duties of the office to which that person was elected or appointed, such person may be removed from his/her position after charges have been brought by a member of 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 an 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 elected or appointed, failure relating to malfeasance of office, 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 this Secretariat (including through its delegation of certain matters to the Nomination Committee) and being insubordinate or creating divisiveness within the Vermont community.
  2. In the spirit of Matt. 18:15, a person making a charge against a Rector, Assistant Rector, Chief Auxiliary or a Spiritual Director 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 (or a Spiritual Director) 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 having voting privileges 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/or Chief Auxiliary. 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 Nomination Committee members on the Weekend and the Spiritual Directors 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 Nomination Committee members and Spiritual Directors shall then meet to decide who shall be appointed to the position of Rector for the remainder of the Weekend. The chairman of the Nomination Committee and the President shall be advised as soon as possible of the action taken; this shall be done by the new Rector.
  7. The Nomination Committee Chairman shall report the action at the next regularly scheduled Secretariat meeting (or at a special meeting if the President and Vice President believe this is necessary), during which the Secretariat shall have an opportunity to review the matter.
- B. Removal of a team member (other than those described in item “A”, above).
1. When it has become apparent that a team member (other than those described in item “A”, above), has failed to properly perform the duties of the position to which that person was appointed, such person may be removed from his/her position after a procedure is followed which is more fully described below.
  2. Reasons for removing a team member shall include, but not be limited to, failure to perform the function for which that person was appointed, failure relating to malfeasance of office, 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 Rector or other team leadership or this Secretariat (including through its Nomination Committee) and being insubordinate or creating divisiveness within the Vermont community.
  3. In the spirit of Matt. 18:15, the person believing there is a problem with a team member, shall go to that person and discuss the problem. Hopefully, the matter can be resolved in this fashion. If not, the Rector should be contacted (assuming it is not the Rector who has the problem with the team member) and the problem explained to the Rector. The Rector shall then discuss the matter with the team member and hopefully resolve the matter.
  4. If the problem cannot be resolved by the Rector, he/she shall call a meeting which shall include the Assistant Rector, Chief Auxiliary and the three advisors (which were appointed by the Nomination Committee). The Rector shall explain the action taken to date and shall give his/her recommendation for resolving the matter (which may include removal of the person from the team). This leadership group shall agree by common consent upon the action to be taken.
  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 shall immediately consult with the appointed advisors on the team, at least one Spiritual Director, and the Assistant Rector and Chief Auxiliary. 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 a team member to resign from the team or be terminated from the team and to leave the Weekend immediately.
  6. In any event, the Nomination Committee Chairman and the President shall be advised as soon as possible of the action taken by the leadership group mentioned in item 4) above and/or in item 5) above. The Nomination Committee shall then

have the opportunity to review the matter further or to let it stand (except in item 5), where the action will already have transpired). The matter need not be referred to the Secretariat. Of course, as stated in Article VI of the Bylaws, the Secretariat is the final authority on all activities related to VTTD Weekends and related activities.