

Jamaica Tres Dias Policies and Practices Manual



INTRODUCTION.

This manual is intended to be used as a place to record all matters that are considered necessary to be clarified as the Policies and Practices of the Jamaica Tres Dias Secretariat. Jamaica Tres Dias adheres to the Essentials of Tres Dias as published by the International Tres Dias Secretariat and these Essentials are to be considered part of this Policies and Practices Manual.

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SECTION 1.0 Purpose

The Jamaica 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 objective of Jamaica Tres Dias is to strengthen and extend the Body of Christ by bringing Christians to a closer, more personal walk with their Lord Jesus Christ and to encourage them to Christian leadership and Apostolic Action in their environments. The main teaching of Jamaica Tres Dias is God's unqualified love for each of us through His grace. We actively seek the participation of people from all the Christian denominations in our area. Jamaica Tres Dias is a lay-led movement, with active participation of clergy. We are a non-profit organization. There are three phases involved: the Pre-Weekend phase, the Weekend phase, and the Fourth Day phase.

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Jamaica Tres Dias is an inter-denominational ministry dedicated to strengthening one's personal, family and church life.

Section 2.0 Pre-Weekend

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

2.1 Team Selection

Rector: To serve as a Rector on a Jamaica Tres Dias team a person must have worked a minimum of 8 teams. This must include at least once in the kitchen (preferably more), three as a Cha (in 3 different areas of service), twice as a speaking professor (2 different rollos), once as a section head and either served as Head or Assistant Head Cha. The Secretariat will require a submitted roster or copy of a database to give credit for service done in community other than JATD.

Other Rector Qualifications:

- 1) A Rector candidate should be a leader in his/her church, exemplifying the Layman talk.
- 2) A Rector candidate should have a previous record of fulfilling responsibilities in an acceptable manner and be a proven leader.
- 3) A Rector candidate should be a regular attendee and participant of JATD Secuelas.
- 4) A Rector candidate should be a regular participant in prayer palanca, serenades and other support related activities.
- 5) A Rector candidate should exemplify the Christian ideal of living a life of Piety, Study, Action, bringing Christ to his/her Environment and being a part of a Christian Community in Action.
- 6) A Rector candidate should be part of a Reunion Group.
- 7) A Rector candidate should be one who has exhibited discernment in spiritual and practical matters.
- 8) A Rector candidate should have exhibited a submissive spirit while serving under authority.
- 9) A Rector candidate should be a pescadore who shows a balance in his/her family, church, and Tres Dias life.
- 10) A Rector candidate should be sensitive and committed to the ecumenical nature of the JATD community.

NOTE: These qualifications are not necessarily listed in order of priority.

There are 3 experience levels on each team. "Experienced," means a person has served in that particular area in the past "Inexperienced" is a person who has served before, but not in the area that they are now serving. "New" is a person who has never worked a weekend before.

Each team for Jamaica Tres Dias will be comprised of no more than 68 people.

This will include 45 Cha Chas - 12 Professors, 6 Kitchen, 4 Spiritual Directors, 1 Rector
Please refer to the JATD Team Matrix for the ratio of an ideal team.

12 Experienced Cha(s) - 1 Backup Rector Cha, 1 Head Kitchen Cha, 1 Head Table Cha, 1 Head Storeroom, 1 Head Chapel, 1 Head Palanca Cha, 1 Head Dorm Cha, 1 Head Prayer, 1 Head Gopher, 1 Head Tech, 1 Head Data, 1 Head Worship

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20 Inexperienced Cha(s) - 1 Head Cha, 2 Asst. Head Cha, 1 Rover Cha, 2 Kitchen Cha, 3 Table Chas, 1 Storeroom Cha, 2 Chapel Chas, 2 Palanca Chas, 2 Dorm Cha, 3 Prayer Chas, 1 Gopher Cha

16 New Cha(s) - 3 Kitchen Chas, 3 Table Chas, 1 Storeroom Cha, 1 Chapel Cha, 1 Palanca Cha, 3 Dorm Chas, 3 Prayer Chas, 1 Gopher Cha

3 Positions - 1 Worship Cha, 1 Tech Cha and 1 Data Cha can be either Inexperienced or New

Head Cha must have served on five teams as a minimum, with one rollo, twice as a cha, once as a section head and once in the kitchen. The head cha should have good organizational abilities.

Assistant Head Cha should have served a minimum of five teams, with one rollo, twice as a cha, once as a section head and once in the kitchen. This person should also have broad knowledge about the actual weekend since they will be responsible for much of the behind-the-scenes activity during the weekend.

At least one and preferably both Head and Assistant Head Chas should be selected from qualified Pescadores who have never held either position or Rector position.

Area Heads should have served at least once in the area they will head. The service areas where an area head will serve are Dorm, Storeroom, Palanca, Table, Chapel, Gopher, and Prayer.

Kitchen Chas There will be a maximum of 6 Kitchen Chas, with 1 experienced and the balance either new or inexperienced. The experienced would be the Head Kitchen, there is no Assistant Head Kitchen since the kitchen only requires serving and dining room set up. The Head Kitchen should have worked in the kitchen at least once.

Professors There will be 12 Professors. Nine will be speaking and three will be silent. There should be a back-up person chosen for each speaking professor position, who has previously given the Rollo they are backing up. There should be a minimum of 6 experienced; the balance can be inexperienced or new.

The Secretariat chairman will attend the first team meeting to introduce the Rector, and to emphasize that the Secretariat has given this Rector the authority to lead this team. The Weekend couple on the Secretariat will attend a meeting later to communicate to the team how the Meeting Facility should be left. The Set-up team should attend this meeting. The Spiritual Director position on the Secretariat will meet with the Spiritual Directors assigned to the team to assign respective rollos and give copies of the outlines to them. The Secretariat Spiritual Director will also discuss the chapel assignments with the Head Spiritual Director assigned to the team. Spiritual Directors must complete their rollos and send to Rector for review prior to the first team meeting.

Each team is strongly encouraged to have no more than 10 team members from one Church (excluding the Rector, Back-up Rector, and Spiritual Directors). This is needed to maintain a good mix of churches, denominations, and island wide diversity. All team members are expected to make a commitment to serve the full weekend, Thursday through Sunday. Exceptions must be approved by the Secretariat Leaders or Chairman.

The Rector should instruct the team to be sensitive to the ecumenical nature of the Jamaica Tres Dias community, and its team members. We are many different denominations, but under one God; and we need to be willing to accept each other without forcing any one type of worship on another.

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If transparencies or song sheets are used for team meetings or on the weekend, please make sure each song is covered under the CCLI license.

2.2 Fees

Weekend Fees are to be paid by each team member by the third team meeting.

Financial Accounting Procedures

There will be an advance equivalent \$ 100.00 US given to the Rector at the time of Rector Orientation. This advance is to cover any out-of-pocket team expenses incurred during team formation. All funds spent should be accounted for by accompanying receipts.

Team Weekend Fees, which are currently \$ 9000.00 JA each, will be collected by the Assistant Head Cha or designee. These funds are to be turned over to the Treasurer on the Secretariat no later than the last team meeting. The Rector and 3 Spiritual Directors do not pay the weekend fee.

The Rector is responsible to inform team members concerning fees and collections. If there are those who can't pay the Weekend Fee, encourage them to pay what they can. Inform the team of financial need without mentioning any names. Team members are to be instructed at the beginning of the team meetings to inform the Rector, no later than the second meeting, of any financial problems, if problem is known. Team members must pay the weekend fee no later than the third team meeting.

No money is to be collected during team meetings for anything other than weekend fees and scholarship assistance. If scholarship money is needed, it will be brought before the team, and they will be asked to contribute by giving to the Assistant Head Cha or designee.

Candidate weekend fees of \$ 7500.00 JA will be collected by the Pre-Weekend person at Send-off.

When the Rector calls to invite a Pescador to serve on a team, they should inform them (and re-state in welcome letter) the of following:

- a. Expected to attend all meetings.
- b. All team members to be available to clean-up before and after closing for the weekend as needed.
- c. Must arrive Thursday of the weekend by 10:00 am
- d. Cannot leave the camp
- e. The weekend fee will be \$ 9000.00 JA.
- f. Must tell Rector ASAP if you need to drop from the team

2.3 Area Instructional Books.

Area heads will receive an instructional book from the Head Cha. Area heads should distribute information from their book as needed and be responsible for training all chas in their area of service. Instructional books are maintained by the Leaders position and will be given to the Rector at orientation (Instructional book is the job description).

2.4 Set-up/Take-Down

A set-up/take-down team is necessary for each team. They are to attend one team meeting. The Rector will call men from the community and will determine which team meeting to attend. The set-up team members pay no fees. Need to arrive Wednesday at 6:30 pm or Thursday at 10:00 am and Sunday at 1:00 pm.

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2.5 Send-Off

The Head Dorm Cha will be responsible to see that someone is available to handle the luggage at Send-off and Closing.

2.6 Spiritual Directors

Those who have been ordained as a pastor, elder, minister or into another “appropriate office” and have attended a Tres Dias (or similar weekend) are eligible to serve as a Spiritual Director. All potential Spiritual Directors must conform to the Statement of Faith.

The selection of Spiritual Directors is the responsibility of the Secretariat Spiritual Director. The Rector shall have the opportunity to select Spiritual Directors of choice to serve on his/her weekend.

2.7 The Candidates

There will be up to 36 slots” available for Candidates at 6 Tables. Five “slots” will be held for pastors and five “slots” for singles. Applications will be processed into the system according to the date of the postmark or delivery. Eligible candidates include persons who have attended a “Youth Weekend,” a Kairos Weekend or a Young Adult Weekend. All the candidates are to be sponsored for participation in all phases of the TRES DIAS Movement, rather than just the 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 single candidate must be 21 years old. All married candidates must have at least one being 21 or older. Each candidate should have not previously made a TRES DIAS or similar 3-day type movement.

2.8 Security

Security guards must be assigned for the women’s weekend and must maintain watch from Wednesday to Saturday nights from 11pm until 6am.

3.0 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 is started.

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 in 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.

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Saturday. The focus on Saturday is on what we must 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 that means 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 realize that they are 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. Hopefully, the candidates have been prepared for effective participation in their Fourth Day.

3.1 The Rector

The Rector is really the hub of the Tres Dias weekend. All the structure of the weekend comes together in him/her. He/she is not to rule or arbitrarily decide what and how others should do, but to coordinate the weekend constantly through the normal and proper ways that have been developed by the Tres Dias Secretariat. The Rector is the leader therefore he/she is the principal servant of love and harmony between the candidates and the team.

The Back-up Rector is to assume leadership of the weekend if the Rector becomes incapacitated prior or during the weekend and is unable to complete his/her duties.

3.2 The Team

1. No cameras, tape recorders or electronic devices for personal use should be used on the weekend. This would include cell phones for receiving calls.
2. The telephone at the campground is for emergency use only. No one is to give out the number except in an emergency.
3. The Serenade (Mananita) on Saturday evening should be limited to 30 minutes.
4. Non-Pescadores, candidate spouses, and individuals under the age of 21 (except those teens who attend Vida Nueva) are not allowed to attend the Saturday evening serenade. The Rector should instruct the Serenade leader to make this announcement at the beginning of practice.
5. There is to be no individual palanca on candidate beds, but all candidates may get palanca on their bed of same kind. No doctrinal material of any kind (need to announce at meetings) will be distributed on the weekend as palanca or otherwise. Any questions should be directed to Head Spiritual Director.
6. No outsiders (non team members) are to visit the campground except to deliver palanca or to attend the Serenade and Closing (includes spouses, reunion members, family. The Assistant Head Cha should monitor and enforce, explaining Secretariat Policy.
7. Candles may be used in Rollo Room, Chapel, Dining Hall, and Prayer Room only. Lit candles are never to be left unattended.
8. In case of malfunction of mechanical equipment, please do not attempt to make repairs; instead, notify the Asst Head cha who in turn will call for caretaker of the campground.

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3.3 The Candidates

A candidate must actively participate in a weekend through noon on Sunday to be considered as completing a weekend.

4.0 THE FOURTH DAY PHASE

The weekend is only the beginning to meeting the objectives of Tres Dias. Hopefully, the candidates have been prepared for effective participation in their Fourth Day. We encourage all Pescadores to participate in a Reunion Group. We will sponsor regularly scheduled Secuelas, generally once a quarter. At each Secuela we will include a Fourth Day talk to be given by someone who has previously attended a Tres Dias equivalent weekend.

4.1 The Secuela

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 and praise. The focus should be praise and worship, building community and Communion. The Fourth Day couple must have attended a "weekend" (Tres Dias, Cursillo, Walk to Emmaus). Their close moments in their Fourth Day can be shared but give special emphasis to their Reunion Group and how supportive the Secuelas have been.

Floating Reunion Groups is a sharing time when everyone divides into small (6 person) groups and shares about fifteen minutes. Close Moment sharing is pop-up sharing of different individual's close moments (not to exceed 2 minutes - stress this time frame).

The Leaders Couples will have sign-up sheets at Secuelas for Pescadores to sign, indicating their desire to serve on a team. Sheets will also be provided at serenades and closing.

5.0 THE SECRETARIAT

Jamaica Tres Dias is a chartered member of the National Assembly and National Secretariat of Tres Dias. As such, it totally subscribes to the constitution and by-laws of the National Organization and will adhere to the "Essentials of Tres Dias" as prescribed by the National Organization.

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

5.1 Meetings the Secretariat shall hold regular meetings each operating year to number not more than 12, nor fewer than 9, at a time and place to be determined by the Secretariat. The Chairman of the Secretariat may call special meetings. Secretariat members may not miss more than 3 meetings per year.

5.2 Terms of the Secretariat positions will be for three (3) years. Terms shall be filled by appointment of the Secretariat on a two-thirds majority vote. Election shall be held for one-third of the offices each year. Each member of the Secretariat shall serve until his successor shall have been duly elected and installed. The Secretariat positions shall be divided into three groups. Elections will be held for one-third of the positions each year. Secretariat vacancies should be announced and communicated throughout the community for a minimum of sixty days prior.

Note: Set in agreement with a schedule.

5.3 Officers All Secretariat members must have the following qualifications:

- A. Maintain a lifestyle commensurate with Biblical leadership.
- B. Demonstrate a record of support of the Tres Dias movement.
- C. Have served at least one team.

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D. Possess the skills required by Secretariat job descriptions.

Each position of the Secretariat shall have one vote except for the Spiritual Director. The positions of the Secretariat shall consist of the following:

- **Chairman** - One person Married or single, who ideally has previously served as a Rector on an adult weekend, or has served in a Secretariat position, The Chairman must also demonstrate committee leadership and organizational skills.
- **Secretary** - One person, married or single male and female
- **Treasurer** - One person, married or single male and female
- **Leaders (Men and Women)** - One person, married or single male and female, who have previously been rectors, with each person having one vote.
- **Pre-Weekend** - Married couple or single male and female
- **Fourth Day** - Married couple or single male and female
- **Spiritual Director** - A male or female who is ordained or fully licensed minister; must be in or retired from a full-time Christian service
- **Palanca** - Married couple or single male and female
- **Weekend** - Married couple or single male and female
- **Communications** - Married couple or single male and female

It will be a Policy and Practice of the Jamaica Tres Dias that the current sitting Chairman of the Secretariat will not serve as a Rector on any Jamaica Tres Dias team while Chairman. All other lay positions on the Secretariat will be eligible to serve as Rector if they qualify. If a member of the Secretariat is nominated to serve as a Rector, they must leave the room during the discussion, but may return and may vote, as they feel led by God. Members of the Secretariat may attend the first part of team meetings to discuss their individual function(s) on the Secretariat.

6.0 THE ESSENTIALS OF TRES DIAS

6.1 Preamble

The TRES DIAS Movement endeavors to bring Christians to a closer, more personal walk with their Lord Jesus Christ and encourage them to Christian leadership and Apostolic Action in their environments.

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

"The founders of the Cursillo movement saw a world of great need around them. They knew that the answer to the needs of the world had to be Christ and His Grace; but they saw Christians who did not live for Christ, and they saw a church that was... ineffective and without life. They developed the Cursillo to meet part of this problem; to provide any part of the church which was ready to undertake the formation of

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Christian life with all the people it needed — people who would have the deep dedication to Christ and to bringing all peoples to Him — people who would undertake a regular program of formation in Christianity, and who would make their Christian life conscious and vital —people who would understand how to be a part of a unified apostolic effort.”**

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

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

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

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

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

6.2 The Essentials of the Movement

1. TRES DIAS is a Christian movement.

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

2. TRES DIAS is a Christian ecumenical movement

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

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

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

3. TRES DIAS is a lay-led movement.

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

4. TRES DIAS is a non-profit movement.

TRES DIAS organizations should pursue prudent fiscal policies. They shall avoid accumulating

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assets beyond what is required to carry out their part in the TRES DIAS movement.

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

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

6. TRES DIAS is not a service organization.

The TRES DIAS movement encourages Pescadores to participate in “worthy projects.”

TRES DIAS organizations shall limit their activities to those related to carrying out the TRES DIAS method.

6.3 The Essentials of the Weekend Phase

The three sequential phases of any individual’s involvement shall be:

1. The Pre-Weekend phase
2. The Weekend phase
3. The Fourth Day phase.

The object of the Pre-Weekend phase is to prepare individuals for participation in the Weekend.

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

6.4 The Essentials of the Pre-Weekend Phase

1. That the candidate be sponsored for participation in all phases of the TRES DIAS Movement rather than just the weekend.
2. That the candidates be sponsored by a member of a charter TRES DIAS community or a similar community approved by TRES DIAS.
3. That the candidates have a desire for a closer relationship with Jesus Christ as their Lord and Savior.
4. That the candidates be accepted from all Christian denominations.
5. That the candidates be at least 21 years of age, with one exception; for weekends held primarily for members of the active-duty Armed Forces and their spouses. These exception candidates must be at least 18 years of age.
6. That the candidates have not previously made a TRES DIAS weekend or a similar experience recognized as equivalent by TRES DIAS.

6.5 The Essentials of the Weekend Phase

1. That the weekend shall have the following characteristics:
 - a. It is a weekend of living in Christian Community involving a combination of carefully developed activities and teachings which are meant to lead to a fuller personal commitment to Christ.
 - b. It embodies personal witness, but it is not a revival meeting.
 - c. It employs group dynamics, but it is neither sensitivity training nor group therapy.
 - d. It employs theological instruction that encourages the candidate to study his/her own Christian beliefs; but it is not a course in doctrine

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- e. It includes a period of silent introspection; but it is not a retreat.
 - f. It is a renewal experience for Christians and is not necessarily a conversion experience.
 - g. It asks for basic faith, openness, and a seeking attitude on the part of the candidate, but involves a great amount of dedication, prayer, and careful planning on the part of the team.
 - h. It is an encounter with the Holy Spirit. However, TRES DIAS is not a “charismatic” movement.
 - i. The weekend is a tool of God, not an end in itself. The weekend will not produce a permanent effect without Fourth Day activity.
2. That the Spiritual Directors be qualified to teach and counsel in spiritual matters.
 3. That at least one of the Spiritual Directors on the weekend be ordained and be authorized to regularly celebrate Holy Communion by his/her denomination. For the purpose of these Essentials, “clergy is intended to refer to those persons qualified to serve as Spiritual Directors.
 4. That men and women attend separate weekends. The Spiritual Directors are exempted.
 5. That team members represent a spectrum of Christian denominations.
 6. That team members have previously made either a TRES DIAS Weekend or a similar experience recognized by TRES DIAS.
 7. That the Rector be a layperson and be responsible for all aspects of the weekend, under the authority of the local sponsoring Secretariat.
 8. That the team meets prior to the weekend to promote community, receive instruction on the dynamics and critique all the Rollos.
 9. That the TRES DIAS weekend shall be an intensive three-day program lasting approximately 72 continuous hours.
 10. That the team and candidates shall live in a cloistered environment for the entire weekend.
 11. That clergy shall not give lay talks, and Spiritual Director talks shall not be given by a layperson.
 12. That the weekend begins in the evening with the following agenda:
 - Introduction given by the Rector.
 - Start silent retreat to end after chapel the next morning,
 - KNOW THYSELF meditation given by clergy,
 - PRODIGAL SON/ADULTEROUS WOMAN given by clergy.
 13. That the first day of the weekend shall have the following agenda:
 - THE THREE GLANCES OF CHRIST meditation given by clergy,
 - The IDEALS rollo given by a layperson,
 - The GRACE rollo given by clergy,
 - The CHURCH rollo given by a layperson,
 - The HOLY SPIRIT rollo given by clergy,
 - The PIETY Rollo given by a layperson.
 14. That the second day of the weekend shall have the following agenda:
 - The FIGURE OF CHRIST meditation given by clergy,
 - The STUDY rollo given by a layperson,
 - The SACRAMENTS rollo given by clergy, followed by Holy Communion,

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- The ACTION rollo given by a layperson,
 - The OBSTACLES TO GRACE rollo given by clergy,
 - The LEADERS Rollo given by a layperson.
15. That chapel visits (We Prayers) by each table occur the afternoon of the second day.
 16. That the third day of the weekend shall have the following agenda:
 - CHRIST'S MESSAGE TO THE PESCADORES meditation given by clergy,
 - The ENVIRONMENTS rollo given by a layperson,
 - The LIFE IN GRACE rollo given by clergy,
 - The CHRISTIAN COMMUNITY IN ACTION rollo given by a layperson,
 - The REUNION GROUPS rollo given by a layperson,
 - The FOURTH DAY rollo given by a layperson,
 - The Apostolic Hour,
 - The Closing.
 17. That chapel visits (I Prayers) by each table occur the morning of the third day.
 18. That table discussion follows each Rollo except the FOURTH DAY.
 19. That all Rollos and meditations follow the dynamic and outlines authorized by TRES DIAS.
 20. That the team and candidates have the opportunity to celebrate Holy Communion each full day of the weekend.
 21. That a diversity of environments and viewpoints must be attempted in planning the weekend itself and in forming the tables.
 22. That the freedom of self-determination of each candidate be respected.
 23. That the lay Rollos be informal talks of a witnessing or sharing nature.
 24. That a friendly creative Christian environment be developed and fostered during the TRES DIAS weekend, as opposed to a coercive or manipulative environment.
 25. That the schedule allows time for informal personal contact among the team and candidates.
 26. That the Closing be as well prepared as other activities of the weekend.
 27. That the sponsoring Secretariat encourages the community to participate in the weekend through spiritual and service Palanca.

6.5 The Essentials of the Fourth Day Phase

1. The Pre-Weekend and Weekend phases are only a prelude to everyone's Fourth Day.
2. Reunion Groups
 - A. That local Secretariats encourage Pescadores to participate in Reunion Groups.
 - B. That local Secretariats utilize the form of the reunion group known as "The Working Reunion Group," to carry out the activities of the TRES DIAS movement.
3. The Secuela
 - A. That local Secretariats sponsor regularly scheduled Secuelas, preferably at least once each month.
 - B. That each Secuela include an opportunity for Pescadores to participate in the form of reunion group known as "The Floating Reunion Group."

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C. That each Secuela include a "Fourth Day Talk."

6.6 The Essentials of the Local Secretariat Organization

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

1. That each local Secretariat has a document, approved by its membership, describing its structure and operating procedures.
2. That the members of a local Secretariat have completed a Tres Dias weekend, or a similar experience recognized by Tres Dias.
3. Pescadores of the Tres Dias Community whom the local secretariat claims to represent must be eligible to serve as voting members and officers of the secretariat.
4. That the local secretariat has a plan for periodic election of new members.
5. The local Secretariat must be the sole sponsor of a TRES DIAS weekend held in its community.
6. Each local Secretariat must sponsor at least two TRES DIAS weekends a year. For chartering, this requirement may be waived by TRES DIAS.

7.0 SUMMARY OF POLICY AND PRACTICE

The Rector is to instruct the team to be sensitive to the ecumenical nature of the Jamaica Tres Dias community, and its team members. We are many different denominations but are under one God; and we need to be willing to accept each other without forcing any one type of worship on another. The Rector is to inform team members they are expected to make a commitment to serve the full weekend, Thursday through Sunday. There should be no coming and going at the campground. The Rector is responsible to inform team members concerning fees and collections. If there are those who can't pay the \$9000.00 JA, encourage them to pay what they can. Inform the team of financial need without mentioning any names.

No money is to be collected during team meetings for anything other than weekend fees and scholarship assistance. If scholarship money is needed, it will be brought before the team, and they will be asked to contribute by giving to the Pre-Weekend Person.

The Rector and Head Cha should meet to determine expenses for team meetings and then to utilize the funds advanced by the Secretariat. The Secretariat does not pay for any palanca. This includes expenses for team meeting decorations and refreshments. Therefore, no advanced money should be used for palanca.

If transparencies or song sheets are used for team meetings or on weekends, please make sure each song is covered under the CCLI license.

The Secretariat will advance to the Rector the equivalent of \$ 100.00 US to cover any expenses they might have in the beginning of the team selection. All funds should be accounted for with proper receipts.

1. The Rector is responsible for ensuring the safe return of all unused area instruction books (distributed by the Head Cha) and forms (Rollo outline and left-over critique sheets) to the Leaders person.
2. Area heads will receive an instructional book. Area heads should distribute information from their book as needed and be responsible for training all Chas in their area of service. Instructional books are maintained by the Leaders position (the instructional books are the job descriptions).

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3. The Rector, Head Cha and Assistant Head Cha are to meet to determine expenses for team meetings, and to determine the disbursement of advanced funds (\$100.00) from the Secretariat to cover these expenses. This includes expenses for tablecloths, flowers, palanca, etc. These funds cover expenses i.e., copying, folders, office supplies, candles for the meeting, dorm tags, communion elements etc.
4. The weekend fee for all team \$9000.00 and candidates is \$7500.00 JA, payable as soon as possible to purchase accommodations, food, transportation, and supplies for the weekend. All team members pay except the Rector and Spiritual Directors. Any excess money, i.e., scholarship, should be turned into the Secretariat.
5. The Rector is responsible to inform team members concerning fees and collections. If there are those who can't pay the \$9000.00, encourage them to pay what they can. Inform the team of financial need without mentioning any names. Team members are to be instructed at the beginning of the team meetings to inform the Rector, no later than the second meeting of any financial problems. Team members must pay the weekend fee in full or make arrangements through the Assistant Head Cha or designee for a scholarship not later than the second team meeting. No money is to be collected during team meetings for anything other than weekend fees and scholarship. If scholarship money is needed, it will be brought before the team, and they will be asked to contribute by giving to the Assistant Head Cha or designee.
6. When Rector calls to invite to serve on a team, inform them (and re-state in "welcome" letter) the following:
 - a. Expected to attend all meetings.
 - b. All team members to be available to set up Thursday at 10:00am and clean up before closing for the weekend as needed.
 - c. The weekend fee will be \$9000.00 JA.
7. A set-up/take-down team is necessary for each woman's team. The Weekend Secretariat person will call men from the community to volunteer and will give them the dates and times to come the camp for the weekend.
8. The Secretariat chairman will attend the first team meeting to introduce the Rector, and to emphasize that the Secretariat has given this Rector the authority to lead this team. The Weekend position on the Secretariat will attend a meeting at a later date to communicate to the team how the facilities at the camp should be left. The Spiritual Director position on the Secretariat will meet with the Spiritual Directors for the weekend to go over policies and essentials.
9. No cameras, tape recorders or electronic devices for personal use should be brought to the weekend. Cell phones are to be used for emergency only during the Tres Dias weekend.
11. A designated telephone at the campground (Assistant Head) will be provided for emergency use only. No one is to give out the number except in an emergency.
12. The Serenade on Saturday evening should be limited to 30 minutes.
13. Non-Pescadores, candidate spouses, and individuals under the age of 21 (except teens who attended Vida Nueva) are not allowed to attend the Saturday evening serenade. The Rector should instruct the Serenade leader to make this announcement at the beginning of practice.
14. No outsiders (non team members) are to visit the campground except to deliver palanca, or to attend the Serenade and Closing (includes spouses, reunion members, family). The Assistant Head Cha will monitor and enforce, explaining Secretariat Policy.
15. There is to be no individual palanca on candidate beds, but all candidates can get palanca on bed of same kind. No doctrinal material of any kind will be distributed on the weekend as palanca or otherwise. Any questions should be directed to Head Spiritual Director.

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16. If emergency purchases are needed during the weekend, the Assistant Head Cha should contact the Weekend person or designee for the purchase. The Weekend person or designee will discuss with the Chairperson to determine if the purchase should be made. No items purchased during the weekend will be reimbursed without the approval of both Weekend person or designee and Chairperson.
17. Candles may be used in Rollo Room, Chapel, Dining Hall, and Prayer Room only. Lit candles are never to be left unattended. It is suggested that team use flashlights during the Sunday morning serenade of candidates.
18. In case of malfunction of mechanical equipment, please do not attempt to make repairs; notify the Assistant Head cha who in turn will call for caretaker of the campground.
19. The Back-up Rector is to assume leadership of the weekend if the Rector becomes incapacitated during the weekend and is unable to complete his/her duties.
20. The Spiritual Directors will be introduced by the Rector at Closing. The only time allowed for speaking at Closing will be for candidates and the Rector.
21. The Head Dorm Cha will be responsible to see that someone is available to handle the luggage at Send-off and Closing.
22. The Rector is responsible to see that someone (normally the Assistant Head Cha or Data Cha) gets the final corrected weekend roster to whoever is responsible for maintaining the data base record of each Pescadores team experience.
23. Information sheets, team & candidate, should be completed on forms provided by the Secretariat. Team sheets should be completed during team meetings, and candidates should be completed at Send-off.
24. Rectors need to be instructed to have the team sensitive to the ecumenical nature of the community. In-depth counseling and ministry should be conducted by the Spiritual Directors only.
25. Serenade: No solos please and only moderately amplified guitar or keyboard will be allowed for instrumentation. We will allow the use of a microphone for the leader of each Serenade.
26. The Secretariat will pay up to \$50.00 US (if applicable) per Send-off accompanied with a letter of thanks for allowing us the use of the facility, if using another facility other than weekend facility.
27. All banners made for JATD weekends will remain in the possession of Tres Dias.
28. Handouts of the outlines should not be used in lieu of write-downs.