

WEEKEND FOURTH DAY TEAM SCHEDULE

(Modify times to fit Rector's Weekend Schedule)

THURSDAY

TEAM MEMBER
RESPONSIBLE

(_____)

4TH DAY CENTER HOST

(Host always remains in center – NEVER LEAVE
CENTER UNATTENDED)

2.00 – 4.30 p.m.

(_____)

Set up for weekend

(_____)

Check in all items in supply truck against supply lists

(_____)

Transfer 4th Day supplies from truck to 4th Day Center

(_____)

4th Day Center set up

(_____)

Set up Weekenders Chapel. Coordinate w/Palanca

(_____)

Put up all necessary signs around church.

(_____)

Cover windows and clocks as necessary.

(_____)

Set up rollo room projector, computer, screen, lectern

(_____)

Transfer Palanca Team supplies from truck to Palanca
Chapel.

(_____)

Palanca Chapel setup (furniture only)

(_____)

Set up basket /container to receive Palanca. Set up
Palanca Sign Up Sheet

(_____)

Transfer Kitchen supplies from truck

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THURSDAY (CONTINUED)

TEAM MEMBER
RESPONSIBLE

- (_____) Transfer Rollo room supplies from truck – take down Song books and have other rollo room supply bins available in 4th Day Center.
- (_____) Set up Rollo room
- (_____) Post Rollista Schedule in 4th Day
- (_____) 4TH DAY CENTER HOST
- (_____) Set up refreshments for 4th Day Community
- (_____) Set up locations for counseling coordinate with SD.
- (_____) Set up location for isolating sick people.
- (_____) Post room “set up” and “return” diagrams (signs) in all rooms to be used.
- (_____) Set up dormitories.
- (_____) Post dormitory name tags.
- (_____) Post dormitory sleeping arrangements diagram.
- (_____) Post church activities schedule.
- (_____) Set up table for note writing + basket.

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THURSDAY (CONTINUED)

TEAM MEMBER
RESPONSIBLE

(_____)

Set up registration table name tags and coffee mugs together with Weekenders names and sleeping room should be available for assistant rectors during the registration time.

(_____)

Organize storage place for flowers and store as necessary.

(_____)

Bibles out for sponsors to sign. Make sure each Bible is labeled with name. Include Bibles for table leaders.

5.00 p.m.

(_____)

Team Eucharist

6.00 p.m.

(_____)

Dinner & Team Meeting

(_____)

Pass out teams name tags

(_____)

4th DAY CENTER HOST

7.00 - 8.00 p.m.

(_____)

Team Time

(_____)

Collect sponsor notes (bed palanca). Make sure that all Weekenders and Rollo Team have notes. (4th Day Team Members to write notes for Rollo Room Team Members).

8.30 p.m.

(_____)

Sponsor Eucharist (optional for 4th Day Team)

9.00 p.m.

(_____)

Photo set up

9.30 p.m.

(_____)

Team photo (be flexible, time could change)

10.00 p.m.

(_____)

4th Day Team Meeting to go over plans for next day.

11.15 p.m.

(_____)

Team Meeting and Prayers

11.45 p.m.

(_____)

Rollo room – set up for Friday – table signs, table tents, markers & empty flower pots. Clean up.

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FRIDAY

	TEAM MEMBER RESPONSIBLE (_____)	4 th DAY CENTER HOST (HOST REMAINS IN CENTER – NEVER LEAVE CENTER UNATTENDED)
6.15 a.m.	(_____)	4 th Day Team Arises
	(_____)	Unlock Church
6.30 a.m.	(_____)	Morning Prayer for Palanca, 4 th Day & Kitchen Teams.
7.00 a.m.	(_____)	Breakfast for Palanca, 4 th Day & Kitchen Teams.
7.30 a.m.	(_____)	Check candles in Rollo Room. Weekender folders on tables.
7.30 – 10.30 a.m.	(_____) (_____) (_____) (_____)	Prepare team roster. Prepare Weekender roster. Identify and list people on photo. Set up palanca bags.
7.50 a.m.	(_____)	Palanca Chapel begins for Rollo #1 IDEAL
8.50 a.m.	(_____)	Palanca Chapel begins for Rollo #2 HABITUAL GRACE.
10.30 a.m.	(_____)	Eucharist with Palanca and 4 th Day Teams.
11.15 a.m.	(_____)	Lunch for Kitchen, 4 th Day and Palanca Teams.

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FRIDAY (CONTINUED)

	TEAM MEMBER RESPONSIBLE (_____)	4 TH DAY CENTER HOST
12.00 p.m.	(_____)	Put moss and seed packets in flower Pots and Kleenex under supply table.
12.00 – 4.30 p.m.	(_____)	Select palanca to be handed out during Rollo # 4 ACTUAL GRACE. Coordinate This with the SD giving Rollo, Asst. rector(a) and palanca team angel. ACTUAL GRACE. Coordinate this with the Deliver to rollo room before start of Rollo #4.
	(_____)	Assemble "Stations of the Cross". Work with the Palanca team
12.00 – 4.30 p.m.	(_____)	Complete Team and Weekender Rosters.
	(_____)	Place Team and Weekender Rosters, post weekend Ultreya notice, photo and photo ID in large Envelope and place in Weekender and Team palanca bags.
	(_____)	Place 4 th Day booklet and Way of the Cross booklet (if used) in each Palanca Bag.
1.45 p.m.	(_____)	Palanca Chapel begins for Rollo #3 LAITY

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FRIDAY (CONTINUED)

	TEAM MEMBER RESPONSIBLE (_____)	
	(_____)	4 TH DAY CENTER HOST
3.10 p.m.	(_____)	Palanca Chapel begins for Rollo #4 ACTUAL GRACE.
4.30 p.m.	(_____)	4 th Day & Palanca Team Dinner
5.30 p.m.	(_____)	Clear up Rollo Room. Deliver Palanca
	(_____)	Bible signing and prep for delivery to Rollo Room Friday am
7.15 p.m.	(_____)	Stations of the Cross practice (Walk through with Palanca & 4 th Day Teams as Requested)
9.15 p.m.	(_____)	Stations of the Cross for the Weekenders.
	(_____)	Bed Palanca delivered during Stations of The Cross.
10.00 p.m.	(_____)	Disassemble Stations of the Cross and Return supplies to storage (Votives and Candles should be left out for Agape Dinner set up Saturday pm) supplies to storage (Votives and candles Coordinate with Palanca Team)
11.00 p.m.	(_____)	Full team meeting and prayer.
11.30 p.m.	(_____)	Lock Up Church
	(_____)	Clean Rollo room, check Bible and candles, place. Buds in flower pots, rotate tables, cushions on chairs.

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SATURDAY

	TEAM MEMBER RESPONSIBLE (_____)	4 th DAY CENTER HOST
6.00 a.m.		Team Wake Up
6.30 a.m.	(_____)	Unlock Church
	(_____)	Devotional with Team
7.15 a.m.	(_____)	Breakfast
8.00 a.m.	(_____)	Deliver Bibles to Assistant Rector in Rollo Room
8.15 a.m.	(_____)	Palanca Chapel begins for Rollo #6 – STUDY
9.35 a.m.	(_____)	Palanca Chapel begins for Rollo #7 - SACRAMENTS
11.00 a.m.	(_____)	Eucharist for Kitchen, 4 th Day and Palanca Teams
11.15 a.m.	(_____)	Clean Rollo Room, check candles
12.00 p.m.	(_____)	Lunch entire group 4 th Day Team is introduced
12.30 p.m.	(_____)	Palanca Chapel begins for Rollo #8 APOSTOLIC ACTION
12.45 – 5.00 p.m.	(_____ (_____)	Team Time Decorate for Agape Dinner (4 th Day Center Host remains in 4 th Day Center to greet and direct Angel Crew coming in for Agape Dinner decorating).

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SATURDAY (CONTINUED)

	TEAM MEMBER RESPONSIBLE	
2.10 – 3.00 p.m.	(_____)	Weekenders – Extended Break.
3.20 p.m.	(_____)	Palanca Chapel begins for Rollo #9 – OBSTACLES TO GRACE
3.25 p.m.	(_____)	Deliver Palanca to Rollo Room
4.20 p.m.	(_____)	Palanca Chapel begins for Rollo #10 – LEADERS
5.30 p.m.	(_____)	Rehearse for Agape Serenade
	(_____)	4 th DAY CENTER HOST Arrange for a member of 4 th Day Community to host in 4 th Day center during Agape Serenade and 2 nd setting of Agape Dinner)
6.00 p.m.	(_____)	Serenade at Agape Dinner
	(_____)	Set up for Chapel Visits in the Sanctuary (chairs and candles in circles per tables)
	(_____)	Move 4 th Day from Narthex area to Conference Room take anything that will not be used again to the truck.
7.00 p.m.	(_____)	2 nd setting of Agape Dinner for Palanca, Kitchen, 4 th Day team + escorts.
8.45 p.m.	(_____)	DeCuria for all team members.
9.30 p.m.	(_____)	Post bed chart for Sunday Morning Serenade – or hand to Palanca team
10.45 p.m.	(_____)	Full team meeting and prayer.
11.15 p.m.	(_____)	Clean Rollo Room and rotate tables.
12.00 a.m.	(_____)	Lock Church.

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SUNDAY

TEAM MEMBER
RESPONSIBLE

(_____)

4TH DAY CENTER HOST

5.00 a.m.

(_____)

Wake up

(_____)

Unlock church

6.00 a.m.

(_____)

Sunday Morning Serenade

6.15 a.m.

(_____)

Pack up sleeping rooms

(_____)

Store mattresses in trailer.

(_____)

Arrange for area where Weekenders personal items will be stored (make sure Weekenders have been provided with luggage tags and tag their belongings.

Support Teams Morning Prayer in Palanca Chapel

7.15 a.m.

(_____)

Deliver Palanca to Rollo Room

7.30 a.m.

(_____)

Team breakfast in dining hall –
Weekenders breakfast in Rollo Room.

8.10 a.m.

(_____)

Palanca Chapel begins for Rollo #11
ENVIRONMENT

8.55 a.m.

(_____)

Palanca Chapel begins for Rollo #12
LIFE IN GRACE

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SUNDAY (CONTINUED)

	TEAM MEMBER RESPONSIBLE	
9.50 a.m.	(_____)	Palanca Chapel begins for Rollo #13 CHRISTIAN COMMUNITY IN ACTION
10.10 a.m.	(_____)	Deliver remaining Palanca to Rollo Room
11.15 a.m.	(_____)	Place palanca bags in sanctuary for Weekenders to pick up. This should Include candles from the Palanca Chapel
	(_____)	4 TH DAY CENTER HOST
12.45 p.m.	(_____)	Set up for 4 th Day community eucharist in the Sanctuary.
	(_____)	Make sure songsheets are available in the Sanctuary for the lunchtime serenade.
	(_____)	Set up chairs for Weekenders for the Clausura.
	(_____)	Set up microphone for the Rector(a) to use during the Clausura.
1.00 p.m.	(_____)	Lunch with the Weekenders.
1.30 p.m.	(_____)	SERENADE – coordinate with the kitchen rector when to commence the serenade Have someone notify the 4 th Day community in the sanctuary waiting – when they are ready in the dining room.
	(_____)	4 th Day community – eat lunch and help clean up the dining room.
2.00 p.m.	(_____)	4 th Day Eucharist in the sanctuary.

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SUNDAY (CONTINUED)

	TEAM MEMBER RESPONSIBLE	
3.00 p.m.	(_____)	Clausura (timing approximate)
	(_____)	Signal when the Weekenders are ready to leave the Apostolic Hour.
	(_____)	4 th Day Rector leads Weekenders into the Sanctuary.
	(_____)	Sing "Those Who See Light" as Weekenders Enter.
4.00 p.m.	(_____)	Direct Weekenders to their seats.
	(_____)	Final clean up – all team members to help under the direction of 4 th Day team.