

TABLE OF CONTENTS

INTRODUCTION	1
STRUCTURE AND DYNAMICS AND PROGRESSION	3
THE STRUCTURES AND DYNAMICS OF CURSILLO	4
DYNAMICS AND PROGRESSION OF THE WEEKEND	13
SERENADES AT CURSILLO WEEKENDS	15
PALANCA TEAM SUNDAY AM SERENADE WORKSHEET	16
OVERALL INSTRUCTIONS	18
Selection of Team Members	19
Team Meetings	19
Rollistas	20
Duty Assignments	20
Miscellaneous	21
Cursillo Weekend	21
Rollista Angel Instructions	23
Rollista Request Sheet	24
Rollista Schedule	25
ASSIGNMENT SHEETS	26
Palanca Rector	27
Assistant Palanca Rector	28
Kitchen Liaison	29
Rollo Room Liaison	30
Restrooms	31
Altar Guild	32
Flowers and Banners	35
Spiritual Director	36
Musician	39
Stations of the Cross	40
4th Day Liaison/Supply Coordinator	45
PALANCA TEAM SCHEDULE	49
WEEKEND ROLLO ROOM SCHEDULE	61
PREVIOUS RECTORS NOTES AND SUGGESTIONS	77

INTRODUCTION

CONGRATULATIONS! You have been selected as Palanca Rector. It may turn out to be one of the most rewarding experiences of your life, as it has for many before you. The Holy Spirit will be present to guide you, warm you, and give you joy in a great experience.

A VERY IMPORTANT POINT. This manual is very structured and sets out ONE way of operating the Palanca Chapel. It is definitely not intended to convey the message that it is the ONLY way. There are as many ways to run a Palanca Chapel as there are Palanca Rectors and everyone does it a little differently. Do not feel bound or confined by the methods presented herein. But don't lose sight of the purpose for which we are here. Any changes have to be compatible with the whole program and in agreement with the Rector/Rectora of the weekend.

This manual is one of six, the others being Rector, Kitchen, 4th Day, Music and Spiritual Director's manuals. They are designed to help the teams prepare for, and carry out, the Cursillo weekend. Please keep this manual intact. It is a permanent manual and should not be written in. However, feel free to remove any sheet, copy and return it to the SAME spot it was removed from.

GENERAL

- A. DEFINITION- The word Palanca means "level" in Spanish, and in Cursillo it means to shower the Cursillistas and team members with love, service, prayers, and tangible items.
- B. DUTIES - The Palanca Chapel is the nerve center of the weekend. The Palanca Team is true apostolic action and it is the Spiritual heart of the weekend for the Palanca, Kitchen, and 4th Day Teams. While it has a wide range of responsibilities it also has a great deal of flexibility. With this flexibility comes the opportunity to make your weekend truly unique, a "one of a kind" experience. A large part of the tone of the weekend is determined by what happens within the Palanca Chapel and the reaction of the team members, and others responding, can create a spiritual atmosphere that can have a profound effect on the weekend and on the lives of the members that serve on the team.
- C. PALANCA TEAM OVERVIEW
1. Prayer and physical support of the entire team, HEART BEAT of the team.
 2. Rollista Support (Full Team)
 - a. Rollista assigned to a Palanca Person (Palanca Angel)
 - b. Note support - receive notes prior to Rollo as well as in bag.
 - c. Send off/thanksgiving upon return
 - d. Place for outgoing Rollista to relax if overlap with next Rollista (4th Day Room or Dining Room)
 - e. Gift from team (low cost, handmade), i.e. lapel pin
 - f. Meal arrangements (coordinate with Kitchen Angel)
 - g. Dressing room, full mirror not necessary.
 - h. Place each Rollo on Palanca altar Thursday night.
 3. Eucharist (Altar Guild)
 - a. See that the bread and wine are supplied
 - b. All team meetings
 - c. Team Eucharist - Thurs. Night before weekenders arrive
 - d. Palanca/Kitchen/4th Day Team - Fri, Sat, Sun, and Clausura
 - e. 4th Day Community Eucharist at Clausura

- f. Set up and take down weekenders' chapel Eucharist
4. Prayer (Full Team)
 - a. Weekenders and team requests - pre-weekend also (Prayer Request forms ready)
 - b. Morning and evening prayer for Palanca/Kitchen/4th Day Team members (led by Palanca team members or Palanca Spiritual Director) song/devotion/scripture/prayer
5. Music (Musician)
 - a. Rollista send-off and song practice
 - b. Participate in Agape Dinner serenade
 - c. Responsible for Sunday AM serenade - route, flowers, and musicians
6. Stations of the Cross (Full Team to participate)
 - a. Pictures, booklets, flashlights or candles, and the route (if necessary)
 - b. Practice with Palanca Team, then Kitchen and 4th Day teams, before taking the Rollo Room members through
7. Palanca Chapel (Assistant Rector)
 - a. Altar, decorate, store banners
 - b. Rollista schedule posted outside Chapel
 - c. Door sign - Come in/Prayer in progress (if desired)
 - d. Large display of weekender's names (they are why we are here)
8. Weekenders Chapel (Altar Guild and Banners)
 - a. Altar, banner progression, Apostolic Hour - crosses and bibles
9. Bathroom Cleanup (Restroom Person)
 - a. Signs (Funny in good taste)
 - b. Restore to Church use early Sunday morning
10. Rollo Room (Rollo Room Liaison)
 - a. Set up with help from 4th Day Team
 - b. No banners Thursday night - progression from then on
 - c. Bible enthronement - 2 candles, Bible on stand/table with cloth
11. Kitchen Team Liaison
 - a. Cutouts (roosters, hearts, etc., insert pins and deliver on schedule)
 - b. Rollista schedule for Kitchen Angels, invite for prayer and Eucharist
12. 4th Day Team Liaison
 - a. Rollista schedule, invite for prayer and Eucharist
 - b. Obtain supplies (toilet cleaning, crosses and bibles)
13. Chapel Visit Preparation (Altar Guild)
 - a. Sat & Sun check with weekender rector for location (usually in Sanctuary if free). Circle of carpet squares, votive candle, matches, tissue (get from 4th Day supplies)
14. Flowers (Banners and Flowers)
 - a. Vase on Palanca Altar, for each day's Rollista's carnations
 - b. Weekender Chapel - rose progression
 - c. Rollista's - carnations (provide vase in Rollo room, unless they choose to have them pinned on them. All have to agree)
 - d. Sunday Morning Serenade - carnations for sponsors to give to the weekenders
 - e. All flowers are ordered from 4th Day Team.

The following information is an elaboration on points in the previous schedule. It is written in the same order as the schedule.

PRE-CURSILLO

A. Selection of Team Members

1. This is the responsibility of the Palanca Rector in coordination with the Weekend Rector. The number of members on the team will be dictated by the size of the facility and the Weekend Rector. You should inspect the Palanca Chapel and/or talk to past leadership of Palanca (check attached list) who have used the facility before selecting your team. You should visit with the weekend rector about his/her requirements and desires for the Palanca Chapel. There is no "right" size for a Palanca Team. One thought, don't choose just friends, this is an opportunity to make new friends. Normally a Palanca member is assigned to each Rollista as their Palanca Angel. The team will normally consist of 7 - 12 people and each person should have at least one Rollista. Twelve is the maximum number however and may range downward from there. These members would include the Palanca Rector, the Palanca Spiritual Director (chosen by the Weekend Spiritual Director) and Assistant Palanca Rector. It is Council policy that no more than 50 of the team members, including the Rector and Assistant be a member with previous team experience. The Palanca Rector must have served on the Palanca team previously. The intent of these policies is to give all Cursillistas the opportunity for at least one team experience, with all the spiritual growth that it offers. Many Palanca teams have performed well with one or two experienced members (the Rector and Assistant).
2. When asked to be on a team, each member should understand that he/she has an obligation to the team to attend all team meetings, and if this is a problem, perhaps he/she should decline. Also, in order to be a team member, he/she must be able to work the entire weekend, Thursday through Sunday. No part-time team members are allowed. Have the person talk to the Angel Crew Coordinator about serving on one of the Angel Crews.
3. If possible, at least one of the team members selected should be a good musician (guitarist, pianist, etc.) because music in the Palanca Chapel is a very important part of its function.
4. The Palanca Rector will have available from the weekend Rector, a computer printout of all Cursillistas indicating the teams they have served on, the job on these teams and their desired team placement.

B. Team Meetings

1. Attendance: Community is built at team meetings. It is during these meetings that the team melds itself into the single cohesive unit it needs to be for the weekend. Attendance is vital to learning the role of the team, especially at the Palanca Chapel practice sessions. Stress should be placed on attendance and if members cannot be present at a meeting, the Palanca Rector should know the reasons and contact the people following the meeting. If they miss, they might be advised to drop off the team and join a future team where their attendance could be better. This attendance policy needs to be coordinated with the weekend Rector. No more than one missed meeting should be allowed.
2. Workshop/First Meeting: It is very important that Palanca team members get to know each other, and their duties, early. Set aside at least one hour at the first meeting (with Rector approval), for the individual team meetings. The Palanca Team works as a coordinated unit and each person must know the jobs of all team members. At this meeting the subjects covered should include:

- a. Introduction of individual members -- occupation, family, church, Cursillo experience (if any), how they feel about working on the team, etc.
- b. Duties and role of the Palanca Chapel - an overall view, by the palanca Rector. Stress the priority of the spiritual role and Rollista support over the more routine housekeeping duties.
- c. Tell them that while a great deal of time will be spent in prayer, that they should not press it to begin with if they feel uncomfortable. The pressure of silence should not cause them embarrassment, or to make them feel they "must" say something. Many Palanca team members find the experience greatly enhances their prayer life.
- d. Indicate to the Palanca team that listening to Rollo's and getting to know the other team members is building community and is important in the progression of the weekend when they will not be present in the Rollo Room.
- e. Assignment or selection of Rollista's to team members and the passing out of the Rollista Request Sheet (enclosed) explain carefully the routine which the team will follow in chapel sessions before and after the Rollo's.

3. Subsequent Meetings:

- a. If a team member missed the first meeting, the subjects covered should be reviewed for his benefit. At two or three team meetings, further Palanca team meetings of a half-hour to an hour should be held to build community and review the role of the Palanca team. (These scheduled times are set by the Rector in the Rollo Room). If not sufficient, plan on outside additional meetings.
- b. The altar duties for the team meetings are the Palanca team's responsibility and the Palanca Rector may wish to give a different team member the duty each meeting. (This is up the Palanca leadership).
- c. The Rollista should be made to feel comfortable when he comes into the Chapel, perhaps by introducing him to the members of the team, singing, and asking how he feels about his Rollo. Was it difficult to write, how do you feel right now? This time with the Rollista should end with prayers, primarily for the Rollista, but also for the team, the weekenders, and other concerns. A pattern should be established for this practice which is followed during the team meetings and the weekend. By pre-arrangement, a specific person should start and end the prayers, however, it need not always be the same person. It is normally the Palanca Rector or Spiritual Director, but it could be the Rollista's Palanca Angel. Time should be allowed for the Rollista to say something or participate in the prayers. When the Rollista returns to the Chapel after his Rollo, prayers should be started immediately followed by how he feels the Rollo went. The Palanca Team should always be sensitive to the special and individual needs of each Rollista.

C. Rollista's:

- 1. At the first meeting each Rollista should be assigned to a Palanca team member who will carry out the duties listed on Rollista Angel instructions. Rollista Request Sheet should be passed out and returned before the practice Rollo so the Palanca team can carry out the Rollista's request. The team member who is responsible for the Rollista should take charge while the Rollista is in the Palanca Chapel.

D. Duty Assignments:

- 1. There are many jobs to be done and many ways to do them. This manual takes one approach, but others may have been used, such as rotation of weekend assignments. Any method that makes the team members' duties and responsibilities clear, and distributes the work equally, will work fine. Because there is so much to be done, it is important that all "bases be covered" and nothing be allowed to "fall between the cracks".

The sheets attached break down the tasks into the separate categories for 11 team members. If this system is used and there are fewer than 11 members, some tasks will need to be combined, or more division of labor if there are more than 11 team members. Duplicate the duty sheets for each team member as per their assignment plus restroom duty sheet.

2. At an early meeting each team member should discuss these duties with the Palanca team leadership so there is an understanding of each person's job and a chance to comment on and improve the weekend by suggestions, comments, and discussion which will inevitably take place.
3. Assign a lead person and also a partner to share duties where needed. Bathroom duty should be shared by all team members.

Miscellaneous:

1. Because the Palanca can be flexible, try to find innovative and fun things to do in the way of signs, special songs, poems, posters, and help in the kitchen. It can add a great deal to the weekend and make it a special experience.
2. Discuss in advance with the Rollo Room Assistant Rector(s) the timing and "signals" for send-offs of Rollista's. Perhaps the Assistant could appear at the Palanca Chapel about 10 minutes before departure time. This "early warning" would leave you ample time for another song or two, reading palanca notes, then prayers and blessing. The Palanca Rector has a major leadership responsibility for gently moving the process along, but it is equally important not to rush or abbreviate the support and prayers which the Holy Spirit provides through the Palanca Chapel. Planning and coordination between Rollo Room and Palanca can enable you to meet both goals. Plan carefully with the Assistant Rectors with a 5-min warning then start prayers and Palanca Rector (or S.D.) close-off.
3. A final but VERY IMPORTANT comment. Plan like crazy before the weekend, even going over the material with the team when it sounds repetitious - so that when you get to the weekend everyone feels completely confident. Then during the weekend the Palanca team can relax and the weekend will flow fast in the joyous, loving reaching out role for which it was created.
4. A final, final comment: get plenty of sleep before the weekend if you can. There just isn't enough time to sleep much during the weekend and the days are long and rigorous.

CURSILLO WEEKEND

1. Set up
 - a. While the 4th Day Team is responsible for setting up for the weekend, they need help. That's what Palanca is all about - reaching out in love. The 4th Day Team is the smallest team (usually) with one of the biggest initial and final jobs. In addition to the Palanca Team members responsible for the Rollo room, weekenders chapel, and bathrooms, the other members should assist in setting up the dormitories and help wherever else they can.
2. Clean up
 - a. You are responsible for the pack up - clean up of your area(s) and taking your storage boxes to the specified area for loading onto the truck. Your assistance is very much appreciated.
3. Palanca Chapel
 - a. Palanca Chapel has two duties. One is the care and feeding of Rollista's. When the Rollista is preparing to go to the Rollo room, while they are gone, and when they return they must have the teams full support. They should NEVER come back to find the Palanca Chapel empty, someone must always be there. The second duty is to provide, in any way they are able, for the spiritual needs of all other team members.

- b. The Prayer Request list of concerns should NOT be posted for all to see but handled in a VERY CONFIDENTIAL manner, so no privacy is violated. Use first names only for personal problems (divorce, alcoholism, etc.) and don't broadcast such concerns in front of the larger 4th Day community. God hears silent or whispered prayers just as well.
- c. It is a chapel and not a lounge (no food or beverage). If people want to chat or eat, they may go to the 4th Day Room. There should only be a few chairs and they should be given to the Kitchen Team who are always on their feet, and guests.
- d. There should be no smoking in the Palanca Chapel at any time during the weekend. Provide an alternate location for those who wish to smoke, so that the Chapel remains fresh. Check with 4th Day Team to coordinate a smoking area.
- e. General team meetings will be held every night, even if everyone cannot attend. They are very important for coordinating the weekend and should be attended if possible.
- f. Evening Prayer should be held. It can be a very meaningful experience for all who can attend.
- g. In their spare time, the Palanca Team members should write notes to Rollista's and weekenders as seems appropriate. Divide up the Rollo Room for prayer support and note writing.
- h. There will probably be some minor changes in the schedule to accommodate individual parish requirements, particularly on Sunday morning, and the Rector's desires. The Palanca Rector should match this time schedule to the Rector's master schedule and post it on the Palanca Chapel wall, then adjust to the Rollo room Schedule as the weekend actually unfolds.
- i. Post Rollista schedule and weekend Palanca Team schedule in the Palanca Chapel in a location which is easily accessible to all team members. It is good to check off items each day as they are taken care of.

PRAYER WALK

January 24, 2004

Prayer walking is a popular movement of prayer and evangelism in the church all over the world. It takes on many different expressions and forms. Perhaps the most visible prayer walking expression is "March for Jesus" when millions of Christians march in the streets of many cities around the world, celebrating boldly Jesus as Savior and Lord.

Simply put, prayer walking is simply walking while praying, seriously praying.

Prayer walking is not new. It has been around for a long time. For example, in Genesis 3:8, " ... the Lord God ... was walking in the garden in the cool of the day ... " In the same chapter, Adam and Eve were talking to God while walking in the Garden of Eden. This is undoubtedly the first instance of prayer walking in history.

In Genesis chapter thirteen, we do see an excellent example of prayer walking. Genesis 13: 14 - 17, says, "The Lord said to Abram after Lot had parted from him, "Lift up your eyes from where you are and look north and south, east and west. All the land that you see I will give to you and your offspring forever. I will make your offspring like the dust of the earth so that if anyone could count the dust, then your offspring could be counted. Go, walk through the length and breadth of the land, for I am giving it to you."

Abram acted after he heard the message of the Lord and we do the same. Keeping the will of God in mind, no matter what we do, is always the first step. For instance, if you feel led of the Lord to go and prayer walk around your child's school knowing there is a big drug problem and you think God is calling you and others to pray for Gods deliverance and victory, do it!

Another example of prayer walking is in Joshua 14: 6-15, especially verse 9.

"...but my brothers who went up with me made the hearts of the people melt with fear. I, however, followed the Lord my God wholeheartedly. So on that day Moses swore to me, "The land on which your feet have walked will be your inheritance and that of your children forever, because you have followed the Lord my God wholeheartedly. "

A New Testament example would be in Luke 24:13-16. Jesus walking with two men on the road to Emmaus.

January 24,2004

BEFORE THE WALK

Prepare your heart. Sing a song, praise the Lord, speak out loud the name of Jesus.

Gather your mind. Focus your attention on the purpose of the prayer walk.
Release the pressures upon you to the Lord.

Seek God for guidance. Be still before Him and ask for direction.

Refresh relationships. Receive each other. Meet and greet each other before you start the walk.
Get the small-talk out of the way before you start prayer walking.

Forgive each other. Make sure you have repaired relationships before walking. Be a wise family.

Brief the team. Who will pray at your side while you are walking? Form groups of not more than three, except for special purposes. Smaller groups can walk with a lower profile. Make sure teams are introduced before leaving.

Today, we will gather into three groups and cover three areas of the church. Walk 7 times through your area and concentrate your prayers on each specific topic below. Please do not use oil today.

1. Praise and Thanksgiving for who God is and all He has done.
2. Confession and Cleansing, any need for forgiveness and reconciliation.
3. Protection. Any assignments against us, cut off, etc.
4. Humility. Each person willing to grow and follow the Lord in love.
5. Direction. God keep us in the center of Gods will.
6. Favor. Ask for the Lords blessing as we look.to clearly follow Him.
7. Unity. May we move as one in all ministries.

HISTORY OF CURSILLO

Cursillo in Christianity began on the Spanish Island of Majorca in the early 1940s. The Diocesan Council of Catholic Action Youth devised a Cursillo or “short course” for the spiritual preparation of those making the pilgrimage to Santiago de Compostela – The Advanced Pilgrims – and this was followed by the Cursillo of Pilgrimage Leaders. The results of these Cursillo were astounding. Even those living on the edge of Christianity were inflamed and filled with Christ. This zeal was apparent not only during the pilgrimage but also after their return. An apostolate was created.

A Leader’s School of the Diocesan Council went into operation to collect data on these early Cursillo, to analyze results and make detailed experiments with this method. From these studies, the forerunner of the present Cursillo was devised. The first Cursillo was given on January 7, 1948 and by March of 1951 was followed by 32 more. During this period the problem of perseverance was defined, reunion groups were formed, and later the Ultreya was organized. It was also during this period that new ideas were introduced and others eliminated: a period of sharpening or focusing.

Cursillo #34 was the expansion of the movement by including priests and laymen from beyond Majorca. At this time, the name Cursillo in Christianity was first used. In 1954 Cursillo were begun for men who were recruited parish by parish. Cursillo for women were started during the early 1960’s.

The Cursillo movement was born in the Roman Catholic Church. Transplanting the movement to the Episcopal Church was a logical and natural step. In April of 1972, a small group of Minnesota Episcopalians made their Cursillo in Cedar Rapids, Iowa. In May, an Iowa team put on the first Minnesota Cursillo for Men followed two weeks later by the first Women’s Cursillo. The Palanca and Kitchen teams for these two Cursillo were staffed largely by Minnesota Roman Catholic Cursillistas – an example of sharing in Christian work.

In January of 1980, the first set of Lutheran-sponsored Cursillo weekends was held at Normandale Lutheran Church in Edina, MN. The Episcopal Cursillo Community supported and helped establish Cursillo in the Lutheran Community in Minnesota.

In July of 1985, the Lutheran Cursillo community of Minnesota accepted the challenge of presenting the first two Lutheran sponsored Cursillo weekends in Papua New Guinea. In November 1995, the Minnesota Community sponsored the first two Lutheran Cursillo weekends in Utah. And the rest they say is history.

PURPOSE

The purpose of the Cursillo is to create a living community of Christians which can renew the whole life of the church. The church needs to know that God is at work in the world through the Holy Spirit.

The most important thing for a human being is to know and accept Christ personally, and work daily to spread Christ's message.

The Cursillo Method does not involve changes in the doctrines of the church.

DEFINITIONS

Abrazo - A hug, embrace or a grasping of shoulders introduced in Cursillo in the "Passing of the Peace," and which spills over into the everyday life of the 4th Day community.

Bible Processional - A ceremony performed each of the 3 mornings symbolizing in the Lordship of Jesus Christ as the Word of God. The 2 candles indicate that the Word of God is the light of the world.

Clausura - A closing ceremony at the end of the three day Cursillo.

De Colores - Literally "of the colors". A greeting like "hello" signifying that life is more colorful with Christ. A group of Spanish laymen returning home from a Cursillo weekend stopped by the roadside while repairs were being made to their bus. Seeing a rooster, hen, and chicks nearby, they passed time singing the familiar folk song, "De Colores". They noted the many iridescent colors in the rooster's tail and neck feathers and recognized this as a sign of the many ways God loves us. A tradition was begun, and an old folk song became Cursillo's theme song of God's colorful grace.

Decuria - The Spanish word, Decuria, literally translated means an assembly of 10. For Cursillo purposes it is a table of eight persons who take notes from the Rollo's, discuss them among themselves, and then put the main points of each Rollo into a picture poster. In the evening, each table has the opportunity to reverse the process and put their posters' ideas into words for the benefit, enlightenment, and fun of the Rollo Room and invited teams. Most often Decuria refers to this poster party.

Palanca - The Spanish word, palanca, means "lever". As a lever, it is used to describe prayer and sacrifice because a lever allows a person to move things which are beyond his strength, just as prayer and sacrifice allows an apostle to accomplish more than he would otherwise be capable of accomplishing.

Renewal Group - Christian friends who gather regularly to continue their renewal in Christ through Piety, Study, and Action.

Ultreya - This is a gathering of the larger 4th Day Community - usually held once a month and the host church is different each month. The post weekend Ultreya are held at the Weekend host church.

DENOTING PROGRESSION

Agape Dinner – One of the special events on Saturday evening is the Agape Dinner. Agape is defined in Jude verse 12 as a “love feast” referring to the common meals which bore the name Agape because they cultivated God’s love among Christians. The dining hall is lit with candles and the tables are decorated and the scene is one of peace and beauty. The tables are arranged in the shape of a cross with the flower cross at the cross – and Jesus at the head of the table as the host for the evening.

Banners – Only a few banners are displayed at the beginning of the weekend, but more and more appear as the tempo increases. These messages are a creative way of sharing thoughts, insights, ideas, scripture, joy, and love.

Chapel Visits – Following the Agape Dinner table members are scheduled to be together in a quiet place to share their feelings. This is a time of sharing, prayer and love. A deeper understanding of the newly acquired family can become evident at this time.

Flower Pot – The centerpiece of each Rollo table is an empty flower pot. Then a package of seeds appears inside the container, indicating new life. As the Rollo’s are presented – stirring the soil with emotions and laughter, watering the seeds with tears, and warming the plants with love and friendship – the flowers begin to grow. Soon leaves and buds appear and by Sunday, the flowers are in full bloom.

Music – The music on Thursday evening is limited to get-acquainted type Christian songs, such as “Here We Are”, “He’s Got the Whole World in His Hands”, and other familiar Christian songs. Friday’s music focuses on the ideal of Christian Living with “They’ll Know We are Christians By Our Love”. Saturday’s music reveals the character of Jesus Christ as man, savior, redeemer, lover and servant. Songs like “Have You Seen Jesus” “Look Out Your Window” and “Apple of My Eye” all lead up to the Agape dinner. The music for Sunday shifts back to the world with such songs as “Pass It On”, “Freely, Freely”, and “Tell the People.”

Placemats – Placemats the first morning are undecorated as befits the simple breakfast. This is symbolic of the Weekender who is emerging from the silent retreat of introspection. As the weekend progresses, so do the placemats in adornment and color.

Rosebud – On the first morning of the Cursillo weekend, a single rosebud is placed on the Eucharist Altar in the Weekender’s Chapel. Each day thereafter, the rose unfolds its petals until it is open and in full bloom on Sunday evening. This particular form of God’s creation is used to symbolize the color, openness, and beauty that is revealed as God’s love surrounds us.

Serenades – Three serenades are a part of every weekend, and there is a progression that builds to the final on Sunday afternoon.

Agape Dinner Serenade – The first serenade is at the Agape Dinner. This serenade is given by the team and angels from the 4th Day community.

Morning Serenade – The second serenade is the wake-up call on Sunday morning. The serenaders are the team and sponsors. This is the start of the Weekender’s return to the outside environment.

Evening Serenade – The third serenade is at lunch Sunday afternoon. This serenade returns the weekenders to their communities. As they see the large number of Cursillistas circling the room and singing with such joy and love. This serenade is open to all 4th Dayers.

Stations of the Cross - Friday evening, Stations of the Cross is an event depicting incidents of Christ’s passion and death. The Stations are placed along a route or done in “freeze frame” in the sanctuary. The “route” of the stations, whether moving or stationary, is symbolizing Christ’s path from Gethsemane to Calvary. This is a time for meditation, along with the devotional exercises appointed to be used at each station.

WHAT IS PALANCA?

There are many questions about palanca, and because it is such an important part of a Cursillo weekend, this information is offered with the hope of answering some of them.

What does the word mean? Palanca is used to illustrate the Spanish word “intendencia”. Palanca means the prayer and sacrifice which is offered to God to obtain something. The Spanish word means “lever”. It came to be used to describe “intendencia” (prayer and sacrifice) because a lever allows a person to move things which are beyond his strength, just as prayer and sacrifice allows an apostle to accomplish more than we would otherwise be capable of accomplishing. Because of the Spanish heritage of Cursillo and because there is no literal interpretation in English of the word palanca, other than of “lever”, the word palanca remains.

What is good palanca? It comes in the visible and the invisible. Needless to say, the visible is a sight to behold – like the loaves and fishes multiplying. Food is a great part of palanca, but there is much more. Banners, letters from faraway places, flowers, etc., are seen by the Weekenders in their “physical” form. Included also are the efforts of all the teams to make the Weekend a success. Then there is the invisible – the spiritual palanca. It makes its greatest impression through a sacrifice of time, effort of prayers and offerings of love. It might be a letter saying, “I am praying for you at a certain time each day”, or “We are celebrating Eucharist for you this weekend”.

While palanca may be from an individual, a particular church, or a renewal group, it is always intended for all the Cursillistas. For, palanca to one particular person strays from the concept that “all are loved”. Individual palanca is saved and presented to that person on Sunday afternoon.

How else can you help with palanca? Palanca is providing transportation and being a sponsor, washing dishes for a specific meal, baking bread for a meal, making desserts for a meal, helping break down the dorms on Sunday morning, running a vacuum cleaner after the Clausura, ad infinitum. There is so much to do and when everyone pitches in, the load is lightened for the teams.

Following are ideas of specific palanca, sometimes known as Angel Crew tasks.

Thursday set up and Sunday breakdown. These are big jobs and the 4th Day Rector needs help.

Kitchen help – doing dishes after a meal, making a dish for a meal, or clean up after the Agape Dinner. After Sunday lunch is a great time to help as this allows the kitchen team to attend the 4th Day Eucharist.

Palanca letters to the weekenders or little gifts with bible verses etc. to be placed in palanca bags given out at the end of the Clausura.

Banners, posters, notes. Little gifts which will defray Weekend costs – folders for the Rollo Room, markers, canned food or fresh food items for a meal.

A check to the “Utah Via de Cristo” community in the name of the Weekend

Gifts of time, talents and sacrifice.

Prayer as Palanca is so powerful that it must be in a category by itself. Time and talent don’t substitute for a chance to talk with God. You do not have to be on your knees, in the church. You can be mowing a lawn, driving on the highway, or cooking a meal. There are endless opportunities to simply say “Dear Lord, please be in the hearts and minds of the Cursillistas this weekend. Let them see love as I did. Amen”

TEAM FORMATION

Being a member of a Cursillo team includes many opportunities to share God's love with others. In fact, the major task for every member of a Cursillo team is to bring others lovingly to Christ so they may come to know and experience Him more fully. A Cursillo team aims to be a close community of committed, caring loving, active Christians. For this reason, each Cursillo team meets 6 – 10 times over a period of 2 – 3 months prior to each set of weekends.

During team meetings, we will pray for each other and for those who will be entrusted to our care. We will break bread together, sing together, hear and affirm rollos, learn more about Cursillo, and make plans for best meeting the needs of those who will be coming to the Weekend. When the Cursillo team has allowed the forming of a Christian community, the body of Christ, they will be prepared to have the Weekenders join in our Christ-centered pilgrimage. A Cursillo Weekend is gently leading and challenging, allowing freedom to accept or reject and allowing the Holy Spirit to center and to move freely and powerfully throughout those three days.

The Secretariat determines when and where Weekends are to be held, and chooses the leadership for each weekend (a Rector(a) and a Spiritual Director). The Rector(a) selects the Rollo room Assistant Rector(a)s, the Palanca, Kitchen and 4th Day Rector(a)s, and they then choose the team members. The SD selects the Assistant SD and Palanca SD and also clergy to present the grace rollos.

Rollo Room Team

There are 14 rollos given during a Weekend. Five are given by Clergy, and nine are given by lay people. All rollos follow prescribed outlines which are presented in a careful progression of ideas. Each Rollista is encouraged to allow his/her personality and unique background to shine through as a living, loving, Christian witness. Some members of the Rollo Room Team will not give rollos, but will have as their major responsibility building table community and aiding the group through discussion periods when necessary. These are Assistant Table Leaders.

Kitchen Team

Via de Cristo meal times are joyous, relaxed, warm, fun, beautiful, and a tasty time together. The kitchen creates a very necessary and important changing environment for the Weekenders. With their loving hearts and hands they prepare the meals. Many varied and lovely occasions arise for showing Christ's love in the kitchen and in the dining room. One member of the kitchen team will take on the persona of a chicken and act as liaison for bringing up the Weekenders for meals as well as providing "light relief" to the Rollo Room in the teaching and singing of 'De Colores'.

Palanca Team

The Palanca team's primary function is prayer. This team works in and from the Palanca Chapel. The Rollista's are supported in prayer in the Palanca Chapel before and after presenting their talks. The Palanca team is also the Weekend's Altar Guild, also looks after the spiritual needs of the upstairs team with Morning Prayer and Eucharist each day. The Palanca Team is also responsible for cleaning bathrooms.

4th Day Team

This team acts as the Via de Cristo hosts and coordinators of all 4th Day involvement during a weekend. They assist in decorating for the Agape Dinner and managing the delivery, set-up and clean up of the Weekend.

Musicians

Musicians are an important part of the Rollo Room and Palanca teams. Musicians are also required for the Agape Dinner serenade which is organized by the kitchen team, the Morning Serenade on Sunday Morning organized by the Palanca Team and for the Lunchtime Serenade on Sunday organized by the 4th Day Team.

THE STRUCTURES AND DYNAMICS OF CURSILLO

The First Phase: The Pre-Cursillo – Team Formation

The first phase presupposes a structure formed to oversee the work of cursillo within a given area; city or state. This is a cursillo Secretariat which operates with the approval of the 4th Day community. The Secretariat determines when and where cursillo Weekends are to be held and recruits the first two leaders for each Weekend: a Rector and a Spiritual Director. They in turn call upon others to perform leadership duties in the 4th Day, Kitchen and Palanca areas. The Rectors of the individual teams-within-a-team have called upon other people to help with the many and varied tasks performed during a cursillo Weekend - and so we have a cursillo team.

Being members of the cursillo team will give us many, many opportunities to share God's love with others – both team and new cursillistas, alike. In fact, the major task of each of us to bring others lovingly to Christ so they may come to know and experience Him more fully during our Weekend together. Each team member shares that responsibility in the spirit of community – within this portion of the Body of Christ. A cursillo team must be a close community of committed, caring, loving, active Christians – an enlarged renewal group, if you will.

The team meetings have three purposes:

1. To prepare us spiritually for apostolic work.
2. To prepare us technically for the tasks we will perform.
3. To form us into a community wherein exists a great spirit of loving and sharing of a common experience.

We will pray for each other and for those who will be entrusted to our care. We will break bread together, sing, hear and critique rollos, learn more about Cursillo, and we will make plans for meeting the needs of those who will be coming to their Cursillo Weekend. When our Cursillo team has built a Christian community, our part of the body of Christ, we will then be privileged to have a new group of people join us in our Christ-centered pilgrimage together.

The Second Phase: The Cursillo Weekend – Information Only

A Cursillo Weekend is to be a meeting ground for Christ and His people. A Cursillo Weekend is a Christ-centered Weekend. It is to be Christ-Like, unfolding normally, naturally, and gradually, gently leading and challenging, allowing freedom to accept or reject. There is a progression and structure to a Cursillo Weekend, but it is a gently unfolding progression and structure where we allow the Holy Spirit to enter freely and to move freely and powerfully throughout the 3 days.

Thursday – late afternoon

Team arrives, stashes luggage, and helps complete preparations.
Team shares Eucharist and dinner.

Thursday Night – Friday Morning

FOCUS: Preparation of the Weekend withdrawal from the outside world, introspection and silence.

1. Weekend and sponsors arrive – team guides, assists, and socializes.
2. Photograph (may be done at this time)
3. Rollo Room – welcome, introductions, singing, preliminary talks.
4. Chapel – Communal Spiritual Examination and Celebration of Forgiveness (meditations: “Know Yourself” & “The Prodigal Son”), the Litany
5. Silent Retreat
(Team Meeting in Dining Hall)
6. Friday morning chapel – Morning Prayer (meditation: “The Three Glances of Christ”)
7. Breakfast – Kitchen Team is introduced.

The team begins immediately to envelope the Weekenders into the community. As soon as the first Weekenders arrive the action spreads as we help them unload and feel wanted. If not yet comfortable. We drink coffee together and share our past and present lives while we wait for everyone to be registered. It is important at this time that no Weekender or group of Weekenders is left alone.

Next we pair off and then introduce our partners (New Best Friend) This is still another way of showing our love as we share our lives openly with the entire group. Be specific when you introduce your partners; really say something! When trying to blend in with the Weekenders, team members should never be deceptive or dishonest. If asked, “are you on the team?” or “are you going to give a rollo?” answer honestly. Laughter draws the team and Weekenders closer together and further builds our community. Occasionally, this introduction period will be the only time an individual gets in front of the group, so the community is built in this way also.

The singing session which comes next continues this feeling of involvement and togetherness. Again, don’t be upset if the team leads – the team is the moving force and should lead in the singing, praying, answering the bell, the meditations in worship and the other activities throughout the first day or two. Don’t all jump but use good common sense and don’t expect the Rector to go first.

The Rector(a) gives a short talk which briefly defines a Cursillo and urges the Weekenders to be thoughtful, active and charitable participants throughout the weekend. After our opening session, we go to the chapel for the examination of Conscience and Celebration of Forgiveness. It is important that a good explanation of this celebration be given by the Spiritual Director. Many of the Weekenders are not familiar with repentance or are concerned about it and a good explanation helps them to understand and feel more comfortable with it.

The Spiritual Director should also explain the value of the Silent Retreat on Thursday night. It is important to keep the silence during this time and team leaders should be leaders in remembering it. The Weekenders have come, have made pleasant chatter and smiled, and now it is easier for many of them to not have to worry about things to say or being sure to greet whomever they consider the “right” people. It is also important that the dormitory be as dark as possible this evening: darkness is security for some. Some Weekenders will complain about the silence and not being able to find their bedclothes.

After the chapel there is a short team meeting to answer any questions and for prayer. The team community still grows during this time and it is important that all team members feel comfortable about what is going on and what will happen tomorrow. It is also important to thank God for what He is already doing for the Weekend. Keep the meeting brief so that the team members who are in the dormitories with the Weekenders do not leave them alone for too long.

Should a Weekender really feel the need for talk this evening, it is wise for a team member to lead him/her to the chapel or some nook so no one else will be disturbed. If there is a major problem that you are not comfortable with, do not try to counsel the person, but suggest that they talk to one of the Spiritual Directors. Remember this throughout the Weekend. Remember also, that although we need our sleep, Weekenders need to talk.

Friday morning you are still in silence. The chapel this morning should be short and still quietly undertaken. After this the silence is ended and you go to breakfast. The important dynamic during the meals and free time is that you get to know the others. You get to meet them eyeball-to-eyeball; so it is a good idea to sit with different people each time, listen closely, and be sincere. Also be careful that one table does not end up overloaded with team members or Weekenders.

Friday

FOCUS: Proclamation of the message.

THEME: The Ideal of the Christian Living the Life of Grace.

1. Table assignments given.
2. Bible Processional Introduced.

3. 1st Rollo – Ideal – layperson (discussion and poster to follow each rollo)
4. 2nd Rollo – Habitual Grace – SD
5. Eucharist #1
6. Lunch
7. Kitchen Team introduces “De Colores”.
8. 3rd Rollo – Laity in the Church – layperson.
9. 4th Rollo – Actual Grace –SD – Palanca concept is introduced
10. Dinner
11. “Arise” is introduced.
12. 5th Rollo – Piety – layperson
13. De Curia – kitchen team invited.
14. Summary of the Day – SD
15. Bible Recessional
16. Rector Talk – Palanca Rector(a) and Palanca SD are introduced
17. Stations of the Cross
18. Chapel – Evening Prayer
19. Retire (team meeting in Dining Hall)

At the first session in the morning the Weekenders are assigned to the tables in the Rollo room. The team members should concentrate first of all on building community at the table to which they are assigned. Later on in the Cursillo a feeling of community among the entire group will begin to grow. The Weekenders are grouped at tables according to diverse ages, occupations, churches and any other factors that may help them to learn from one another in their discussions. This is done by the Rector prior to the Cursillo or on Thursday evening together with the Assistant Rector(a)s.

The Bible Processional should be introduced now by the SD and executed by team members. This is an important dynamic that allows us to share, and the open Bible and burning candles are a good reminder of Christ’s ever-presence with us. The Assistant Rector has charge of finding someone to do the Processional and Readings as well as the Grace and Thanksgiving at meals. It is important that each Weekender be asked to do something during the Weekend. Those who do not feel comfortable reading or praying aloud can hold a candle during the Bible Processional or Recessional.

The dynamic involved is participation and involvement.

The lay talks will usually be approximately 30 minutes in length. The laity and pastors are witnessing their love for the Weekenders and for Christ, so the talks should be well-prepared. Use of power-points or hand-outs can be used to make note-taking easier for the Weekenders so that they have complete notes to review in the weeks following their Weekend.

It is important for team members to set an example and take notes during the talks. After the talks is discussion, and it is during the discussion that the feeling of real community forms. The table leader is there to help guide the discussion.

The aim of the discussion is to get the main idea that the rollista was talking about and to have each person at the table personalize it for themselves. The table leader may need to start or keep the discussion flowing by asking questions or through short witnessing. Everyone should be included in the discussion and encouraged through gentle questioning. After the discussion is summarized, the main idea is put down on a poster. The dynamic is most effective when everyone is involved. Shared participation and enjoyment is more important than artistic quality.

Eucharist on Friday is subdued and low key. The “peace” is usually just exchanged verbally, the songs easy and fairly quiet, the elements are given as the Cursillistas pass in front of the altar. Eucharist builds with our community throughout the Weekend. On Saturday the songs are a little livelier and the abrazo will be demonstrated and used. On Sunday the Weekenders pass the elements themselves and the songs are louder and more spiritual.

Change places at all the meals and talk about the things that have happened during the day. Do not reveal what is coming up. The Weekenders need to go at their own rate and too often team members “forget” and begin talking about what happened on “their” Weekends.

Friday afternoon the Palanca talk is given and the Weekenders begin to realize that the Holy Spirit is alive and that He is working through other people. The letters from Cursillo communities all over the USA and the world really have an effect on the Weekenders and team when they realize the extent of the prayers for them during the Weekend.

Throughout the Cursillo we try to build community slowly. If we try to build it too fast, we could lose some of the Weekenders. We don’t want anyone behind on Sunday afternoon. If someone is a little bit slow in reacting to the Cursillo, they may feel isolated and outside of the community. The more love, joy and peace they see around them, the more they are liable to turn inward and resist becoming a part of the group. The Cursillo “process” should be geared to the slowest Weekender if this is at all possible.

The Piety talk is the most personal rollo of Friday and leads into the “De Curia” (poster party) where the whole group begins to experience a community feeling through the sharing, the clapping, the laughing and relating to the entire group. Up to this point we were more concerned about creating community at the tables; now we begin to shape the whole community with all the Weekenders involved, not just at their tables, but within the entire group. Your role is to be open to everyone that evening, to be charitable and encouraging, especially to those who are a little reluctant to get up and give the summary or talk about the poster. Do not try to force anyone to contribute. If someone does not want to do either you might say something like, “Some people just don’t like to get up in front of a group” and let it go at that. Maybe by Saturday night things have changed. It is wise to remind the table to keep the summaries fairly short, but do not demand that they do. Each member should give their name and home church before presenting each poster.

Following the De Curia and Bible Processional the Rector(a) introduces the Palanca SD and Palanca Rector. The Palanca Rector speaks a little about the prayer ministry during the Weekend and shows the Weekenders the prayer request forms and where they will be positioned. (Usually in a basket just outside the Rollo Room door). The Palanca SD then explains the Stations of the Cross and the music team assists with learning “Whatever you do to the least of my children...”

The Weekenders are taken up to the sanctuary one table at a time and members of the Palanca Team seat them. Once all of the group are seated then the Stations of the Cross are presented. Some Weekenders will find the Stations of the Cross very moving and meaningful, while others may be confused by the experience. After the evening chapel there will be a team meeting. Any team members who are speaking with Weekenders at this time may be excused from the team meeting.

Spiritual Directors should be available for counseling and it is a good idea if they speak directly to the Rollo Room group and give an idea of the best time to meet with them.

Saturday

FOCUS: Conversion
THEME: The Person of Christ

1. Chapel – Morning Prayer (meditation: “The Figure of Christ”)
2. Breakfast
3. Bible Processional
4. 6th Rollo – Study – layperson
5. Bibles are given out in the Rollo Room.
6. 7th Rollo – Sacraments – SD “Abrazo” introduced.
7. Eucharist #2
8. Lunch
9. 8th Rollo – Action – layperson
10. Long break

11. 9th Rollo – Obstacles to Grace – SD
12. 10th Rollo – Leaders – layperson
13. Agape Dinner and Serenade
14. Chapel visits – table groups meet in sanctuary for prayer and sharing.
15. De Curia – whole team invited.
16. Summary of the Day – SD
17. Bible Recessional.
18. Chapel – Examination of Conscience. Evening Prayer and “The Healing of Memories”
19. Retire – team meeting in dining hall.

Saturday is a continuation of Friday’s progress, but with the emphasis not so much on one’s self but what one can do using study and action. The Abrazo may be introduced following the Sacraments Rollo by the SD and exchanged at the Eucharist. In the evening on Saturday, each table is asked to make a Chapel visit. The important element in this dynamic is freedom. Let the Weekenders be free to express themselves as they feel. Silence in the chapel visit is very beautiful, but there is a lot of pressure in silence, and we don’t want anyone to feel pressured into praying out loud if they don’t want to. So if you’re in there for a few minutes and nobody has said anything then the team member in the group should start with a simple prayer.

The Leaders talk which is before dinner can be very effective. Some of the most dynamic rollos can be given by very quiet persons and the Weekenders then come away with the impression. “If they are so quiet and can talk to us about Leadership then there really is something I can do too!”

One of the high points Saturday evening is the Agape Meal. The dining hall is lit with candles, the tables are decorated, and the scene is one of extreme peace and beauty. Two things that add much are having the tables arranged in a cross and having the Kitchen and Palanca Teams, plus outside help, sing two or three mood setting songs to the Weekenders as they enter the room.

The De Curia (poster party) Saturday night should be great fun. Everyone is in a great mood, and people you never suspected may be giving summaries or showing posters. Team members should again be leaders in applauding other tables and in creating joy and love during the De Curia. Help your table organize for each summary and poster.

Following the poster party is evening chapel. Here the “Examination of Conscience” is read and may put many in a reflective mood. They may feel the need to talk so be prepared to stay up late and SDs should prepare to be busy.

Sunday

FOCUS: Our presence in the world and our relations with others.

THEME: How does Christ want us to live in the world.

1. Sunday Morning Serenade – “Las Maninitas” & “Morning Has Broken”.
2. Chapel – Morning Prayer (meditation: “Christ’s Message to the Cursillistas”)
3. Breakfast – served in the Rollo Room
4. Bible Processional
5. 11th Rollo – Environment – layperson
6. 12th Rollo – Life in Grace – SD
7. 13th Rollo – Christian Community in Action – layperson
8. 14th Rollo – Total Security in 4th Day
9. Eucharist #3
10. Lunch – (4th Day Serenade)
11. Apostolic Hour/4th Day Eucharist
12. Clausura
13. Departure of Weekenders – Team Clean Up and brief team meeting.

Sunday, the third day, is directed to dealing with others and persistence. On Friday we dealt primarily with the self, on Saturday the focus was on what one can do to change his/her environment, and now it is “go out and get busy “. Just as the team met and formed a community, then the Weekenders entered into this community – the outside world – and try to form their own environments into a living joyous Christian family. The morning serenade can be beautiful and one of the emotional highlights of the Weekend for many Weekenders. The appropriate dynamic is a peaceful, beautiful awakening for sleepy Weekenders. The Palanca Team are responsible for the serenade and need to make sure each Weekender receives a flower and glass of juice.

The Eucharist on Sunday is full of cheer and goodwill. The elements are passed from person to person in real Christian giving and the songs may be exuberant.

If by Sunday a Weekender has not opened up to the group wait for the serenade and the closing. Let the Holy Spirit work in the person’s life beyond the Weekend. We can never force a religious response from anyone. God always respects a person’s freedom to love Him or not. We too, must respect the person’s freedom to respond to the Spirit, to become part of the community or not to. The most important thing in loving is loving people as they are, with no conditions or expectations attached.

During the remaining talks on Sunday and in the afternoon the Weekenders may seem sleepy or inattentive so you as a team member need to continue to be an example of taking notes. After the “Total Security in Your 4th Day” Rollo – given by the Weekend Rector(a) it is appropriate to talk about renewal groups and if appropriate suggest a table renewal group. Cursillo exists primarily to create renewal groups – so encouragement and help with those logistics is very important.

At the lunch serenade the Weekenders begin to realize that they are a part of a larger Christian community and that people really care. They see that living the Fourth Day is possible because these people who come to the closing are living it. The team and Weekenders are taken to the Weekender Chapel from the serenade for the Apostolic Hour. Here the Weekenders are given their crosses and are given an opportunity to give their impressions of the Weekend. At the close of the Apostolic Hour the Clausura is explained. It is wise for the Rector(a) to caution the Weekenders not to thank the team or sponsors.

At the Clausura the emphasis is on the testimony of the weekenders. The people who come to the closing come for the Weekenders and the team plays a very minor role. In providing an opportunity for the Weekenders to speak of their experience and its meaning for their lives, the Rector(a) should carefully avoid pressuring anyone who chooses not to speak.

There is a progression and a structure within a Cursillo Weekend just as there is a progression and structure within a Celebration of the Holy Eucharist. Christ calls to Himself during the Eucharist....So too, He calls us to Himself during a Cursillo Weekend. He does this within the framework of the Weekend.

Christ would have us go the second mile. We should continue the pilgrimage started on Thursday evening. We should continue to reach out to the new 4th Day community members and do all in our power to make sure they become as involved as they would like to be with renewal groups, attendance at Ultreya and being a team member on future Weekends. Each team member should use their own unique gifts to assist with this.

- Continue to pray for the Weekenders
- Monday or Tuesday call any person you particularly got to know.
- Follow up calls as you feel would be appropriate.
- Palanca – a note or a small gift.
- Renewal group – invite people to join your group, start a new group – find out other groups.
- Outreach – church, family, community, etc.
- Encourage sponsorship for future Weekenders.

DYNAMICS AND PROGRESSION OF THE WEEKEND

A Cursillo Weekend is a Christ-centered weekend and is a meeting ground for Christ and His people. It is to be Christ-like, unfolding normally, naturally, and gradually, gently leading and challenging, allowing freedom to accept or question. It is a quietly developing progression where we allow the Holy Spirit to enter and to move freely and powerfully throughout the three days.

Thursday Night

- Focus: Preparation of the Weekender's withdrawal from the outside world.
Theme: To look into one's self for the examination of conscience and celebration of forgiveness.
Meditation: Know yourself. Introspection, examination, confession. We ponder God's love and compassion for us and the condition of our soul.
Silent Retreat: The silent retreat provides a setting for the talks, an introduction. It stresses the need for self-examination and response; self-surrender or dedication, the willingness to be concerned for God and for other men. From this point on, the Weekender is face to face with Christ. Christ is looking at him/her and waiting for him/her to respond.

Friday

- Focus: Proclamation of the message
Theme: The Ideal of the Christian living the Life of Grace
Meditation: Three glances of Christ – help us make our response to God. This day brings us face to face with ourselves. We are presented with a new set of values. Every Rollo is geared to this.

There are a number of ways of bringing out the progression of the talks of the Weekend. The clergy talks present the Theology of living the life of grace, and the lay talks teach how to live the life of grace as a layman. Each day of the Weekend has a specific theme and builds into the Weekend. The first day tells the Weekender what he should be, the second tells him/her what he/she should do, and the third tells him/her what he/she should accomplish. The five talks of the first day are intended to present the ideal of the Christian living the life of grace.

Objectives:

- Rollo #1 -Lay - Ideal: to convince the Weekender of the need of having an ideal. To leave him/her with a clear understanding of the elements of an ideal, and lay the groundwork for further rollos, in which they will learn that Christianity is the perfect ideal.
- Rollo #2 – SD - Habitual Grace: Life in grace is the Christian ideal, and a life of grace is God's gift. This talk should describe both in Scripture and in experience the way God approaches us in a "Grace Style". God is a God of Grace.
- Rollo #3 – Lay- Laity: To present the church as a visible society founded by Christ to perpetuate His mission, the mission of the layman as a living and operating member of the body. This Rollo lays the groundwork for the idea of lay action in the church.
- Rollo #4 – SD – Actual Grace: to describe the realization when the Grace of God becomes personalized in the life of a believer – when habitual grace becomes experiential grace. The Palanca concept is introduced in this Rollo.
- Rollo #5 – Lay – Piety: "Arise" introduces the Rollista. The key talk of the day presents most clearly what is fundamental to being a Christian and makes the strongest call to make God the center of all. Piety states the basis of the Christian life is a living relationship with the Father, or life in union with God.

Saturday

Focus: Transition from existing as a Christian to acting as a Christian.

Theme: The Person of Christ

Meditation: Figure of Christ – shows humanism of Christ: We are invited to an intimate friendship with Him – to learn to know and love Christ.

Objectives:

Rollo #6 – Lay Study: This Rollo makes one feel the need for giving depth and solidity to the Christian life. Instilling the desire to know well the Biblical truths that uphold Christianity. Thus changing our mentality, our way of thinking. Study can help us ‘put on the mind of Christ.’

Rollo #7 – SD Sacraments: This Rollo underlines the incarnational approach (“God was in Christ reconciling the world to Himself”) and the unique position the Bible puts upon Baptism and Eucharist. Also to see sacramental-type grace as present in thousands of other events in the life of a Christian.

Rollo #8 – Lay Apostolic Action: This Rollo serves as a transition from “being” to “doing”. It describes the importance of apostolic action and its place in the life of a Christian. The talk centers on personal contact, and drawing people to Christ.

Rollo #9 – SD Obstacles of Grace: This Rollo should explain the stumbling blocks interfering with accepting a life in Grace. We can be assured that “All things work together for good to those who love God”.

Rollo #10 – Lay Leaders: This Rollo inspires the Weekenders with what can be achieved by a Christian who brings all their natural and supernatural abilities into action, for the service of Christ, in order to influence all those around him/her to live the Christian ideal.

Sunday

Focus: Our presence in the world and our relations with others.

Theme: How does Christ want us to live in the world?

Meditation: “I have chosen you and have appointed you that you should go and bear fruit”.

Objective:

Rollo #11 – Lay Environment: This Rollo challenges the Weekender to analyze his environment and commit it to Christian transformation. We need to recognize the fields of harvest God assigns each of us and work to extend the kingdom of God. The Weekender will see him/herself more and more as Christ’s person in every situation of his/her life.

Rollo #12 – SD Life in Grace: This Rollo tells us to continue to apply the principles of piety, study, and action, achieving a deeper understanding of grace. The emphasis is on God who will continue to shower this grace on us as we return to the world that we have left.

Rollo #13 – Lay Christian Community in Action: This Rollo shows us the need for Christian community. Our mission which is the Christian renewal of society is not ours alone, but ours as a member of a community. This talk must describe a Christian community as a living organism, with a mission in “the world”.

Rollo #14 – Lay Total Security in Your 4th Day: This Rollo is to convince the Weekender of the need for perseverance for extending and applying what you have learned into their life style for the rest of their lives (4th Day). The Weekenders know they have been called to the mission of bringing Christ into their environment.

Overall Whereby individuals through small groups may grow and work together to set goals to create a Christ centered environment. Strong emphasis should be placed on the importance of renewal groups and Ultreya which focuses you towards changing the world you live in.

Role as Weekend Rector(a)

- As a leader, you must first be a follower. First and foremost a follower to Christ's call, and then a follower of the program and method set before you. You, indeed are following in the footsteps of many previous leaders, who with Christ's help, are carrying out the renewal program of Via de Cristo.
- Your role is to direct, orient and guide the team with Christ's help, you are the main catalyst in building the community of the team.
- Your attitudes, opinions and decisions will influence both the team and the Weekenders. Be the first one to exhibit a spirit of charity, harmony, and humility.

Team Selection

- Between now and the Leadership Training you are to pick your 3 Rollo Room Assistant Rector(a)s, the Rollo Room Musician, and the support team rectors – Palanca, Kitchen & 4th Day.
- Give them the dates for Leadership Training and all of the other training dates – They must be in attendance at all meetings.
- The support team rector(a)s may select their assistants and invite them to the Leadership Training. Assistants should read the manual too so that they can work as a team with the rector(a) and take over in case of emergency.
- No other team members are to be asked until after the Leadership Training. Please inform the support team rector(a)s of this. During the Leadership Training meeting there can be discussions of who to call for the teams.
- Required number of team members are
 - **6 Table Leaders (one will be 'silent')**
 - **5 - 6 Assistant Table Leaders**
 - **10 – 13 Palanca Team Members**
 - **13 Kitchen Team Members**
 - **10 – 12 4th Day Members**
- Secretariat Pastor (SD) select Rollo Room Spiritual Director, who then selects the rest of the Weekend Spiritual Directors
- There should be a variety of church representation, age and experience on each team.
- The person asked to give the 'Ideal' Rollo should be a well experienced mature person, who can handle not giving personal testimony.
- Members of the host church should be on each team.

Items for the Rector(a) to discuss with the teams.

- Keep frills out of the Weekend. We are to be servants, not calling attention to ourselves. Team members are asked to contribute with team JOG, the added burden of shirts, aprons, hats, etc may be enough of a financial burden to a team member to create a hardship.

LEADERSHIP TRAINING

Day One

Attendees: Rector(a)
3 Assistant Rector(a)s
Palanca Rector
Kitchen Rector
4th Day Rector
Spiritual Director

All other team members, including table leaders should be selected following the first training day. The purpose of this session is to prepare team leaders for the Weekends and help them in the selection of their teams.

Day Two

Attendees: Entire Team

Specific team training led by resource people from the Secretariat.

Topics:

1. Fundamental Ideas of Cursillo
2. Leadership Roles
3. Role of team member
4. Dynamics and Progression of the Weekend.

Team members should understand that they have an obligation to the team to attend all team meetings. One absence could be allowed at the discretion of the Rector.

Anyone unable to attend the required number of meetings should work as an Angel on the Weekend.

TEAM SELECTION

During Day 1 training the Rector(a)s and Support Team Rector(a)s proceed to pick the balance of their teams. In selecting a team, it is important to know the qualifications of the individuals and to make sure that the individuals know the time commitment which is required of them. The size of the team, in part, depends upon the facilities where the Weekend will be held. A team should consist of 13 members in the Rollo room; 9 -11 on the Palanca Team; 11 – 13 on the Kitchen Team; and 8 – 10 members on the 4th Day Team
In the Rollo Room you will have a Rector(a), three Assistant Rector(a)s, Music Director and team, pastor and assistant pastor on the back table. You will need 6 table leaders (5 Rollista's) and possible 4 - 5 assistant table leaders.

Two basic factors must be kept in mind when recruiting your team:

1. Cursillo must provide an opportunity for team service to the maximum number of new 4th Dayers possible
2. Cursillo must develop leadership for future weekends.

To implement both of these goals, the guideline has been established that your team should consist of 50% veterans (those who have served on a previous team) and 50% rookies (those who have never served on a team. The judicious recruitment of your veterans will not only provide you with a smooth functioning team, but will also allow the development of individuals who will lead a Cursillo weekend in the future.

Specific Considerations

1. Selected Rollo room Assistant Rector(a)s should benefit from any previous experience outside the Rollo Room.
2. The Palanca Rector (a) should have had previous experience in the Rollo Room as well as on a Palanca Team.
3. The 4th Day Rector(a) might well be a previous Weekend Rector(a) or Palanca Rector(a).
4. The Kitchen Rector(a) need not be a gourmet cook, but should be a calm, warm, budget-minded leader, with previous Kitchen Team experience if possible.

General Considerations

1. Recruit your team from as many churches as possible. Be diverse as to marital status, age, etc.
2. Rector(a)s recruiting within the same timeframe should coordinate their efforts and compare notes from time to time to avoid attempting to recruit the same people and missing others.
3. Don't just ask your friends. Serving on a team full of strangers is a great way to gain a new group of friends.

Beyond the 50-50% ratio and a wise choice of assistants, the Rector(a) is given complete freedom in the recruiting of his/her team. Success is determined with prayer and the Holy Spirit.

TEAM MEETINGS

Team meetings are designed to accomplish three goals:

1. To mold the team into a Christian community.
2. To educate the team in the Cursillo method.
3. To review in a systematic way not only the Rollo's, but each of the events that occur during the Weekend. It is very important that you plan a detailed schedule of meetings with your leadership, including what is to be accomplished at each meeting, how the meetings are to be laid out, meeting agendas and the person responsible for each item on the agenda. As soon as you have developed a detailed team schedule it should be mailed out to all team members before the first team gathering.

TEAM COMMUNICATIONS

Written communications – notes and e-mails with all the team during the pre-Cursillo period are not only important for the obvious purpose of conveying information about team selection and team meetings, they can also serve as a valuable inspirational tool. Even before your first team meeting, through such communications you can set a reflective mood which will help the team not only develop community, but a community centered in Christ. You should use your imagination to create a letter that contains your reflections about serving on a Cursillo team which will inspire your team. There are samples of communications found in the Sample Letters of this binder.

THE ROLE OF THE ROLLO ROOM TEAM

Our real purpose as a team is to:

1. Give the Weekenders an experience in community living
2. Let the Weekenders know through us what it means to be loved by God.

Our obligation as team members then is to learn to know the Weekenders and to show them that we love them – exactly as they are – and the work begins when the first Weekender arrives on Thursday night and continues throughout the Weekend; not just at the tables during the talks and discussions but at meal times, in the dorm rooms, in the hallways during the breaks – constantly.

The Cursillo is for the Weekenders – not the team members. The team is the core in forming Christian community during the three days.

Your work begins immediately on Thursday night. The role of the team member is to talk to the Weekenders create a welcoming atmosphere and draw them into the group. Make them feel like this is a good place to be. This starts in small ways helping them find their beds, getting their coffee, and so forth – in any small way without making it obvious that you are running anything. Let the Weekenders know that you are excited about being there and that you are glad they are there. If they express fear or apprehension, let them know that you understand because you probably experienced similar feelings on the Thursday night of your Cursillo. Assure them that it will be a pleasant weekend, that this is a nice group of people and just to relax. During the social, make sure there are not three or four team members talking to two Weekenders. If you find yourself in such a group, tactfully excuse yourself and seek out some other Weekenders.

During the introductions and always during the three days, don't sit with other team members – spread yourselves out.

During the three days the team members are always the leaders – take the lead in answering the bell promptly, singing etc. Especially on Thursday night set an example during the silent retreat do not be talking amongst yourselves. During Rollo's set an example by taking notes.

During the dialogue homilies on Saturday and Sunday give the Weekenders a chance to respond first. If there is no response, a team member might say something and then again allow the Weekenders a chance to speak. The point is that if all of the team members are jumping in quickly, this allows little opportunity for the Weekenders to participate.

For the first Rollo on Friday, one of the team members will lead the discussion, and one will be the secretary, after that choose a secretary and a leader from the Weekenders. The secret of leading the table discussion is just that – to lead not to dominate. Your chief duty is to involve all of the members of the group in the discussion. You are not expected to be a teacher or an expert. You must respect each individual in the group even if you privately disagree with their views. You should refrain from forcing anyone to change their views. Ask for their opinions and respect their opinions. It isn't necessary for the group to reach complete agreement on all questions; the purpose of the discussions is to make the Weekenders think. The team members should tactfully keep the discussion on track avoiding tangents.

Team members should get to know the members of their tables first and then branch out and get to know others. As mentioned before, this goes on continually during the three days, wherever you find yourself. One of the most important times we can get to know the Weekenders is in the Snack Room after hours. It is important for the clergy to participate too because it gives the Weekenders a chance to see them in a more relaxed atmosphere and to see them as being very human. It is a time when we all really can relax and have a good time; also there is more time to talk to the Weekenders then, than at any other time during the three days. Remember the 4th Day teams have to clean up in the Rollo Room and deliver palanca etc so keep out of their way and do not stay up too late.

If you are asked if you are a team member be honest and tell them yes. Be sincere and honest in all of your contacts with the Weekenders. Be friendly and open and don't be afraid to be human. Let them see your weaknesses and your

strengths, share yourselves with them. Most people cannot relate to a saint but they can relate to someone who is striving to become one and trying to live a Christian life.

Never leave a Weekender standing or sitting alone. Seek out the shy person. Listen intently when a Weekender is talking to you; don't be looking across the room so that they get the feeling you would rather be with someone else. Don't try to counsel a Weekender, be a good listener. Don't be little or minimize their problems; it may not seem like a problem to you but let him know by your response that you are understanding and sympathetic. If there is a problem which require advice or counseling you might suggest they visit with a clergy and set up a meeting, but never force. Perhaps you might suggest going to the chapel to pray together.

If you are talking with a Weekender when the bell rings – perhaps they are pouring their heart out to you – respond to the bell but not without making plans to continue the conversation at a specific time later that day. Be sure to keep the plans you make to see them.

Team members should never discuss Weekenders among themselves. If someone tells you about a problem you may want to tell your table partner so that you both will be more aware and sensitive of them. In some cases, you should make the Rector(a) or the clergy aware of the problem.

If a Weekender asks what time it is or what is going to happen next, just say that the Rector is the timekeeper and that he/she has a schedule. For this weekend we can just forget about time and relax.

Never say something like 'just wait until you hear the next talk' or cause them to anticipate. This can cause disappointment and prevent the Weekender from getting the point of the talk or whatever is going to happen next. Be on guard about mentioning anything to a Weekender about the serenade or the closing.

During Chapel Visits, we never want the Weekenders to feel like they are being forced to pray. It is the responsibility of the team member to immediately set the tone of the visit and put the Weekenders at ease. Perhaps the team member who begins the prayers might say something like "Lord, we come to talk to you, each in our own way; sometime we find it difficult to say what is in our hearts but we know that that is not important because You already know".

Do not worry or fret about how people are going to react to you and about how you are feeling, but relax, be open and natural; concentrate on being sensitive to, and aware of the Weekenders and their needs. Probably the most important thing to be said is that team members should relax and be themselves, and let the Holy Spirit do the rest.

PRIMARY CURSILLO FUNCTIONS AND RESPONSIBILITIES

SECRETARIAT

1. Set policy and establish guidelines in areas which include team recruitment, team training during pre-Weekend period, fiscal matters, conduct of the Weekend and follow-up.
2. Provide the training of leadership and access to materials needed by those leaders through the Leadership Committee.
3. Set the dates of the Weekends and choose sites.
4. Appoint Rector(a)s and Spiritual Directors upon recommendation of the Leadership Committee.
5. Sends out requests to other Cursillo Communities for palanca letters.
6. Fiscal control – budget guidelines.
7. Appoint liaison to church where Weekends are held.

RECTOR(A) Presides over Rollo Room and oversees other Support Team Rectors

1. Appoint the lay leadership, assistant Rector(a)s. Rector(a)s for Palanca, Kitchen & 4th Day.
2. Appoint table leaders and Rollista's.
3. Organize scheduled team meetings, coordinate with SD on their responsibilities.
4. Letters to Weekenders, sponsors and team members.
5. E-mail to community any palanca requirements.

SPIRITUAL DIRECTOR

1. Recruit assistant SD and Palanca SD
2. Preside over Eucharist at Team Meetings and during the Weekend.
3. Provide spiritual direction for team.

PALANCA RECTOR(A)

1. Appoint assistant Rector(a), lay team
2. Set up Weekender's Chapel, including Eucharist.
3. Stations of the Cross
4. Sunday morning serenade including musicians.
5. Apostolic Hour set-up
6. Clean up palanca chapel Sunday evening
7. Supplies used by palanca team and for Eucharist to be ordered in conjunction with 4th Day.

PALANCA SD

1. Presides over 4th Day Eucharist on Sunday afternoon
2. Morning and evening prayers and Eucharist for team during the Weekend.

KITCHEN RECTOR(A)

1. Appoint assistant, lay team, including "chicken"
2. Kitchen and dining room supplies, food and placemats
3. Agape dinner
 - a. Arrange with Angel Crew Coordinator for Angels to assist with set-up
 - b. Organize serenade and musician in conjunction with Weekend Rector(a)
4. Clean up kitchen Sunday night
5. Food palanca requirements from the 4th Day Community should be e-mailed out in good time before the Weekend starts

4TH DAY RECTOR(A)

1. Appoint assistant Rector(a) and lay team
2. Receive and record all palanca
3. Sunday lunchtime serenade and Clausura set-up including musicians.
4. Set up and clean up of Rollo room, dorms, Weekender's Chapel, 4th Day areas – Thursday and Sunday evenings.
5. Ultreya set-up two weeks following women's Weekend.
6. Order of supplies for all areas, except for kitchen.
7. Angel Crew Coordinator
 - a) Part of 4th Day Team
 - b) Communicate with Rector(a) and other leaders to determine potential team members and to determine angel crew tasks
 - c) Schedule and facilitate completion of tasks (example)
 1. Set up and break down
 - a. Assist 4th Day with weekend set up Thursday afternoon
 - b. Sunday morning church clean-up and truck loading
 - c. Sunday afternoon serving and clean-up for lunch assist Kitchen team with clean-up
 - d. Sunday afternoon complete cleaning of host facility.
 2. Kitchen assist with serving and clean up for Agape Dinner
 3. Agape set-up and serenade
 4. Other duties and tasks as they develop.
 - d) E-mail community of Angel Crew requirements several times before the Weekends start.

MUSICIANS

1. Music Director in the Rollo Room may have an assistant.
2. Musician in Palanca Chapel to coordinate music for send-offs and Stations of the Cross.
3. Musicians in Rollo Room assist Kitchen Team with De Colores – particularly on the introduction in the Rollo Room on Friday afternoon.

TEAM DUTY BREAKDOWN

Kitchen Team	Palanca Team	4th Day Team
<p>Greet & escort Weekenders to sleeping quarters & rollo room.</p> <p>Secure, prepare, and serve all food for Team, Weekenders & Rollistas</p> <p>Set up & clean up of dining room</p> <p>Maintain rollo room & 4th day snack rooms</p> <p>Serve as Gopher for the weekend.</p> <p>Coordinate placemat supply with Team</p> <p>Teach DeColores to Weekenders</p> <p>Coordinate AGAPE dinner which includes;</p> <ol style="list-style-type: none"> 1. Meal preparation 2. set up & decoration of tables 3. Angel crew 4. Escorts 5. Clean Up <p>Provide treats for Sunday Church Services</p> <p>Note: Weekend Rector coordinates musician(s) for Agape dinner</p>	<p>Prepare Palanca Chapel</p> <p>Prayer Team for everyone</p> <p>Prayer Team for Rollos, Crosses & Candles</p> <p>Ensure availability of Eucharist Elements</p> <p>Prepare Altar & Elements for all Eucharist</p> <p>Set up and maintain Weekender Chapel Altar</p> <p>Conduct Sponsor Service</p> <p>Conduct Team Eucharist each day</p> <p>Each Team Member is an Angel to the Rollistas</p> <p>Coordinate meal, visitors, songs & scripture</p> <p>Special send off & thanksgiving for all Rollistas</p> <p>Banner progression in rollo room & dining room</p> <p>Rose bud progression in Weekender Chapel</p> <p>Ensure carnations are ready for Rollistas</p> <p>Do heart, rooster & church cut outs for dining room</p> <p>Clean restrooms</p> <p>Coordinate Stations of the Cross</p> <p>Assist with AGAPE dinner serenade</p> <p>Set up for Chapel Visits in Sanctuary</p> <p>Coordinate Sunday Morning Serenade</p> <ol style="list-style-type: none"> 1. Musicians & Sponsors 2. Song sheets 3. Bed chart 4. Flowers 5. Flashlights 6. Orange juice <p>Set up Apostolic Hour in Weekender Chapel</p> <p>Conduct pre-Clausura Eucharist & offering</p>	<p>Confirm all supplies are secured</p> <p>- includes all flowers</p> <p>Get all supplies to the church & to teams</p> <p>Set up, rearrange as needed, and clean up (with help from entire team)</p> <ol style="list-style-type: none"> 1. Registration table 2. Sleeping quarters 3. All furniture 4. Rollo room 5. Weekenders Chapel 6. Smoking area 7. Sanctuary for Stations & Clausura <p>Cover clocks & windows accordingly</p> <p>Prepare & distribute all name tags</p> <p>Post appropriate signs</p> <p>Coordinate Angel Crew</p> <p>Serve as Weekend Team Treasurer</p> <p>Host to 4th Day Community & Clausura</p> <p>Have Bibles available for signing</p> <p>Arrange group photos</p> <p>Distribute all palanca (except food)</p> <p>Prepare rosters, photos, ultreya flyer & bags</p> <p>Flower pot progression in Rollo Room</p> <p>Liaison to church & control building lock-up</p> <p>Decorate dining room & cross for Agape Dinner (except for tables)</p> <p>Coordinate Sunday lunch serenade</p> <p>Coordinate post-weekend ultreya</p>

MISCELLANEOUS GUIDELINES

A. ALLOCATIONS

1. A person must be 21 years of age to participate
2. The recommended number of weekenders allowed per weekend is 36 (30 recommended for women). Applications on "1st come, 1st served" basis. However, applications received in excess of 36 shall be placed on the waiting list in case of cancellations.

B. WEEKEND

1. TEAM SELECTION

- a) Fifty (50) percent of all team members shall have had no previous Cursillo team experience.
- b) Readiness for leadership shall include the following experience:
 - i. Prior service on the selected team (i.e. 4th Day Rector has served on 4th Day team in the past)
 - ii. Additional service on other teams is desirable
- c) Rectors shall be required to:
 - i. Be in a renewal group;
 - ii. Be in attendance at the two leadership training days;
 - iii. Be committed to support and follow Secretariat policy;
 - iv. Be an active member of a participating church;
- d) The Spiritual Director (SD) shall be an ordained Lutheran Pastor and shall have previously acted as an Assistant Spiritual Director.

2. ROLLO ROOM

- a) Speaker systems which amplify the sound within the Rollo Room are permitted; none carrying the sound from the Rollo Room to the Palanca Chapel, 4th Day Room or Kitchen are allowed. If facilities allow, a specified room/area can be set aside so that invited guests/friends on team may listen.
- b) Friends of Rollista's may be invited to listen to Rollo's in the Rollo Room.
- c) Rollo Team members and Weekenders +invited guests are the only people to be in the Rollo Room with the exception of the various team introductions and the DeCuria on Friday and Saturday evenings.
- d) Rollo Team members should attempt to be with the Weekenders at all times

3. KITCHEN

- a) No wine is to be served except at Eucharist.
- b) All invoices shall be paid by the designated weekend Treasurer. An advance of funds shall be made to the Kitchen Rector for the purchase of supplies.
- c) Disposal of excess food from the weekend is at the discretion and responsibility of the Kitchen Team.
- d) Agape Dinner 2nd seating is for the support teams and Kitchen Team guests (escorts)
- e) If a Chicken is used on the weekend, the role of the Chicken ends (and is never seen again) at the opening of the doors at the Agape Dinner.

4. PALANCA

- a) One item of Bed Palanca (written notes only) provided by the Sponsor will be given to the Weekender on Friday night. All additional Palanca received will be placed in the individual's Palanca Bag and presented to them at the end of the weekend.

5. MISCELLANEOUS

- a) Team are to pay their own team meeting expenses (i.e. coffee, breakfast, etc.)
- b) It is strongly suggested that Rollo Room Palanca be addressed to all Weekendenders as a group rather than as individuals, and the emphasis to be placed on spiritual and sacrificial Palanca as opposed to food palanca.
- c) Only Cursillistas are permitted to participate in the Weekend as a team member.
- d) Sponsors should be discouraged from greeting other Cursillistas with the "Abrazo" on Thursday night. Sponsors usher weekendenders to Rollo Room and go immediately to the 4th Day Area.
- e) All team members shall stay in assigned areas, out of sight of the weekendenders until their specific team is introduced. Do not stand around on Thursday night as the Weekendenders are arriving waiting to greet friends. They will see you soon enough.
- f) Listings of Cursillistas, such as the Cursillo Roster, can be used only for Cursillo business. This includes the Team and Weekender Rosters from each weekend.
- g) Smoking will be restricted to a designated area in accordance with the policies of the host church.
- h) Graphics, symbols and slogans used on Cursillo weekends must be of a Christian nature.
- i) No photographs are to be taken of the weekend except the provided group photos scheduled as part of the weekend.

6. LOST AND FOUND

Lost and Found items are to be displayed and announced at the Weekend Ultreya. Any items remaining may be disposed of at the discretion of the 4th Day Rector. Items are not to be put into storage with supplies.

PRAYER FOR THE GIFT OF THE HOLY SPIRIT

COME HOLY SPIRIT, FILL THE HEARTS OF YOUR FAITHFUL AND KINDLE IN US THE FIRE OF YOUR LOVE

SEND FORTH YOUR SPIRIT AND WE SHALL BE CREATED, AND YOU SHALL RENEW THE FACE OF THE EARTH

O GOD, WHO BY THE LIGHT OF THE HOLY SPIRIT DOES INSTRUCT THE HEARTS OF THE FAITHFUL;
GRANT THAT BY THE SAME SPIRIT WE MAY BE TRULY WISE AND EVER ENJOY HIS CONSOLATIONS.

THROUGH CHRIST OUR LORD. AMEN

ARISE

Words and Music by Joseph Gelineau

ARISE COME TO YOUR GOD, SING HIM YOUR SONGS OF REJOICING

CRY OUT WITH JOY TO THE LORD, ALL THE EARTH
SERVE THE LORD WITH GLADNESS.
COME BEFORE HIM SINGING FOR JOY

ARISE COME TO YOUR GOD, SING HIM YOUR SONGS OF REJOICING

GIVE GLORY TO THE FATHER ALMIGHTY
TO HIS SON, JESUS CHRIST, THE LORD,
TO THE SPIRIT WHO DWELLS IN OUR HEARTS.

ARISE COME TO YOUR GOD, SING HIM YOUR SONGS OF REJOICING.

PALANCA TEAM

POSITION	NAME	ADDRESS	PHONE	CHURCH
Palanca Rector(a)				
Asst. Palanca Rector(a)				
Palanca Spiritual Director				
Palanca Room Musician				
Team Member				
Team Member				
Team Member				
Team Member				
Team Member				
Team Member				
Team Member				
Team Member				
Team Member				
Team Member				
Team Member				
Team Member				

ROLLISTA ANGEL INSTRUCTIONS

Palanca Rector needs to make sure every Palanca Team member who is a Rollista Angel gets a copy of these instructions and enough Rollista Request Sheets for each of their Rollista's.

Pre Weekend Duties

1. Introduce yourself to your Rollista(s) and give them the Rollista Request Sheet. Have them return it before their practice Rollo. Be sure this gets done. Keep the sheet for the weekend.
2. Go over the Rollista Request Sheet with the team, give the song titles to the Palanca Room musician.
3. Introduce Rollista to the other Palanca Team members, if this has not been done before, in the Palanca Chapel before the Rollo and make them feel at ease.
4. Instruct Rollista that the maximum number of invited guests is 4. Call people whom Rollista would like to have in the Palanca Chapel; Let them know expected time of Rollo and invite them to come to be with the Rollista.
5. Go over the weekend procedure - see below - with Rollista.
6. If the Rollista wants a closed Chapel, (team only), it should be determined before the weekend.

On the Weekend

4. Make sure they know where to hang their "Rollo clothes" when they arrive on Thursday.
5. Make arrangements with your Rollista where to meet when leaving the Rollo Room.
6. Go to the dressing area ½ to ¾ of an hour ahead of time and be helpful in whatever way you can. Assemble Rollo, transparencies, etc. on the Palanca Chapel altar.
7. Bring Rollista to the Palanca Chapel at least 25 minutes ahead of time. Get beverage, if desired.
8. Introduce Rollista to Palanca Team and greet and introduce friends who are present.
9. Make Rollista feel at ease. Keep it light, with all team members participating.
10. Do Rollista send-off:
 1. Session begins when Rollista enters the Chapel before the Rollo.
 2. Start session with Rollista's selected songs.
 3. After songs, the Angel read the Scriptures that the Rollista has selected or has been selected for him/her.
 4. Move to the altar for prayers about 5-8 minutes before due in the Rollo room (you will get a feeling for how long the group will pray)
 5. (Optional) Palanca Spiritual Director may give the final prayer and anoint with oil (this is at the discretion of the Palanca SO)
 6. Light candle (if done), give flower to the Rollista, hand him/her the straw cross and copy of Rollo and any attachments (transparencies, etc.)
 7. Go out with a pre-selected song as you usher them to the Rollo Room. Stop the singing at the point designated by the Rector. This can also be a progression on the weekend. Moving the stopping point of the singing closer and closer to the Rollo Room each time.
 8. Palanca Angel watches for return of Rollista and brings him/her back to the Palanca Chapel and altering with other members. Thank you prayers are offered.
 9. A snack is then waiting for the Rollista prepared by the Kitchen Angel. Find out from kitchen where the designated area is for Rollista to enjoy their snack and to unwind.
 10. Tell Rollista he/she is not expected to return to the Rollo Room during the discussion of the Rollo, but can spend time as they wish, and that he/she is welcome to stay in the Palanca Chapel if so desired. This is the time for the Rollista to change back to casual clothing.

ROLUSTAS SEND-OFF AND THANKSGIVING

THIS TEACHING'S GIVEN BY THE PALANCA RECTOR.

Send-off and thanksgiving refer to times set aside before and after a Rollo respectively. This is handled by the Palanca Team, which provides care and support for the Rollista.

Each Palanca Team member is paired with a Rollista to offer individual support and to identify any specific needs. This is the Rollista's Palanca Angel.

At team meetings, the send off focuses on preparing the Rollista by introducing him to the rest of the Palanca Team, encouraging him to relax, discussing how he feels about his talk, singing Songs he requests. Prayers are offered for the Rollista, team, weekenders and any other concerns.

The Palanca Team supports the Rollista's when he given the practice talk. They take notes, but do not participate in the critique. After the practice talk, the entire Palanca Team and Rollista gather away from the rest of the team for a time of thanksgiving, offering prayers and giving the Rollista an opportunity to discuss the experience of giving his Rollo and how he feels it went (always supportive affirmations). Then the Rollista returns to the rest of the team for a period of critique.

At this time, the assigned Palanca partner carries out the wishes of the Rollista as listed on the Rollista Request sheet. Each Rollista has an opportunity to specify what special Bible passages or favorite songs he has, who he would like to have join him in the chapel for a send-Off and thanksgiving (only family a limited number of close friends on the weekend) and what he would like the Palanca Team to do while he is actually giving his Rollo (brav. *sina*. listen to a taped version of the Rollo. etc.) The assigned Palanca partner makes sure these wishes are carries out Other support team members are encouraged to attend.

On the weekend the Rollista, Palanca Team and guests (including members from other part of the team who are free) gather 20 to 30 minutes before the Rollo in the Palanca Chapel. Again a time for singing, sharing, and praying. Then the group escorts the Rollista toward the Rollo Room. After the talk, the group gathers to greet and celebrate with a thanksgiving of prayer and song. The Rollista rejoins the Rollo room later on - he should not be present for the discussion in the Rollo Room.

This time of send-off and thanksgiving is a special time for the Rollista and a primary responsibility of the Palanca Team within the time schedule of the Rollo Room.

ROLLISTA SCHEDULE

FRIDAY	Arrive in Chapel	Leave for Rollo Room	Return from Rollo Room
#1 - Ideal	7.50am	8.18am	8.50am
#2 - Habitual Grace	8.55am	9.18am	9.50am
#3 - Laity	1.45pm	2.13pm	2A5pm
#4 - Actual Grace	3:05pm	3:28pm	4:15pm
#5 - Piety	5:50pm	6:13pm	6:55pm
SATURDAY			
#6 - Study	8:15am	8:43am	9:15am
#7 - Sacraments	9.35am	10.03am	12.05pm
#8 - Apostolic Action	12:30pm	12:58pm	1 :30pm
#9 - Obstacles to Grace	3:20pm	3:43pm	4:15pm
#10- Leaders	4:20pm	4:43pm	5:15pm
SUNDAY			
#11 - Environment	8:10am	8:40am	9:10am
#12 - Life in Grace	8:55am	9:25am	9:50am
#13 - Christian Comm.	9:55am	10:15am	10:45am
#14 - Total Security/JOG	11:30am	12:00pm	12:30pm

Modify these times to fit the weekend schedule which your rector prepares.

ROLLISTA SENDOFFS:

Palanca Rector will welcome Rollista and make him feel comfortable. Introduce him to the team members. Have him introduce any guests to the team. Ask how he feels about his Rollo. Give him an idea of what is about to take place.

Sing the songs he has selected

Angel reads the Bible passages the Rollista has chosen

Palanca angel (or the Spiritual Director) will anoint his forehead with oil. (With Rollista's permission)

Palanca angel will begin the prayers.

All team members will then have an opportunity to pray

Rollista will have an opportunity to pray

Spiritual director will end the praying session

Give flower & cross to Rollista

Clapping and singing, we send the Rollista out of the chapel and on his way to the Rollo room.

(Singing - "We Are Marching to the Light of God") The stopping point of the singing will progress closer to the Rollo room as the weekend progresses.

When Rollista returns, a group hug is in order and prayers of thanks may **be** given.

Palanca angel may sit with the Rollista while he enjoys his meal.

CHAPEL VISIT

THIS TEACHING IS GIVEN BY A SPIRITUAL DIRECTOR

Table groups will participate in Chapel Visit on Saturday evening after the Agape Dinner. This will last for approximately one half hour. These may take place in the sanctuary and set up by the Palanca Team.

Each table group may stop briefly at the Palanca Chapel to see their candles which have been burning for them since Thursday evening.

Chapel Visits are a time when each table group will be together to express their feelings. These are times of sharing, prayer and love. A deeper understanding of our newly acquired family can become evident at this time. Quality time to relate to God and each other is at a premium, making the Chapel Visit is a very special element of communication.

The Table Leader may need to initiate sharing and prayer, to get things going in their group. Table Leaders should not be afraid to share from their own lives. Don't get nervous if someone does not speak – let the quiet come.

ASSIGNMENT SHEET: Palanca Rector

BEFORE THE WEEKEND

1. See Manual.
2. Plan Palanca Team Meetings with a list of items to be covered at each meeting.
3. Purchase note paper for the weekend.
4. Attend all team meetings

DURING THE WEEKEND

1. Help set up Palanca Team sleeping quarters.
2. Decide who should get notes from Palanca Team members (i.e. Rollista's, and weekenders) when they should be written and by whom. This will be done primarily in cases where some Rollista's receive very few cards.
3. Oversee the Stations of the Cross
4. Oversee the morning serenade. Selection of music for Sunday morning serenade is the responsibility of the Rector and Palanca Rector, but they will include "Las Mananitas" for the entrance and "Morning has Broken" for the exit; consult with the Rector. Sponsors should not begin to sing until they enter the hallways around the dormitories and continue to sing until all sponsors are in. The musicians should enter first and go to their stations, followed by the team and then sponsors. Weekendens in all sleeping rooms receive a flower and juice. No other flowers are permitted unless there is one for each weekender. Flashlights are advised, and no candles are permitted. The traffic must be kept moving (the biggest single problem in the serenades) and the weekendens not jostled. When it is time to exit, do so promptly and do not linger. Remember the serenade is for the weekendens. The serenade takes a great deal of planning and discipline. Make sure all Palanca Team members share the responsibility. Use Serenade Worksheet earlier in this manual.
5. Double check the final inventory after the last Rollo
6. Clausura; responsible only for the Eucharist in conjunction with Palanca SO. The music and service is planned and arranged by the 4th Day Team.
7. Final cleaning of bathrooms and the Palanca Chapel after the Clausura.

AFTER THE WEEKEND

1. Write all Palanca Team members a thank-you note.
2. Prepare a report for the Rector to include with his/her report on how the weekend went, suggestions for improvement, comments on this manual, etc.
3. Selection of music

ASSIGNMENT SHEET, Assistant Palanca Rector

BEFORE WEEKEND

- 1) Copy the Rollista's arrival, departure, and return schedule for each day on a large sheet of paper or tag board and mount it in a prominent place in the Chapel, making changes as required.
- 2) Pass out and collect prayer requests to team members
- 3) Plan prayer partners for team members, if desired
- 4) Attend all team meetings

DURING THE WEEKEND

- 1) Set up and decorate Palanca Chapel (except altar) on Thursday, including chairs, banners, song books, kneelers, etc.
- 2) Post Rollo Room Schedule, times and who is angel. Post the weekend Palanca Schedule.
- 3) Keep Palanca Chapel neat and tidy during weekend.
- 4) Dismantle chapel, making sure all personal belongings are taken home, Cursillo stuff gets on truck, and room is well cleaned.

ASSIGNMENT SHEET: Kitchen Liaison

BEFORE WEEKEND

- 1) Work as a liaison with the Kitchen Team to make sure all duties involving the Palanca Team and the Kitchen Team are covered.
- 2), Cut out dolls, churches, hearts, and roosters (supplied). Traditionally the churches are used for men and human figures for the women but you are not so confined. Completed before the weekend with a pin in each.
- 3) Attend all team meetings.

DURING THE WEEKEND

- 1) Act as liaison with the Kitchen Team during the weekend, posting the Rollista's schedule in the kitchen and keeping them informed of any schedule variations.
- 2) Coordinate with Kitchen Team regarding best times for team Eucharist's and prayers. Coordinate this with the Palanca Spiritual Director.
- 3) Check with Spiritual Director also regarding team prayers
- 4) Deliver cut-outs to Kitchen at appropriate times, or put one at each place at the table if so desired by the Kitchen Rector.
- 5) Determine times for the Palanca Team to eat meals with the Kitchen Team on Friday. Usually they eat early and return to the Palanca Chapel to meet the next Rollista.
- 6) Help the Kitchen and 4th Day Teams in any way you can including decorating for the Agape Dinner. This is to include personal help and enlisting other Palanca Team members if necessary.

ASSIGNMENT SHEET: Rollo Room Liaison

BEFORE WEEKEND

- 1) Attend all team meetings
- 2) Be the runner for the rolla room, checking when they will be ready for the Rollista

DURING THE WEEKEND

- 1) Assist Palanca Team Member in charge of banners in hanging banners in Rollo Room
- 2) Coordinate with Rollo Room regarding when Rollista is ready to go

ASSIGNMENT SHEET: Restrooms

BEFORE THE WEEKEND

- 1) Plan schedule of bathroom cleaners
- 2) Check with 4th Day Team supply coordinator if paper and cleaning supplies will be provided by the host church or need to be purchased. If they are provided by the host church, they will be reimbursed for them. Take inventory before the weekend and again after.
- 3) Attend all team meetings

DURING THE WEEKEND

- 1) Make signs and decorations for the bathrooms.
- 2) Decorate bathrooms with signs (as part of weekend progression), with flowers, etc. Make sure they are in good taste and Be creative!!!
- 3) Clean all bathrooms per schedule (i.e. for parish use). Assign bathroom duties to each Palanca Team member. They should be cleaned after each break while the weekenders listen to a Rollo and last thing in the evening.
 - A. Note: all cleaning materials should be in the Cursillo supplies furnished and are not to be taken from the host church supplies unless with their approval or as noted below. Use other Palanca Team members as required.
- 4) It is a good idea to have each Palanca Team member bring an old towel to expedite rapid cleaning.
- 5) From the Cursillo Supplies
 - a. Facial tissue
 - b. Toilet bowl brush and sponges
 - c. Sink cleanser and sponges
 - d. Soap
 - e. Hand lotion
 - f. Rubber gloves
- 6) From Host Church
 - a. Paper towels
 - b. Toilet tissue
 - c. Solid or spray air freshener (optional)
 - d. Large plastic trash bags
 - e. Broom and dust pan
 - f. Mop, pail and cleaner

Toilet Cleaning Schedule and Procedure

A) Procedure:

Once or twice a day, and/or when necessary, mop entire floor. Use bucket filled with water and cleaning solution and long handled mop. Go over the floor with the wet mop, rinsing the mop in the bucket repeatedly. Empty bucket into toilet, fill with clean, clear water, rinse mop well in this clean water, then wring mop out and go over floor to dry it.

Rinse mop, wring it out, empty and rinse bucket and put bucket and mop aside.

Several times a day, during Rollo's and at the beginning and end of day:

Spray toilet seats, all sides, with cleaning spray. Wipe off with paper towels. Throw paper towels in garbage container.

Spray wash basin, rinse with water, wipe with clean cloth mirror and basin, rinse and wring out cloth and put aside, dry basin and mirror with paper towel, polish mirror, basin and faucet with soft, dry cloth.

Empty garbage container when it starts getting filled up and put new plastic bag in.

Add decorations.

B) Schedule:

Thursday:

Upon arrival, check out whereabouts of cleaning utensils. Check out bathrooms, where are they located, make sure they are perfectly clean: Floors, doors, walls, handles, basins, faucets, mirrors, garbage containers.

Write: "welcome" on mirror.

During first meeting, double check.

Before retiring: Go through cleaning procedure.

Friday & Saturday

Before weekenders get up: Make sure bathrooms are clean.

During first Rollo: Go through entire cleaning procedure. Clean shower area also.

During each Rollo: Do necessary cleaning, always wipe toilet seats, add a decoration.

Before retiring: Go through cleaning procedure.

Sunday

Early morning: Restore for church use. Afternoon check. Last cleaning.

Utensils needed: Bucket, mop, cleaning solution, spray, 6 or more rolls of paper towels, three or four wet cloths, three or four dry cloths, garbage bags, toilet bowl cleaning brush, rubber gloves, soap, hand lotion, decorations, push pins.

Decorations: we need at least 5 decorations per bathroom per day, that is 10 decorations per day(Friday and Saturday), and one or two decorations per bathroom for Sunday after church, that is about 24 decorations. Use decorations that are easy to remove later.

Put decorations on inside or outside bathroom doors, mirrors etc.

You'll find the decorations pinned to a board in the palanca chapel.
The utensils are located in the palanca chapel bathroom.

ASSIGNMENT SHEET: Flowers and Banners

BEFORE WEEKEND

- 1) Order the following from the 4th Day team
 - a) Flowers for weekenders chapel (4 rose buds), carnations for Rollista's (14), carnations for serenade (48)

DURING THE WEEKEND

- 1) Get flowers from 4th Day Team and store in refrigerator; deliver as required. Take them out as required each day for the Rollista's', Sunday morning serenade, the weekenders' Chapel, and the Palanca Chapel. Should the flower not be naturally on schedule, it may be retarded by cold or hurried by warmth. You can use the same rose more than one day, if it is opening gradually.
- 2) Separate all available banners (lay them out on the floor) and decided where they will go and when. Deliver them to the Palanca Chapel, weekender's chapel, Rollo Room, or the dining room at the proper time. Start out on Friday morning with very few, and add banners gradually each day. The dining room reached its peak of color at the Agape Dinner. Few banners are needed in the Rollo Room because the posters will soon cover the walls.
- 3) Separate crosses and display in cabinet provided as part of the Palanca Chapel

ASSIGNMENT SHEET: Spiritual Director

BEFORE WEEKEND

- 1) Attend all team meetings. Your presence at team meetings is vital to the Palanca team as well as the overall team. You are needed:
 - A) To critique the theology of all practice Rollo's given - along with the other Spiritual Directors
 - B) To assist and lead team Eucharist services under the leadership of the Rollo Room Spiritual Director and weekend.
 - C) To give "teachings" if asked by the Head Spiritual Director.
 - D) To give one of the clergy Rollo's, if asked by the Head Spiritual Director.
 - E) To work with the Palanca Rector and Palanca Assistant Rector in planning Palanca Chapel procedures for the team meetings and the weekend.
 - F) To clear your schedule for the Cursillo weekend - your complete and full attendance is required throughout the weekend.
 - G) To check with the Palanca Rector and Rollo Room Rector if a Sponsor's Eucharist will be held on Thursday evening of the weekend. If it is, plan location (usually Palanca Chapel, if big enough) and time (usually 8:00pm). Please inform Rollo Room Rector of time and location early in your team meetings so this information can be included in the Sponsor letter - sent approximately 5 weeks before the men's weekend.
 - H) To plan with the Palanca Rector and Assistant Rector for morning and evening prayers and daily Eucharist for the Palanca, Kitchen, and 4th Day Teams on the weekend.
 - I) To speak up if you feel inappropriate types of music are being sung.

DURING WEEKEND

- 1) Conduct the Thursday evening Sponsor's Eucharist, if one is planned.
- 2) Be present for each Rollista send-off. Close each send-off with a prayer. Anointing may be used, but is not required. Work together with Palanca Rector on these details.
- 3) Conduct morning and evening prayers and daily Eucharist services for Palanca, Kitchen and 4th Day Teams. Be flexible in scheduling - so that all members of these teams can partake. Consult with each team Rector early in the day as to the best time to include all (particularly the Kitchen and 4th Day Teams, who can frequently be caught up with work to be done and not make time to participate spiritually). Adjust your schedule to meet theirs.
- 4) Explain Stations of the Cross to weekenders (see teaching below)
- 5) Plan and conduct the 4th Day Eucharist immediately following the Sunday afternoon Serenade. You may leave the serenade early to go and prepare for Eucharist. This service is to be conducted by an ordained pastor who shares altar and pulpit fellowship with the Lutheran church. If, for any reason, you are not able to conduct this service, please see that an ordained Lutheran pastor is responsible to do so. Preferably, ask the Cursillo pastor of the host church, rather than the Rollo Room Assistant SD (whose duty is to be present at the Apostolic Hour). Work out the details of this service well ahead of time, in consultation with the Rollo Room SD.

ASSIGNMENT SHEET: Palanca Spiritual Director, continued

- A) Instruct and practice with the Palanca team members the procedure for distribution of bread and wine - not all team members will have had this experience before a large group. Usually multiple stations are needed. Eucharist is done by indiction. Offer grape juice and wine at each station, rather than having a single station with grape juice - this confuses the traffic pattern in large groups. (The person offering wine can also offer grape juice - one in each hand - or have 2 people, one with wine and one with grape juice). Please instruct all team members where to stand for smooth flow of traffic, in accordance with the layout of the sanctuary you are in. Announce to 4th Day Community the procedure for distribution.
- 8
) Together with the Palanca Rector, give instructions on collecting the offering taken at every 4th Day Eucharist. NOTE: The offering money is to be given to the Weekend Treasurer - be sure the team members know who that is. The 4th Day Eucharist occurs opposite the Apostolic Hour and must be accomplished in one (1) hour. Move quickly into this service.
- C) Some churches have special lighting in the altar area - check with the host church pastor on Friday of the weekend for any special switches, use of mike, etc.
- D) Appropriate dress calls for normal Lutheran vestments. Work out clear signals with 4th Day Team runner who will be signaling the arrival of the weekenders for the Clausura - in advance.
- E)
- F) The 4th Day Eucharist is to be completed and everyone served, even if the Apostolic Hour is completed. The 4th Day team runner will keep them informed of the timing and they may have to stall a bit. However, it is preferred that time is kept in mind throughout the Eucharist so that the weekenders do not have to wait. It's better that the 4th Day Community wait, than the weekenders.
- G) Palanca Spiritual Directors frequently remove themselves from the Sunday afternoon lunch while the 4th Day community is serenading; to prepare themselves for conducting the 4th Day Eucharist.
- H)

GUIDELINES FOR ORDER OF SERVICE
SUNDAY AFTERNOON 4TH DAY EUCHARIST

Announcements and call for offering by Council Representative (a few words regarding the ongoing monetary needs by Rep.)

OFFERING (music accompanying)

WELCOME (Palanca Spiritual Director)

INVOCATION, CONFESSION, ABSOLUTION

LESSONS 1 - 2 (not necessarily those of the day - most have already heard)

HOMILY 5-10 minutes (tying chosen scripture and weekend together)

WORDS OF INSTITUTION

EUCHARIST(by indiction) - give location for Eucharist stations

POST EUCHARIST AND PRAYERS

PEACE is passed - if time allows - may wish to announce "limit to your aisle" or within 5-10 feet to limit chaos.

SINGING if time remains before weekenders are ready for the Clausura.

ASSIGNMENT SHEET: Musician

BEFORE WEEKEND

- 1) Have some music ready for practice Rollo's
- 2) Prepare list of songs for weekend from those requested by Rollista's
- 3) Practice songs with team.
- 4) Plan Sunday Morning Serenade with Rector
- 5) Attend all team meetings

DURING THE WEEKEND

- 1) Lead all singing in Palanca Chapel as well as music to and from Rollo Room
- 2) Arrange with Rollo Room Musicians to practice the "Whatsoever you do to the least of my children" in the Rollo Room before Stations of the Cross.
- 3) Provide music for team Eucharist, if desired
- 4) Play and coordinate music for Sunday Morning Serenade, coordinate with Palanca Rector
- 5) Bring music tapes for Palanca Chapel, if desired

ASSIGNMENT SHEET: Stations of the Cross

BEFORE THE WEEKEND

- 1) Look over church for possible stations set-up; check over previous years set-up
- 2) Arrange with Team and 4th Day Community to help with Stations, if needed, 4th Day help should be coordinated through Angel Crew Coordinator on 4th Day Team
- 3) Attend all team meetings.

DURING THE WEEKEND

- 1) Assemble books, pictures, votive candles, costumes, etc. for stations
- 2) Finalize where stations will be. There are a great many ways to run the Stations of the Cross and each team should decide what they wish to do. Feel free to use your imagination and your ingenuity.
- 3) Rehearse team members by taking them through the route and also by having them read aloud from the books
- 4) Set up candles and books outside Rollo room, light candles (only where weekenders move and not stations). Light the candles just before they are to be used. The Palanca Spiritual Director should explain the history of the Stations of the Cross, indicate they are going on a journey, and give them instructions. This should be done using the "teaching" in manual
- 5) The introduction is read before leaving the Rollo Room, and the Conclusion is read, by the Palanca Spiritual Director, after the groups are in the Sanctuary. Please read all readings slowly and distinctly. So the weekenders will have time to hear and think about what is said. There is no time crunch here!
- 6) Each table will go through stations as a group, or sit by table groupings if stationary stations are used. They will be led by a Palanca Team member to where they are supposed to go.
- 7) The words "Whatsoever You Do to the Least of My Children" is sung between stations. After each group finishes the last station, they sit in silence in the pews until all the groups have finished their "journey". Each group will relinquish books and candles (flashlights) after the last station.
- 8) Make provision for the collection of booklets and candles, if used. Please extinguish all candles immediately following the last station to eliminate wax spillage on the church's floor. Arrange for 4th Day Team to collect and return the booklets and candles to supply. Done as discreetly as possible.
- 9) Arrange for music after stations
- 6) After stations, collect books, candles and crosses and return to supplies.

DETAILS FOR STATIONS OF THE CROSS

Stations of the Cross should be planned and led by the Palanca Team, with help from the 4th Day Team, the Kitchen Team, and limited outside team friends, if necessary. (No more than 6 people depict the live scenes). NO SPONSORS of weekenders should be used. The emphasis of "Stations" is on the message and not on the drama taking place. Simplicity and sincerity are the key ingredients.

The team should begin preparation for the "Stations" with prayer.

The person in charge should walk through the facility to select locations for each station. Review the station locations from beginning to end to assure minimal conflict of sight and sound between them. Observe traffic patterns, lighting and visibility between stations. Cover any windows exposed to street or street lights as necessary, if they distract from the stations. Observe for any street noises that may interfere. Use votive candles or existing church lighting, to adequately light each station. Should you wish to have stations outside of the church building - be aware that the stations viewed by neighbors and persons not involved in the weekend can be misunderstood. Few church sites lend themselves to the outdoor privacy needed to carry this out.

Make sure that table leaders in the Rollo Room know that there are Kleenex boxes in the pews. (Announce this at the Thursday night team meeting).

PROCEDURES

The Palanca Rector, with the approval of the Weekend Rector, may choose one of three options for presenting Stations of the Cross. The "Way of the Cross" booklet is to be used in all three options. It is recommended that paired weekends select the same option.

1. PROGRESSIVE (LIVE STATIONS)

Live stations may be used (see the procedure that follows). Ten (10) locations are selected for the stations. Each table walks through the 10 stations as a table group, singing between stations and gathering in the sanctuary after the 10th Station.

2. STATIONARY (LIVE STATIONS)

(May be used when facility is not large enough to place 10 stations)

All weekenders gather in the sanctuary. Make the room as dark as possible. Two (2) spot lighted areas are in the front. One scene is lit and presented while the darkened area is being prepared. Two (2) narrators are used: one reads the "Scripture Speaks", the other reads "We Reply". Weekenders sing the song between scenes.

3. PROGRESSIVE (BANNERS ON CROSSES)

Banners depicting the stations are hung from each cross. The "Way of the Cross" booklet is read. Weekenders follow a progression as in #1, gathering in the Sanctuary after the 10th station.

PROPS NEEDED

Be sure to review needed props with the 4th Day Team well in advance of the actual weekend. Robes and head coverings for each character are needed as well as the following props.

1. PROGRESSION (LIVE STATIONS)

Either 2 or 4 tables for stations 1, 2, (9 and 10 optional)

1 table cloth

1 wash basin

1 towel

2 crowns of thorns

1 scarlet robe

4 crosses; 2 with 3 large nails in each

1 large piece of brown material or brown robe.

1 sheet

2. STATIONARY (LIVE STATIONS)

Same props as for Progressive Live Stations.

2 - 4 high intensity spot lights

PA system for narrators

3. PROGRESSIVE (BANNERS ON CROSSES)

10 crosses

10 picture banners

PROCEDURES FOR PROGRESSIVE LIVE STATIONS

The Palanca Spiritual Director meets each group outside the Rollo Room and reads the "Christ Speaks" before they move to the 1st station. Same person does first and last "Christ Speaks".

Each station should be a "frozen" tableau with NO movement. Characters in Scenes 3 and 5 should wear head coverings and not show their faces. No flesh should be exposed, i.e. face, hands, etc.

STATION #1
(Jesus is condemned to death)

Props needed:

Small table
Table cloth
Basin
Towel

STATION #2
(Jesus receives the cross)

Props needed:

Small table
Crown of thorns
Scarlet robe, draped over small table with
Crown of thorns on top

STATION #3
(The Cross is laid on
Simon of Cyrene)

Props needed:
1 Character:

One cross
Simon of Cyrene, wearing a robe, with
cross over shoulder.

STATION #4 (Women mourn for Jesus)	Props needed: 2-3 Characters:	None 1) Jesus - with hand out, talking to women 2) 2 women - with hands out in adoration. Their backs are to the weekenders. Their heads are covered and they are robed.
STATION #5 (Jesus is stripped of His garments)	Props needed: 2 Characters:	Brown cloth material used as robe 2 soldiers - pulling on robe between them. Backs to weekenders.
STATION #6 (Jesus is nailed to the cross)	Props needed:	Standing cross Wood block Large Hammer Nails to be given to weekenders as they pass through
STATION #7 (Jesus died upon the Cross)	Props needed:	Standing cross with 3 "large" nails in it.
STATION #8 (Jesus is taken down from the Cross)	Props needed:	Empty cross (cross is lying on its side) <u>NO</u> nails.
STATION #9 (Jesus, lying in the sepulcher)	Props needed: 1 Character:	Table (optional) 1 sheet Jesus - lying on table or floor with sheet draped over body. Cover head.
STATION #10 (The Resurrection)	Props needed:	Table (optional - stations 9 and 10 must match - both either with table or without) 1 sheet - crumpled, on table or floor

INSERT NOTES HERE FOR STATIONARY STATIONS