

RESOURCE – PALANCA

Responsibilities are:

Prayer

- Prayer requests from team members as soon as team meetings begin.
- Pray for your team and Weekenders.
- Do prayer requests on the Weekend as often as you can.

Eucharist

- You are responsible for bread and wine for team meetings and for the Weekend.
- Team Eucharist on Thursday evening, before Weekenders arrive.
- Palanca/Kitchen/4th Day on Friday, Saturday and Sunday at the Clausura.
- You are responsible for the 4th Day community Eucharist set-up[and serving Sunday at Clausura.
- Set up and take down of Weekenders chapel Eucharist
- Sponsor's Eucharist on Thursday evening.

Rollista Support

- Each Rollista is assigned to a Palanca person (Palanca Angel)
- Obtain a list of Rollista's songs and scriptures to be used for send off and thanksgiving.
- Place for outgoing Rollista to relax if overlap with next Rollista.
- Coordinate with Rollista's Kitchen Angel for meal arrangement following the Rollo.
- Dressing room
- Thursday night each Rollo is placed on the Palanca Chapel altar. This may require some diplomacy – some Rollista's do not wish to part with their Rollo!

Music

- Responsible for Rollista send-off and thanksgiving.
- Participate in Agape Dinner serenade.

Stations of the Cross

- Decide who will be responsible for organizing Stations of the Cross – suggested Palanca Chapel SD – can delegate. Ask volunteer's from the community well in advance and let them know the time you wish them to arrive.
- Palanca Team with additional help from other Kitchen and 4th Day teams as well as members of the 4th Day community to play the parts and to read. Kitchen to be at the back of the sanctuary to sing the song between "stations".
- Check costumes, supplies, flashlights, booklets well in advance of the time they will be needed.
- Practice with the team as required.
- Do not stray from the wording in the Stations of the Cross booklet. No changes should be made to this without the knowledge of the Secretariat.

Palanca Chapel

- Decorate the room and altar
- Post a Rollista schedule outside the chapel
- Door sign for "Prayer in Progress"

- Large display of Weekenders names, it will focus us on to the reason we are here during the Weekend.

Weekenders Chapel

- Altar
- Banner progression
- Apostolic Hour with crosses.

Chapel Visit Preparation

- Saturday evening – following Agape Dinner – work with 4th Day team and set up of chairs, tissue & votives.

Flowers

- Vase on Palanca altar for each days Rollista's carnations
- Weekenders Chapel rose bud progression.
- Rollista carnations – provide vase next to the lectern at the front of the Rollo room.

Bathroom Cleanup

- Signs – funny but in good taste
- Progression in decorations
- Be aware of when you will need to have the Men's restroom available for men on the women's weekend and vice versa.
- Have bathrooms ready for church use before first service.

Sunday Morning Serenade

- Make sure each Weekender has a sponsor or "stand in".
- Each Weekender should be given a carnation and a glass of fruit juice.