

## WEEKEND PALANCA TEAM SCHEDULE

(Modify times to fit Rector's weekend schedule)

### THURSDAY

	TEAM MEMBER RESPONSIBLE	
2.00 – 4.30 p.m.	(_____)	Team arrives
	(_____)	Put gear in Palanca team dormitory area.
	(_____)	Set up Weekender's Chapel altar.
	(_____)	Set up Rollo Room Bible and candles table just outside of Rollo Room.
	(_____)	Set up for Team Eucharist.
	(_____)	Unpack, check and store crosses, Stations of the Cross booklets, candles, banners, cleaning supplies etc.
	(_____)	Set up Palanca Chapel.
	(_____)	Set up Weekender's crosses, and place in wooden box and place on table in Palanca Chapel with candles.
	(_____)	Check on flowers for Friday (1 tight rose bud and 5 Carnations)
	(_____)	Check and/or clean bathrooms
5.00 p.m.	(_____)	Team Eucharist.
6.00 p.m.	(_____)	Team dinner and team meeting.
8.00 p.m.	(_____)	Sponsor service and Eucharist.
9.30 p.m.	(_____)	Team photo
9.45 p.m.	(_____)	Palanca team meeting – go over plans for next day and Stations of the Cross.
	(_____)	Check votive candles to make sure there are enough/if using battery operated check to see if batteries need replacing
11.15 p.m.	(_____)	Full team meeting and prayers.

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### FRIDAY

	TEAM MEMBER RESPONSIBLE	
6.00 a.m.	(_____)	Team arises
6.15 a.m.	(_____)	Take rose bud to Weekender's Chapel and get the Palanca Chapel ready for Morning Prayer for Palanca Kitchen and 4 <sup>th</sup> Day teams.
6.30 a.m.	(_____)	Morning Prayer for support teams in Palanca Chapel
7.00 a.m.	(_____)	Breakfast for Palanca and 4 <sup>th</sup> Day Teams
	(_____)	Take five carnations to the Palanca Chapel for Friday's rollistas.
7.30 a.m.	(_____)	Set up Eucharist in the Weekender's Chapel.
	(_____)	Rollo Room – hang one or two banners
	(_____)	Clean bathrooms, check supplies, add signs.
7.50 a.m.	(_____)	Greet Rollista #1 IDEAL
		Palanca Angel: _____
8.18 a.m.	(_____)	Rollista departs for the Rollo Room.
8.50 a.m.	(_____)	Rollista returns for Thanksgiving.
8.55 a.m.	(_____)	Greet Rollista #2 HABITUAL GRACE
		Palanca Angel: _____
9.18 a.m.	(_____)	Rollista departs for Rollo Room
	(_____)	Clean bathrooms, replenish supplies.
9.50 a.m.	(_____)	Rollista returns for Thanksgiving.
10.15 a.m.	(_____)	Set up for the Palanca, Kitchen and 4 <sup>th</sup> Day Team Eucharist.

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### FRIDAY

	TEAM MEMBER RESPONSIBLE	
10.30 a.m.	(_____)	Eucharist for Palanca, Kitchen & 4 <sup>th</sup> Day Teams.
11.15 a.m.	(_____)	Lunch for Palanca and 4 <sup>th</sup> Day Teams
12.00 p.m.	(_____)	Rollo Room hang banners
	(_____)	Take down Eucharist equipment in Weekender's Chapel Straighten chapel, add a few banners to chapel.
	(_____)	Clean bathrooms and replenish supplies.
1.00 p.m.	(_____)	Plan Stations of the Cross
	(_____)	Organize Stations booklets and candles
	(_____)	Check with 4 <sup>th</sup> Day to make sure palanca has been organized for SD giving Actual Grace Rollo.
	(_____)	Review readings for Stations of the Cross
1.45 p.m.	(_____)	Greet Rollista #3 LAITY Palanca Angel _____
2.13 p.m.	(_____)	Rollista departs for Rollo Room
2.45 p.m.	(_____)	Rollista returns for Thanksgiving.
3.05 p.m.	(_____)	Greet Rollista #4 ACTUAL GRACE Palanca Angel _____
3.28 p.m.	(_____)	Rollista departs for the Rollo Room.
	(_____)	Rollista - remind them to introduce palanca and hand out palanca as previously discussed.
	(_____)	Check flowers for tomorrow – rose and 5 carnations.
	(_____)	Hang banners in dining room

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	<u>TEAM MEMBER</u> <u>RESPONSIBLE</u> (_____)	
	(_____)	Clean bathrooms, replenish supplies
	(_____)	Prepare Weekender's Chapel for Evening Prayer
4.15pm	(_____)	Rollista returns
	(_____)	Take paper cut-outs of man/woman and church to dining room place one of each at each table setting with a (pin in each).
4.30pm	(_____)	Palanca and 4 <sup>th</sup> Day Teams eat dinner.
5.00pm	(_____)	Rollo Room – Hang more banners.
5.50pm	(_____)	Greet Rollista #5 PIETY Palanca Angel_____
6.13pm	(_____)	Rollista departs for the Rollo Room
	(_____)	Set up for Stations of the Cross
6.55pm	(_____)	Rollista returns
7.15pm	(_____)	Palanca Team - Stations of the Cross (rehearsal). Include Kitchen and 4 <sup>th</sup> Day Teams as needed.
	(_____)	Clean Bathrooms, replenish supplies.
8.30pm	(_____)	Place votives along the route from Rollo Room
9.05pm	(_____)	A. Palanca SD explains procedure and meaning B. Prayer requests are introduced by Palanca Rector.
9.15pm	(_____)	Stations of the Cross for Rollo Room
10.00pm	(_____)	Take down and put away Stations of the Cross Supplies.
10.30 p.m.	(_____)	Palanca team meeting
11.00 p.m.		Full team meeting and prayers
11.45 p.m.	(_____)	Rollo Room – hang more banners.

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### SATURDAY

	TEAM MEMBER RESPONSIBLE	
6.00 a.m.	(_____)	Team Arises
6.15 a.m.	(_____)	Take rose to Weekender's Chapel
7.00 a.m.	(_____)	Morning Prayer for Palanca, Kitchen & 4 <sup>th</sup> Day teams in Palanca Chapel.
7.20 a.m.	(_____)	Take 5 carnations to the Palanca Chapel for the day's rollistas.
7.45 a.m.	(_____)	Breakfast with the weekenders <b><u>Palanca Team is introduced.</u></b>
8.10 a.m.	(_____)	Set up Eucharist and hang banners in the Weekender's Chapel.
8.15 a.m.	(_____)	Greet Rollista #6 STUDY Palanca Angel _____
8.43 a.m.	(_____)	Rollista departs for Rollo Room.
9.15 a.m.	(_____)	Rollista returns for Thanksgiving.
9.35 a.m.	(_____)	Greet Rollista #7 SACRAMENTS Palanca Angel _____
10.03 a.m.	(_____)	Rollista departs for Rollo Room
	(_____)	Clean Bathrooms replenish supplies
10.45 a.m.	(_____)	Set up Palanca, Kitchen & 4 <sup>th</sup> Day Team Eucharist
	(_____)	Rollista returns for Thanksgiving.
11.00 a.m.	(_____)	Team Eucharist
11.15 a.m.	(_____)	Rollo Room – hang banners.

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### SATURDAY

	TEAM MEMBER RESPONSIBLE	
12.00 p.m.	(_____)	Lunch with the Weekenders. <b><u>4<sup>th</sup> DAY TEAM IS INTRODUCED</u></b>
12.30 p.m.	(_____)	Greet Rollista #8 ACTION Palanca Angel_____
12.58 p.m.	(_____)	Rollista departs for the Rollo Room
	(_____)	Prayer time from the prayer requests.
1.30 p.m.	(_____)	Rollista returns for Thanksgiving.
1.40 p.m.	(_____)	Remove eucharist and hang banners in Weekender's Chapel.
	(_____)	Clean bathrooms, replenish supplies.
	(_____)	Organize SD for eucharist for Sunday pm -4 <sup>th</sup> Day community.
	(_____)	Paper cutouts of heart, with a pin for each to The dining room.
	(_____)	Help 4 <sup>th</sup> Day Team decorate the dining room
	(_____)	Check flowers for Sunday – carnations for Weekenders & table leaders, 4 carnations for rollistas, and the rose for the Weekender Chapel.
3.20 p.m.	(_____)	Greet Rollista #9 OBSTACLES Palanca Angel_____
3.43 p.m.	(_____)	Rollista departs for the Rollo Room.
4.15 p.m.	(_____)	Rollista returns for Thanksgiving.
4.20 p.m.	(_____)	Greet Rollista #10 LEADERS Palanca Angel_____

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4.43 p.m. ( ) Rollista departs for Rollo Room

SATURDAY

TEAM MEMBER  
RESPONSIBLE

5.15 p.m.	( )	Rollista returns for Thanksgiving
5.30 p.m.	( )	Rehearse with Serenaders for Agape Dinner
	( )	Assemble in dining room for Agape Dinner serenade.
6.00 p.m.	( )	Agape Dinner and Serenade
6.30 p.m.	( )	Prepare for chapel visits in the sanctuary –coordinate With 4 <sup>th</sup> Day – chairs and candles set out per tables.
	( )	Prepare Weekender chapel for Evening Prayer, hang Banners.
7.30 p.m.	( )	Dinner with at second seating of Agape Dinner
8.00 p.m.	( )	Palanca Team meeting. Make sure everything is in Place for Sunday morning serenade – flashlights, Song sheets, musicians etc.
8.45 p.m.	( )	DeCuria
	( )	Check bathrooms, replenish supplies.
10.45 p.m.	( )	Full team meetings, go over Sunday morning Serenade instructions with all teams.
11.15 p.m.	( )	Prepare Weekender's Chapel for Morning Prayer, Hang banners.
	( )	Remove rose from Weekender's altar – refrigerate.
	( )	Hang remaining banners in Rollo Room.

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### SUNDAY

	TEAM MEMBER RESPONSIBLE	
5.00 a.m.	(_____)	Team wakes
5.30 a.m.	(_____)	Take rose to Weekender's Chapel
	(_____)	Assemble for Sunday morning serenade
5.40 a.m.	(_____)	Hand out one carnation to each sponsor to give to their Weekender – make sure you have a check list. Team members are "stand in" sponsors and give to the table leaders.
6.00 a.m.	(_____)	Sunday morning serenade
6.30 a.m.	(_____)	Assist in clearing sleeping areas and getting Sunday School rooms back for use – as needed by 4 <sup>th</sup> Day team.
6.45 a.m.	(_____)	Clean bathrooms, replenish supplies, convert Bathrooms for church use. Remove all VdC signage.
7.00 a.m.	(_____)	Morning Prayer for support teams in Palanca Chapel
7.30 a.m.	(_____)	Team breakfast in dining room. Weekenders have breakfast in rollo room.
8.10 a.m.	(_____)	Greet Rollista #11 ENVIRONMNET Palanca Angel_____
8.35 a.m.	(_____)	Rollista departs for Rollo Room
8.55 a.m.	(_____)	Greet Rollista #12 LIFE IN GRACE Palanca Angel_____
9.10 a.m.	(_____)	Rollista #11 returns for Thanksgiving
9.23 a.m.	(_____)	Rollista #12 departs for Rollo Room
9.50 a.m.	(_____)	Greet Rollista #13 CHRISTIANITY IN ACTION Palanca Angel_____
9.55 a.m.	(_____)	Rollista #12 returns for Thanksgiving



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### SUNDAY

	TEAM MEMBER RESPONSIBLE	
10.13 a.m.	(_____)	Rollista #13 departs for Rollo Room
10.45 a.m.	(_____)	Rollista #13 returns for Thanksgiving
11.00 a.m.	(_____)	Set up Eucharist in Weekenders Chapel
11.30 a.m.	(_____)	Greet Rollista #14 TOTAL SECURITY IN THE 4 <sup>TH</sup> DAY Palanca Angel _____
11.58 a.m.	(_____)	Rollista departs for Rollo Room
12.15 p.m.	(_____)	Take down Eucharist from Weekender's Chapel
	(_____)	Set up Apostolic Hour in the Weekender's Chapel Crosses set up on altar.
12.30 p.m.	(_____)	Rollista returns.
	(_____)	Dismantle Palanca Chapel
1.00 p.m.	(_____)	Lunch with Weekenders. Teams sit together.
1.30 p.m.	(_____)	Serenade by 4 <sup>th</sup> Day community
1.45 p.m.	(_____)	4 <sup>th</sup> Day community Eucharist – Palanca team are Servers.
3.00 p.m.	(_____)	Clausura
3.45 p.m.	(_____)	Final bathroom cleaning. Take down banners in dining room.
	(_____)	Inventory supplies, make a list of items needing to be Replaced in Palanca supplies. Make sure everything is stored correctly.
	(_____)	Take all Palanca supplies to the truck (Coordinate with 4 <sup>th</sup> Day team.

ALL MEMBERS HELP IN CLEAN-UP OF THE CHURCH – UNDER THE DIRECTION OF THE 4<sup>TH</sup> DAY TEAM