

Secretariat Policy / Procedures Manual

Tres Dias Cleveland

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TABLE OF CONTENTS	Page
Purpose of Manual	5
Update Procedure for Manual	5
Tres Dias International Essentials	5
By Laws of Tres Dias Cleveland.....	5
Rector and Rectora Selection Process and Oversight	5
Rector(a) Selection Process	5
Rector(a) Oversight	7
Rector(a) Obligations to Secretariat.....	7
Weekend Team Selection	8
The Leadership Team	9
Sponsorship and Candidate Selection	10
Candidate/Sponsor Application Process.....	10
Sponsorship Responsibilities	11
Sponsorship Responsibility in Weekend Support	12
Sponsorship Responsibility in Fourth Day Support.....	12
Sponsorship and the Tres Dias Experience	12
Tres Dias International Representation	12
Finances	13
Accountability in Distribution of Financial Duties.....	13
Bi-Annual Workshop – Pescadore Training and Leadership Education.....	13
Election of Officers and Terms of Office for Secretariat of Tres Dias Cleveland.....	14
Vice President Transitions to President	14
TERMS OF OFFICE	14
Vice President.....	15

Appendix A – Tres Dias International Essentials.....	16
Appendix B – By-Laws of Tres Dias Cleveland.....	25
Article I.....	25
Name and Purpose.....	25
Section 1: Name	25
Section 2: Purpose	25
Section 3: Affiliation	25
Section 4: Statement of Belief.....	25
Article II.....	25
Membership and Rights/Responsibilities.....	25
Section 1: Membership	25
Section 2: Rights and Responsibilities.....	26
Article III.....	26
Organization	26
Section 1: Board of Directors.....	26
Section 2: Officers	26
Section 3: Standing Committees.....	26
Section 4: Nominating Committee	26
Section 5: At-Large Members	26
Article IV.....	26
Duties of Officers	26
Section 1: President	26
Section 2: Vice President	26
Section 3: Secretary.....	26
Section 4: Treasurer.....	27
Article V.....	27

Meetings	27
Section 1: Annual Meeting	27
Section 2: Regular Meetings	27
Section 3: Special Meetings	27
Article VI	27
Elections	27
Section 1: Elections	27
Section 2: Term of Office	27
Section 3: Tenure	27
Section 4: Vacancies	27
Article VII	28
Amendments	28
Section 1: Amendments	28
Article VIII	28
Dissolution	28
Section 1: Definition	28
Section 2: Action	28
APPENDIX C – Clarification of Tres Dias Cleveland Statement of Belief Article #9	28
APPENDIX D – Position Descriptions for Officers and Chairs of Tres Dias Cleveland	30
APPENDIX E - Policies and Decisions Approved by Secretariat	40

Purpose of Manual

This manual is intended as a living document as a reference, primarily for those Pescadores in leadership positions in the Cleveland community. Secondly, however, it is an educational document for all Pescadores in the general Cleveland community. It is published in two forms: hard copy and on the Cleveland Tres Dias website.

It outlines procedures, puts forth guidelines and also contains the "Essentials" of Tres Dias, along with policy decisions approved at Secretariats.

It is the intention of the authors that this manual be updated as required and ratified on an annual basis at the direction of the Executive Committee.

Update Procedure for Manual

The manual may be updated by a majority vote of Secretariat at any regular meeting provided that the proposed changes have been publicized in advance of the meeting. Anyone may propose changes to the manual.

Tres Dias International Essentials

Tres Dias Cleveland will adhere to the Tres Dias International Essentials as shown in Appendix A

By Laws of Tres Dias Cleveland

See Appendix B for the Tres Dias Cleveland By-Laws.

Rector and Rectora Selection Process and Oversight

Rector(a) Selection Process

The acceptance to the call of Rectorship must come from the empowerment of the Holy Spirit. For that reason, regardless of the order in which the call comes, no Rector(a) should ever be considered anything but "first" choice. Therefore, all discussions and nominations for Rectorship must be conducted in a covenant of strict confidentiality.

Immediately following a Men's or Women's Weekend, a Selection (nominating) committee meeting will be planned, convened and Chaired by the Rector or Rectora of the preceding

Weekend. (e.g. Following Men's #25, a meeting will be called by the Rector of Men's #24 to nominate a Rector for Men's #26.)

- The Men's' or Women's' Selection Committee will include all previous Rector(a)s who remain active members of the Tres Dias Cleveland community.
 - A Committee quorum is achieved when at least fifty percent (50%) of those Rector(a)s who remain active members of the Tres Dias Cleveland community are present or their proxies are given.
 - The Prerequisite for Rectorship is to have served at least once as Assistant Rector. Moreover, as the community grows and more people qualify for the Call, additional positions and experience should be added to the qualification requirements. (e.g. it will be especially helpful if in addition to Assistant Rector, the nominee has also served in other leadership positions such as Chief Aux or Weekend Chair.)
 - Rector(a)s who served previously also qualify and may be considered for nomination to serve again as Rector(a).
 - From a list of those who qualify to serve as Rector(a), the Selection Committee will vote to create a slate of nominees.
 - The Selection Committee may submit more than one name for consideration, and may make recommendations of 1st choice, 2nd choice, etc.
 - The slate is presented to the Executive Committee via the President.
 - All Rector(a) Selection committee discussions and nominations will remain strictly confidential.
- After the slate of nominee names are delivered to the President of Tres Dias Cleveland:
 - It is the obligation of the President to present the slate to the Executive Committee.
 - The slate is maintained by the President and the Executive Committee in a covenant of strict confidentiality.
 - Before a call can be extended to a Rector(a) nominee, that person must receive a unanimous vote of approval from the Executive Committee.
- The President usually contacts the approved nominee, but he/she may appoint another member of the Selection Committee or Executive Committee to contact the nominee and present the Call.

- If a nominee declines the call, he/she may not divulge that an invitation was made. The acceptance of Rectorship must come from the empowerment of the Holy Spirit. For that reason, no Rector(a) should ever be considered "second" choice.
- After a nominee accepts the call to be a Rector(a), he or she will determine with the President when a formal announcement will be made.
- On or after the agreed upon announcement date, the President will announce the appointment to Secretariat. At that time the appointment is considered public knowledge.
- Discussions in this process, and the names of any nominees will continue to be held in confidence by the Selection Committee and/or the Executive Committee.

Rector(a) Oversight

Once a Rector(a) has accepted the call, it is the obligation of Secretariat through the President to provide oversight and guidance to ensure:

- The Team Selection process is followed
- the Essentials are honored
- Expenses be approved by Secretariat prior to purchase or commitment
- the Community is actively involved in the Weekend through spiritual Palanca and service Palanca.

Rector(a) Obligations to Secretariat

- Attend all Secretariat meetings prior to the Weekend, and encourage all members of the Leadership team to attend as well.
- Incur expenses only upon prior approval from Secretariat.
- Follow all Essentials and guidelines in all aspects of Team selection and in structuring the Weekend.
- Ensure the Weekend teachings and direction embraces the dogma and philosophy as recorded in the Tres Dias Statement of Faith.
- Conduct a Critique of the Weekend in which a review is made of the dynamics of the Weekend. The Critique should not discuss specific individuals or personalities.
- Conduct one's self, and mentor the Team to act in a manner that reflects Christian values and personal dignity, and upholds the Tres Dias Statement of Faith. Immediately report to the President if you believe any Team member may be engaging in activity

that could insinuate impropriety, or if anyone professes or teaches beliefs that are contrary to the Tres Dias Statement of Faith.

Weekend Team Selection

In addition to the guidelines and explanations found in the Rector's Manual, (*Team Composition, Experience*), the following processes are required **prior** to extending an invitation to any Team member:

- All Team members must be currently active in Tres Dias.
 - Active is defined as Pescadores who have attended a Tres Dias or similar approved Weekend, and show an obvious and recent history of ongoing participation in Tres Dias activities such as Secuelas, Secretariats, Reunion Group, Sponsorship, Weekend Palanca, Openings and Closings.
- Rather than selecting Team members for personal reasons, Team members are nominated and approved based upon their previous support and contribution to the Community as well as their potential contribution to the upcoming Weekend.
- Composition of the Team should be a cross-section of the community in regards to race, geography, age, marital status and church affiliation:
 - To provide support and accountability for the Rector(a)
 - To build support and growth within the multiple sectors of our community, and
 - To train and equip future Team and community leaders.
- Teams should be diverse in experience. The rule of thumb (guideline, not mandatory) is to appoint 1/3 new to Team, 1/3 with some Team experience, and 1/3 highly experience (served 3 or more times on Team)
- No invitation to be on Team may be extended by the Rector to prospective Team members until **after** they are approved as follows:
 - Before asking individuals to serve on the Leadership Team the nominees for Spiritual Director(s), Music Director, Assistant Rector(a)(s), Chief Auxiliary and Weekend Chair(s) are to be submitted to the President and approved by a majority vote of the Executive Board. In the event of a tie, the deciding vote will be cast by the Assistant Treasurer.
 - The President must give prior approval for all other Team members

- It is advised that priority in compiling the Team list be made in the following order:
 1. Spiritual Directors
 2. Assistant Rector(s), Chief Auxiliary, Weekend Chair(s), Music Director(s)
 3. Table leaders, assistant table leaders, auxiliaries
- It is beneficial for Table Leaders to have served on Team previously as Assistant Table Leaders, and be able to mentor Assistant Table Leaders.
- Those who have not had prior Team experience may be assigned to positions of Auxiliary or Assistant Table Leader.
- Prospective Team members should be available to attend Team meetings and be willing to pay their Weekend fees. Scholarships, however, may be requested through the Rector(a) for all or part of the Weekend fee. All Team members' Weekend fees should be received by the Assistant Treasurer at least two (2) weeks prior to the Weekend. The Treasurer must approve all requests for Scholarships. Requests should be submitted to the Treasurer at least two (2) weeks prior to the Weekend.
- Team members should be encouraged to have completed Essentials Training within two years of the weekend on which they will serve.
- It is advised (but not essential) that all Team member invitations remain confidential until the entire Team has been appointed.
 - The decision as to when to make the news public is at the sole discretion of the Rector(a).
 - At no time will the Executive Committee reveal the names of any proposed Team member until an announcement has been authorized by the Rector(a).

The Leadership Team

Before asking individuals to serve on the Leadership Team the nominees for Spiritual Director(s), Music Director, Assistant Rector(a)(s), Chief Auxiliary and Weekend Chair(s) are to be submitted to the President and approved by a majority vote of the Executive Board. In the event of a tie, the deciding vote will be cast by the Assistant Treasurer. The Rector(a) may present the list of nominees to the President in sections.

The Leadership Team includes Spiritual Directors (typically two but as many as five), Assistant Rector(s), one Chief Aux, Music Director(s), and Weekend Chair(s).

The Rector(a), through prayer, references lists from the President and prior rector(a)s, and selects the Leadership Team.

- Prior to submitting names to the President, It is urged that prospective Team members be discussed with prior Rector(a)s.
- Except for Spiritual Directors, all members of the Leadership Team must have previously served on Team at least three times unless approved by the Executive Committee.
- Spiritual Directors are clergy members who are qualified to teach and counsel in spiritual matters. Each Weekend must appoint at least one Spiritual Director who has received formal theological education, and is ordained and authorized to regularly celebrate Holy Communion by his/her denomination. Any Spiritual Director who has not previously served on Team should be considered under the mentorship of an experienced Spiritual Director.
- In addition, Assistant Rector(a)s must:
 - be willing to accept the possibility of a future role as Rector(a), and
 - be persons who are good role models and mentors of Christian commitment, spirituality and leadership.
- It is beneficial but not mandatory for an Assistant Rector(a) to serve in that capacity more than once. It is also beneficial for Assistant Rector(a)s to participate in the Team selection process as preparation for their possible future role.

Sponsorship and Candidate Selection

A prospective Candidate is a Christian who is well known by their sponsor

A sponsor is a Pescadore who prayerfully considers a Candidate for the Weekend and is willing to carry out Sponsorship Responsibilities documented under the "Sponsorship" section within this manual.

Candidate/Sponsor Application Process

Purpose: The sponsorship of applicants is critical to a successful Weekend experience for Candidates. This guideline (policy) is intended to educate sponsors, rector(a)s and Team members of a necessary procedure. It is also intended to ensure the applications of applicants and sponsors are processed quickly and Candidates fees are received on a timely basis.

Step 1: A Sponsor will secure a completed application from the Candidate, complete a Sponsor application and forward both applications to the Assistant Treasurer along with a check from either the applicant and/or Sponsor for the appropriate amount.

Step 2: Upon receipt of the three (3) items indicated in Step 1, the Assistant Treasurer will assign a number to the Candidate and forward the application to the Rector(a) for screening and approval.

Step 3: The Rector(a) will review the application forms and may then contact the sponsor and if necessary the Candidate to conduct a screening interview. At the Rector(a)'s discretion, an additional interview may be requested by a Spiritual Director. The Rector(a) will then advise the Assistant Treasurer if the Candidate is approved. If not approved, the Assistant Treasurer will remove the Candidate from the list and return their check.

Number of Candidates: The Rector(a) will set the maximum number of Candidates for the Weekend based upon facility and Team considerations. If the number of applications exceeds that number, those applications will be placed on a waiting list in the order received by the Assistant Treasurer. The Rector(a) will establish a cutoff date for publishing a final list of Candidates for the Weekend, not less than seven (7) days prior to the Weekend. No names will be added to the list of attendees after that date, even if the number of attendees is below the maximum number.

Scholarships: Scholarships are available for Candidates based upon request and need. The Treasurer must approve all requests for Scholarships. Requests should be submitted to the Treasurer at least two (2) weeks prior to the Weekend.

Sponsorship Responsibilities

Sponsorship is not merely an invitation. It is an ongoing commitment to

See a friend... Be a friend... Show Jesus Christ, your Friend.

To be a sponsor, consider the following:

1. Tres Dias is not for everyone. It is intended to strengthen those who are Christians, active in their church, or seeking to become more active.
2. Inviting someone to attend Tres Dias comes only after you are willing to make a significant, long term commitment. If you are not able to make that commitment, after the Weekend they may feel let down, abandoned or excluded.
3. Have you honestly looked at your reasons for sponsoring someone? Is the goal to bless them? Or is it to impress them?
4. Do you know the Candidate, or do you just know about the person?

5. Is this the right time for the Candidate? Remember, Tres Dias is not a “fix” for difficult feelings, times or situations. Experienced professionals suggest a person should not attend a Tres Dias Weekend if they have experienced a major life crisis within the past 12 months. Instead, be patient with your friend's feelings and allow them to have a natural grieving process and healing before inviting him or her to attend a Tres Dias Weekend. You may actually do a disservice to your friend if their grieving process is delayed or derailed.
6. Are you willing to make a significant commitment to your Candidate's family throughout the Weekend?

Sponsorship Responsibility in Weekend Support

Sponsors are expected to support Candidates on the Weekend by providing transportation, praying for the Weekend, providing a general Palanca letter to the Weekend, personal Palanca to the Candidate, offering to help the Candidate's family, providing a baby-sitter for children if needed, attending the Opening and Closing, and answering any other needs that would be helpful.

Sponsorship Responsibility in Fourth Day Support

Sponsorship means an ongoing commitment is being made to the Candidate. A sponsor should help the new Pescadore to live the Fourth Day as it is presented on the Weekend, to help the new Pescadore to join (or form) a Reunion Group. Sponsorship includes ongoing invitations to meet at Secuelas and Secretariat meetings. In general, the sponsor should be responsive to the needs of the new Pescadore until he/she is established in the community and in their Fourth Day walk.

Sponsorship and the Tres Dias Experience

Sponsorship is the most important part of the total Tres Dias experience. It is the first act of Palanca before the Weekend even begins. During the Weekend, your personal acts of sacrificial love undergird your Candidate's experience with Christ.

Your Fourth Day invitations to your Candidate to interact and participate with you in community settings undergird your Candidate's fulfillment in the grace, growth and fellowship that begins on the Weekend.

Tres Dias International Representation

Annually a count will be submitted to International Tres Dias of all active Pescadores in our community. According to the rules ascribed by International, that count will determine the number of votes assigned to the community of Tres Dias Cleveland.

Local Representative to Tres Dias International

From a pool of volunteers, a local Representative will be elected to Tres Dias International by a vote of Secretariat. If no volunteers come forward, the votes of our community will be delivered to Tres Dias International via proxy.

The local Representative to Tres Dias International serves for a term of two years. No maximum number of terms is set.

Finances

Tres Dias Cleveland has been approved by the Internal Revenue Service under code 501(c)(3) as a non-profit organization that is exempt from payment of all taxes. It receives tax deductible contributions as one source of income. In addition, Weekend fees are another source of income. Only those fees that are in excess of the cost of the Weekend is tax deductible.

The Treasurer of Tres Dias Cleveland may have to file an annual tax return (based upon current IRS regulations), even though it is exempt from paying taxes.

Accountability in Distribution of Financial Duties

Two officers, the Treasurer and Assistant Treasurer manage the income and expenses of Tres Dias Cleveland. The Assistant Treasurer is responsible to receive income, make bank deposits, and submit accurate reports to the Treasurer. The Treasurer is responsible for banking, reconciliation, paying appropriate expenses, and for creating and submitting reports. The Treasurer approves expenses according to the guidelines provided by Secretariat and/or the President.

Bi-Annual Workshop – Pescadore Training and Leadership Education

Tres Dias International requires that local communities conduct an educational workshop to be conducted by instructors who have received training by International Tres Dias.

Tres Dias International requires this workshop to be conducted at least once every two years.

These Workshops are recommended for all Pescadores, but particularly for Secretariat officers and prospective Team members.

Election of Officers and Terms of Office for Secretariat of Tres Dias Cleveland

The Nomination Committee is obligated to present a slate to the Executive Committee one month prior to the Annual Meeting which should be held each year in May.

It has been a tradition for the Vice President to ensure the first meeting of the nominating committee convenes. The Vice President is not a member of the committee, and holds no rights or responsibilities unless appointed to the committee in accordance with the By-Laws.

The Nominating Committee is appointed as follows:

The Nominating Committee shall be comprised of:

- *three persons to be chosen by the Nominating Committee members [since the nominating committee's term is for a period of one year, this refers to the outgoing committee from the previous year] and*
- *two persons to be chosen by the President.*

The role of the Nominating Committee shall be to solicit nominations for vacant officer and standing committee chairperson positions and to present a slate of nominees to the Secretariat each year at the annual meeting.

The chair or facilitator of the nominating committee is elected by the committee itself.

Nominees for officers are elected by a simple majority of a quorum of Secretariat. A quorum is present when there is in attendance at least 25% of the membership or 15 Pescadores, whichever is least.

Except for the President and Vice President, all officers serve for a maximum of two consecutive terms.

Vice President Transitions to President

Elected annually: The Vice President serves for a period of one year, followed by one year of service as President. No Pescadore may accept the term of Vice President without agreeing to serve an immediately successive one year term as President.

TERMS OF OFFICE

All terms of office commence July 1 in years as shown below.

President

Serves a term of one year immediately following serving one year as Vice President.

Vice President

Elected every year.

Secretary

Elected even years.

Treasurer

Elected in odd years.

Assistant Treasurer

Elected in even years.

Outreach Chair

Elected in odd years.

Fourth Day Chair

Elected in odd years.

Inventory Chair

Elected in even years.

Nominating Committee

Appointed annually for a term of one year. Two members are appointed by the President, and three are appointed by last year's (outgoing) Nominating committee.

Position Descriptions for Officers and Chairs of Tres Dias Cleveland

See Appendix D

Appendix A – Tres Dias International Essentials

The Essentials of Tres Dias

Purpose

This “Essentials” documents the elements that must be a part of the Weekend experience for each Candidate. This is critical read for all Pescadores. The key points are listed below:

Preamble

The Essentials of the Movement

The Essentials of the Tres Dias method.

The Essentials of the Pre-Weekend Phase

The Essentials of the Weekend Phase

The Essentials of the Fourth Day Phase

The Essentials of the Local Secretariat Organization

1.0 Preamble

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

TRES DIAS is based on the principles, the method, and the teachings of the Roman Catholic Cursillo movement initially proposed by Bishop Juan Hervas, Eduardo Bonnin and their fellow Christians. Each Candidate goes through three phases of the TRES DIAS movement: the pre-Weekend, the three-day Weekend¹ and the Fourth Day. TRES DIAS is a Christian ecumenical movement.

"The founders of the Cursillo movement saw a world of great need around them. They knew that the answer to the needs of the world had to be Christ and His Grace; but...they saw Christians who did not live for Christ, and they saw a church that was...ineffective and without life. They developed the Cursillo to meet part of this problem: to provide any part of the church which was ready to undertake the formation of Christian life with all the people it needed -- people who would have the deep dedication to Christ and to bringing all peoples to Him -- people who would undertake a regular program of formation in

Essentials of Tres Dias

1.0 Preamble, *Continued*

Christianity, and who would make their Christian life conscious and vital -- people who would understand how to be part of a unified apostolic effort."²

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

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

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

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

2.0 The Essentials of the Movement

1. TRES DIAS is a Christian movement.

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

For the purpose of these Essentials, "Christian" is intended to refer to those who are seeking a closer relationship with Jesus Christ as their Lord and Savior.

Essentials of Tres Dias

2.0 The Essentials of the Movement,

Continued

2. TRES DIAS is a Christian ecumenical movement.

All TRES DIAS organizations shall actively seek the participation of persons from all the Christian denominations in their environment. All TRES DIAS organizations shall stress those things which the Christian denominations have in common and respect those things which are different.

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

3. TRES DIAS is a lay led movement.

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

4. TRES DIAS is a non-profit movement.

TRES DIAS organizations should pursue prudent fiscal policies. They shall avoid accumulating assets beyond what is required to carry out their part in the TRES DIAS Movement.

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

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

6. TRES DIAS is not a service organization.

The TRES DIAS movement encourages Pescadores to participate in "worthy projects." TRES DIAS organizations shall limit their activities to those related to carrying out the TRES DIAS method.

3.0 The Essentials of the TRES DIAS Method

1. The three sequential phases of an individual's involvement shall be: The Pre-Weekend phase, The Weekend phase and the Fourth Day phase.

3.0 The Essentials of the TRES DIAS Method

Continued

3.1 The Essentials of the Pre-Weekend Phase

2. The objective of the Pre-Weekend phase is to prepare individuals for participation in the Weekend.
3. The purpose of the Weekend, in terms of the method, is to prepare individuals for effective participation in the Fourth Day.

1. That the Candidate be sponsored for participation in all phases of the TRES DIAS Movement, rather than just the Weekend.

2. That Candidates be sponsored by a member of a chartered TRES DIAS community or a similar community approved by TRES DIAS.

3. That Candidates have a desire for a closer relationship with Jesus Christ as their Lord and Savior.

4. That Candidates be accepted from all Christian denominations.

5. That Candidates be at least 21 years of age. However, if a local secretariat, using its best judgment, finds a sound and compelling reason (such as spouse of a Pescadore, or military personnel), it OCCASIONALLY, on a case by case basis, may accept a Candidate who is at least 18 years of age.

6. That Candidates have not previously made a TRES DIAS Weekend or a similar experience recognized as equivalent by TRES DIAS.

3.2 The Essentials of the Weekend Phase

1. That the Weekend have the following characteristics:

A. It is a Weekend of living in Christian community involving a combination of carefully developed activities and teachings which are meant to lead to a fuller personal commitment to Christ.

B. It embodies personal witness, but it is not a revival meeting.

C. It employs group dynamics, but it is neither sensitivity training nor group therapy.

Essentials of Tres Dias

3.2 The Essentials of the Weekend Phase *continued*

D. It employs theological instruction that encourages the Candidate to study his/her own Christian beliefs, but it is not a course in doctrine.

E. It includes a period of silent introspection, but it is not a retreat.

F. It is a renewal experience for Christians and is not necessarily a conversion experience.

G. It asks for basic faith, openness and a seeking attitude on the part of the Candidate, but involves a great amount of dedication, prayer and careful planning on the part of the Team.

H. It is an encounter with the Holy Spirit. However, TRES DIAS is not a "charismatic" movement.

I. The Weekend is a tool of God, not an end in itself. The Weekend will not produce a permanent effect without Fourth Day activity.

2. That the Spiritual Directors be qualified to teach and counsel in spiritual matters.

3. That at least one of the Spiritual Directors on the Weekend be ordained and be authorized to regularly celebrate Holy Communion by his/her denomination.

For the purpose of these Essentials, "clergy" is intended to refer to those persons qualified to serve as Spiritual Directors.

4. That men and women attend separate Weekends. The Spiritual Directors are exempted.

5. That Team members represent a spectrum of Christian denominations.

6. That Team members have previously made either a TRES DIAS Weekend or a similar experience recognized by TRES DIAS.

7. That the Rector be a lay person and be responsible for all aspects of the Weekend, under the authority of the local sponsoring secretariat.

8. That the Team meet prior to the Weekend to: promote community, receive instruction on the dynamics and critique all the Rollos.

Essentials of Tres Dias

3.2 The Essentials of the Weekend Phase *continued*

9. That the TRES DIAS Weekend be an intensive three-day program lasting approximately 72 continuous hours.
10. That the Team and Candidates live in a cloistered environment for the entire Weekend.
11. That lay-talks not be given by clergy, and Spiritual Director talks not be given by a lay person.
12. That the Weekend begin in the evening with the following agenda:
 - Introduction given by the Rector
 - Start silent retreat to end after chapel the next morning
 - KNOW YOURSELF meditation, given by clergy
 - PRODIGAL SON meditation (or alternatively, on a women's Weekend, the Hosea-Gomer account as recorded in Hosea 1-3, or the account of the woman caught in adultery, as recorded in John 8:1-11), given by clergy
13. That the first day of the Weekend have the following agenda:
 - THE THREE GLANCES OF CHRIST meditation, given by clergy
 - The IDEALS Rollo, given by a lay person
 - The GRACE Rollo, given by clergy
 - THE CHURCH Rollo, given by a lay person
 - THE HOLY SPIRIT Rollo, given by clergy
 - The PIETY Rollo, given by a lay person.
14. That the second day of the Weekend have the following agenda:
 - THE FIGURE OF CHRIST meditation, given by clergy
 - The STUDY Rollo, given by a lay person
 - The SACRED MOMENTS OF GRACE Rollo, given by clergy, followed by Holy
 - Communion
 - The ACTION Rollo, given by a lay person
 - The OBSTACLES TO GRACE Rollo, given by clergy
 - The LEADERS Rollo, given by a lay person.
15. That chapel visits by each table occur the afternoon of the second day.

Essentials of Tres Dias

3.2 The Essentials of the Weekend Phase *continued*

16. That the third day of the Weekend have the following agenda:
 - CHRIST'S MESSAGE TO THE PESCADORES meditation, given by clergy
 - The ENVIRONMENTS Rollo, given by a lay person
 - The LIFE IN GRACE Rollo, given by clergy
 - The CHRISTIAN COMMUNITY IN ACTION Rollo, given by a lay person
 - The REUNION GROUPS Rollo, given by a lay person
 - The LIVING THE FOURTH DAY Rollo, given by a lay person
 - The Apostolic Hour
 - The Closing
17. That chapel visits by each table occur the morning of the third day.
18. That table discussion follow each Rollo except the FOURTH DAY.
19. That all Rollos and meditations follow the dynamics and outlines authorized by TRES DIAS.
20. That the Team and Candidates have the opportunity to celebrate Holy Communion each full day of the Weekend.
21. That a diversity of environments and viewpoints must be attempted in planning the Weekend itself and in forming the tables.
22. That the freedom of self-determination of each Candidate be respected.
23. That the lay Rollos be informal talks of a witnessing or sharing nature.
24. That a friendly creative Christian environment be developed and fostered during the TRES DIAS Weekend, as opposed to a coercive or manipulative environment.
25. That the schedule allow time for informal personal contact among the Team and Candidates.
26. That the Closing be as well prepared as other activities of the Weekend.
27. That the sponsoring secretariat encourage the community to participate in the Weekend through spiritual and service Palanca.

Essentials of Tres Dias

3.3 The Essentials of the Fourth Day Phase

The Pre-Weekend and Weekend phases are only a prelude to each individual's Fourth Day.

1. Reunion Groups

A. That local secretariats encourage Pescadores to participate in Reunion Groups.

B. That local secretariats utilize the form of the reunion group known as "The Working Reunion Group," to carry out the activities of the TRES DIAS Movement.

2. Secuelas

A. That local secretariats sponsor regularly scheduled Secuelas; preferably at least once each month.

B. That each Secuela include an opportunity for Pescadores to participate in the form of reunion group known as "The Floating Reunion Group."

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

4.0 The Essentials of the Local Secretariat Organization

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

That each local secretariat have a document, approved by its membership, describing its structure and operating procedures.

That the members of a local secretariat have completed a TRES DIAS Weekend or a similar experience recognized by TRES DIAS.

All Pescadores of the TRES DIAS Community whom the local secretariat claims to represent must be eligible to serve as voting members and officers of the secretariat.

That the local secretariat have a plan for the periodic election of new members.

The local secretariat must be the sole sponsor of a TRES DIAS Weekend held in its community.

Each local secretariat must sponsor at least two TRES DIAS Weekends a year. For the purpose of chartering, this requirement may be waived by TRES DIAS.

Essentials of Tres Dias

4.0 The Essentials
of the Local
Secretariat
Organization
continued

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

2. Adapted from TRES DIAS, NOTES ON METHOD, STRUCTURE, AND DYNAMIC: March 1974

The Essentials of Tres Dias
Ratified:
July, 1980, Poughkeepsie, New York

Revised:
October, 1984
January, 1986
January, 1993
October, 1994
July, 1996
July, 2005

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Appendix B – By-Laws of Tres Dias Cleveland



Cleveland

By-Laws

Revised June 4, 2011

Tres Dias Cleveland

Article I

Name and Purpose

Section 1: Name

The name of the organization is Tres Dias-Cleveland, hereafter referred to as the Secretariat.

Section 2: Purpose

The purpose shall be to strengthen the local church by providing a continuing atmosphere for individuals to experience and share the Living Christ. This will be accomplished primarily through sponsoring Tres Dias weekends and Fourth Day follow up activities.

Section 3: Affiliation

Tres Dias-Cleveland is a chartered member of the Tres Dias International Secretariat, and as such is governed by the constitution and By-Laws of the International organization, and agrees to adhere to The Essentials of Tres Dias prescribed by the International Assembly.

Section 4: Statement of Belief

Tres Dias-Cleveland will adhere to the Tres Dias International statement of belief as follows.

1. We believe and profess our faith in one Triune God - The Father, The Son and The Holy Spirit (Matt. 28:19).
2. We believe and profess that Jesus Christ is the only Savior and is God in the flesh (John 1:1, 1:14, 3:36, 14: & Heb. 2:17).
3. We believe and profess that The Holy Spirit is God and is The Lord and Giver of life, who continues to work in believers today to sanctify, edify and empower the whole Christian church

on earth - - - for His purpose (Job 33:4, Acts 1:8, John 14:26 & Rom. 8:11).

4. We believe and profess that the Holy Scriptures are the inspired and completely true Word of God (II Tim. 3:16-17).
5. We believe and profess that all have sinned and fallen short of the glory of God; that forgiveness of sins is received through confession and repentance - - and that our sins are washed away through the blood of Jesus Christ (Acts 2:38, I John 1:9 & Rom. 3:23).
6. We believe and profess that salvation is a gift of God's grace received through personal faith in Jesus Christ (Eph. 2:8).
7. We believe and profess that the Body of Christ is to make every effort to keep the unity of the Spirit through the bond of peace until we all reach unity in the faith and in the knowledge of The Son of God (Eph. 4:3, 13).
8. We believe and profess that God's unconditional love, as made manifest to us through Jesus Christ, is the primary witness by which people are renewed, edified and changed (I Cor. 13:8).
9. We believe and profess that God has called us to live holy lives that will bring glory to His name (Col. 3:1-25).

Note: For purposes of standards and principles, Tres Dias ascribes to those stated in the "Authorized King James Version" of the Bible of 1611 (KJV).

Article II

Membership and Rights/Responsibilities

Section 1: Membership

The membership of the Secretariat consists of anyone who has completed a Tres Dias

weekend or a similar three day experience, such as Walk To Emmaus, Cursillo, etc.

Section 2: Rights and Responsibilities

Members have the right to vote and to elect officers of the Board of Directors and the chairpersons of the standing committees.

Article III

Organization

Section 1: Board of Directors

The general management of the affairs of the Secretariat shall be vested in the Board of Directors. The Board is comprised of the Executive Officers (see Section 2) and the Chairpersons of the Standing Committees, and the At-Large members.

The Board of Directors is responsible for seeing that Tres Dias weekends follow the Essentials as set forth by the International organization.

Section 2: Officers

The Executive officers of the Secretariat shall be the President, Vice President, Secretary, and Treasurer. Duties and responsibilities are described in Article IV. Officers are elected by a vote of the Secretariat.

Section 3: Standing Committees

Standing Committees consist of Assistant Treasurer, Inventory Manager, Outreach, Communications and Fourth Day. Chairpersons are elected by a vote of the Secretariat.

Section 4: Nominating Committee

The Nominating Committee shall be comprised of five persons who are members of the Secretariat. Each committee member shall serve a term of one year. The first Nominating Committee shall be selected by the President. In the future, the Nominating Committee shall be comprised of three persons to be chosen by the Nominating Committee

members and two persons to be chosen by the President. The role of the Nominating Committee shall be to solicit nominations for vacant officer and standing committee chairperson positions and to present a slate of nominees to the Secretariat each year at the annual meeting.

Section 5: At-Large Members

The At-Large Members of the Board of Directors shall be the current delegates to the International Assembly of Tres Dias and the immediate past President of the Secretariat.

Article IV

Duties of Officers

Section 1: President

The President shall preside at all meetings of the Secretariat and of the Board of Directors. He/she may also perform other duties assigned by the Board of Directors.

Section 2: Vice President

In the absence of the President, the Vice President shall chair the meetings of the Secretariat and Board of Directors. He/she may also perform other duties assigned by the President or the Board of Directors.

Section 3: Secretary

The Secretary shall keep and distribute the minutes of all the meetings of the Secretariat and the Board of Directors, handle all correspondence as necessary, and perform other duties assigned by the President or the Board of Directors.

Section 4: Treasurer

The Treasurer shall have charge of all the reconciliation, and disbursements, and reports of the Secretariat. The Treasurer shall also be responsible to oversee the duties of the Assistant Treasurer who shall handle all fund receipts. Funds shall be deposited and dispersed as authorized by the Board of Directors. The Treasurer shall keep regular accounts of receipts and disbursements and give an itemized account at regular meetings of the Secretariat and as requested. He/she may also perform other duties assigned by the President or the Board of Directors.

Article V

Meetings

Section 1: Annual Meeting

The annual meeting of the Secretariat shall be held in May, at a time and place determined by the Board of Directors. A quorum consists of at least 15 members, or 25% of the membership, whichever is least.

Section 2: Regular Meetings

Regular meetings of the Secretariat shall normally be held monthly with the exception of June, July, and December, at a time and place determined by the Board of Directors. Attendees may include the Board of Directors and any member of the Secretariat. A quorum consists of seven members of the Secretariat, with at least two of these members being an Executive Officer.

Section 3: Special Meetings

Special meetings may be called at the direction of the Board of Directors. The membership may require that the Board of Directors call a special meeting with a petition signed by at least 15 members, or 25% of the membership, whichever is least.

Article VI

Elections

Section 1: Elections

The election of officers and Chairpersons shall take place at the annual meeting, and they will begin their term on July 1.

Section 2: Term of Office

All officers and Chairpersons shall be elected for two year terms, except for the positions of President and Vice-President. The Vice-President shall serve a term of one year and then automatically succeed into the position of President for a term of one year.

Section 3: Tenure

No officer or director may serve more than two consecutive terms in the same capacity.

Section 4: Vacancies

If a vacancy occurs among the officers of the Board of Directors, the vacancy shall be filled by an appointment made by the President with the approval of the Board of Directors.

Article VII

Amendments

Section 1: Amendments

The By-Laws may be amended by a majority of those present at any regular or special meeting of the Secretariat. A notice of the proposed amendments must be presented to the membership at least thirty days prior to the meeting.

Article VIII

Dissolution

Section 1: Definition

This organization will cease to exist if, in the period of twelve consecutive months, it fails to sponsor two Tres Dias weekends.

Section 2: Action

Should the requirements of Article VIII, Section 1 be met, the Secretary shall file notice with the appropriate body for surrendering these Articles of the organization. The Treasurer shall liquidate all remaining assets, pay all outstanding bills, and donate the balance to an organization determined by the Board of Directors. If they are unavailable, the balance will be donated to the International Tres Dias organization.

APPENDIX C – Clarification of Tres Dias Cleveland Statement of Belief Article #9

We, as the Tres Dias Cleveland Community, being a Christian community, have a desire to clarify our position on human sexuality. We believe it is of utmost importance to honor God and His Word in this area. The Bible sees the sexual relationship as a supreme gift of God, and as both a profound vehicle of mutual love and pleasure and the means to human procreation. The Bible sets this privileged expression exclusive within the bounds of a marriage covenant between a man and a woman. The fundamental biblical perspective is clearly stated in Genesis 2:24. It is significant that Jesus adds His authority to this statement in Matthew 19:1-6.

Sexual unions which are either engaged in without any reference to a marriage covenant, or which precede the marriage covenant or which are engaged in by a married person with

another partner outside the marriage, do not receive any kind of biblical endorsement, contradict God's will, and fall within the category of sin which God prohibits.

Scripture consistently prohibits homosexual relationships just as it does heterosexual acts outside the bounds of marriage (Romans 1:26-27; Galatians 5:19-21; 2 Corinthians 12:21; Ephesians 5:3; 1 Thessalonians 4:3-5; 1 Timothy 1:9-11). God calls those individuals to repent and seek a holy life by the power of the Holy Spirit as evidenced in 1 Corinthians 6: 9-11. (Emphasis on the reality "and that is what some of you were. But you were washed, you were sanctified, you were justified in the name of the Lord Jesus Christ and by the Spirit of our God.").

Not only do we believe in the saving grace of God but also the transforming grace of God as well. It is in this context that we affirm article # 9 in our statement of belief; "We believe and profess that God has called us to live holy lives that will bring glory to His name" (Col 3: 1-25).

(Approved by TDC Secretariat June 6, 2011)

APPENDIX D – Position Descriptions for Officers and Chairs of Tres Dias Cleveland

PRESIDENT - Chair Of Executive Board, Executive Officer

TERM: 1 year ending June 30 of even years

PURPOSE: To act as the volunteer chair of the Executive Board and President of the community; To provide leadership, direction, accountability, counsel, and decision-making for the Tres Dias Cleveland community in accordance with the By-Laws of Tres Dias Cleveland, The Essentials of Tres Dias, the Tres Dias Statement of Faith, and the By-laws and Guidelines of Tres Dias International.

GOALS: To fulfill the Mission Statement of Tres Dias Cleveland through vision, leadership, mentoring, and example as a servant for Christ Jesus; directly responsible to give authority, accountability, assistance and guidance to the Rector (s)/Rectora (s), Weekend Chair(s) and 4th Day Chair; to preside over Executive Committee, to preside over Secretariat; to act as authority and liaison with International Representative; to direct, coordinate, and maintain accountability, systems, policies, and procedures.

SPECIFIC DUTIES:

- Convene and preside over Executive Committee meetings
- Convene and preside over monthly Secretariats
- With the Vice President and Fourth Day Chair, convene and preside over monthly Secuelas
- Ensure Secretariat directives are fulfilled
- Attend Weekend Training Workshop when offered, no more than once every three years
- Ensure compliance with membership in Tres Dias International
- With Executive Committee, approve nominations for Rector, Rectora, Spiritual Directors, Assistant Rectors, Music Directors, Chief Auxiliary, and Assistant Chief Auxiliary
- Approve team members

- Approve, coordinate, assist, and mentor activities of 4th Day Chair, and Week-end Chair
- Approve all written communication from Tres Dias Cleveland, including the Newsletter, letters from the Rectors, sponsorship letters, etc.
- Contribute President Letter to the monthly newsletter
- Approve activation of the emergency phone chain
- Remain available and approachable to ideas, suggestions posed by fellow Pescadores, and present such to Secretariat
- Other duties as prescribed and approved by Executive Board and/or Secretariat

VICE PRESIDENT – Executive Officer, Board of Directors

TERM: One year ending June 30th of odd years (followed by one year as President)

PURPOSE: To act as a volunteer member of the Executive Board; To provide leadership, direction, accountability, counsel, and decision-making for the Tres Dias Cleveland community in accordance with the By-Laws of Tres Dias Cleveland, The Essentials of Tres Dias, the Tres Dias Statement of Faith, and the By-laws and Guidelines of Tres Dias International.

GOALS: To assist the President in fulfilling the mission of Tres Dias Cleveland; serve as Chair of Ad Hoc Committees; promote and assist faithfulness and growth of the Community; direct accountability systems and approved policies and procedures

SPECIFIC DUTIES:

- Regularly attend monthly Secretariat meetings
- Attend Annual and Special Board of Director meetings
- Preside over required meetings in the event of absence of the President
- With the President and Fourth Day Chair, organize and preside over monthly Secuelas
- Approve nominations for the leadership on weekends, specifically, the Spiritual Directors, Rectors, Assistant Rectors, Chief Auxiliary, and Music Director.

- Coordinate the Nominating Committee: ensure that a Chair is selected, the team begins meeting by the end of January, and that the slate is filled by mid-April.
- Ensure development of Weekend Procedures Manual and purchase of Liability Insurance
- Attend Weekend Training Workshop when offered, no more than once every three years
- Assist the President in achieving his/her objectives
- Call and Chair Ad Hoc Committees as prescribed and approved by the Executive Board and/or Secretariat
- Other duties as prescribed and approved by the Executive Board and/or Secretariat

SECRETARY - Executive Officer, Board of Directors

TERM: Two years ending June 30th of even years

PURPOSE: To act as a volunteer member of the Executive Board; To provide leadership, direction, accountability, counsel, and decision-making for the Tres Dias Cleveland community in accordance with the By-Laws of Tres Dias Cleveland, The Essentials of Tres Dias, the Tres Dias Statement of Faith, and the the By-laws and Guidelines of Tres Dias International; To ensure accurate recording and maintenance of records of all business proceedings, membership, and communications.

GOALS: To work to fulfill the mission of Tres Dias Cleveland; provide accuracy and maintenance of non-financial records; receive and disseminate communications (non-palanca).

SPECIFIC DUTIES:

- Attend monthly Secretariats and record proceedings
- Attend Annual and Special Board of Director meetings and record proceedings
- Receive and report communications from the community
- Ensure database maintenance through the database coordinator
- Oversee newsletter creation and distribution; Oversee the layout and Content Editors

- Maintain files/records of proceedings (business) Weekends (rosters, photos, critiques/reports), Communications (from International, Charter documents, etc.)
- Other documentation, reports, and/or duties as Prescribed by the Executive Board and/or Secretariat
- Attend Weekend Training Workshop when offered, no more than once every three years

TREASURER - Executive Officer, Board of Directors

TERM: Two years ending June 30th of odd years

PURPOSE: To act as a volunteer member of the Executive Board; act in accordance with the By-Laws of Tres Dias Cleveland; providing leadership, direction, counsel, decision-making and accountability; to maintain and grow Tres Dias Cleveland as prescribed by "The Essentials", the "Statement of Faith" and the By-Laws of Tres Dias Cleveland and Tres Dias International; to ensure faithful stewardship of all finances and assets

GOALS: To work to fulfill the mission of Tres Dias Cleveland; provide stewardship of entrusted funds under the direction of the President, Executive Board and/or Secretariat approved budgets in accordance with not-for-profit accounting standards

SPECIFIC DUTIES:

- Regularly attend monthly Secretariat meetings
- Attend Annual and Special Board of Director meetings
- Maintain accurate and timely accounting of cash receipts, accounts receivables and cash disbursements
- Prepare monthly financial reports for distribution at the Secretariat meetings
- Prepare reports for tax filings or other Internal Revenue Service requests
(typically 501(c)(3) matters)
- File for State of Ohio Certificate of Continued Existence in timely fashion
- Oversee Assistant Treasurer; serve as back-up for Assistant Treasurer
- Create an Annual Budget for Tres Dias Cleveland if requested by the Executive Board

- Review all expense requests for cost containment and cost effectiveness; make cash disbursements
- Provide guidance regarding not-for-profit questions that may be raised by the Secretariat
- Attend Weekend Training Workshop when offered, no less than once every three years
- Prepare special reports and other duties as prescribed by the Executive Board and/or Secretariat

ASSISTANT TREASURER – Standing Committee, Board of Directors

TERM: Two years ending June 30th of even years

PURPOSE: To act as a volunteer member responsible to the Treasurer, and in accordance with policies, procedures and guidelines prescribed by the Executive Board and/or Secretariat; to act in accordance with the By-Laws of Tres Dias Cleveland

GOALS: To provide a system for check-and-balance (accountability) regarding cash receipts; and to provide confirmation of gifts received; in a timely manner

SPECIFIC DUTIES:

- Receive and deposit all monies; send record of deposits to the Treasurer
- Receive and track weekend fees due and paid (candidates and team). Report the receivables status at the monthly Secretariats.
- Send thank you notes for gifts received; to be suitable for IRS tax deductible purposes
- Receive candidate and sponsor applications and disseminate information using the Assistant Treasurer Database to Treasurer, Weekend Leadership, Database Coordinator, and President

FOURTH DAY COMMITTEE CHAIR – Standing Committee, Board of Directors

TERM: Two years ending June 30th of odd years

PURPOSE: To act as a volunteer member of Secretariat, responsible to the President, and in accordance with the goals and directives of Tres Dias Cleveland as prescribed by the By-Laws, The Executive Board and/or Secretariat; to oversee and coordinate post-weekend events.

GOALS: To direct post-weekend activities regarding Reunion Groups, Secuelas, and other Fourth Day events

SPECIFIC DUTIES:

- Regularly attend monthly Secuelas and Secretariat meetings
- Attend Annual and Special Board of Director meetings
- Attend Weekend Training Workshop when offered, no more than once every three years

Reunion Groups

- Keep updated list of the reunion groups within the community, its members, status, etc.
- Organize reunion group meetings for new pescadores following the weekends

Secuelas

- Coordinate the obtaining the dates and location for the following year's secuelas by the November Secretariat
- With the President and Fourth Day Chair, organize and preside over monthly Secuelas
- Coordinate and facilitate the secuelas, regarding set-up and clean-up, speakers, food, musicians, etc.

Other

- Provide articles for the newsletter regarding pescadores in their Fourth Day
- Oversee special 4th Day events prescribed and approved by the Executive Board and/or Secretariat

INVENTORY CHAIR – Standing Committee, Board Of Directors

TERM: Two years ending June 30th of even years

PURPOSE: To act as a volunteer member of Secretariat, responsible to the President, and in accordance with the goals and directives of Tres Dias Cleveland as prescribed by the By-Laws, The Executive Board and/or Secretariat; maintain and coordinate all weekend supplies.

GOALS: To be a servant leader for fulfilling the mission of the Tres Dias Cleveland; oversee and maintain required weekend supplies; keep records of the inventory.

SPECIFIC DUTIES:

- Regularly attend monthly Secretariat meetings
- Attend Annual and Special Board of Director meetings
- Attend Weekend Training Workshop when offered, no more than once every three years
- Maintain records of weekend supplies throughout the year
- Work the Weekend Chairperson to determine supplies needed for the weekend, and order supplies as needed
- Store the Tres Dias Cleveland supplies

OUTREACH CHAIR– Standing Committee, Board of Directors

TERM: Two years ending June 30th of odd years

PURPOSE: To act as a volunteer member of Secretariat, responsible to the President, and in accordance with the goals and directives of Tres Dias-Cleveland as prescribed by the By-Laws, The Executive Board and/or Secretariat

GOALS: To facilitate and oversee recruitment of candidates for future membership into key leadership (team) positions; to assist the community in understanding and implementing responsible sponsorship of candidates on the weekends.

SPECIFIC DUTIES:

- Regularly attend monthly Secuelas and Secretariat meetings
- Attend Annual and Special Board of Director meetings
- Seek candidates according to guidelines of sponsorship

- Seek candidates who abide by the Statement of Faith and may later serve as Spiritual Directors, Music Directors, or other key positions on team.
- Report to Secretariat the proceedings and efforts of the Outreach Committee
- Educate community regarding sponsorship pre-weekends
- Coordinate sponsorship talk and letters both prior to and after the weekends
- Other duties as prescribed by the Executive Committee and/or Secretariat

COMMUNICATIONS CHAIR – Standing Committee, Board of Directors

TERM: Two years ending June 30th of odd years

PURPOSE: To act as a volunteer member of Secretariat, responsible to the President, and in accordance with the directives of Tres Dias Cleveland as prescribed by the By-Laws, the Executive Board and/or Secretariat.

GOALS: To develop, implement and ensure a consistent formal network of communications to the TDC Community; and to Provide oversight of all forms of communications from Secretariat to the TDC Community.

Specific Duties:

- Regularly attend monthly Secretariat meetings and Secuelas.
- Participate in and provide oversight on the production and distribution of Newsletters, "Blasts" (emails) and the Tres Dias Cleveland Website.
- Recruit and equip volunteers to effectively produce, implement and maintain the various forms of communications authorized by the Executive Board and/or Secretariat.
- Determine the appropriate communication channel for key messages.
- Attend annual and special Board of Directors meetings.
- Attend Essentials training workshop when offered.

WEEKEND COMMITTEE CHAIR – Standing Committee, Board of Directors

TERM: 18 months commencing July 1st of year 1 and ending December 31st of following year; overlapping term of six months with incoming chair each year

PURPOSE: To act as a volunteer member of Secretariat, responsible to the President, and in accordance with the goals and directives of Tres Dias Cleveland as prescribed by the By-Laws, The Executive Board and/or Secretariat; oversee and coordinate all weekend support, interaction and activities relating to non-team duties/requirements.

GOALS: To be a servant leader for fulfilling the mission of the Tres Dias Cleveland; direct non-team involvement; oversee and maintain required weekend supplies; coordinate non-team weekend events/assistance/needs

SPECIFIC DUTIES:

- If first Weekend Chair, select and get approval from Secretariat for Co-Chair
- Regularly attend monthly Secretariat meetings
- Regularly attend monthly Secuelas
- Attend Annual and Special Board of Director meetings
- Attend Weekend Training Workshop when offered, no more than once every three years
- Act as sole interface for team with community during weekends
- Coordinate weekend palanca
- Provide Service palanca at opening, agape, closing, and any other time requested by rector
- Meet with Rector and/or Chief Auxiliary prior to the weekend to review the minute-by-minute and specific weekend needs
- Attend the Weekend critique
- Train the next Weekend Chair during overlapping term

NEWSLETTER LAYOUT EDITOR – VOLUNTEER POSITION

GOALS: To take articles provided by the Content Editor and put into the Newsletter Layout.

SPECIFIC DUTIES:

- Layout the Newsletter using the pre-written articles, meeting the prescribed deadline, usually the Monday following the fourth weekend of the month.

PALANCA COORDINATOR – VOLUNTEER POSITION

GOALS: To provide palanca letters from Tres Dias Cleveland to the International communities; to inform the Cleveland community regarding other communities within Tres Dias International.

SPECIFIC DUTIES:

- Provide palanca letters to other communities within Tres Dias International prior to their weekends
- Update the Tres Dias International website regarding the Cleveland community's weekends.
- Receive palanca from other communities and provide it to the Weekend Chairs to be read on the weekend.
- Provide articles for the newsletter regarding new communities within Tres Dias International, focusing on communities with upcoming weekends.

APPENDIX E - Policies and Decisions Approved by Secretariat

June 20, 2014 - Before asking individuals to serve on the Leadership Team the nominees for Spiritual Director(s), Music Director, Assistant Rector(a)(s), Chief Auxiliary and Weekend Chair(s) are to be submitted to the President and approved by a majority vote of the Executive Board. In the event of a tie, the deciding vote will be cast by the Assistant Treasurer.

November 14, 2011 – Team members are encouraged to have completed Essentials Training within the last two years.

March 14, 2006 – Candidate applications will be submitted with a \$75 non-refundable fee, with the remainder of \$125 due prior to the commitment of the Weekend. Scholarships will be available up to \$135 for each Candidate.

November 15, 2005 – Candidate's Weekend cost was increased from \$50 to \$75.

May 20, 2005 – “Revised Rollos” were approved by the community of Tres Dias Cleveland, and our community's vote was submitted to Tres Dias International.

February 15, 2005 – Secretariat approved changes in By-Laws – an individual will be elected for terms of Tres Dias Leadership, serving the first year as Vice President and the second, following year serving as President.

February 15, 2005 – Herb and Monica Leibacher's company was selected to serve as website consultants at an annual cost of \$240.

January 18, 2005 - A brainstorming retreat was held to identify goals for 2005.

August 17, 2004 – Tonya Busic was elected to serve as representative to Tres Dias International.

August 17, 2004 – It was approved to hold two Women's Weekends in 2005.

February 15, 2000 – Team Selection Rules (contained herein)