

Eastern North Carolina Lutheran Via de Cristo

Team Member Manual



**This Manual should be returned to:
the Rector, Head Cha,
Leader's Chairperson or any Secretariat Member**

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WHY AM I HERE, LORD?

I'M HERE to praise God and to do his holy work here on earth.

I'M HERE to imitate Jesus Christ and to be a window for Christ for the Guests at this Via de Cristo.

I'M HERE to help establish a Christian community by bringing Jesus Christ to team meetings, the three days of the Weekend, and the welcome Ultreya through my accepting the gift of the Holy Spirit.

I'M HERE to know the intent of the Cursillo method and to help accomplish it by guiding and directing table discussion and by my living illustration of grace, piety, study, action, and Christian love.

I'M HERE to display Christian discipleship, love and acceptance.

I'M HERE to look for and discover the God spark in each person and to respect them for their gifts and individuality.

I'M HERE to demonstrate true leadership, not for glory seeking, but in loving concern; to be a guide; to be a good listener; and to be tolerant.

I'M HERE so that when these three days are over, the Guests will be able to say of my team service, "I came looking for Christ and found myself surrounded by living Christs."

I'M HERE to ask humbly that God's will be done, not mine.

I'M HERE, Christ, to submit my heart and soul to you so that our love will bloom and grow.

In all things, I will ask myself . . . What would Jesus do?

PURPOSE OF VIA DE CRISTO

The purpose of the Via de Cristo Movement is stated in the Fundamental Ideals of the Cursillo Movement, as follows:

"It is a movement of the Church which, with its own method, makes it possible to live what is fundamental for being a Christian, in order to create a body of Christians who are engaged in influencing their environments with the Gospel, helping to discover and achieve their personal callings, with respect to the same."

First of all, it is a "movement." This is so because it involves the lives of a number of persons ever more closely united who, impelled by one spirit, actually live the principles they are communicating through a certain methodology in order to achieve a specific ideal.

It is not just a movement, but it is a movement "of the Church." Like the church, Via de Cristo (1) seeks the extension of the Kingdom of God on earth; (2) is made up of pastors and laity; and (3) is in line with the official teachings of the Church. Just as the Church is the response that Christ makes to the world, Via de Cristo attempts to be one response of the Church to the world.

Via de Cristo accomplishes this by its own method, which is in reality merely the practical application of its message. But it is not just any application left to the mercy of personal whim and the improvisation of the moment; rather it is a carefully devised application offering a field of action which is not only adequate, but fertile.

Via de Cristo makes possible the living out and mutual sharing of what is fundamental for being a "Christian". A Via de Cristo is essentially making Christianity come alive, providing the occasion for a personal experience of the grandeur of life in grace lived to its fullest. For this reason, the entire team must approach the Weekend with the spirit of not just giving a Via de Cristo, but of “living the Via de Cristo.”

Finally, the Via de Cristo doesn't exist just to train future team members. The main thrust of Via de Cristo is to affect the world beyond Via de Cristo. Via de Cristo exists to create a body of Christians who will engage in influencing their environment with the Gospel and equip them with the tools they will need to persevere in this task.

FUNDAMENTALS AND ESSENTIALS

The Lutheran Via de Cristo Movement holds that in love and mercy God has redeemed us from the power of sin and death by the life, death and resurrection of Jesus the Christ, and that salvation is by grace, a free gift, to be received by faith, not by any works we might offer to merit God's favor (Ephesians 2:8-9). We acknowledge grace as the heart of the Gospel, and faith as the work of the Holy Spirit drawing us into his life-giving relationship with God.

The heart and essence of the Via de Cristo is to bring Christians to a full awareness of what is meant by living the life of Grace, adding new strength and vitality to their Christianity. The purpose of the Via de Cristo is to develop in Christians a consciousness of their Power and Mission to become leaders in Christian renewal, and the desire to continue to live the life of Grace, personally and together with their brothers and sisters in Christ.

The Lutheran Via de Cristo Movement accepts and employs the doctrines of the Word of God, and of Grace, as confessed by the Evangelical Lutheran Church and the Lutheran Church - Missouri Synod. We are committed to the doctrine of "The Priesthood of All Believers" as a clear statement of God's intention for His people to which we have all been called in baptism. It is not that we have a priesthood, but that we are a priesthood, not that we have ministers, but that we are ministers, all having been called and commissioned to share in the ministry of the Church.

Via de Cristo provides a method which develops Christian community and equips Christians as leaders. That method uses meetings and groups of Christians who share their common life in Christ, their efforts to bring others to Him and to make the world more Christ-like.

THURSDAY NIGHT BACKGROUND

DYNAMICS:

- Theme: Tonight we spend time with self and with our brother Jesus as we ponder God's love and compassion for us and the condition of our soul.
- Objective: To answer the question "Christ is counting on you, on what or whom are you counting?" The focus is on self -- to know self and awaken the moral conscience of each guest so he or she feels a desire to be in God's grace as a result of careful self examination.
- The guests may be very apprehensive. Some are very eager to begin, some want to leave. The community shares in the responsibility of creating an atmosphere of trust.
- The Send-off is a visible passage. The community places the guests in the hands of the team, to learn and grow in Grace.
- The Rector's talks are non-threatening. The instructions are given as simply and concisely as possible so all will be comfortable with them. The team should stand as servants to help the guests on their way by setting the example. The team shares in the responsibility of welcoming the guests and helping them feel comfortable with their decision to attend.
- The meditations draw us to the cross. We are brought face to face with Christ's suffering and death. With the meditation being given from the back of the chapel, the focus is on the cross -- not the speaker. The meditations are leading the guests to an analysis of their own lives and sparking a desire to encounter God.
- The Silence is the time we are given to reflect on ourselves - not to look ahead, but to look inside ourselves and know ourselves in the light of Christ's love.
- The chapel is dimly lit to create the mood of the confrontation with the suffering Christ.

TEAM DEMEANOR AND BEHAVIOR:

- The team should keep their visible level of enthusiasm low. Greet all guests by name and be friendly. The team should dress in ordinary clothing and should avoid hugging.
- The team should create a welcoming atmosphere by talking to the guests. Help them with refreshments, anything you can without being overbearing.
- The team sets the example in all things: prayers, singing, moving from one place to another, responding to the bell etc. The team sets the pace.
- Team members are visible yet unobtrusive - allow the guests this night of retreat.
- Be authentic and real. Let your actions be a reflection of the Christ in you.

SUMMARY OF THE DAY:

- Team and community arrive at camp early - around midday - to setup camp and prepare for the arrival of the guests.
- Team check with your area head or the head cha to find out what needs done.
- Area heads release chas and professors to unpack after checking with Head Cha.
- Team worship with Communion.
- Team dinner.
- Guests arrive and share fellowship with the team and community.
- Send-off. The Fourth Day community withdraws leaving guests and team to begin the Weekend.
- First Rector's talk. Rector distributes nametags.
- Rector gives general instructions; Table Chas distribute Pilgrim guides.
- Guests unpack and make beds.
- First Meditation - "Know Yourself."
- Second Meditation - "The Prodigal Son" - Given in chapel.
- The Way of the Cross.
- The silent retreat.
- Team Meeting.

LOGISTICS:

- If you don't know what needs done, please ask your area head cha or the Head Cha. The three most loving words of team service are, "May I help?"
- The Outside Chas should have all cabins setup and ready to receive the guests. Names of guests should be on the doors of the cabins. Luggage tags should be available to label all luggage and baggage.
- Palanca chas should use this afternoon to coordinate and lay out all palanca. Make banners ready for tomorrow.
- Kitchen chas should have refreshments available for the arrival of the guests and community at Send-Off. Work with the Rollo Room to select refreshments.
- Chapel chas setup the chapel for the evening meditation.
- As guests begin to arrive, the team, sponsors and other members of the Via de Cristo community should mingle with the guests, except those handling luggage as designated by the Rector or Head Cha.
- Professors should mingle with the guests and be unobtrusive.
- The community shares in the Send-off with song, and they withdraw leaving team and guests to continue the Weekend.
- All team and guests are introduced. Pilgrims guides are distributed.
- Guests are escorted to their cabins to make their beds.
- Usually there is no additional music after the Send-off on Thursday night. If needed, a song may be used to "settle" the guests after they return from making their beds.
- The evening concludes with the Silent Retreat for guests AND team.

FRIDAY BACKGROUND

THE FIRST DAY OF VIA DE CRISTO

DYNAMICS:

- Theme: the ideal of the Christian is outlined and prescribed. An impelling call to a new dedication to Christ is issued. This is the day we study ourselves.
- Objective: today is the day of Proclamation through the five Rollos that are given. We hear the message of our individual part in the world. We answer the question - "Who am I?" and hearing that message we ask "How will I respond?"
- The guests may feel somewhat apprehensive. They begin this day having received the gift of silence. Most are ready to begin and at the end of the day are ready for more. The dynamics of the "table" begin.
- The day's activities are quiet and not overly enthusiastic. All aspects of your behavior should be non-threatening and subdued so as to allow the guests to be able to hear the message and respond at their own pace.
- Table leaders have one mission today - to form a community of the table. The discussions and posters are a tool to bring the table together for a common goal. Decuria is the demonstration of the success of that mission.
- Music begins slowly and at the end of the day is still very calming.
- Rollos of the day focus on self-searching. We are looking for our Ideal, who we actually are and what is really important to us. Our individual roles as God's people are emphasized. By day's end, we should be forming a clear view of our own personal relationship with Christ. And we should be more eager to embrace that relationship.
- The three Chapel visits build on each other to keep us face to face with ourselves and our brother Jesus.
- The chapel visit before dinner calls us (team and guests) to commitment and emphasizes to the guests that all of this was done just for them - just as Christ died for us. This unconditional love is a powerful vision to behold, and the guests are made aware that this is only a shadow of the love God has for us.
- The Decuria will act as a bonding agent for the tables. The tables have had to work together during this day and now is their time to display their teamwork.
- The evening chapel visit has a calming effect and offers our works of the day to the King.

TEAM BEHAVIOR AND DEMEANOR:

- The team should present a calm and comforting environment.
- Hugs are only appropriate if guests extend them. Be sensitive to those who are not comfortable with the closeness. Let everyone develop at their own pace.
- The main role of the team this day is to create an atmosphere of trust. The guests are in an unknown environment and need to be assured there is nothing threatening going on. Be open and friendly.
- Be aware that this is all still very new to the guests. Team should not allow its enthusiasm to overwhelm the natural progression of the Weekend.
- Be the ultimate example for the guests. Be the leaders. Be at chapel early. Listen for the bell and follow instructions. Keep discussion on topic and be sensitive to the condition of each guest. Take notes - copious notes. Sing when it is time to sing, pray when it is time to pray. Listen respectfully. We are here to serve, but we, too, can learn.
- Do your job well. Avoid managing other Chas, or critiquing their team performance. Bring any concerns or problems to the Head Cha or Rector Liaison (if on the team).
- Avoid embarrassing guests by calling for name, table, etc. during joke time and the Decuria.

SUMMARY OF THE DAY:

- Opening meditation in the chapel - "Three Glances of Christ".
- Worship - the music begins.
- Learn "De Colores".
- Breakfast - Clean, short and funnies are introduced.
- Ideal Rollo - given by a Professor, table discussion and posters.
- Grace Rollo - given by a Spiritual Director, table discussion and posters
- Lunch
- Laity Rollo - given by a Professor, table discussion and posters
- Grace in Action Rollo - given by a Spiritual Director
- Palanca is introduced
- Table discussion and posters
- Piety Rollo - given by a Professor (with discussion after dinner).
- Rector talk "All for me"
- Chapel visit
- Dinner
- Piety table discussion and posters.
- Decuria
- Chapel
- Guests to bed
- Team Meeting

LOGISTICS:

- The day begins in silence with Morning Chapel. At worship, the Spiritual Retreat ends with music opening worship.
- Kitchen chas are setting up for meals. Decorations should be kept to a minimum to allow growth.
- There should be no decorations at Breakfast. By dinner we should have a few decorations but remember to be subdued.
- All area head chas serving outside the Rollo Room need to plan their service carefully so that the chas can be in the Rollo Room for as many talks as possible.
- Except for a banner before each Rollo, the Rollo Room has no additional decorations until after the Grace in Action Rollo. After this talk, decorations can be added gradually, starting with several banners. Food palanca is on the tables. Other palanca (including "Fanny Palanca") begins after the Grace in Action Rollo but very slowly. Don't be over eager and overwhelm the guests.
- Table Professors should focus on bringing the table together, with the help of the Table Cha modeling ultimate servanthood. Professors should lead but allow and encourage the guests to participate fully. One Professor at the table should be aware of the least talkative, the least participative guest and remain at that level so as to not make that guest feel "out of sync" with the rest of the group.
- Palanca chas are preparing for the beginning of the sharing of Palanca after the Grace in Action Rollo. Several general letters should be available to the Spiritual Director giving the Grace in Action Rollo.
- The prayer banner may be hung during the "Grace in Action" rollo if the Spiritual Director requests and it has been planned with the Rector and Head Cha. All chas are needed to carry this into the Rollo Room.
- Chapel chas are preparing for three chapel visits. They are also setting up and maintaining the knees chapel.
- Music chas should have extra music ready to lead at a moment's notice.
- Outside chas will be cleaning cabins and making sure that we are good stewards of the facilities. The bathrooms outside the Rollo Room need to be checked for cleanliness and supplies after each

break. Outside chas will prepare a shopping list and make a grocery run. They should also be making the luminaries to light our way to the final chapel visit of the day.

SATURDAY BACKGROUND

THE SECOND DAY OF VIA DE CRISTO

DYNAMICS:

- Theme: The seriousness of life in Christ and the work which is to be done are explored on the second day. Emphasis is on the effort it takes to grow into a dedicated effective apostle through a program of piety, study, and action. Participants enter into an increasingly intimate friendship with Christ.
- Objective: To answer the questions: "How can we attain the ideal of a conscious and growing life in Christ?" and "How can we become truly dynamic Christians?"
- The atmosphere is one of very mixed feelings. Many guests have been touched by the combination of worship, Rollos, general palanca letters, and the morning meditation. Almost all will feel the pull of God. Some will fight it, but most will desire to learn more about their faith in God.
- The day begins with worship and a meditation "The Figure of Christ" which presents Christ as both God and Man - savior and brother. The focus is on the individual's relationship with Christ, and the foundation is laid for the introduction of the concept of apostolic action. As guests see those around them as brothers and sisters, they may be more open in their sharing and will reach out to new relationships.
- The whole of the day is a presentation of the life of grace, of true piety. Rollos echo the message of the first day and explain *how* to form life in a Christian ideal and how to become a Christian leader. The personal examples should be explanatory. The inspirational talk of the day should be Leaders, where the whole of the day is summarized.
- On this day the concept of community is expanded from the Rollo Room to introduce the entire Via de Cristo community. The serenade, prayer banner (if it is introduced on this day) and national palanca begin to expose the breadth of the community. Though the rollos are serious, the mood is lighter as more people open their hearts to the community. Decuria and skits will be joyful and the message of Christ's love will be strongly heard.
- Table groups have established a level of trust which enables the group to do open prayer during the chapel visits, write and perform skits.
- Palanca is abundant.
- The kitchen crew "comes alive" during the day. Members of the community come to show their support at serenade. By day's end guests are asked to take leadership during Decuria and skits.
- The service of evening prayer calms and refocuses participants on their individual lives in Christ.

TEAM BEHAVIOR AND DEMEANOR:

- The team maintains a high level of excitement taking into account that the "tiredness" factor is an issue. Professors and direct support people are influenced by the emotional levels of those in their direct care.
- Hugs are appropriate on the second day. Be sensitive to those for whom touching is uncomfortable.
- By the second day the role of the team is to facilitate guest participation. At meal time find new people to sit with at breakfast and lunch. Encourage guests to talk about the concepts presented in previous rollos. Listen actively. Let the guests say the prayers and tell the jokes.
- Be sensitive to the needs of the guests. Guard your behavior and your motivations. Prayerfully consider your actions. Avoid things that might create negative dynamics for the guests - distracting comments, inappropriate jokes, political comments, etc.
- Be on time for activities. Respond to the first bell. Remain attentive. Take notes during rollos. Keep the discussion centered on material from the rollo. Avoid distractions. Encourage all guests to participate, to feel heard and appreciated. "Hang in there" with those who seem to be having trouble with the Weekend. Just be patient and loving and hold them up to the Lord in prayer.

SUMMARY OF THE DAY:

- Opening meditation in the chapel: "The Figure of Christ"
- Worship and Communion
- Breakfast
- "Study" rollo given by a Professor followed by table discussion & poster/skit
- "Grace Filled Days" given by a Spiritual Director
- Lunch (sometimes outside)
- Table discuss "Grace Filled Days" & make poster/skit
- "Action" rollo given by a Professor followed by table discussion & poster/skit
- Chapel (altar) Visits
- "Obstacles to Grace" given by a Spiritual Director followed by table discussion & poster/skit
- "Leaders" rollo given by a Professor followed by table discussion & poster/skit
- Fancy Dinner - Sit by table groups
- Serenade
- Decuria: Table Skits and (optional) Kitchen Skit
- Luminaries
- Evening Prayer service
- Team meeting

LOGISTICS:

- Watch the presiding Spiritual Director for a signal to end the sharing of the peace in worship. The schedule is tight on Saturday and an overlong chapel service can interfere with the entire schedule.
- Meal decorations become increasingly elaborate. Weather permitting, lunch is frequently served outside. The openness and freedom are a welcome respite. Saturday night's meal is a "banquet." Table groups are seated together. The setting is intimate. During serenade the candle light casts a beautiful glow that reminds us that Christ is the light of the world and that his love surrounds us.
- The Rollo Room tables are well supplied with snacks.
- On most Weekends, the prayer banner is displayed on Saturday. Check with the Rector and Head Cha about when this will be introduced.
- The day's talks are serious and the activities are intense. Comic relief is introduced with the kitchen skit and people are given "permission" to be a little crazy during their table skits.
- Palanca chas will be distributing palanca. Preparation of palanca bags for Sunday continues.
- Kitchen chas will be serving meals, transforming the dining hall and doing skit preparation.
- Professors should encourage guests to carry the discussion, do posters, and develop the skit. Guests should do as much of the speaking as possible. Table dynamics may be very intense by this time.
- Not all guests are at the same place. Some team members should "stand by" guests who are not yet ready to participate as exuberantly as the others so that they will not feel "out of sync" with the rest of the group.
- Outside chas will prepare a grocery list and run to the store.
- Chapel chas may need extra help during the afternoon altar visits.
- Palanca chas may need extra help after the Serenade.

SUNDAY BACKGROUND

THE THIRD DAY OF VIA DE CRISTO

DYNAMICS:

- Theme: Participants are called to apostolic action and challenged to live the life of Christ in their own environments. The focus moves from the individual out into the world.
- Objective: To identify ways to bring Christ into our environments and accept Christ's call to apostolic action.
- By the beginning of the third day, most participants are beginning to feel renewed, committed, and filled with enthusiasm.
- In the opening meditation we are told that Christ has chosen us and is counting on us for apostolic action in the world. Rollos explain the strategy which makes it possible to live what is fundamental to being a Christian who helps Christ transform the world.
- The Cursillo method is presented and carefully explained.
- The vision of a successful Christian community in action is presented. It is a vision of a team of people who are successfully making a difference.
- The focus is primarily the individual's presence in the world and a vision of Christians in the world transforming it with the Spirit of God.
- As on days one and two the first two Rollos of the day are explanatory, low-key and clear. The third rollo is inspirational. The last is enthusiastic. The rollos of the third day are stronger, more urgent, confident and triumphant. They are written in the spirit of the resurrected Christ, present here, still overcoming evil in the world.
- The meditations and rollos prepare people for the return to the environment. The Weekend Community created in love must necessarily end as guests and team return to their environments.
- Witnesses and examples illustrate a community working together or an individual working in a community. They should provide a glimpse into a real Christian community in action, "a handful of determined, enthusiastic, dedicated people who group themselves about Jesus Christ with the aim of spreading the Christian ideal and translating it into works."
- By the third day everyone is tired. The focus is on the return to the environment. The spirited enthusiasm of Via de Cristo may level off. But just as guests wind down, the final and very powerful surprise occurs - personal palanca. Remain alert and sensitive to the guests. If you sense problems, alert the Spiritual Director or Rector. But don't over-react as tears come very easily at this time. Be joyful in their joy.
- Clausura is for the guests. Let them do the witness. Guests are told that Christ is counting on them and are asked to make a commitment to Him.
- After the Clausura, the team bids farewell the guests. This is generally a joyous time with hugs and loving conversation.

TEAM BEHAVIOR AND DEMEANOR:

- The Weekend has been long and draining. It is important to keep praying to serve effectively and to keep focused on the needs of the guests.
- Team members should continue to answer the bell promptly, take notes during rollos, and interact with guests during breaks and meals. Topics of conversation should include ways that interaction in the community has strengthened apostolic action. Tell enthusiastically about your Group Reunion. Show that life in the Fourth Day works!
- Team members should share examples of the Via de Cristo community supporting its members.
- Be sensitive to the needs of the guests. Prayerfully consider your actions. Avoid things that might create negative dynamics for the guests.
- Even though you are tired and the work is hard, do it joyfully. Be on time. Respond to the first bell. Listen intently to the talks; take notes, pack carefully and completely.
- Help with clean up. Work joyfully. Do not leave the camp until everything is loaded and the Secretariat Operations person releases you.

SUMMARY OF THE DAY:

- Team serenade
- Opening meditation in the chapel: "Christ's Message to the Participant"
- Worship and Communion
- Breakfast
- Environment rollo and table discussion
- Introduction of the "Balanced Weekly Plan"
- Life in Grace rollo and table discussion
- Christian Community in Action rollo and table discussion
- Lunch
- Guests pack (only if necessary)
- Personal Palanca
- Total Security in the 4th Day rollo and table discussion
- Explanation of Group Reunion by table Professors
- Service of Dedication
- Clausura: Receive Group Reunion Cards and Crosses
- Packing of supplies and departure

LOGISTICS:

- Meals are more relaxed. Tables are decorated and may reflect the message of returning to the community.
- The Rollo Room tables are well supplied with snacks.
- Palanca chas will present Personal Palanca after lunch when the guests return from packing (if needed) and reassemble in Rollo Room. The morning will be very busy in preparation. The afternoon will include packing and clean-up.
- Kitchen chas will decorate for breakfast and lunch. Packing and cleaning are also necessary.
- Any remaining snacks from the Rollo Room may be used as refreshments for Clausura.
- Chapel chas will setup for morning worship and the afternoon Service of Dedication. Packing and cleaning should take place during the day.
- Outside chas have major clean-up and packing responsibilities.
- Professors continue to encourage participation by the guests. By Clausura, guests will do all the witnessing.
- All supplies must be packed and loaded. After Clausura work hard in your area and help others when your work is finished. **DO NOT LEAVE THE CAMP UNTIL ALL SUPPLIES ARE LOADED AND THE SECRETARIAT OPERATIONS PERSON IS READY TO RELEASE THE CAMP.**
- Professors will contact each guest at the table one week after the event. Some guests will need additional contact.

ABBREVIATED SCHEDULE OF THE WEEKEND

<p style="text-align: center;">Thursday's Activities</p> <ul style="list-style-type: none"> • Arrive at camp for set-up • Team meeting • Team worship and communion • Team dinner • Guest arrival and registration • Send-off • Introductions • Guests to cabins to make beds • Rector Talk: "What is Via de Cristo?" • Meditation by Pastor: "Know Yourself" • Community moves to chapel • Meditation by Pastor: "Prodigal Son" • "Way of the Cross" • Evening Prayers • The Gift of Silence • Team meeting 	<p style="text-align: center;">Friday's Activities</p> <ul style="list-style-type: none"> • Morning Meditation: "Three Glances of Christ" • Worship service and communion • Breakfast, "short, clean and funny" • "Ideal" rollo, discussion and posters • "Grace" rollo, discussion and poster • Lunch and jokes • "Laity" rollo, discussion and posters • "Grace in Action" rollo, discussion and poster • "Piety" rollo • Rector Talk: "All for me" • Chapel - Prayer service • Dinner and jokes • "Piety" discussion and poster • Decuria • Luminaries • Evening prayer service • Team meeting
<p style="text-align: center;">Saturday's Activities</p> <ul style="list-style-type: none"> • AM Meditation: "Figure of Christ" • Worship service and communion • Breakfast and jokes • "Study" rollo, discussion. and poster/skit • "Grace Filled Days" rollo • Lunch (no jokes) • "Grace Filled Days" discussion and poster/skit • "Action" rollo, discussion and poster/skit • Table chapel visits • "Obstacles to Grace" rollo, discussion and poster/skit • "Leaders" rollo, discussion and poster/skit • Fancy Dinner - sit by table • Serenade • Decuria - Kitchen and table skits • Luminaries • Evening prayer service Team Meeting 	<p style="text-align: center;">Sunday's Activities</p> <ul style="list-style-type: none"> • Team serenade • Morning Meditation: "Christ's message to the Participant" • Breakfast and jokes • "Environment" rollo and discussion • Introduce Group Reunion card • "Life in Grace" rollo and discussion • "Christian Community in Action" rollo and discussion • Lunch and jokes • Guests pack, if necessary • Personal Palanca • "Total Security in 4th Day" rollo and discussion • Explanation of Group reunion • Service of dedication in chapel • Clausura • Packing and loading of supplies and departure

MAJOR THEMES OF THE THREE DAYS

- Thursday Night we are provided with the opportunity to ponder God's love and compassion for us and the condition of our souls.
- The First Day, Friday, the ideal of the Christian is outlined and prescribed. An impelling call to a new dedication to Christ is issued. On Friday we study ourselves.
- The Second Day, Saturday, presents the seriousness of life in Christ and the effort it takes to grow into a dedicated effective apostle through a program of piety, study and action. This day we enter into an intimate friendship with Christ.
- The Third Day, Sunday, we are called to apostolic action and challenged to live the life of Christ in their environment. This day we project our thoughts to the world.

EVER-EXPANDING CIRCLES

On the Weekend, we work in “Circles.” Each day the circle grows. The dynamics of the Weekend correspond to the size of the circle.

- On Thursday, our circle is about **18 inches** in diameter, the size of one individual.
- On Friday, our circle is about **ten feet** in diameter, the size of one table and about eight chairs.
- On Saturday, our circle is as big as the **Rollo Room**.
- On Sunday, our circle is as big as the **WORLD**.

FOUR DISTANT PHASES

- Preparation: Preparing the guests to receive the message of the Via de Cristo Weekend and is focused on the spiritual retreat on Thursday night.
- Proclamation: This phase is focused on the five rollos on Friday
- Conversion: This phase means the re-lighting of the fire in the heart. It begins with the “Figure of Christ” meditation and ends with the Leaders rollo on Saturday.
- Insertion: This phase begins with the meditation “Christ’s Message to the Participant” and ends with the Clausura on Sunday.

PROGRESSION OF ROLLOS / MEDITATIONS

<i>Theme</i>	<i>1st Day (Friday)</i> The Ideal of the Christian Living the Life in Grace	<i>2nd Day (Saturday)</i> Growing into an Intimate Relationship with Christ	<i>3rd Day (Sunday)</i> Call to an Apostolic Life in Christ
<i>Meditation</i>	Three Glances of Christ	The Figure of Christ	Christ's Message to the Participant
<i>Intellect</i>	Ideal	Study	Environment
<i>Life of Grace</i>	Grace	Grace Filled Days	Life in Grace
<i>Will</i>	Laity	Apostolic Action	Christian Community in Action
<i>Obstacles</i>	Grace in Action	Obstacles to the Life in Grace	Total Security in the 4 th Day
<i>Heart</i>	Piety	Leaders	

The shaded talks are given by spiritual directors.

FRIDAY'S ROLLOS

IDEAL

This talk seeks to convince the listener of the need for having an ideal in life. The talk is a philosophical study of the human mind and free will and how they operate. This is not a “spiritual” talk. The point is made that we all have ideals of one sort or another, but we must examine our ideals to see what they are and where they are leading us.

GRACE (formally known as Habitual Grace)

Here we are presented with God’s supreme ideal: that all of His children might live in His grace and love. This is an important talk, because it constitutes the doctrinal nucleus of all the others. The pastors’ talks build upon the central truth of God’s habit of gracing us, while the lay talks show in detail how this life in grace is to be lived. The doctrine of this talk is that our heavenly Father, through His Son and His Spirit, has given us a share in His own divine life. Thus we are members of the family of our Father, living as brothers and sisters, with Christ as our brother.

LAITY

After presenting the Christian Ideal of living the life of grace in the family of God, we move to the lay-person’s view of the Church. We learn that the Church is this family of God. Lay-persons are the Church, the people of God, the mystical body of Christ. It is through us that Christ can work and speak the world today. Although this talk is rooted in the concept of the Body of Christ, its primary emphasis is on the mission of the laity as living active members of the Church. Its purpose is to initiate in the listener an active response to God’s grace.

GRACE IN ACTION (formerly known as Actual Grace)

This talk reminds us that we are not left alone in our efforts to live a dynamic Christian life. The Holy Spirit lives and works in us, enlightening our mind and inspiring our will through reading of the Scripture, preaching, the sacraments, fellowship, etc. We use these gifts to gather, call, enlighten and make us holy, enabling us to be active ministers, a part of the priesthood of all believers. As the Body of Christ we are all in this together nurturing, encouraging and exhorting each other through prayer and fellowship. Palanca is the spiritual “lever” of prayer and sacrifice on the Weekend and in our ministry.

PIETY

This is a key talk in the technique of the Weekend. At this point many of the guests have abandoned any defensive attitudes they may have had, and have taken on the spirit of an open mind and heart. This talk has the mark of the “personal testimony” and is presented in such a way that we can see in the speaker the happy and attractive embodiment of true piety. The first part of the talk, the negative element, serves only to introduce the main theme of true piety, which is a conscious and growing life in grace. The spirit of idealism, commitment and charity will show forth in the words of the speaker

SATURDAY'S ROLLOS

STUDY

The goal of the study talk is to suggest ways to be more conscious of our faith in and devotion to Christ. The Study model helps us to form our minds, to transform our hearts and to conform our life to God's plan. It will help us discover God in all his creative, redemptive and sanctifying work through the study of his word.

GRACE FILLED DAYS

The goal of this rollo is to locate the nearness of grace and its effect upon us. The grace of God has appeared among us in Jesus the Messiah, and Jesus' presence for us is affirmed again and again through word, water, bread and wine. It also shares how grace supports us in our daily life. It is to lead one from the womb to the tomb and through all eternity.

ACTION

The goal of this rollo is to show the connection between the life of grace and apostolic action, namely that the life of Grace flows into a life of action, that grace causes action, that apostolic action is a logical demand of the life of grace. We live to bring Christ to all those around us. This rollo concludes the tripod of Piety, Study, and Action. Along with the Leaders rollo, it serves as a transition to the third day and its emphasis on apostolic action.

OBSTACLES TO GRACE

The goal of this rollo is to show that Christ has overcome the forces of evil, forgiven our giving in to them, and promises victory over them. It seeks to enable us to own these promises of victory and to be freed to respond to God's grace in spite of the obstacles that continue to plague us throughout this life.

LEADERS

The goal of this rollo is to point out that leaders are those who bear witness to Christ in their sphere of influence in life - both within and beyond the local congregation. All are called to Christian leadership and the necessary skills can and must be cultivated and learned. This rollo also shows how Piety, Study, and Action are all a daily part of a Christian leader's life.

SUNDAY'S ROLLOS

ENVIRONMENT (Transformation of Environments)

After the morning meditation, there awakens in our soul a desire to do something for Christ. This rollo tells us to work for Christ in the environment of the world, its people and its institutions, anywhere we can be an influence for Christ. The emphasis is on bearing witness to Christ in our vocation, our family, our community, wherever we may be. It encourages us to examine specific areas in which God has called us to work.

LIFE IN GRACE

This final clergy rollo completes the cycle of grace talks with the message "Grace is realized!" Together with the other Sunday rollos, it directs the participants to life in their environments. It seeks to deal with the concern that many will feel: "How can I keep alive and vibrant this joy and enthusiasm of living in fellowship with Christ?" It offers a plan of action - the incorporation of daily piety, study and action. This plan will enable the participant to live boldly and positively with Christ and other Christians in the more difficult and challenging world back home.

CHRISTIAN COMMUNITY IN ACTION

Participants are urged to form a group of fellow Christians and seek the ways in which they may love and share their Christian lives more intensely so that their lives will attract others to follow Christ. This rollo must transport the listeners from thinking of themselves as isolated individuals to seeing themselves as part of a small, closely knit group of Christians living out their lives and part of a larger evangelizing community: the Church in the world. Transformation of environments is to be achieved by introducing a new life into the environment, a fully Christian life that will transform persons, and through which God may heal and raise the members of the environments to realize their potentials. The rollo stresses not so much the theory, but the spirit of group action that has succeeded in changing the world.

TOTAL SECURITY IN THE 4TH DAY

This rollo introduces the fourth day of life in Christ. The three day Weekend is now presented as the first step of a lifetime of growth toward Christ - the fourth day. The focus of the rollo is on the value of personal contact with other Christian apostles to grow in the apostolic ideal. It stresses the importance of sharing with Christian friends and illustrates how the Group Reunion and Ultreya fulfill this basic Christian need for personal sharing. It should be inspirational with vivid examples of the uplifting nature of the speaker's group experience and the strength of faith given by the speaker's participation in the Ultreya. This talk is critical to unite all the concepts previously presented on the Weekend. Christ is counting on us to hold a Christian ideal which will help Him convert the world. As Christians we need deep, accepting, generous friends who act as a source of God's grace in our lives to carry forth this mission.

DYNAMICS OF ACTIONS AND EVENTS

+ Positive dynamics lead to spiritual growth for the individual.

- Negative dynamics distract from spiritual growth and should be avoided.

1.	Sponsorship	+	Seeing love, care, concern, prayer, “be a friend”
		-	Forcing it; no follow-up
2.	Send-off	+	Hearing name; appreciation
		-	Community abrazos; unfriendly; left alone
3.	Name Tags	+	Hearing name; belonging
		-	Making a “mixer” or game
4.	1 st Rector Talk	+	Review of what’s coming; start of self-examination
		-	Clowning; insincerity
5.	Retreat/Silence	+	Introspection; concentration on Jesus’ sacrifice
		-	Team noise; distractions
6.	Way of the Cross	+	Candles; responses; personal applications
		-	Confusion; fatigue
7.	Worship and Communion	+	Participation; Means of Grace; prayer
		-	Clowning; ‘preaching’
8.	Rector’s Prayers	+	Simple; can identify; “one who needs it most”
		-	Not following script; long prayers
9.	Singing DeColores	+	Relaxing; fun
		-	Too much emphasis at start; irritation
10.	Meals	+	Making new friends; talking; light conversation; seeing service and care of others; table prayers
		-	Left alone; someone dominating conversation; having to thank everyone besides God

11.	Jokes	+ -	Standing up before group; giving name and church ‘Raunchy’ jokes; team domination; inappropriate jokes
12.	Table Seating	+ -	Hearing name; talking before group; touching at the table; forming a non-threatening group Mispronouncing name; confusion; cold reception
13.	Rollos	+ -	Hearing; seeing; discussion; posters; ‘power phrases’ Bragging; uninteresting; long; lectures; sermons
14.	Breaks, Walks, Free Time	+ -	Discussion and sharing; introspection; making personal application; relaxing No one to talk too; heavy team sharing; talked at; over controlled
15.	Singing	+ -	Fun; worship; praise; learning; group involvement Too much; too many; too long; clowning; doesn’t fit
16.	Serenade	+ -	Many people; realizing they gave up time for you; seeing joy; hearing songs you’ve been singing Too long; team getting involved; touching; ‘neat things’
17.	Decuria	+ -	Standing and talking before group; review of rollo points; opportunity for sharing; reviewing poster design; demonstrating love and care Clowning; excessive competition; noisy; a ‘poster party;’ Rector ‘lost control’
18.	Altar Visits	+ -	Prayer before a non-threatening group; praying with others; simplicity; deep emotions Team member ‘uses all the words;’ rushing; not properly briefed before hand
19.	Clausura	+ -	Seeing large community; responding to “Christ is counting on you” before community; opportunity to share; hearing others share Clowning; ‘neat things;’ trying to maintain table security; long talks; introduction of too many people; confusion

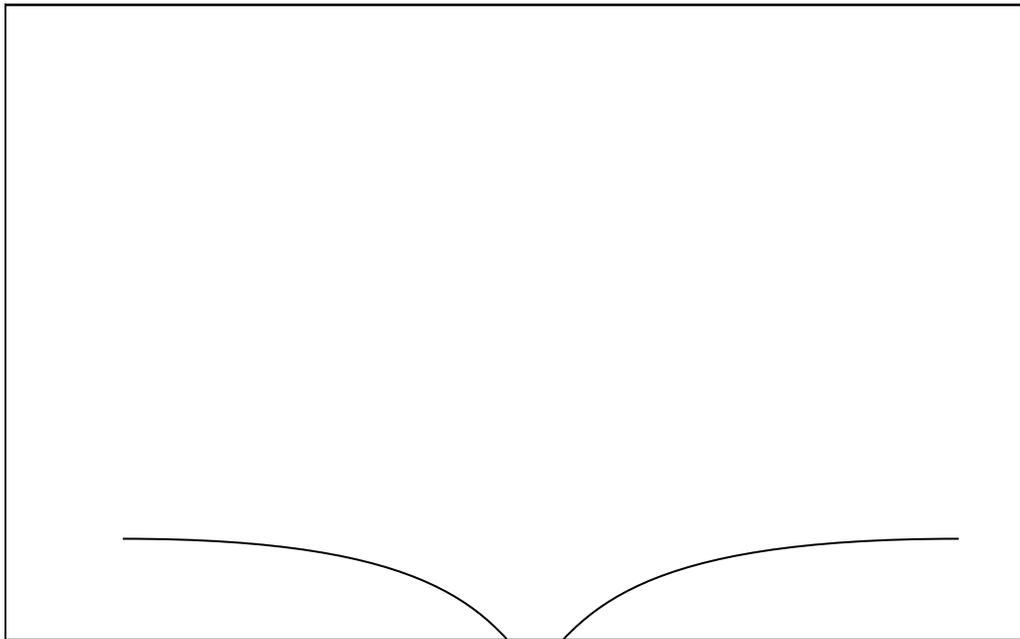
ESSENTIALS - ADIAPHOROUS

Essentials are those elements that are basic to a Weekend. Without these, it is not a Via de Cristo Weekend. Adiaphorous are elements added to a Weekend. They supplement the basics and may interfere with the purpose of the Weekend if not planned well.

ESSENTIALS	ADIAPHOROUS
72 hours	Special banquet
14 Rollos	Saturday night serenade
5 Meditations	Sunday wake-up serenade
Spiritual Retreat	Theme for the Weekend
Eucharist each day	Skits
Decuria sharing	Singing for meals
Closing, Crosses	Send-off
Palanca - prayer and sacrifice	Personal Palanca letters
Rector	Table palanca, trinkets, etc.
Spiritual Directors	The big chicken/rooster
Head chas	Chicken shirts
9 Speaking Professors	Way of the Cross
Support Professors at tables	Any activity not listed under Essentials
Support Team (Chapel, Kitchen, Clean-up)	Evening singing sessions
Musicians	Luminaries
Fourth Day (Group Reunion and Ultreya)	

Altar visits were probably part of the first Weekends. Properly used they can be helpful to the purpose of the Weekend.

EMOTIONAL LEVEL - TEAM/GUESTS



Team

Guest

THURSDAY FRIDAY SATURDAY
SUNDAY

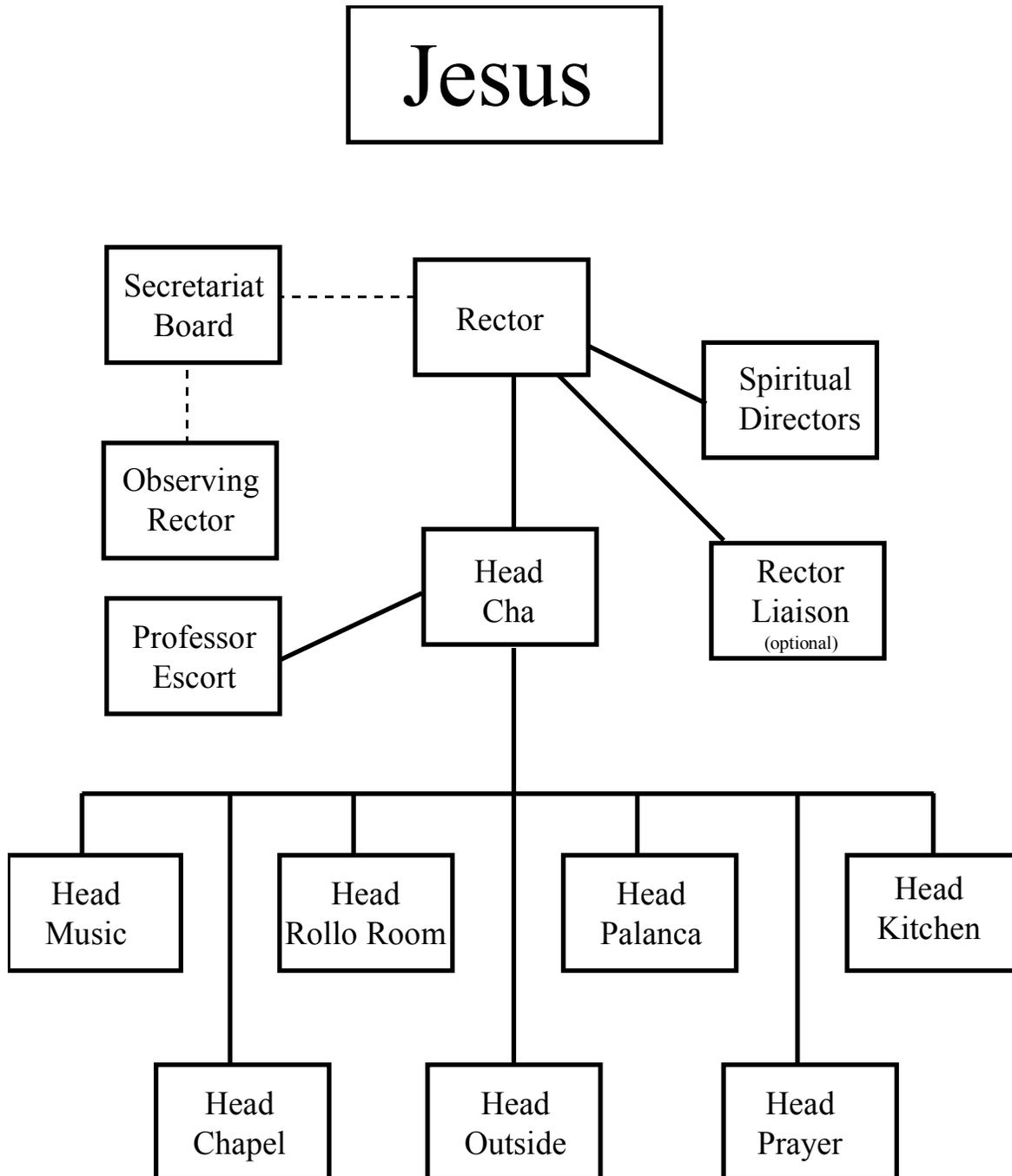
TEAM BUILDING

1. Pray regularly about this team, the guests, and this Via de Cristo.
2. Support the team with your heart, your head, and your hands. You have made a commitment to a job - do it!
3. If you are unable to support this team by being on time and by freely participating for any reason - now is the time to let the Rector know.
4. There will be things done and said with which you may disagree. Your opinions are valued and welcomed as we go about formulating our plans and actions. However, once a decision has been made, give it your full support.
5. Anything that goes on in the team meetings is for team members only. You are expected to keep these matters confidential.
6. If you should have a problem with the Rector or anyone else on this team, bring it to the Rector or one of the Spiritual Directors. There is no room for conflict among us, and anyone harboring dissent will not make a meaningful contribution to our efforts.

TEAM GUIDELINES FOR THE WEEKEND

1. Work as if everything depends on you and pray as if everything depends on God!
 2. We ALL enter and leave this Via de Cristo through the servant's entrance.
 3. When there is a question in your mind, ask it! Use common sense.
 4. Be yourself. God called you because of whom and what you are. Don't try to be what you think the Guests think you should be. SMILE!
 5. If you don't know what to do, ask your area head cha or the Head Cha.
 6. Make the most of the time you have to sleep.
 7. Complete your palanca before arriving at the camp on Thursday. You are expected to write a personal palanca letter for each guest and team member.
 8. Try to learn all the Guest's names as quickly as you can.
 9. Be honest with the Guests. If asked a direct question answer it honestly. If someone asks you if you are on the team, be truthful and say "yes." If the person wants more information try to encourage them to participate in the "now" of the Weekend. If they persist, give an honest and complete answer without elaboration.
 10. Speak in a normal tone if you have to ask each other, the Rector, Head cha, or a Spiritual Director a question.
 11. We are the examples - be first, sing loudly, take notes. Be first in Chapel every morning. Let your love for Christ express itself.
 12. Stay with the Guests. Avoid grouping with other team members on walks, at meals, or in Chapel.
 13. Be punctual. Respond to the bell.
 14. Let the Guests tell the jokes (have one ready if needed).
 15. See the Rector or a Spiritual Director if a Guest has a problem.
 16. When in the Rollo Room, pay attention to the Rollo or any other activity that is occurring in the room. Don't be a distraction. There should be little movement in the Rollo Room during talks and table discussions.
 17. Be cautious about using the words "Palanca," "DeColores," or other vocabulary which is used during the Weekend until it has been introduced to the Guests.
 18. Set the example by not wearing your watch.
1. Remember your prayer partners before and during the Via de Cristo.
 2. Other than wine for use in Communion, there are to be no alcoholic beverages or other controlled substances consumed by guests or team members.

ORGANIZATIONAL STRUCTURE OF A VIA DE CRISTO TEAM



SUMMARY OF RESPONSIBILITIES

SPIRITUAL DIRECTORS

HEAD SPIRITUAL DIRECTOR

- Provide spiritual guidance for team and guests during planning and Weekend.
- Provide Spiritual Director's schedule for team meetings to Head Cha.
- Coordinate worship services for team meetings with Head Chapel Cha.
- Make Rollo Assignments for Spiritual Directors, and provide to Rector or Head Cha.
- Assign Worship Services and Meditations for Weekend. Provide this to the Rector or Head Cha.
- Coordinate with Head Chapel Cha for Chapel setup during the Weekend.
- Make SD escort assignments for Rollo givers and provide this to Rector and Escort Cha.

SPIRITUAL DIRECTORS

- Lead worship communion for team meetings.
- Coordinate special music requests with Head Music Cha.
- Prepare rollos for critique during team meetings.
- Provide the spiritual guidance for the Weekend.
- During the Weekend, attend to the spiritual needs of the Guests.
- Pray with each speaking professor prior to their rollo and escort them between the chapel and rollo room.
- Present crosses and reunion cards during the Clausura.

RECTOR LIAISON (optional)

- Carry out any responsibilities assigned by the Rector and Head Cha.
- Notify the Rector and Head Cha of any issues/concerns during team meetings and the Weekend.
- Assist the Head Cha and Rector in anticipating and solving problems/issues.
- Offer support and guidance to Rector, Head Cha, Spiritual Directors, and other Head area chas.
- Fill in as necessary to accomplish the tasks.

OBSERVING RECTOR

- Observe the progression of team meetings and the Weekend.
- Seek out whatever information is needed to prepare for the job of Rector.
- Carry out any responsibilities assigned by the Rector and Head Cha.
- Notify the Rector and Head Cha of any issues/concerns during team meetings and the Weekend.
- Assist the Head Cha and Rector in anticipating and solving problems/issues.
- Offer support and guidance to Rector, Head Cha, Spiritual Directors, and other Head area chas.
- Fill in as necessary to accomplish the tasks.
- Collect speaker books and team books on Thursday of the Weekend.

HEAD CHA

- Work closely with Rector and oversee cha groups.
- Coordinate team meeting locations and schedule with host churches.
- Keep team meeting activities on schedule.
- Collect team registration fees (or delegate collection).
- Distribute Team Books at 1st team meeting.
- Prepare team mixer - team building exercise for team meetings.
- Assign or arrange for prayer partner groups, if requested by Rector.
- Handle petty cash.
- Assist Rector in developing team meeting agendas.
- Review guest applications with Rector.
- Note guest special needs.
- Assist Rector in making table assignments.
- Make cabin assignments & labels for cabins & luggage (may be delegated to Head Outside Cha).
- Complete Weekend schedule & be the time-keeper. Provide schedule to area head chas and Spiritual Directors.
- Secure (check inventory) and set-up sound equipment in the Rollo Room and Chapel.
- Arrange for group photo.
- Coordinate cleanup (pack up with Head Chas and Operations).
- Handle all unforeseen problems during the Weekend.
- Keep the Rector in line, on track, focused and calm.

ALL HEAD CHAS

- You are responsible for the spiritual well-being of your team, you are their table professor.
- Ensure Cha Group starts day with prayer.
- Keep Head Cha informed of any difficulties and problems.
- Work with cha group to build team.
- Encourage cha groups to participate in knees palanca.
- Plan your work so that you and your team can spend some time in the Rollo Room (if work is planned well, most chas can hear most rollos).
- Be familiar with Weekend schedule.
- Review inventory to determine items needed. Save all receipts for which you wish to be reimbursed. Have purchases over \$50 pre-approved by Head Cha or Rector.
- Finish palanca prior to Weekend.
- PRAY. PRAY, PRAY.
- LOVE. LOVE, LOVE.
- BE A SERVANT.

PROFESSOR ESCORT CHA

If directed by the Rector:

- Advise/train Professors in preparation of Rollo assigned.
- Coordinate and setup critique schedule and assignments for Professor and Spiritual Directors Rollos.
- Determine from critique leaders and Professors whether special assistance is needed with any rollos.
- Provide support and lead Professors with training in facilitating discussions and handling situations at the table.
- Prepare Professors for the Table Chapel visit.

General Escort Responsibilities:

- Collect a copy of Rollos from Professors prior to Weekend.
- Work with the Head Palanca cha so that Professors and Spiritual Director's can select a banner to correspond to their Rollo.
- Provide Head Cha with length of Professor and Spiritual Director rollos.
- During Weekend, be aware of issues in Rollo Room. Communicate with Head Cha, Rector, Head Spiritual Director any concerns regarding prayer requests, guest concerns, or tensions.
- Coordinate with Head Cha and speaking Professors for times to be notified prior to talks.
- Notify knees palanca persons when to go to chapel.
- Escort Spiritual Directors and Speaking Professors to chapel for prayer at set time prior to Rollo.
- Pray with Professors before and after Rollos and provide encouragement and support.
- After prayer, Escort Spiritual Director/Speaking Professor to Rollo Room.
- After Rollo, escort Spiritual Director/Speaking Professors to chapel for prayer and then to their cabin.
- Adjust the escort responsibilities so they are timed to match the activities in the Rollo Room. There is nothing more unsettling for the professor than being "all prayed up with nowhere to go."

HEAD ROLLO ROOM CHA

- Ensure all supplies for Rollo Room are on hand for Weekend.
- Ensure poster supplies are available and there is space and materials to hang posters.
- Assist Kitchen Chas with send off setup and refreshments.
- Assist Outside Chas with luggage as guests arrive (if time permits).
- Collect and manage Rollo Room drink and snack palanca.
- Get banners from Palanca Cha and hang in Rollo Room.
- Light candles before rollos.
- Have a fresh glass of water for the speaker in the chapel, in the hall outside the Rollo Room and at the podium. Have Kleenex at the podium.
- Prepare the Table Chas for leading the Table Chapel Visit.
- Prepare the Table Chas for handling situations at the table.
- Prepare Table Chas for their role on the Weekend.
- Assist Palanca Chas in hanging prayer banner at appropriate time.

- Collect soiled table covers and give to the designated “laundry cha” at the end of the Weekend.

HEAD CHAPEL CHA

- Work with Spiritual Directors for setup of chapel for each team and Weekend worship service.
- Ensure elements are available for communion at team meetings and Weekend.
- Provide appropriate lighting for reading and singing. Be sure to provide adequate lighting for the musicians.
- Reserve space in the morning services for Kitchen Chas, Outside Chas, Rector, and Spiritual Directors.
- Setup chapel and supplies for knees palanca, replenish during Weekend.
- Assist with presenting and hanging the prayer banner.
- Provide hymnals, Bible, or service bulletins as needed for each Worship Service. Work with the Spiritual Directors and Rector to determine what is needed for each service.
- Provide “Way of the Cross” booklet for the Thursday evening Service.
- Coordinate the use of banners with the Palanca chas.
- Setup chapel locations for Table Chapel Visits.
- Transform the Chapel as the Weekend progresses.
- Coordinate with the Rector on the use of the framed print - “The Reflection of God.”

HEAD KITCHEN CHA

- Instruct the team to inform the Head Kitchen Cha of any medically necessary dietary needs prior to the last team meeting.
- Setup refreshments for send off.
- Arrange for Thursday evening meal for team.
- Coordinate menus for the Weekend with camp staff and share menu with Rector and Head Cha.
- Develop strategy for serving meals efficiently - ask the Camp for bread trays or serving trays.
- Coordinate meal schedule with camp staff.
- Be aware of special needs of guests (medically necessary diet restrictions and medication), and work with camp staff to provide special diets.
- Set aside and provide separate meals for Professors when needed.
- Plan and present skit for Saturday Decuria.
- Assist with Rollo Room palanca, ice, fruit, tea, etc.
- Assist Outside chas with setting up coffee pots/hot water at the cabins.
- Coordinate the distribution of palanca and banners with Head Palanca Cha.
- Transform the Dining Room as the Weekend progresses.
- After breakfast, one or two of the coffee urns need to be provided to the Rollo Room for their use during the day (unless other arrangements have been made).

HEAD MUSIC CHA

- Provide music as needed throughout team meetings and the Weekend.
- Work with Rector, Spiritual Directors, and Professors on providing special music if possible.
- Provide song books for Weekend by 1st team meeting. Get copyright permission for books from the Music chair on Secretariat.

- Select and have the team practice the Sunday morning serenade song before the Weekend.
- Music for worship services.
- Assist with presenting and hanging prayer banner.
- Be ready to lead music whenever requested by the Rector or Head Cha.
- Lead the singing and provide instructions for how songs should be sung.

HEAD PALANCA CHA

- Setup palanca room.
- Distribute personal palanca for Professors and Spiritual Directors prior to and after rollos.
- Coordinate banners for Rollos with Professors and Spiritual Directors.
- Hang Prayer Banner at designated time.
- Have general palanca letters sorted and select those to be read during Grace in Action Rollo and at other times during Weekend.
- Identify a place to display general palanca letters.
- Handle all general palanca and distribute during the Weekend in Rollo Room, dining room, and pillow.
- Develop a strategy to notify Rector of who has provided general palanca so that it can be announced during the Weekend.
- Check that each guest has personal palanca and contact sponsor if necessary
- Provide large bags for all personal palanca.
- Collect all palanca from team, community, serenaders, etc at send-off and serenade.
- Coordinate with Head Kitchen Cha for banners to be used in the dining room and table palanca.
- Coordinate with Head Chapel Cha for banners to be used in the Chapel.

HEAD PRAYER CHA

- Encourage all team members to have a prayerful attitude during team meetings and Weekend.
- Provide prayer suggestions and resources to team members.
- Arrange for demonstration, during a team meeting, of an approach to Table Chapel Visits.
- Gather prayer requests during Weekend and coordinate intentional individual and group prayer in response to the requests.
- Be aware of and respond to situations in Rollo Room and with guests which need prayer.
- Be aware of and respond to situations with team which need prayer.
- Assist with presenting and hanging the prayer banner.
- Pray with each work group at least once each day.
- Offer prayers during times when others at the camp are not praying.
- On a daily basis, pray for guests and team members.

HEAD OUTSIDE CHA

- Get labels from Head Cha. Label bunks for guests and team.
- Label guest luggage on arrival and get to their bunk.
- Coordinate with Head Kitchen Cha to get coffee pots/hot water for cabins.
- Provide cold water and cups for cabins each evening.
- Direct Serenaders to gym.
- Greet Community and identify a place for them to gather prior to Clausura.
- Handle lost and found items.
- Notify the Head Kitchen and Chapel chas about the status of the schedule prior to the group transitioning during the Weekend.
- Direct team and guests to appropriate locations, providing light if needed.
- Assure all guests are accounted for before an activity begins.
- Provide gofer cha to run to town for needed items.
- Get petty cash as needed from Head Cha.
- Clean cabins and toilets daily.
- Bring guest luggage to departure area.
- Setup Luminaries on Fri/Sat night.
- Check Rollo Room bathrooms after each break to ensure they are clean and well supplied.

CHAS

- Work with the Head Cha in your assigned area: Rollo Room, Chapel, Kitchen, Palanca, Prayer, Outside and Music to accomplish the responsibilities of the area.
- Offer assistance to other groups when assigned responsibilities are completed.
- Chas may begin wearing their crosses after the “Grace in Action” rollo on Friday afternoon.
- Once the Weekend begins, seek out your Head Area Cha or the Head Cha if you have a question or need assistance.

TABLE PROFESSORS

1. There are two Professors at each table - lead Professor and support Professor. The table Professors serve as facilitators for the discussions and actions at the table, as needed. Encourage guests to take the lead in the discussions at your table.
2. As a table Professor your primary goal is to involve all table members in the discussion. In practice, this means that you must discipline yourself to:
 - Respect each individual at the table, even if you privately disagree with their views.
 - Refrain from forcing anyone at the table to change their views.
 - Avoid trying to reach complete agreement by all members of the group on all questions. The purpose of the discussion, and the table facilitator's role, is to help the guests reflect on the rollo that was just presented and it's application in their lives.
 - Politely, but firmly, keep the discussion on track, avoiding tangents.
3. Remember that each person is unique and is a child of God. Each is at a different place in his/her commitment to Jesus Christ.
4. Be yourself and try to get to know each guest. Help each one feel that his/her ideas and opinions are important to you. Let each know you are listening. Accept whatever each offers as meaningful to the group.
5. Invite participation of each guest. If a person has not participated in the discussion, direct your question to that person, then ask others to comment or again direct a question to another person.
6. The Support Professor should make it a point to reach, on a one-on-one basis, a guest who is silent at the table. Silence is okay.
7. Be with the guests at all times, except when giving your Rollo and during discussion of your Rollo. Once the guests arrive for Send-off, you will be treated like a guest by all members of the team.
8. Set the example by taking as many notes as possible during the Rollos.
9. Have your Rollo prepared before you arrive at Via de Cristo. Your full-time attention is needed for the guests. Avoid the temptation to change your rollo during the Weekend.
10. Write a special palanca letter to each guest at your table during the Weekend. Have all general palanca letters written before arriving at the camp.
11. Speaking Professors may begin wearing their cross when they give their Rollo. Support Professors may wear theirs beginning Sunday morning.
12. TELL THE TRUTH. If asked if you have attended a Weekend previously, the answer is yes. It is not necessary to go into detail.
13. Involve the guests in conversation about the Rollos and events of the Weekend during meals, walks and breaks, whenever possible. Be attentive and available.
14. If your table has a problem understanding an element of a talk, invite one of the Spiritual Directors to join your discussion.

Suggestions for Facilitating a Table Discussion

Use open questions that usually start with “when,” “where,” and “how” to stimulate discussion.

Use a listening response to help the person feel their idea is important to you and all present. Let them know you are listening by nodding your head, rephrasing their last few words, and reflecting on what the speaker said.

Extend the discussion by inviting participation of the whole table. You might use questions like: “How do the rest of you feel about the Rollo?” or “Would anyone like to comment?”

Pick up on the key thoughts expressed during the discussion. These are ideas, thoughts or opinions relating to the discussion. Ask open questions to encourage the discussion to go deeper.

There is no need to panic when there is silence at the table. The guests will respond to the Weekend in very different ways. Some will be very open and talkative while others may prefer time for reflection. Avoid the temptation to rush the guests at the table. Accept each person where they are.

Strategies for Dealing with Certain Behaviors at the Table

OVERLY TALKATIVE - may be an eager beaver, exceptionally well informed, or just plain talkative. Wait until he takes a breath, thank him and refocus attention on subject. Try to direct specific questions to other people at the table to encourage their participation. You could say; “That’s interesting; now let’s see what the group thinks of it.”

WON'T TALK - this person may be bored, indifferent, timid, domineering or quiet. Ask questions to arouse interest. With the domineering, indicate respect for experience, but not to the point of making the group feel uneasy. With the timid or quiet, the first time he or she talks, compliment his or her contribution.

PERSONALITY CLASH - sometimes differences of opinion get too sharp. In other cases, two people just don't get along - compliment the people on their enthusiasm and participation. Redirect attention to the objective at hand.

SIDE CONVERSATIONS - may be commenting on the topic, but is usually a personal conversation. Don't embarrass them. Call them by name and ask a specific question to involve them in the discussion. Call them by name and restate the last opinion or remark and ask their opinion on it.

DISCUSSION POINTS/QUESTIONS FOR EACH ROLLO

IDEAL	<ul style="list-style-type: none"> • What qualities are our greatest assets as humans? • What things are worthwhile to us? • Are we happy with the choices we have made so far? • What is my / your goal in life?
GRACE	<ul style="list-style-type: none"> • What examples of Grace have you experienced in your life? • What aspects of this rollo were most meaningful?
LAITY	<ul style="list-style-type: none"> • What is the specific mission of the layperson? • How do you describe/define the church? • What is the role of an individual in the church? What can and should the individual do?
GRACE IN ACTION	<ul style="list-style-type: none"> • Where do you see God working in your life? • How do you open yourself to God so that you can respond to the Grace he has given?
PIETY	<ul style="list-style-type: none"> • What is true piety? • How does one go about acquiring it? • Note: In discussion of "false piety" avoid personalities and judgments. Hate the sin; love the sinner.
STUDY	<ul style="list-style-type: none"> • Why is study important? • What is the purpose of study? • What factors may be obstacles to our studying?
GRACE FILLED DAYS	<ul style="list-style-type: none"> • What is your response to being a baptized child of God? • What does the Eucharist mean to you? • How do you include Christ in your vocation?

DISCUSSION POINTS/QUESTIONS FOR EACH ROLLO (continued)

ACTION	<ul style="list-style-type: none"> • What is apostolic action? How does it differ from good works? • Why do we need to act? • What kinds of actions are there? • What sort of preliminaries and plans are suggested to try to ensure successful apostolic action?
OBSTACLES TO THE LIFE IN GRACE	<ul style="list-style-type: none"> • What are your obstacles? • What promise from God to you cling to as you face your challenges?
LEADERS	<ul style="list-style-type: none"> • Who or what is a leader? • What special attributes does a Christian leader have, or what attributes should they work to develop?
ENVIRONMENT	<ul style="list-style-type: none"> • Where, what or who is our environment? • What environment would you most like to change? How might you begin?
LIFE IN GRACE	<ul style="list-style-type: none"> • Which of the practices of piety appeal to you? • How will you increase your use of study? • Where will you witness to the grace God has given you?
CHRISTIAN COMMUNITY IN ACTION	<ul style="list-style-type: none"> • Why do Christians need to be in community? • Where have you experienced a supportive Christian community? • Which of the attitudes for apostolic action to you see as a strength? A weakness?
TOTAL SECURITY IN THE 4 th Day	<ul style="list-style-type: none"> • What means are recommended for help in perseverance? • What problems should we expect during our Fourth Day? • What is the basis for confidence in the Fourth Day?

TABLE CHAS

Thursday

- Be at the camp by _____ to setup Rollo Room and any other areas.
- Team worship at _____
- Team dinner at _____
- Guests begin arrival at _____
- Stand when Team is asked to stand during Rector's 1st talk
- Distribute Pilgrim Guides, and songbooks
- Go to Chapel
- Guests given gift of silence
- Team meeting
- Setup Rollo Room and tables for Friday
- Make preparations for Friday
- Team given gift of silence

FRIDAY

- Table assignments are made in Rollo Room
 - ⇒ Pick up Table Name from Rector
 - ⇒ Stand behind chair
 - ⇒ Seat Speaking Professor first in chair directly facing podium
 - ⇒ Seat others clockwise
- Treat Professors like guests
- After Ideal rollo, explain refreshment process
- Explain poster and decuria process
- After each Rollo, follow this process:
 - ⇒ Take refreshment order
 - ⇒ Serve refreshments only during table discussion time
 - ⇒ When announced, bring out poster board and markers
 - ⇒ When announced, pick up poster and markers
 - ⇒ Make sure Table name, Rollo name, and presenters on back
- During breaks, attempt to straighten table
- Interact with guests at your table
- Palanca not introduced until Grace in Action Rollo - first palanca is Fanny Palanca
- During Decuria:
 - ⇒ Be sure posters are nearby
 - ⇒ Encourage guests at your table
 - ⇒ Assist in hanging posters as needed
- After team meeting:
 - ⇒ Change table cloths
 - ⇒ Straighten table area, Rollo Room, and prep area, wash dishes
 - ⇒ Make preparations for Saturday

TABLE CHAS SCHEDULE (CONTINUED)

SATURDAY

- Treat Professors like guests
- Refreshment process same as Friday
- Poster making similar to Friday: Use additional poster supplies
- Explain that Decuria will include posters and skits
- Inform table when they need to develop a skit
- Attempt to keep table area as uncluttered as possible
- Lead Table Chapel Visit when instructed (use prompt)
- Sit with table during Serenade
- Provide posters during Decuria
- Team meeting
- Straighten Rollo Room, tables, prep area, add colors
- Make preparations for Sunday

SUNDAY

- Refreshment process the same
- No posters today!! Pack poster materials early in the day
- It is important to prepare the prep area and Rollo Room for the Clausura so pack and clean as you can during the day
- Keep table area as uncluttered as possible
- After lunch, prepare for personal palanca:
 - ⇒ Replenish Kleenex
 - ⇒ Straighten table
 - ⇒ Remove any unnecessary stuff
 - ⇒ Distribute personal palanca
- Setup for Clausura
- Clean up time after guests depart

TABLE CHA PROMPT FOR CHAPEL VISIT

When instructed by Head Cha or Head Rollo Room Cha, lead your table to your assigned chapel. This is only a suggested prompt to outline the points that are important in the chapel visits.

Outside chapel:

1. We are now going to have a chapel visit as a table group.
2. This is our opportunity to speak to our brother, Jesus, as a table family.
3. When we enter the chapel, please clasp hands and form a circle around (or in front of) the altar. Let's stand in the order you sat at the table.
4. It's important for us to be comfortable during this time so please feel free to sit, stand, or kneel.
5. I will begin our prayer time and will pass this cross to the next person when I finish praying.
6. Likewise, when you have finished praying, please pass the cross to the next person.
7. Since we all speak to our brother, Jesus, in different ways, it is okay if you wish to pray silently. Simply pass the cross to the next person when you finish.
8. After we have all had a chance to speak to our brother Jesus, I will pause a few minutes for any additional prayers and then close our prayer.

In the chapel:

1. Encourage everyone to assemble and become comfortable around or in front of the altar.
2. Hold the cross in your hand.
3. Open the prayer by saying something like:

Jesus, The brothers and sisters at the table of _____ are here to spend some time together with you. Thank you for bringing us together during this Weekend. Each one of us have experienced your love in this place, (continue as you feel comfortable). Brother Jesus, each one of us would like to speak to you, so I will pass this cross to _____.

4. After everyone has had an opportunity to pray, pause for other prayers then close. If the group is comfortable, spend time in hugs and share the peace of the Lord.

After the chapel visit:

1. You will probably have an opportunity for a walk outside. Be careful about going near where the Serenaders are gathering.
2. After a time of fresh air, bring the group back to the Rollo Room. Most everyone will need a bathroom break before returning to the table.

PALANCA CHAS

Palanca chas are responsible for sorting, storing and organizing all palanca and having it ready to distribute at appropriate times. When you need extra help, the other chas will help you after their work is completed. Don't be reluctant to ask for extra help.

Palanca includes:

- General Palanca - Banners, letters from groups, E-mail, etc.
- Individual Palanca - bookmarks, paperweights, etc.
- Personal Palanca - letters addressed directly to Guests and team.
- Pillow Palanca - gifts/letters placed on pillows
- Pre/Post Rollo Palanca - letters/gifts for professors placed on pillow before or after their Rollo

Review the selection of General Palanca with the Spiritual Director who will give the Grace in Action Rollo, and determine which letters will be read during the Rollo. Bring the Table Palanca into the Rollo Room Prep Area prior to its distribution by either the Table Chas or Palanca Chas.

Keep track of the letters from spouse, close friends, and family to ensure that every Guest gets these special letters. Put the special letters on top of the general palanca in the personal palanca bags when letters are distributed Sunday. Have bags bundled together by table for delivery to Rollo Room after lunch.

Establish a way to let the Rector know who has provided Individual Palanca so that it can be announced to the guests and team.

A good rule of thumb is that you may deliver any pillow palanca for the team. However, all guests should receive the same pillow palanca. Unless there is enough pillow palanca for all guests to receive, "special" items go into the personal palanca bags and are not distributed as pillow palanca.

EQUIPMENT NEEDED:

- Large working area in which you can mark off space for each guest or a "Pigeon Hole Sorting Box" (The "Pigeon Hole Sorting Box" is in inventory.)
- Copy of table seating chart
- Alphabetical list of guests and marital status
- 100 large bags marked with each person's name
- Camera - Take picture of any new banners and add to the photo book

PALANCA CHA SCHEDULE

THURSDAY

- Arrive at camp by _____ to set-up the Palanca room
- Unload inventory and setup work space.
- Check with head cha for additional set-up assignments.
- Participate in team worship and dinner.
- Help Guests with their luggage.
- A Palanca cha could greet each car arriving for Send-off to receive palanca.
- Mingle with Guests.
- Accompany the guests to the opening of the Weekend.
- Attend the evening service.
- Deliver any team pillow palanca, if any.
- Attend the team meeting - remind team to bring palanca to you already sorted alphabetically.

FRIDAY

- Distribute Professor's palanca after breakfast.
- Separate general, individual and personal palanca.
- Distribute pillow palanca to guests and team. See comment on previous page.
- Show Spiritual Director's general palanca available at least two hours before his/her Grace in Action Rollo. Have Spiritual Director select several letters to read during that Rollo.
- Participate in the activities of the Weekend as much as duties will allow.
- Begin check of personal palanca to ensure that all guests have a letter from spouse or nearest relative. If not, place a telephone call to the guest's sponsor to request letter.
- Coordinate individual palanca for Dining Room, (i.e., place mats, flowers, etc), with Head Kitchen Cha.
- Coordinate individual palanca for the Rollo Room with Head Rollo Room.
- Provide banners for Rollo Room, Chapel, and Dining Room.
- Provide general palanca letters to Rector so that they can be read when time is available. It is a good idea to bring extra to every meal for the Rector to read as time permits.
- Check with Head Outside/Head Chapel to see if they need help moving chairs or setting and lighting luminaries.
- Attend evening team meeting.

SATURDAY

- Participate in the activities of the Weekend as much as duties will allow.
- Distribute Speaking Professor palanca, prior to the first Rollo of the day, on the Professors' bunks.
- Coordinate with Head Kitchen and Rollo Room for the distribution of individual palanca during the day.
- Continue sorting.
- Distribute pillow palanca to guests and team.
- Provide general palanca letters to Rector so that they may be read as time becomes available.
- Assist in hanging prayer banner at the designated time.
- Continue to provide banners to Rollo Room, Chapel, and Dining Room. Return banners to inventory as they are removed from use.
- Report names of guests at team meeting who need more palanca so team may write to them.
- It will help you if you have bags and/or signs with names of each guest and team member so serenaders can sort the palanca they bring Saturday evening. Great time saver for you. Place them where the serenaders will be practicing.
- Another option for collecting palanca at serenade is to use a box marked "Team" and another box marked "Guests."

SUNDAY

- Participate in the activities of the Weekend as much as duties will allow.
- Distribute Professor's palanca before the first rollo.
- Coordinate with Head Kitchen and Rollo Room for the distribution of individual palanca during the morning.
- Ready Personal Palanca to distribute before lunch.
- Prepare Fourth Day packets for distribution during the Total Security Rollo.
- Assemble crosses for presentation at the Clausura.
- Continue to provide banners for Rollo Room.
- Begin removing banners in Dining Room after breakfast (leave some up for lunch).
- Roll and pack banners carefully.
- Remove banners in Chapel after morning worship. Discuss with Head Chapel Cha any banners that will remain for the Service of Dedication.

CHAPEL CHAS

- Have the Chapel setup appropriately for the occasion (morning worship and Communion, knees palanca chapel, table chapel visits, evening chapel).
- Keep 10 or 15 Pilgrims Guides in Chapel and watch for team members or guests who have forgotten to bring theirs to the service.
- Leave a comfortable space between chairs.
- Work with the Spiritual Directors to modify the seating arrangement as the Weekend progresses.
- Use banners as appropriate during the Weekend.
- Have Kleenex available.
- Assure lights are appropriate for reading or meditation. There are lamps in inventory to avoid having to turn lights on and off. Consider using candles and bring other lamps as needed.
- Provide a reading lamp for Rector and spot light for cross.
- Provide a fresh glass of water for the Rector, Spiritual Director's and Music Chas for each service.
- Maintain minimum lighting as the guests enter for morning and evening chapel.
- Have flashlight available at all times.
- Mark Bibles with scripture lessons and give to head Spiritual Director, if know in advance of the service.
- On Sunday, you may wish to use a wire flower cross, if one can be borrowed.
- On Sunday, you may wish to use an empty cross, if one can be borrowed. Do not remove the corpus from the crucifix.

Communion Procedure

In the morning, pick up loaf of bread from refrigerator in the kitchen. Put the Communion Bread on the bread tray and place it on the altar. Have wine and grape juice available on the altar.

As soon as the guests leave the chapel, clean up the area. Pour any wine remaining in the pitcher back into the wine bottle. Discard any remaining wine in the chalice. Cast all unused bread outside for the birds. Wash, dry and store the chalice, patton, and pitcher in the Chapel Cha box.

Knees Palanca

Supplies needed for the Knees Palanca:

- Candles/matches or lighter
- Cross
- Kneelers (in inventory)
- Chairs available for those who prefer not to kneel
- Bible(s)
- Pitcher of water/cups
- Tissue
- Vase/flowers
- Readable poster with Guests and team
- Devotional/prayer books

If Knees palanca is at a separate location away from the main chapel, you may want to request that the Escort Cha take care of the candles before and after each rollo. Have extra candles and matches in the room.

CHAPEL CHA SCHEDULE

THURSDAY EVENING

- Arrive at the camp by _____.
- Unload inventory and setup work space.
- Set-up Chapel for the team worship and Communion service.
- Set-up Chapel for the evening service and the reading of the “Way of the Cross.”
- Place a “Way of the Cross” book on each chair. Check each book for correct pages.
- Help Outside Chas with Guests' luggage.
- Mingle with the Guests as much as possible - start getting to know them.
- Follow guests to the Rollo Room after Send-off
- When the Guests go to make their beds, proceed to the Chapel for a last minute check for the proper setup ("Way of the Cross" Booklets, wooden cross holder, candles, matches, candle lighter, etc.).
- Use the candle lighter in inventory during Way of The Cross. Avoid using BIC lighter.
- Stand by the door to the Chapel and count Guests and team. When all have arrived, signal Rector.
- Attend the team meeting.
- Setup the Chapel for the morning worship and Communion.
- Reserve seating for Kitchen Chas at the front of Chapel and Outside Chas at the back of Chapel.

FRIDAY

- There are three Chapel visits today (morning, after the Piety Rollo, and evening).
- Participate in the activities of the Weekend as much as duties will allow.
- Go early to Chapel to check proper set-up for worship and Communion.
- Light candles. Stand at door. Count people. Signal Rector when to begin.
- Coordinate with Head Palanca Cha on the use of banners in the Chapel
- Check on the set-up of the Knees Chapel and make sure that all supplies are on hand.
- Check with Head Outside/Palanca/Kitchen to see if they need help.
- The main Chapel needs to be set-up for a Chapel visit by guests and team after the Piety Rollo.
- Prepare for evening Chapel service.
- After Chapel at night, if guests wish to talk with a Spiritual Director, let them remain in the Chapel and encourage them to wait until they have talked with a Spiritual Director. Once the Spiritual Director gets free, provide space to have a confidential conversation.
- Firmly and quietly remove team member conversations from the chapel area.
- Attend team meeting.
- After the team meeting, prepare for morning worship and Communion.

SATURDAY

- There are two main services today plus the individual Table Chapel Visits.
- Participate in the activities of the Weekend as much as duties will allow.
- Coordinate with Head Palanca Cha on the use of banners in the Chapel.
- Go early to Chapel to check proper set-up for worship and Communion.
- Light candles. Stand at door. Count people. Signal Rector when to begin.
- Check on the set-up of the Knees Chapel and make sure that all supplies are on hand. Extra candles may be needed.

Table Chapel Visits

- Depending upon a decision made by the Rector, either all of the tables will have Table Chapel Visits at the same time *or* tables will go on a staggered schedule. Chapel Visits usually begin after the discussion and posters for the “Action” Rollo.
- Each Chapel will need:
 - ⇒ a crucifix
 - ⇒ a cross to pass
 - ⇒ candles/matches
 - ⇒ tissue
 - ⇒ kneeling pads
 - ⇒ any other decorations or flowers
- Prepare for evening Chapel service.
- Check with Outside/Palanca/Kitchen to see if they need help.
- After Chapel at night, if guests wish to talk with a Spiritual Director, let them remain in the Chapel and encourage them to wait until they have talked with a Spiritual Director.
- Attend team meeting.
- After the team meeting, prepare for morning worship and Communion.

SUNDAY

- There are two Chapel services today. Morning worship and the Dedication service.
- Participate in the activities of the Weekend as much as duties will allow.
- Go early to Chapel to check proper set-up for worship and communion.
- Light candles. Stand at door. Count people. Signal Rector when to begin.
- Check on the set-up of the Knees Chapel and make sure that all supplies are on hand. Extra candles may be needed
- Chapel chas should go to the Rollo Room after lunch for the distribution of Personal Palanca.

Dedication Service

- This service will be attended by the guests, Professors, Spiritual Directors, Musicians, Observing Rector, and Rector.
- If in the main chapel, set-up just enough chairs.
- Check with the Rector or Spiritual Directors to determine any special set-up instructions.

- Have a basket on the altar, candles, and maybe flowers.
- Keep some banners hung if the service is held in the main Chapel.
- If the weather permits, the service can be held outdoors. Work with the Head Cha to determine place.

KITCHEN CHAS

- Develop a strategy for handling medically necessary dietary needs. Some people must eat before taking medicine and cannot wait until after chapel.
- Accept food palanca and find a place to keep it Thursday evening.
- Camp Staff, Head Cha and Head Kitchen Cha should have the same time schedule for meals.
- The Kitchen Chas are traditionally responsible for a skit on Saturday night - during the Decuria. Make it as funny and light as you can. Please keep it under 15 minutes and use good taste in subject matter.
- Wear rubber soled shoes for comfort on the concrete floor and for noiseless movement in and out of the dining area. Bring another pair of comfortable shoes...just in case. Suggestion, pack several pairs of sox and change them prior to each meal.
- Coordinate with the Outside Chas to distribute the coffee pots and supplies to the cabins for team and guests use each morning of the Weekend.
- Take into consideration the progression of the Weekend as you decorate the dining room. Start with a few things and then build.
- Coordinate with Head Palanca Cha for the use of banners during the Weekend.
- Coordinate with Head Palanca Cha for the distribution of individual palanca in the dining room.
- Coordinate with Professor Escort Cha to provide meals for Professors who are preparing for their Rollo.
- Coordinate with Head Rollo Room Cha on the refreshment needs in the Rollo Room.
- Keep a bell in the kitchen area and give it to the Rector when the “real” bell is left in the Rollo Room or stolen.

General Procedures

- Participate in the activities of the Weekend as much as duties will allow.
- Make last minute breakfast preparations before morning Chapel.
- Sit together in reserved seats during morning Chapel. Commune first then move to the dining room to prepare for breakfast.
- Greet guests and team for each meal. If you have a small skit, check with the Head Cha about the schedule. If the Rollo Room is running behind, there may not be time for a before/after meal skit.
- Use the chicken song and any before meal skits to give stragglers time to assemble prior to the blessing. Once all have assembled - feed them!
- Avoid clearing tables during joke time.
- After guests and team have eaten, eat and clean-up dining room.
- Work with camp staff to determine best strategy for cleaning up after meals.
- Assist in hanging the Prayer Banner at the designated time.

Service Tips

Breakfast:

- As soon as you arrive in the morning (before chapel) rinse the coffee servers with Hot water to preheat. Then fill with coffee and mark “regular” and “decaf.”
- Try to remember which guests drink which type of coffee and who drinks hot tea.
- After chapel and before guests arrive, pour juice into glasses and place on a tray. Have one person carry the tray and two set glasses at each place setting.
- Pre-fill about six glasses with milk and have ready.
- Keep offering coffee refills. If there is extra food, offer seconds.

Lunch/Dinner:

- Pre-fill glasses with ice and set on tray in fridge. As soon as you are told the guests are coming, place ice glasses at the table settings.
- Have pitchers of tea, water, and lemonade filled and ready.
- As guests/team find a place to sit, offer their beverage choices.
- A few folks will want coffee/hot tea/decaf/with lunch and dinner - have some ready.
- Offer refills on food/beverages.
- If there are individual salads/desserts, place them on the table before guests arrive (unless it needs to be kept cold).
-

KITCHEN CHA SCHEDULE

THURSDAY

- Arrive at the Camp by _____.
- Unload inventory and setup work space.
- Check with head Cha to see where your help is needed.
- Set-up for Team Dinner
- Attend Team meeting and worship
- Set-up for Send-off
- Serve refreshments during Send-off - think about the traffic flow as you serve, avoid congesting the doorway
- Move with guests to the Rollo Room after Send-off
- Attend evening service
- Attend Team meeting
- Set-up dining hall for breakfast
- Hang Grace and Thanksgiving banners

FRIDAY

- Slowly, add banners to the dining room after breakfast
- Table palanca should not be distributed until dinner
- Sweep dining room floor after each meal, wash tables and chairs

SATURDAY

- Saturday afternoon will involve a great deal of set-up for Serenade
- Cover windows with banners and/or felt or plastic sheeting
- Decorate the tables
- Kitchen Cha skit will be presented during the Decuria. Check with Head Cha for anticipated time

SUNDAY

- Pack up inventory as you can.
- Check with camp staff to learn your check-out duties (i.e., mopping the floor, folding tables, stacking chairs, etc.)

OUTSIDE CHAS

- Participate in the activities of the Weekend as much as duties will allow.
- Tag guest luggage and deliver to cabins. Other chas will be available to help as needed.
- Be a “door holder” and “head counter” whenever guests and team move from place to place.
- Know the exact number of guests and team. When all are present notify the Head Cha. If a guest or Professor is missing, notify the Head Cha.
- An Outside Cha should be stationed at the Guest cabins each morning to make sure all guests are out of the cabins before beginning Morning Chapel Service.
- Run ahead and notify the Kitchen Chas when the group is on the way to the Dining Room or notify the Chapel Chas as the group is preparing to move to Chapel.
- Light the way at night as group moves between Rollo Room and Chapel.
- Have umbrellas ready.
- At the end of the evening, check to see that all guests are in their cabins before coming to the team meeting.
- Place drinking water and cups in each cabin for the evening.
- Coordinate with the Kitchen Chas to place a coffee pot and supplies at each guest cabin and for the team. Use a timer so that they will be ready when guests and team arise.
- Be available to run errands to the cabins as needed during the Weekend.
- Clean guests and team cabins each day.
- Check trash cans and empty as needed.
- Check restroom supplies and replenish as needed. Visit the Rollo Room bathrooms after each break.
- Coordinate with the Head Rollo Room cha for any refreshment needs during the Weekend.
- Assist other Cha areas as they set-up their work space and during the Weekend as they use their space.

- Greet the Community and direct to the gathering place for Send-off, Serenade, and Clausura.
- One Outside Cha should be identified as the “Gofer Cha.” This cha will perform many unscheduled and “errand” type tasks for the Weekend. The errands are coordinated through the Head Cha and may consist of trips to procure, purchase, borrow or pick up anything that is needed or required. Turn in receipts to Head Outside or Head Cha.
- Assist in hanging the Prayer Banner at the designated time.

MUSIC CHAS

Music is an integral part of the Via de Cristo Weekend and it should heighten and enrich the Via de Cristo experience. It should punctuate the progression of each day, as well as that of the entire Weekend. Music sets a rhythm, a mood and a pace for the guests and team. It is important to remember that the Music Chas are not the center of attention when music is being led. The music should focus the guests and team on the community and not the music or musicians.

The Music Chas will:

- Acquaint themselves with the material written about the progression of the Weekend.
- Familiarize themselves with the music in the songs.
- Select songs to be used for the Weekend and begin teaching them at team meetings.
- Obtain a schedule of the Weekend from the Rector or Head Cha and plan music for each specified music time on the schedule; plus have songs ready whenever music is requested or needed.
- Be flexible with the song schedule and be aware of what is going on around them during the Weekend.
- Lead the singing. Teach unfamiliar songs as needed.
- Be an active part of the Weekend.

MUSIC CHAS (CONTINUED)

THURSDAY

The tone of Thursday night is low-key and the guests may feel uneasy. The tradition for Eastern NC Via de Cristo is to use very familiar (often secular songs) during Send-off. As the guests and team follow the Rector to the Rollo Room, the Community sings De Colores. Songs that are often used during Send-off include: *Oh, When the Saints* and *Michael, Row the Boat Ashore*.

FRIDAY

The music on Friday should center on the ideal of the Christian Life and speak to the reality of Grace in our lives. It should comfort and unite. It should also be, as much as possible, easy to teach. If a new song is to be introduced during this day, it should have been well rehearsed at the team meetings.

De Colores is sung for the first time, as the right of passage to breakfast on Friday and subsequently before every meal of the Weekend except Saturday dinner. It may also be skipped at any meal - depending on the schedule.

SATURDAY

The community has been formed, and they are ready to receive Jesus Christ into their midst. They are ready to say, "Have You Seen Jesus, My Lord", and to respond that "He's Here in Plain View." The Eucharist on Saturday is a liturgical high point of the Weekend. The community is fully centered within itself. If there is a time for very emotionally-charged music, this is it! It's safe to cry. It's safe to allow the emotion of a song to transport you to a greater depth and perception because the community is there, and because the person of Jesus Christ is there and He loves you. There is also time for teaching more demanding songs. The guests have begun to enjoy the singing and aren't afraid to learn something new and more difficult. They know the Music Chas now and are ready and willing to become involved in the music.

SUNDAY

The songs this day should bring the world back in. They should carry the guests back to their world. They should tell them about opening the window and passing it on. They have been to God's mountain top. Now they have to look out and around and bring a bit of the mountain top back to the world. The music on Sunday should be "up" and joyful and should speak to the marvelous possibilities that are ahead for the renewed guests. Remember, that the guests are tired. They are vulnerable. They need joy and encouragement.

PRAYER CHAS

Prayer chas have quite a bit of flexibility during the Weekend to move about the camp. Coordinate with the group so that the Head Prayer cha knows where each prayer cha is during the Weekend. Whenever you are in the Rollo room remember to be unobtrusive. Avoid any behavior that can be a distraction to the guests and team.

- Encourage all team members to have a prayerful attitude during team meetings and Weekend.
- Provide prayer suggestions and resources to team members.
- Arrange for demonstration, during a team meeting, of an approach to Table Chapel Visits.
- Gather prayer requests during Weekend and coordinate intentional individual and group prayer in response to the requests.
- Be aware of and respond to situations in Rollo Room and with guests which need prayer.
- Be aware of and respond to situations with team which need prayer.
- Assist with presenting and hanging the prayer banner.
- Pray with each work group at least once a day.
- Offer prayers during times when others at the camp are not praying (i.e., meals and Decuria).
- On a daily basis, pray for guests and team members.

FOURTH DAY

As team members, we have helped take a group of people on a 3-day spiritual pilgrimage. We have taken that pilgrimage along side them. The new members of the Via de Cristo community have grown spiritually and so have we. We have come to know and love them and they have come to know and love us. We have incorporated them into our community. Do we then just say, "Good-bye...Gee, I really enjoyed being with you this Weekend...Have a happy Fourth Day!?" It has been said that a Via de Cristo Weekend never really ends...it just grows and grows and grows. If that be the case, what might we as team members do to help continue that spiritual growth which was made during those three days?

We believe that Christ would have us go that second mile. We believe He would have us continue that pilgrimage that we started on Thursday night. The ways and means are really endless. We have but to ask ourselves how we can be used to the fullest. In what ways can Christ use us - you and me - to further the growth that He has begun? We each are unique. We each have our own talents and abilities. Together we can reach out to every person we were privileged to touch during those three days. Together, as the church scattered, we can continue this portion of the Body of Christ that as been built...that is what Via de Cristo is all about! Together...yet scattered. A portion...yet a body.

- Continue to offer prayers for those who attended the Weekend.
- On Monday or Tuesday following the Weekend, call those people you came to know.
- Follow that up with another call later in the month.
- Send a little Palanca - a note or two.
- Encourage their participation in a Reunion Group. This might mean contacting a sponsor to see what plans have been made, or even becoming a seed person for a new Reunion Group. Helpful suggestions as to how to start a group and keep on "going and growing" seem to be always in order.
- Encourage areas of outreach - their church and their family.
- Encourage attendance at Ultreyas.
- You might want to suggest names of those you know from this Via de Cristo for future teams.
- Attend the post Weekend Ultreya.

Remember, you are a team member for the Guests. For no other reason do you go to the Via de Cristo but for those guests. As team members you must understand what your role is; you must be convinced about it; you must be committed to the task; and you must perform it in the spirit of love, in the spirit of giving yourself totally to the Guests who are entrusted to you.

A Brief History

HISTORY of the Via de Cristo from “A 20th Anniversary History of the Via de Cristo” as published by the National Lutheran Secretariat in 1992.

Originally they were called Cursillo de Conquest (or short course in conquest) and later changed to Cursillo de Christianded (Short Course in Christianity or Christian living).

Cursillo had its beginnings in the late 1940's on the island of Majorca in Spain. Bishop Juan Hervas sadly noted that the men of his parish had very little to do with the life of the parish, while the women were growing spiritually. To counteract this, Hervas designed a three-day study course to give life to the teachings of the church. The Cursillo was originally designed for youth but, later passed on to older, more mature men. The first three day weekend, very similar in form and content to what we have today was held on June 7, 1949 in Spain. It was so successful that it spread, eventually (in the 50's) reaching the United States through Mexico-Texas and Boston. The movement was brought to this country by Father Fernandez and two Spanish airmen who were training in the U. S. Air Force.

The first three day weekend in the U.S. was held in Waco, Texas in 1957. The first U.S. Cursillos were in Spanish and had to be translated during the weekend. The first English Cursillo was held in 1961 at San Angelo, Texas. The Catholic churches in Iowa began holding Cursillos in the early '60's. And later in 1972 some Lutheran pastors in the Ohio District attended one of them. In 1970 and 1971 Lutherans, Methodists, Episcopalians, Missouri Lutherans as well as other interdenominational Christians went to a Catholic Cursillo in Atlantic, Iowa. The first Lutheran Cursillo was held in the fall of 1972 in Atlantic, Iowa. All of their first several Lutheran Cursillos had Catholic Spiritual Rectors.

While not known at that time, also in 1972 Pastor Ed Simonsen and Father Tom Barry got together to start a Lutheran Cursillo movement. Lutheran #1 for the Florida area was also held in 1972 and the team was comprised of Catholics. Thanks to Pastor Ed Simonsen, a Lutheran minister in Miami, the Atlanta Lutheran Cursillo was started in 1973. He convinced about eight pastors from the former American Lutheran Church to give support to this spiritual renewal movement. Then, he brought a team from Miami, made up mostly of Lutheran and Roman Catholics to put on the first Atlanta Lutheran Cursillo at the Monastery of the Holy Spirit in Conyers, Ga. in November. The Rev. Emil Ibel became the first spiritual director of the Atlanta Lutheran Cursillo movement, and the late Bill Callaway from Cross of Crown Lutheran Church in Chamblee, GA. was the first chairperson of their Secretariat. Members of the Atlanta Secretariat visited North Carolina to tell some of the ALC churches about Cursillo, thus Cursillo came to North Carolina.

A Brief History of the Eastern North Carolina Lutheran Via de Cristo

In 1975, a group of Cursillistas from the Atlanta area visited North Carolina to promote Cursillo. As a result, Pastor Chet Patten and one layperson from Mt. Zion Lutheran Church in Conover, North Carolina, traveled to Atlanta to attend a weekend.

Later in that year, in December 1975, Pastor Dick Browder of Mt. Pisgah Lutheran Church, Bethlehem, North Carolina, and Pastor Hank Boschen of Christ Lutheran Church, Greensboro, North Carolina, along with a lay member, also traveled to Atlanta to attend a Men's Cursillo weekend.

The Atlanta Lutheran Cursillo Community then graciously volunteered to bring a men's team and a women's team to North Carolina to put on two weekends. The dedication of these early "pioneers" has shown in the fact that the members of the first men's and first women's teams traveled to Greenville, South Carolina -- halfway between Atlanta and Greensboro -- for their team training sessions. Ron Galloway and Luther Piel played a significant part in preparing and leading the teams for the first two sets of North Carolina weekends, and served as Rectors for Men's #1 and #2.

With the dedication and commitment of our brothers and sisters in Christ from the Atlanta Lutheran Cursillo Movement, North Carolina's Lutheran Men's Cursillo #1 was held in September, 1976, and Women's #1 held in February 1977 -- Both of which were held in Reidsville. During this same time, Atlanta assisted North Carolina cursillistas in forming a secretariat for the whole state.

In 1978, after holding four men's and three women's weekends, the Secretariat decided to split into two separate groups, because of geographical differences. The Eastern North Carolina Lutheran Cursillo covers the part of the state from Greensboro east -- Including Raleigh, Fayetteville, and Wilmington. The Western North Carolinas serves from Interstate 85 west, including Charlotte, Gastonia, Hickory, Asheville, and Salisbury.

In May 1980 the first mixed (coed) Cursillo was sponsored by the Eastern North Carolina Secretariat. It stemmed from having too few guests for the men's weekend and incomplete team for the women's weekend. Rather than cancel either/or both weekends, the Secretariat voted to combine the two teams, and out of it came Mixed # 1. The weekend was a huge success, with a full house of thirty six candidates, and is the only weekend ever to have two rectors.

At that time, the mixed weekend proved to be so popular that the Secretariat decided each year to have two weekends in the spring, one men's and one women's -- and a mixed weekend in the fall.

Eastern North Carolina has far fewer Lutheran churches in its geographical area than does the western part of the state. As a result, the East continued to have difficulty in filling its guest list on separate men's and women's weekends. Therefore the Secretariat, after much deliberation and prayer, voted in 1986 to have mostly mixed weekends -- one in the spring and one in the fall -- since this concept seemed to accommodate the needs and desires of its community better.

In 1989, the Eastern North Carolina Secretariat changed its name from Cursillo to Via de Cristo, so that we are now in accord with the National Lutheran Secretariat.

Original history written by Lois E. Walker (Written: October 19, 1994)

Edited for inclusion in the Team Manual

Additional Resource (by the Catholic Cursillo Movement): www.natl-cursillo.org/whatis.html

GLOSSARY OF TERMS

Acts of Piety: An outflow of our relationship (love) with God. They are actions that help us direct our whole life to God.

Apostolic Action: Any actions undertaken for the specific purpose of improving a situation of helping others grow and strengthen their faith in Christ. It involves setting the Christian example, witnessing, sharing, encouraging and supporting. The Via de Cristo phrase "make a friend, be a friend and bring a friend to Christ" is normally seen as one way of apostolic action. However, it can be any action which improves an environment, the customs, the way people relate to each other, etc., in order to make them more in line with the gospel, is also an apostolic action. Apostolic Action is one of the three facets of a Christian's life. The others are Piety and Study.

Clausura: Spanish for "closure." In the Via de Cristo three day weekend, it is a service which the guests meet with the fourth day community to reaffirm their baptismal vows and recommit themselves to the Christian life. It is also called a closing.

Colors: Clothing, hats, pins, etc. which have the colors of the rainbow or have logos related to the Via de Cristo movement such as the rooster, butterfly, or rainbow.

Cursillo: Spanish for "short course". Note that the capitalized word Cursillo is registered in the U.S. Patent and Trademark Office by the (Roman Catholic) National Secretariat (of the Cursillo Movement), Dallas, Texas. Via de Cristo is the name of the Lutheran expression of the Cursillo movement.

De Colores: Spanish for "the colors." De Colores is the title of a Spanish folk song used as a traditional song at Via de Cristo gatherings. The song reminds us of the colors and the glory of God's creation and grace.

Decuria: Spanish for "group of ten," the small table group (usually less than ten) on a three day weekend. It is an adjective (sometimes a noun) for the summary and poster presentations on Friday and Saturday evenings on the three day weekend.

Environment: Refers to the people, ideas and relationships surrounding each person. It is also Rollo #11, the seventh lay rollo of the three day weekend.

Fourth Day: The rest of one's life following the three day weekend.

Fourth Day Card: A small wallet size card filled out on the three day weekend by the participant on which he/she makes commitments to active piety, study and action. The Fourth Day Card serves as a structure for the reunion group.

Fourth Day Community: Includes all who have attended a Via de Cristo or Cursillo three day weekend.

Grace: Unmerited love and protection bestowed freely and abundantly on humankind. This is Rollo #2, the first rollo by a spiritual director, often called Habitual Grace.

Grace in Action: Refers to an unearned specific act of loving intervention by God in a person's life, identifiable in time and place. This is Rollo #4, the second rollo by a spiritual director, often called "Actual Grace".

Group Reunion: The weekly meeting of believers in a small group to share their week's experiences of piety, study and apostolic action. Members of small groups support, encourage, and challenge each other to grow in faith and to evangelize their environments.

Guest: A person attending a Via de Cristo weekend for the first time. In the past Guests were referred to as new cursillista, weekender, candidate, pilgrim, or participant.

Knees Palanca: A chapel used by members of the team for prayer before, during, and after a Rollo.

Leaders: In the Via de Cristo sense, all believers who, with the help of God, seek to change their lives, and, by the personal influence of their Christian live, their environments.

Method: The process through which the movement is implemented, individually by believers living what is essential for being a Christian, collectively in the reunions and Ultreyas.

Palanca: A direct word from Spanish, meaning "lever". In the Via de Cristo, it means an outward expression of agape love through prayer and sacrifice which is offered to God in petition for grace, so that as apostles we may accomplish more than we would be capable of otherwise.

Participant: Anyone participating in a Weekend. Includes guests and team.

Piety: The direction of one's whole life to God. Piety, along with Apostolic Action and Study, is one of the three facets of a Christian's life.

Pilgrim: The name given to those attending a weekend. Also a name giving to a person living out his/her faith in the Fourth Day.

Pilgrim's Guide: A spiritual guide book used on most Via de Cristo weekends; may also be used as a Fourth Day devotional aid.

Post-Weekend: The perseverance part of the method, sometimes called the Fourth Day, where the group reunions and Ultreyas are structured and offered to the participants for their growth and support.

Pre-Weekend: The phase of the movement that involves the studying of environments, the selection of guests, and the preparation of guests for the three day Weekend.

Rollo: A colloquial Spanish word meaning "bore." In Via de Cristo, Rollo refers to the talks given on the three day Weekend. It is a sharing rather than a lecture or preaching.

Rollo Room: The conference room on the three day Weekend where the talks are presented.

Send-Off: A prayer meeting of sponsors, guests, and team in which the guests and team are sent off for the three day Weekend.

Serenade: On Saturday, when the Fourth day community blesses the guests and team with song at the Agape Dinner; on Sunday morning, when the Fourth Day community (the team) awaken the guests with song; or on Sunday evening when the Fourth Day community and sponsors surprise the guests with song.

Sponsor: A member of the Fourth Day community who accepts responsibility for sponsoring a participant. Responsibilities include helping and praying for the guest before, during and after the three day Weekend. After the weekend, the sponsor is responsible for helping the participant find a reunion group and participate in Ultreyas.

Study: An action that helps the Christian grow in faith and understanding of God's plan. Study, along with Apostolic Action and Piety, is one of the three facets of a Christian's life.

Ultreya: Spanish term meaning "persevere." A reunion of reunion groups and of those not currently in reunion groups. Its purpose is to give and receive encouragement for living out one's faith in the Fourth Day by having experienced members of the Fourth day community tell how they evangelize their environments. May also be called a celebration.

Via de Cristo: A Spanish term meaning the "Way of Christ". Via de Cristo is the name of the Lutheran expression of the Cursillo movement of the church. Used as a noun, it refers to the entire movement and organization of affiliated communities. Used as an adjective, it modifies nouns such as weekend, method, Fourth Day and other aspects of the ministry.

Reference: [The Via de Cristo in Your Fourth Day](#). National Lutheran Secretariat. 1992.