

Tres Dias Montana

PRACTICE and POLICY

The Objective of Tres Dias of Montana, Inc. is to strengthen and extend the Body of Christ by bringing Christians to a closer, more personal walk with the Lord Jesus Christ and to encourage them to Christian leadership and Apostolic Action in their environments. The Tres Dias of Montana, Inc. Weekend is an opportunity for Christians to encounter Jesus Christ, to experience how other Christians live life, and to receive a new vision of what it means to be a Christian. The main teaching of Tres Dias of Montana, Inc. is God's unqualified love for each of us through His grace. We actively seek the participation of people from all the Christian denominations in our area. Tres Dias of Montana, Inc. is a lay-led movement, with active participation of clergy. We are a non-profit organization. There are three phases involved—the Pre-Weekend phase, the Weekend phase and the Fourth Day phase.

I Pre-Weekend

A. **Qualifications for a Team Member** A team member must: Declare his/her personal relationship with Jesus Christ as Lord and Savior.

1. Agree with Tres Dias Statement of Belief.
2. Be an active participant in Tres Dias activities including attendance at Secuelas and Serenades, sponsoring candidates and/or supporting Weekends.
3. Be living the Tres Dias method including active participation in his/her church, or actively seeking a church, and preferably participation in a reunion group or its equivalent.
4. Be willing to serve with a servant's heart and not with a contentious (argumentative or belligerent) Spirit.
5. Be willing to abide by Tres Dias Essentials and the Montana Tres Dias By-Law and Policies.
6. Be willing to submit to the authority of the Montana Tres Dias Secretariat through the leadership of the rector/a.
7. Be willing to pay for the cost of the Weekend.
8. Be willing to attend all Team Formation Meetings.
9. Be willing to clear their personal and professional schedule in order to fully participate in the 72-hour Weekend.
10. Be willing to pray regularly for the team and candidates of the Weekend.
11. Be willing to follow up with candidates in their Fourth Day.

B. **Qualifications for Rector/ Rectora**

1. Have served on five different (5) teams
2. Have given one (1) Rollo
3. Have served once as a Coordinator.
4. Have served in at least one other Head position, where he/she demonstrated leadership skills, organizational abilities, and the ability to work with people.
5. Have served in two (2) different team positions outside of the Rollo Room.
6. Be willing to attend Secretariat meetings and Secuelas six months before their weekend and until the Weekend critique is presented.

7. If a person holding a position on the Secretariat, is called to be a Rector/a, the Secretariat may find a temporary replacement while he/she is serving in that role.
8. Be willing to attend Rector/a/Head Coordinator Training prior to selecting the remainder of his/her team.
9. Any proposed changes to the approved scripts for the weekend, must be brought before the Spiritual Director and approved.

C. Additional Qualifications for Chief Auxiliary

1. It is highly recommended that the Chief Auxiliary be a previous Rector. If that is not possible consult with your Leader's Person for an exception by $\frac{3}{4}$ vote by the Secretariat.
2. Have been on at least five teams, serving as follows:
3. Have done at least one Rollo.
4. Have served in at least one head position, where he/she demonstrated leadership skills, organizational abilities and the ability to work with people.
5. Have served both inside and outside the Rollo Room.

D. Additional Qualifications for Piety and Leaders and Reunion Rollistas

1. It is recommended that the Piety and Leaders Rollistas have been on at least two teams and preferably have done at least one Rollo.
2. The Reunion Rollista should be actively involved in a reunion group (or a similar group).

E. Additional Qualifications for a Weekend Spiritual Director

1. A qualified Spiritual Director is ordained, commissioned, licensed or certified by a recognized church body. Spiritual Directors must be qualified to teach and counsel in spiritual matters and be in good standing with their church.
2. Spiritual Directors must be recommended by the Montana Tres Dias Community Spiritual Director and approved for service by the Montana Tres Dias Secretariat.
3. The head Spiritual Director of the Weekend must be authorized to celebrate communion by his local church body.
4. Out of respect for the position of many denominations, it is required that at least one of the Spiritual Directors on a women's weekend be a male.
5. There must be no fewer than two Spiritual Directors present throughout a Montana Tres Dias Weekend.
6. In order to serve as a Spiritual Director on a Montana Tres Dias Weekend, the person needs to have completed an equivalent weekend as a candidate.
7. Spiritual directors must commit for the entire weekend and not leave the weekend to attend to pastoral duties at their home church.

F. Rector and Rectora Selection and Training Process

1. The Men's and Women's Leader person shall use a list of individuals who are qualified and have not yet served as Rector or Rectora.

2. Once our minimum requirements have been met, we send letters and an application form to every person who meets this requirement by the first week in August.
3. Then the people who wish to serve and have filled out the application are vetted through an interview process.
4. They are interviewed by 2-3 Secretariat members in September. The interview process asks key questions about their reunion group, why they would like to be Rector/a, attitudes about the role of the church in the life of a Christian, Statement of Beliefs and Qualifications for leadership. We also ask about working with their Leader person and submitting to the authority of Secretariat and their Leader Person.
5. Once they are chosen as a qualified Rector candidate, we have a special meeting following the regular Secretariat meeting in September. We have a short time of prayer, and then the qualified names are put into two containers (Men's and Women's) and chosen randomly.
6. The first person chosen has first choice of the 2 weekends for their rector/a year. We then close with prayers of thanksgiving.
7. The Chairman of the Secretariat then formally invites the selected Rector/a to serve.
8. After prayerful consideration and upon receiving an acceptance from the candidate, that person becomes the next Rector/a

G. Training provided by Men's and Women's Leaders

1. It is the responsibility of the Leader's Person to hold training with the rector/a as soon as possible after their announcement.
2. The Rector/a Orientation Meeting will include: Distribution of materials including:
 - a) The Essentials of Tres Dias
 - b) Bylaws of Montana Tres Dias
 - c) Policies & Procedures of Montana Tres Dias
 - d) Team Training Manual Binder
 - e) Guide for Team Members
 - f) Review Team Selection Process before it begins
 - g) Review Team Meeting Schedule.
3. Approval of Chief Auxiliary, Coordinators. Head of Prayer and Head of Kitchen may be approved at this meeting
4. Leaders Training attended by Rector/a, Vice, Chief Auxiliary, Coordinators, shall be conducted as soon as possible after Rector/a Orientation. Rector/a and Leader's Person set the date, time and place of this meeting.
5. Team Head Selection Meeting attended by Rector/a, Leader's Person, Chairman. This meeting may be conducted via email if desired. Rector/a then may call all approved team members.

6. Heads Meeting, attended by Rector/a, Chief Auxiliary, Coordinators, Leader's Person, Vice, conducted in conjunction with Rollista Training or within a few weeks after.
7. Rollista Training Meeting, attended by Rollistas, Leader Person, Rector/a, Vice Rector/a, Chief Auxiliary and Coordinators. Rector/a and Leader's person set the date, time and place of the meeting.
8. Rector/a Debriefing Meeting attended by the Leader's Person, Chairman and Rector/a, approximately two to three weeks following each weekend.
9. The Men's/Women's Leaders shall provide counsel, guidance and support during the entire planning process and shall be responsible for assuring that the Weekend is conducted in a manner that meets the necessary requirements.

H. **Team Composition**

1. Team Selection; Full Women's team consists of approximately 60-80 women and is generally made up in the following example.
2. Men's Teams are usually smaller than women's so adjust as necessary.

Each Team will include approximately the following positions:

Rector/a
 Vice-Rector/a
 Rollistas ; 8-9 depending if vice gives Reunion talk
 Spiritual Directors 2-4
 Chief Auxiliary
 Coordinators 1-4
 Table Chas 4-6(1 Head)
 Prayer Team 7 (1 Head)
 Escort Chas 2 (1 Lead)
 Palanca Team 4-6 (1 Head)
 Music Team 2-6 (1 Head)
 Kitchen Team 8-10(1 Head + 1 Assistant)
 Decorations Team 8-10 (1 Head)
 Service Team 1 : Dorm Chas 6 (1Head)
 Service Team 2 :Floater/Supply Chas 2 (1 Head)
 Rollo Room Chas 4 (1 Lead)
 Chapel Chas 2 (1 Lead)

3. There are three (3) experience levels on each team and every effort should be made to fill each team with approximately 30% Experienced, 30%Inexperienced and 30% New

Experienced (E) - a person has served on 4 (four) or more weekends
 Inexperienced (I) - a person who has served on 2 (two) to 3 (Three) weekends.

New (N) - a person who has served zero or one weekend.

4. Normally, team heads will have worked on that team on a prior weekend. Rectors/Rectoras are allowed to bring names to the Leader's Person if they feel led by God for an exception to be made.
5. All Heads of Service should be "experienced" people.
6. Eligible Spiritual Directors who have not served a team as a Spiritual Director may serve in other positions on the team with the following restrictions: They may not serve as a Rollista or in a leadership position. They may not serve as Rector/a
7. The Rector/a and Chief Auxiliary should work together to prayerfully select a team.
8. The Rector/a must gain approval of all prospective team heads, table leaders and Rollistas.
9. On Women's weekends, every effort should be made for the spouse of Spiritual Director/ to serve on the team.
10. The Rector/a's Leader person is authorized by the Secretariat to give certain latitude to Rector/as with regard to team selection criteria in circumstances they deem necessary, keeping in focus that the purpose of these guidelines is to train leaders in the Montana Tres Dias Community and to give new Pescadores the opportunity to serve.
11. The Rector/a calls a pescador to serve on a Team, first by telephone, then by a follow-up "Welcome Letter". The following points should be covered:
 - a) Attendance at all meetings is expected.
 - b) Team members, including pastors, are expected to make a commitment to serve the full Weekend (Thursday through Sunday)
 - c) There should be no one leaving the Camp on the Weekend except the Floater/Supply Chas or others directed to do so by the Rector/a.
 - d) Weekend Fees and Team expenses.
 - e) All team members must be attending or actively seeking a church.
12. The Tres Dias of Montana Constitution, Practice and Policy Manual and all weekend training materials are stored on our community website. For training purposes, the Leader's Person or Rector/a will download all necessary documents and email them to the appropriate team members each weekend.
13. The current Rector/a and Vice Rector/a will be given access to all training documents on the website.
14. The Rector/a is encouraged to involve team members from as many churches within the community as possible.
15. The Rector/a is responsible for seeing that someone (normally the Chief Auxiliary) gets the final Team list and Candidate list to:
 - a) Secretariat Communications Person for maintaining database records and updating new Pescadores

- b) Palanca Head on the weekend so that the lists can be compiled and inserted into each participant's Fourth Day Packet.

I. **Spiritual Director Selection**

1. The Secretariat Spiritual Director is responsible for maintaining a current list of individuals who have been approved to serve as Spiritual Director. This list shall be presented to the Secretariat for review and approval on a regular basis.
2. The list of approved Spiritual Directors will be given to the Rector/a of the upcoming weekends.
3. Each Rector/a shall consult with the Secretariat Spiritual Director and prayerfully select the Spiritual Director they feel God is calling to their weekend.
4. The Secretariat Spiritual Director will extend the invitation to the Spiritual Directors.
5. The Rector/a will assign talks and meditations to the Spiritual Leaders or ask the Head Spiritual Director to do that.
6. It is required that spiritual directors commit to serving the entire weekend and not perform pastoral duties on Sunday morning.
7. Once a person has served as a Spiritual Director, he or she may serve only as a Spiritual Leader, Music Cha or in a background position, but not as a team head.
8. The duties and responsibilities of Spiritual Directors, including those of the Head Spiritual Director, are covered in greater detail in the Montana Tres Dias Spiritual Leader's Manual.
 - a) This manual is the responsibility of the Secretariat Spiritual Director, and it is to be distributed to each Spiritual Director prior to a Weekend.
 - b) It is the responsibility of the Weekend's Head Spiritual Director to insure compliance with the manual directives and instructions.

J. **Team Formation Meeting**

1. Team meetings before each weekend are for the purpose of building community, team training, team bonding and Rollo affirmation. There shall be three to four team meetings along with sub-team meetings totaling approx 20 hours of meeting time.
2. All Team meetings are for the team members only except with Rector/ permission.
3. All Team meetings should open and end with prayer. A chapel service with communion should be offered at the first and last Team Meeting. Time for introspection and prayer should be made available.
4. Rector/a shall invite each Secretariat member to attend a Team Meeting in order to discuss their individual functions on the Secretariat.
5. The Secretariat Chairman or their representative shall attend the first Team Meeting of each Weekend to introduce the Rector/a and to emphasize that the Secretariat has given the Rector/a the authority to lead this Team.

6. The Secretariat Leader's Person will attend a meeting at a later date to discuss Policies and Practices, to help resolve any disputes or questions that might have arisen, and to encourage payment of fees if necessary. If the Leader's Person is not available, the Chairman will make this visit.
7. Rollos should be given in the Weekend order, if possible, so that team members will understand the flow and dynamics of the Weekend.
8. All Rollos should be lovingly critiqued and affirmed by direction of the rector/a. The Rollistas must feel safe with those hearing their Rollos; therefore, the contents of the Rollos must never be discussed with anyone without the consent of the Rollistas.

K. Essentials Training: To adequately prepare, educate and support the Montana Tres Dias Community.

1. In order to maintain the Montana Tres Dias Charter in good standing, at least once every two years, an Essentials Training is to be conducted by a person who is currently Training Certified: this training is open to the entire Montana Tres Dias Community.
2. The Secretariat Chairman will act as chairperson for the Essentials Training with the responsibility of setting the location and notifying the Community of date, time and place.

L. Guidelines in Sponsoring Candidates

1. Sponsors should select candidates for their desire for a closer relationship with Jesus Christ. To be consistent with the Tres Dias Statement of Belief and The Essentials of Tres Dias and to enable all candidates to fully experience the weekend, the Secretariat will communicate these policies to the Community. Tres Dias is for a prospective candidate who:
 - a) Is a Christian who understands the Tres Dias Statement of Belief.
 - b) Desires a closer, more personal walk with his/her Lord, Jesus Christ.
 - c) Is physically and emotionally able to participate in the intense three-day Weekend activities.
 - d) Has been prepared for the Weekend by his/her sponsor according to the Pre-Weekend sponsorship guidelines.
 - e) Is willing to clear his/her personal and professional calendar for the 72 hour time frame of the Weekend in order to fully participate in the Tres Dias experience.
 - f) If there is any question as to the qualification of a candidate, the Pre-Weekend Chair will consult with the sponsor, the Secretariat Spiritual Director and / or the candidate's pastor before accepting the application. Serious questions/ regarding disputes of a candidate's qualification should be resolved by the approval of the Secretariat Spiritual Director, Pre-Weekend Chair, Rector/a of the specific Weekend, and Secretariat if needed.
2. A sponsor must:

- a) Have attended and completed a Tres Dias or equivalent adult Weekend.
- b) Submit the candidate's completed application to the Pre-Weekend committee's by the application deadline.
- c) Be sure that Weekend fees should be paid as soon as possible by either the sponsor or the candidate if arrangements have been in advance.
- d) Scholarship request must be made to the Rector/Rectora
- e) Arrange for transportation of the candidate to and from the Weekend. Candidates should be strongly discouraged from driving themselves to the Weekend
- f) Be willing to give palanca support before, during and after the Weekend.
- g) Will solicit letters of support and encouragement from friends, pastor, and relatives of his/her candidate.
- h) Pray for the Candidate before, during and after the Weekend. Bring Candidate to Camp, Attend Mananitas and Closing.
- i) Assist candidate with special needs (child care meals for family, etc.) as possible, in order to allow them to fully participate in the Weekend.
- j) Follow-up with the candidate during the week following the Weekend.
- k) Invite the Candidate, after the Weekend, to participate in a reunion group.
- l) Invite the candidate to participate in Montana Tres Dias functions (such as Secuelas, Essential Training, Serenades and Closing)

M. Application Process

- 1. All online candidate applications shall go to the Pre-Weekend Chair.
- 2. Sponsors must be sure that their candidate's application is fully completed (Sponsor Form & Candidate Application) to be accepted as in "Completed"
- 3. Payments can be sent with the application or at a team meeting.
- 4. Applications that are completed are accepted by the Pre-Weekend Chair without further action. Those that are not will be reviewed by the Pre-Weekend Committee to determine further action, which may include, but not be limited to, contacting the sponsor, candidate and/or Secretariat to go over the exception to "Completed"
- 5. Acceptance letters are then sent out to Candidates by the Pre-Weekend Committee.
- 6. Husbands are encouraged to precede wives as candidates.
- 7. Applicants will be at least 21 years of age. However, if the Secretariat, using its best judgment, finds a sound and compelling reason (such as spouse of a pescador or military personnel) it may, on a case-by-case basis,

accept a candidate who is at least 18 years of age. Any deviation from this shall require approval of the Secretariat.

8. There will be a maximum of 36 candidates accepted by the Pre weekend Committee for each Weekend. The completed applications will be accepted in the order received up to that limit with the excess applicants being placed on a waiting list in order received by numbering prior to viewing without partiality to the sponsor or candidate's identity.
9. The Secretariat shall make every effort through its use of newsletters, Essentials Training, Secuelas, Team Formation Meetings and other events to publicize the application deadline and emphasize the importance of early submission of candidate applications.
10. Rector/a may get permission from Secretariat to exceed this amount with compelling reasons.

II. **The Weekend** The objective of the Weekend phase is to prepare individuals for effective participation in the Fourth Day

A. **Thursday** The emphasis of Thursday is low-key, relaxed, and non-threatening. Two clergy Meditations are given on Thursday evening; they are meant to encourage a time of reflection and self-examination. A time of silence is called for, giving Candidates and Team alike an opportunity to “break away” from the outside world.

B. **Friday** Friday's focus is on who we are, Who Christ is, and what we need to know to live a truly Christian life. The Clergy Meditations each morning set the theme for each day. Friday is usually the hardest day, because the Candidates are in so many different places. The Team must be careful not to impose its own expectations on the Candidates, and to respect the feelings of those who do not seem responsive. The Team's job is to open a door, to offer a gift, but not to push Candidates through the door or to force the gift on them.

C. **Saturday** The direction of Saturday is toward what we have to do in order to live a life in grace. Saturday is also the Community-building day. Again, the morning Meditation sets the tone for what is to follow; many people begin to relax and “come alive”. It is important that this happens naturally—it must not be forced. It is not the job of the Team to push anyone into hugging, praying aloud, raising hands in praise, etc.; rather it is the job of the Team to be very sensitive to the Candidates as individuals. Team members should be walking illustrations of God's unconditional love.

D. **Sunday** Sunday is designed to prepare the Candidates to leave the Weekend and to move back into the world they left. The theme centers on how Christians can influence others. The Tres Dias method for assuring a sound, successful Fourth Day is presented. At the Closing, Candidates realize that they are a part of a larger Community of Christians who truly cares about them. They see that living the

Fourth Day is possible because these people are living it. By the time the Candidates leave, they should have been prepared for effective participation in their Fourth Day.

E. Cloistered Weekend

It is the responsibility of the Rector/a to educate the team, and of the Secretariat (via training and the newsletter) to educate the Community about the meaning and importance of cloistering. We adhere to the International Tres Dias Policy Committee Position Paper.

1. The Essentials of Tres Dias states that “the team and candidates live in a cloistered environments for the entire Weekend. Montana Tres Dias defines “cloistered” as “separated from the world outside of the Weekend facility and the people outside of the Weekend team and candidates.” In order to maintain this cloistered environment, the following guidelines will be followed by the team and the Community. From Registration on Thursday night until the Closing on Sunday afternoon, all team members, Pastors and candidates will remain at the Weekend facility with the exception of a designated cha to secure any necessary supplies.
2. A candidate who leaves the Weekend will not be allowed to return on that same Weekend unless approved by the Rector/a.
3. Candidates will be encouraged to leave their watches, cell phones, and other electronic devices at home. An emergency contact will be designated.
4. Watches, cell phones, pagers, electronic devices, computers, etc. will only be used by the team for emergency purposes or within their assigned weekend duties and will be kept out of sight and hearing of the candidates.
5. The Rollo Room is to be a truly cloistered environment. Community and team members not assigned to work there are not permitted. Exceptions may be made for non-Rollo Room team members to be in Rollo Room on approval of Rector/a.
6. Team members will not violate the confidentiality of the Weekend by initiating with, or responding to questions from Community who visit the facility or call during the Weekend.

F. Weekend Angels

1. The use of kitchen/service volunteer Angels does not negatively impact the concept of the cloister and is an acceptable practice.
2. A team application is not needed to Angel.
3. Angels are welcome to come anytime Friday, Saturday or Sunday and assist as needed and under direction from the Chief Aux.
4. Angels may spend the night at camp for a fee and participate in Mañanitas Sunday morning.
5. Angels may not go into any other areas at the Camp without direction from the Coordinators.

6. To be in compliance with Tres Dias International guidance, the chief Auxiliary is responsible to oversee and train the Angels about the need to avoid any sort of personal communication or physical contact with people from the rollo room, candidates and team.

G. Special Music

1. May be performed behind the curtain and must follow our Cloister Policy that specifies no direct or personal communication with the candidates.

H. Book Table

1. Following the Study Rollo, there will be Bibles, study guides and Christian reference materials for sale or free if desired by the Rector/Rectora.
2. All materials being displayed must be approved by a Weekend Spiritual Director.
3. Non-Study items will not be sold on the weekends.
4. No other informational brochures promoting churches, ministries or missionary work shall be passed out on the weekend.

I. Serenade/Mañanita Policy

1. Per TDI policy guidelines, non-pescadores are NOT to be involved in any Serenade or Mañanita. This includes children.
2. Personal interaction between participants and candidates is to be totally avoided

J. Media Policy

1. We adhere to the Tres Dias International policy and position paper. Taking of pictures, video and audio recordings are prohibited of any Weekend activities with the exception of the Weekend Picture.
2. Social Media of events on the weekend (posting on Facebook, Twitter, texting via phone, etc.) is strictly prohibited. This includes the Weekend Picture.

K. Closing

1. According to TDI policy, closing is not considered part of the weekend cloister. Closing is open for anyone to attend. No photographs or videos will be taken during closing.

L. Candidate Roster

1. Pre-Weekend Chair will compile the Candidate roster and give a hard copy to the Rector/ Chief Aux.
2. At registration, corrections will be made to the final candidate list and will be given to the Chief Aux. He/she will give that roster to the Head Palanca Cha who will then make the final draft and the appropriate number of copies for inclusion in the 4th Day Packet.

M. Skits

1. Skits may be included in the Weekend. They should not be offensive to God, the Holy Spirit or any race, ethnic background, or religious denomination.

N. Palanca

1. Community and family members are encouraged to send palanca letters and general palanca for the candidates.
2. The Palanca Team will be responsible for distributing palanca to the Rollo Room and Dorm Rooms and should coordinate with the Heads of those areas.
3. No gifts or anything larger than a 12x14 Manila envelope will be given to the candidates on the weekend.

O. 4th Day Packets The Palanca team shall be responsible for coordinating the collection of the contents of the 4th Day Packets and Team Packets. Suggested content for 4th Day Packets.

1. Candidate Roster
2. Team Roster
3. Candidate Application
4. Team Application
5. Sponsor Responsibilities
6. Weekend Picture
7. 4th Day Booklet
8. Reunion Group Tri-fold Brochure
9. Reunion Group Brochure
10. Reunion Group Listing
11. Tres Dias Brochure

P. Weekend Supplies

1. At the end of the Men's Weekend, all supplies for each area should be reorganized and placed in their respective areas inside the trailer or as directed by the Weekend/Trailer Person.
2. It is the responsibility of the team head and the coordinator over that team to notify the Floater/Supply Cha of any items that need to be replenished, who will give the Restock Sheets to the Trailer Person.
3. At the end of the Women's Weekend, it is the responsibility of the Head Coordinators of each area to place the supplies in the designated place in the trailer.

Q. Disruptive Candidate or Team Member

1. Any concern of a disruptive candidate or team member must be brought to the Rector.
2. A candidate or team member who is causing major problems that is adversely affecting other candidates or team may be asked by the rector/a to leave the Weekend
3. This should be done only after much prayer and discussion with the individual.

4. The Rector/a shall consult with the Chief Auxiliary and Head Spiritual Director before finalizing this decision if possible.

R. **Area of Responsibility**

1. Each team member is assigned a responsibility for the Weekend and should complete those responsibilities before offering to help in another area.

S. **Protect our Spiritual Directors**

1. No male Spiritual Director on a Women's Weekend should ever be left alone with a candidate or team member.
2. When a Spiritual Director is called to talk privately with a candidate or team members, a team member should remain in view but out of hearing to provide privacy.

T. **Respect of Facility**

1. Teams using a camp facility will remember that we will abide by the rules of the facility.
2. There is no smoking inside the facility at any time. Smoking is only permitted in designated areas.
3. There is to be no consumption of alcohol or alcohol present on a Tres Dias weekend.
4. No Campers are allowed without approval of the Secretariat.
5. The facility will be left cleaner than when we first arrived.

U. **Animals at the Camp**

1. With the exception of service animals, animals are not permitted at any point during the weekend, including closing ceremonies.

V. **Rector/a Announcements**

1. The upcoming men and women's Rector will be introduced at the closing if they are in attendance.

III. **Fourth Day**

A. **Secuelas**

1. The 4th Day Chair has the following responsibilities:
 - a) **Scheduling Secuelas**: With the Secretariat, set schedule for Secuelas on a regular basis, preferably four to six times per year. One should be scheduled during the summer. Additional ones should be scheduled shortly after the spring Weekend and shortly after the fall Weekend as a "Victory" Secuela to welcome new pescadores. The Secuela is intended to last no more than 2 1/2 hours. Additional time should be allowed for set-up and clean-up.
 - b) **Locations**: Secuelas should be scheduled using several churches that geographically represent the active membership of the Montana Tres Dias Community. Locations should be coordinated several months in advance with a contact from the host church.
 - c) **Communion**: Provide the elements and communion ware, if needed
 - d) **Music**: Arrange for individuals to lead worship and provide song lyrics.

- e) Fourth Day Talk: Choose and instruct a lay speaker or couple to give the Fourth Day Talk for each Secuela. Suggestions for possible speakers may be obtained from the recent Weekend Rector/a; however, this speaker does not have to be a new pescador. The Fourth Day Talk should be approximately 10 to 20 minutes in length and should include how the speaker's experience on the Weekend has affected their Fourth Day walk.
- f) Communication: Maintain communication with all parties involved to ensure details are planned and executed. Provide Communications with necessary information to publish notice in newsletter, send bulk email and post to the website. Secuelas held following a Weekend should be promoted in the Weekend's Fourth Day packet with a flyer.
- g) Offering: Take an offering to offset the costs of the Secuela and for the general fund. The host church may provide offering plates or baskets could be used. Monies collected, less expenses, should be given to the Treasurer.
- h) Child Care: In general, child care will be provided at Secuelas by the Fourth Day Leaders at our Victory Secuelas. Two child care providers are recommended
- i) Follow-Up : Send thank-you notes to host church and other Secuela participants and maintain records of Secuela programs.

2. Suggested Secuela Format:

- a) Opening Worship
- b) Welcome and Announcement
- c) Introduce and thank host pastor and host church if present.
- d) Welcome new pescadores or first-time attendees
- e) Announcements from Secretariat
- f) Rector/reports/updates
- g) Offering (Optional)
- h) Fourth Day Talk
- i) Pastor/Spiritual Director/a's Message (Optional)
- j) Communion (Optional)
- k) Community Prayer
- l) Final Instructions, Announcements of next Secuela
- m) Ask for help in clean-up

B. Communications

- 1. The Communications Chair will email a newsletter a minimum of five times a year. Such newsletter may include:
 - a) Articles from the Secretariat to keep the Community informed of their activities and decision.

- b) A calendar of upcoming Montana Tres Dias events including but not limited to Weekends, Secuelas, Secretariat meetings, Team Meetings and training events, and a list of Secretariat members with email addresses.
 - c) Personal sharing and testimony by pescadores for the encouragement of the Community.
 - d) Announcements about specific ministry, church, social and notices of upcoming events and articles related to other fourth-day movements.
2. Content not directly related to Montana Tres Dias will be published at the discretion of the Communications Chair.
- C. Website**
1. Our website is overseen by Tres Dias Secretariat Communications Person.
- D. General Information**
1. The Communications Chair shall keep the Community informed via email of general information about the Weekends, Community prayer requests, Community announcements and items of personal interest such as marriages, births, deaths, etc.
 2. The Communications Chair shall purge the mailing list of inactive members on a regular basis.
 3. The mailing list of the Community is not to be sold or used for any purposes other than Montana Tres Dias.
- E. Chapel Services and Communion**
1. Unified chapel services with communion are offered at many Montana Tres Dias events. There will be no provision for separate services or separate communion for different denominations. No one is required to partake in communion.
 2. Grape juice shall be offered during communion at Tres Dias events where communion is served. However, Montana Tres Dias will respect and abide by the policies of the Church facility we are using.
 3. The method of intinction (dipping the bread into the grape juice) shall be the recommended way of receiving communion.
 4. A statement shall be made by the Celebrant (the person presiding over the communion service) that anyone who has accepted Jesus Christ as Lord and Savior is welcome to receive communion.
 5. It shall be made clear by the Celebrant that anyone may receive a blessing in lieu of receiving communion.
 6. Any remaining elements used in communion shall be discreet and under the direction of the weekend Spiritual Director.
 7. At Team Meetings, the Chief Auxiliary will be responsible for following individual church policies.

8. At Secuelas, the 4th Day Chair will be responsible for following individual church policies.

F. **Secretariat**

1. **Secretariat Meeting**

- a) The Secretariat will meet eight (8) to twelve (12) times per year with meetings planned to last no longer than two (2) hours each at a place determined by the Chairman.
 - b) Secretariat members should attend at least six (6) Secretariat meetings per year.
 - c) Tres Dias of Montana, Inc. subscribes to the Constitution and By-Laws of the International Assembly and the International Secretariat of Tres Dias.
 - d) The Community adheres to the “Essentials of Tres Dias” as prescribed by the International Organization.
 - e) The Secretariat of Tres Dias of Montana, Inc. is elected from the membership of the Community to administer and manage the affairs of the Community.
 - f) Special meetings may be called by the Chairman or by the Secretary or Treasurer with a request of five (5) voting positions of the Secretariat.
 - g) The time and place of all meetings shall be announced in the Newsletter whenever possible, and all meetings shall be open to the Community unless the Secretariat shall be in “executive session”.
 - h) The meetings are currently the first Tuesday of each month.
2. The positions of the Secretariat shall consist of the following:
 - a) Chairman: One person who is currently serving or previously served in a Montana Tres Dias Secretariat position. The chairman must also demonstrate committee leadership and organizational skills.
 - b) Secretary
 - c) Treasurer
 - d) Men’s Leader: Someone who has previously served as a Rector on a Montana Tres Dias weekend.
 - e) Women’s leader: Someone who has previously served as a Rectora on a Montana Tres Dias weekend.
 - f) Spiritual Director: An ordained or fully licensed minister.
 - g) Pre-Weekend
 - h) Fourth Day
 - i) Palanca Leader
 - j) Trailer Person
 - k) Communication
 3. Planning Meeting: Annually, in January if possible a planning meeting shall be held by the Chairman to schedule the next year’s calendar of

events.

4. Rector/a Selection: Process will begin in July with the Rector/a selection in September.
5. Secretary's Duties:
 - a) The Secretary will maintain a current Amended and Restated Bylaws of Montana Tres Dias, a current Policies and Procedures of Montana Tres Dias and all meeting minutes.
 - b) The Secretary will email each Secretariat member a copy of the Secretariat minutes of the previous meeting as soon as possible after the meeting.
 - c) The Secretary shall, at regular intervals, send thank you notes to host churches.

G. **Weekend Fees** Weekend fees have historically been \$85 for team members and \$95 for Candidates. The cost of conducting a weekend shall be evaluated annually by the Treasurer and reported to the Secretariat, who shall determine whether a fee change is necessary. However, the fee charged individuals shall not exceed the cost of conducting a Weekend.

1. The Coordinators will collect team member fees at Team Meetings or be notified by the Treasurer of Team payments.
2. The funds collected by the Coordinators are to be turned over to the Secretariat Treasurer after every Team Meeting.
3. The Weekend Fee for all Team members (except Spiritual Directors and Rector/a) is payable as soon as possible to purchase food and supplies for the Weekend.
4. The team fee for the Spiritual Directors and Rector/a shall be waived. These fees will come from the General Operating Fund (not the Candidate Scholarship Fund).

H. **Treasurer**

1. There will be an allowance of \$200 given to the Rector/a at the time of the Rector/a Orientation from the Secretariat Treasurer. This allowance is to cover any out-of-pocket team expenses incurred during Team formation.
2. There will be an allowance given to the Kitchen Head before the weekend to cover expenses for Kitchen/Supply. Receipts and unused monies will be turned in to the Rector. All funds spent should be accounted for by completing the Team Fee's Expense Form.
3. Within 30 day of the weekend, the Treasurer will prepare a list of team members and candidates that have not paid for the weekend. The Rector will contact the team members and sponsors for a reminder and follow up in 2 weeks. The Treasurer will submit in her Secretariat report the names of individuals who have not paid.

I. **Scholarships**

1. If there are candidates or team members who can't pay the weekend fee, encourage them to pay what they can. Inform the Team of financial needs

without mentioning any names. Suggest that those seeking scholarship ask their small group, reunion group or local pastor for financial help.

J. Offerings

1. Team Meeting, Closing, and Secuela offerings (less Child Care expenses) are to be applied to the General Fund.

K. Review of Books

1. A yearly review of the Treasurer's books will be done each year by June 30th.

L. Reimbursement of Certain Expenses

1. The Secretariat may give a donation toward the use of a church for Team Meetings. Also, the Rector/a and Chief Aux shall be reimbursed for the cost of photocopying and mailing.

M. Scheduling Tres Dias Events All events must be confirmed with the host church prior to the scheduled date of the activity.

N. Updating of Community Written Materials

1. Written materials used by Montana Tres Dias for distribution within and outside the Community must be prepared/reviewed by the appropriate Secretariat Chair and approved by the Secretariat.
2. Minor changes to existing documents that do not affect the original content of the material may be made without prior approval.
3. Materials currently in use to which this applies are:
 - a) Candidate Application (must contain Tres Dias Statement of Belief)
 - b) Pre-Weekend letter to the candidate
 - c) Pre-Weekend letter to the sponsor
 - d) Sponsorship Guidelines
 - e) Team Application (must contain Tres Dias Statement of Belief)
 - f) Team Training Material – such as Team Training Manuals, Rollo Outlines and Critique Forms.
 - g) Weekend Scripts and sample schedules, liturgies, Rector Scripts, Serenade Songbooks, etc.
4. Montana Tres Dias Brochure (must contain Tres Dias Statement of Belief)

O. Policy Changes

1. Procedure for policy changes is as follows:
 - a) The proposed policy change is discussed at a Secretariat meeting, the matter is tabled until a later Secretariat meeting allowing time for each Secretariat member to pray about the proposed change, then the proposed policy is voted on.
 - b) Policy changes that require immediate attention may be voted on by the Secretariat without waiting for an additional meeting.
 - c) Because a set of policies cannot anticipate every contingency, the Secretariat, at its sole discretion, may grant one-time exceptions on a case-by-case basis, to any policy as needed.
2. Changes to existing materials or recommendations for new materials may

be submitted by any Montana Tres Dias pescador to the appropriate Secretariat Chair for consideration by the Secretariat.

P. Copyright Policy for Music

1. Montana Tres Dias owns a Mobile Christian Copyright License (CCLI) license number #2772756.
2. (A Mobile Copyright License is designed for traveling ministries or individuals who use their license in more than one location.)
3. All photocopied song sheets or projected song lyrics shall have the CCLI number appearing upon it, unless permission has been secured directly from the copyright owner.
4. The Mobile Copyright License must be renewed annually by the Secretariat treasurer.

Q. Music Trailer

1. The Montana Tres Dias music equipment is to be used only for Tres Dias sanctioned events. Limited exceptions may be granted by the Secretariat upon written request.
2. Any transport, use or training associated with the Tres Dias music equipment will be conducted by persons approved by the Secretariat.

R. Reserve Funds

1. The Secretariat shall create a savings account to be used for emergency purposes only.
2. The intent of this fund is to create a reserve in the event collections are insufficient to meet the costs of future weekends.
3. The fund may also be used to replace sound equipment and other property owned by Tres Dias Montana.
4. Funds cannot be disbursed absent a resolution from the Secretariat.