

**BY-LAWS  
OF  
TRES DIAS MONTANA**

**ARTICLE I**

**NAME, PURPOSE and STATEMENT of BELIEF**

1.0 NAME: The official name of the organization shall be Tres Dias Montana (TDMT) herein also referred to as the Community.

1.1 PURPOSE: The purpose of Tres Dias Montana is to bring others to Christ through Christian apostolic action in all environments of which its members are a part. Key to achievement of this objective is the development and sustaining of Christian leaders. The tools for developing Christian leaders are: A) the three-day Tres Dias experience, also referred to as the "Weekend", and B) ongoing Group Reunions that meet regularly. Activities of Tres Dias Montana shall therefore be limited to:

1. Planning for the Weekend on a regular and continuing basis.
2. Conducting the Weekend on a regular and continuing basis.
3. Planning and conducting activities in the post-weekend period, known as the "Fourth Day", to reinforce the Weekend experience of a Life in Christ for those who have attended a Tres Dias based weekend, such as Cursillo or Emmaus Weekend. Such activities include the development and support of Group Reunions and Secuelas.
4. Participation in the activities of the Tres Dias International Assembly.
5. Fostering and supporting the development of new Tres Dias chapters as resources and commitment allow.

1.2 TRES DIAS STATEMENT OF BELIEF, As adopted by Tres Dias Montana

1. We believe and profess our faith in one Triune God – The Father, The Son and The Holy Spirit (Matt. 28:19).
2. We believe and profess that Jesus Christ is the only Savior and is God in the flesh (John 1:1, 1:14, 3:36, 14 & Heb. 2:17).
3. We believe and profess that The Holy Spirit is God and is The Lord and Giver of Life, who continues to work in believers today to sanctify, edify and empower the whole Christian church on earth---for His purpose (Job 33:4, Acts 1:8, John 14:26 & Rom. 8:11).
4. We believe and profess that the Holy Scriptures are the inspired and completely true Word of God (II Tim. 3:16-17).
5. We believe and profess that all have sinned and fallen short of the glory of God; that forgiveness of sins is received through confession and repentance - - and that our sins are washed away through the blood of Jesus Christ (Acts 2:38, I John 1:9 & Rom. 3:23).
6. We believe and profess that salvation is a gift of God's grace received through personal faith in Jesus Christ (Eph. 2:8).
7. We believe and profess that the body of Christ is to make every effort to keep the unity of the Spirit through the bond of peace until we all reach unity in the faith and in the knowledge of The Son of God. (Eph. 4:3, 13)
8. We believe and profess that God's unconditional love, as manifest to us through Jesus Christ, is the primary witness by which people are renewed, edified and changed. (I Cor. 13:8).
9. We believe and profess that God has called us to live holy lives that will bring glory to His name. (Col. 3:1-25).

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

## ARTICLE II

### MEMBERSHIP

2.0 MEMBERSHIP Membership in Tres Dias of Montana shall automatically include anyone who has completed a Tres Dias Weekend or its recognized equivalent in the various movements based upon Cursillo based weekend, and who are active within the Community. Evidence of active membership in the Community shall be the visible support of and participation in scheduled Tres Dias Pre-Weekend, Weekend, and Post-Weekend activities. Members shall generally be within geographical proximity, and in the case of adjacent Tres Dias Communities, a given member shall choose a Secretariat and Chapter Community for affiliation. One who has experienced a Cursillo based weekend or Emmaus Weekend prior to Tres Dias affiliation may also simultaneously be a member of and participate in a Cursillo or Emmaus Community.

Members shall be known as "Pescadores".

Members shall abide by the Statement of Belief and the Essentials of Tres Dias. Membership may be resigned by written notice to the Secretariat or by affirming resignation at an official meeting of the Secretariat. An individual's membership may be terminated with cause by a majority of voting members at an official meeting of the Secretariat, in accordance with the approved membership discipline in the Policy and Practice Manual. The actions of the Secretariat regarding membership shall be final.

## ARTICLE III

### GOVERNMENT

3.0 SECRETARIAT: The governing body of Montana Tres Dias shall be the Secretariat. Members of the Montana Tres Dias Secretariat will be elected by the existing Secretariat, following input from the Montana Tres Dias Community, and is responsible to the Montana Tres Dias Community.

Montana Tres Dias of is a chartered membership of the International Assembly and International Secretariat of Tres Dias. The Community subscribes to the Constitution and By-laws of the International Organization and it will adhere to the "Essentials of Tres Dias" as prescribed by the International Organization.

This Body will operate under Robert's' Rules of Order unless explicitly stated otherwise.

3.1 OFFICERS: The Secretariat of Tres Dias Montana is elected from the membership of the Community to administer and manage the affairs of the Community. Secretariat members should attend at least six (6) Secretariat meetings per year. The positions of the Secretariat shall consist of the following:

<u>Chairman:</u>	One person, married or single person, who has previously served or is currently serving in TDMT Secretariat position. The chairman must also demonstrate committee leadership and organizational skills.
<u>Secretary:</u>	A single or married person.
<u>Treasurer:</u>	A single or married person.
<u>Men's Leader:</u>	A single or married male who has served as a Rector of a TDMT weekend
<u>Women's Leader:</u>	A single or married female who has served as a Rector of a TDMT weekend
<u>Pre-Weekend:</u>	A single person or married couple.
<u>Fourth Day:</u>	A single person or a married couple.

- Spiritual Director: An ordained or fully licensed minister. Must be in or be retired from, fulltime Christian service.
- Palanca: A single person or a married couple.
- Weekend/Trailer A single person or a married couple.
- Communications & Data A single person or married couple.

3.2 PURPOSE: The purpose and authority of the Secretariat is to plan, guide, execute, review and evaluate all activities related to the conduct of the Tres Dias experience, which are broadly divided as follows:

1. Pre-Weekend activities.
2. Weekend activities (The Three Days)
3. Post-Weekend activities (The Fourth Day).
4. Continuing administrative activities not specifically related to the three phases of activities above.

3.3 MEETINGS: The Secretariat shall hold regular meetings each operating year to number not more than twelve (12) nor fewer than eight (8) at a time and place to be determined by the Chairman. A quorum of the Secretariat members must be present at all meetings. A quorum shall consist of two-thirds (2/3) of the voting Secretariat members. Special meetings may be called by the Chairman, the Secretary or Treasurer, upon written request of five (5) voting positions of the Secretariat. 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".

#### 3.4 LEADERSHIP QUALIFICATIONS

This includes, but is not limited to, team members, elected and other local secretariat officers, and members of standing and special committees of the local secretariat. Any person serving in a Community Leadership position must be living a life that is not in a state of rebellion against God. A state of rebellion against God can best be described as an unrepentant, open and active participation in or advocacy of activities contrary to the commands (for example, "The TEN COMMANDMENTS") and guidelines in Scripture\* for holy living and Christian leadership. Some examples (although not limited to these areas) are:

1. Dependence upon alcohol or illegal drugs:
2. Involvement in illegal activities whereby such involvement knowingly violates federal, state or local laws, statutes or ordinances;
3. Involvement in lustful, immoral or perverted activities such as, but not limited to, pornography and any sexual relationship outside of a lawful marriage between a man and a woman.
4. Involvement in the occult or Satanic worship
5. Openly professed allegiance to any non-Christian religion or organization which denies the deity of Jesus Christ.

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

In addition, all Secretariat members must meet the following qualifications:

1. Demonstration of a record of support of the Tres Dias movement.
2. Having worked at least two weekends, preferably in different areas of service.
3. Possession of the skills required by Secretariat position's job description.

Additionally, the Secretariat should be fairly represented by:

1. At least three (3) individual churches (unless no qualified candidate is available for the vacant position).
2. At least one (1) single adult (unless no qualified candidate is available for the vacant position).
3. No individual church should be represented by more than 50 percent of the members of the Secretariat.

The Secretariat may, by a two-thirds (2/3) majority vote, temporarily suspend any of the above requirements for any position on the Secretariat with the exception of the requirement of holy living as noted above.

3.5 ELIGIBILITY: Any Pescador active in the Community and meeting the qualifications indicated in section 3.4 above and 3.9 (for individual positions) is generally eligible for nomination to a Secretariat position. Specific requirement for eligibility for a position may be defined in the Policies and Practices of Tres Dias of Montana, If an individual or couple is currently serving on any other Secretariat or governing board of other Fourth Day Movements, he or she will be ineligible to serve on the Secretariat of Tres Dias of Montana at the same time.

3.6 VOTING: Each position of the Secretariat as noted in paragraph 3.1 shall have one vote, excluding the Spiritual Director. The Chairman who will vote only in the event of a tie. Unless otherwise required, a vote shall be carried by simple majority of those present. When voting on Secretariat Positions the following voting procedure will be observed:

1. Nomination of names meeting the position's qualifications.
2. Seconding of nominations.
3. Discussion of names.
4. Written ballot then taken to elect with the majority prevailing.

Secretariat position voting by absentee ballot will be allowed prior to meeting by contacting the Chairman and Secretary making known your selection in writing. The person voting will give one choice for each position.

3.7 TERMS OF OFFICE: Positions of the Secretariat will be for three (3) years with ideally six (6) months of training prior to assuming office. A total of 2 consecutive terms\* may be served with an invitation by the Secretariat. Unexpired terms shall be filled by appointment of the Secretariat by a two-thirds (2/3) majority vote. The Chairman shall vote only in the event of a tie. If possible, each member of the Secretariat shall serve until a successor has been duly elected and installed. The Secretariat positions shall be divided into a 3 year rotation. These dates will stay consistent. Secretariat vacancies and the requirements for the vacant positions should be published in the newsletter for a minimum of thirty (30) days. \*Terms shall keep in line with the 3 year rotation. If a term is started late, it is still considered a term.

1. Incumbents in a position on the Secretariat may not succeed themselves unless the incumbent is an appointee filling an unexpired term.
2. Individuals and couples may serve in a position more than once as long as the terms are not successive.
3. All members must rotate after two years and may not serve consecutive terms (unless elected for the Chairman's position). They must remain off the Secretariat for at least one year.
4. The Spiritual Director may serve consecutive terms by a vote of confidence of the Secretariat.
5. As with other qualifications for office, the Secretariat may suspend any of these requirements by a Two-thirds (2/3) majority vote.
6. Secretariat members may be removed from office by the same voting procedures as they were elected.
7. Any Secretariat member may be designated by the Chairman to perform his duties in the event he is unable to attend a function where he normally serves (Closings, team meetings, etc.).

3.8 OPERATING YEAR: The operating year shall commence on January 1 and conclude on December 31. The annual meeting of the TDMT Secretariat will be held in February.

3.9 DUTIES AND RESPONSIBILITIES:

1. **CHAIRMAN:** Is responsible for overall guidance and direction of Tres Dias of Montana
  - a. Functions as the lay representative of Tres Dias in meetings with clergy or laymen from participating and potentially active churches, other movements, and the Tres Dias International Organization.
  - b. Develops short- and long-range plans for expansion and growth of the community.
  - c. Assists in the development, reviewing and enforcing the Constitution and By-Laws and the Practices and Policies of Tres Dias of Montana.
  - d. Presides at all Secretariat meetings and submits meeting agenda to the Secretariat Members in advance of each meeting.
  - e. Responsible for notifying new Rectors, introducing new Rectors at closing and attending the first team meeting to pass the mantel to the new Rectors. He may appoint and be assisted by any Secretariat member

- in his absence
  - f. Responsible for notifying new Secretariat Members.
  - g. Responsible for supporting the Rectors and Secretariat Members with prayer.
  - h. Assists Leaders at Rector Orientation and Rector debriefing.
  - i. Submits a newsletter article quarterly.
  - j. Appoints committee chairpersons as the need for the committee is established.
2. **SECRETARY**: Serves as recording secretary for the Secretariat's regular and special meetings.
- a. Transcribes and distributes minutes of meetings to members of Secretariat.
  - b. Updates and maintains Tres Dias handbook, including the Essentials of Tres Dias, the Constitution and By-Laws, the Practice and Policy Manual, and the job descriptions of each position.
  - c. Reminds the Secretariat to tithe on excess treasury balance in December of each year.
  - d. Presides at Secretariat meeting when the Chairman is not present.
  - e. Keeps the historical records for the community including the following from each weekend:
  - f. Final team and Candidate list, Team Picture, Weekend Scripture, Weekend Song, Rectors written report and debriefing summary from Leader's Person.
  - g. The Secretary shall provide for all newly elected members of the Secretariat Essentials, ByLaws and Practice and Policy Manual.
  - f. The Secretary shall handle the general correspondence of the TRES DIAS (not palanca).
  - h. Participates in overall guidance and planning of Tres Dias activities.
3. **TREASURER**: Maintains up-to-date record of Tres Dias finances.
- a. Disburses funds authorized by the Secretariat in the conducting of Tres Dias business.
  - b. Receives funds from Candidates, Teams and other sources as may occur.
  - c. Deposits funds in Community bank account.
  - d. Submits financial records for external examination at least once per operating year. Someone who is not a member of the Secretariat must conduct such an examination.
  - e. At the December Secretariat Meeting the Treasurer will present a financial report and inform the Secretariat of any excess balances available for tithing.
  - f. Establishes and maintains a budget for each Weekend.
  - g. Maintains records of all the Weekend expenses.
  - h. Prepares and files the required Internal Revenue Service or other regulatory forms to maintain Tax Exempt status.
  - i. Participates in overall guidance and planning of Tres Dias activities.
4. **MEN'S/WOMEN'S LEADER**: Is responsible for training Rectors and assisting the Rector with training of the Heads, Area Heads and Rollistas for all Weekends.
- a. Obtains service records and database of the members of the Community for the purpose of assisting upcoming Rectors with qualified Pescadores for team selection and formation.
  - b. Provides Secretariat with the names of "Rector Qualified Members"
  - c. Follows prescribed Leaders protocol with new Rectors.
  - d. Maintains all team books, forms, script and schedules, and provides them to upcoming Rectors.
  - e. Consults with Rectors during Pre-Weekend phase in matters involving Team formation, policy and community.
  - f. Along with the Chairman, conducts Rector Orientation, Team Selection meeting and Rector Debriefing to identify and document problems, solutions and miracles.
  - g. Presents a summary of the Rectors' Debriefing, along with recommendations for the future, to the Secretariat.
  - h. Participates in overall guidance and planning of Tres Dias activities
  - i. Responsible for holding Rector selection meeting each year.
  - j. Responsible for working with the rector(s) in scheduling weekend sites and dates..

5. PRE-WEEKEND: Is responsible for maintaining an ongoing file of Candidate applications and for issuing invitations on behalf of the Secretariat.
- Regularly collects and dates applications. Reviews applications for completeness, according to the Practice and Policies of Tres Dias of Montana and returns incomplete applications to sponsors.
  - Maintains a log of applications received, assuring integrity of the applications.
  - Prepares and sends letters of invitation to Candidates, as well as letter of confirmation to Sponsors, according to the Practice and Policies of Tres Dias of Montana.
  - Follows up on invitations with Sponsors until attendance decisions are made.
  - Encourages Sponsors by providing a supply of Sponsor materials and by announcing status of Candidate's file in a timely fashion to have maximum number of Candidates attending a Weekend.
  - Compiles Rector's Candidate list and gives to Rector prior to the Weekend.
  - Checks in and receives Candidates at Camp on Thursday night, collects any unpaid weekend fees and accounts for all confirmed Candidates, verifies Candidates information and gives money to the Secretariat Treasurer.
  - Is responsible for distribution of Candidate and Team lists to the Community.
  - Participates in overall guidance and planning of Tres Dias activities.
6. WEEKEND (TRAILER): Is responsible for all matters pertaining to the physical assets and arrangements for the Weekend.
- Arranges for storage of Tres Dias weekend equipment and supplies as required.
  - Establishes and maintains an accurate inventory of weekend equipment and supplies. Replaces or repairs inventories as authorized by the Secretariat.
  - Arranges for the transportation of supplies to the Camp by Wednesday or Thursday morning of the weekend.
  - After the Weekend, ensures the equipment and supplies are back in the proper area in the trailer.
  - Participates in the overall guidance and planning of Tres Dias activities.
7. PALANCA:
- Sends general palanca letters to the Weekends of other movements.
  - Requests and receives general palanca letters for Weekends of Tres Dias of Montana from other movements.
  - Provides for a means of collecting and delivering palanca on a Weekend for Candidates and Team.
  - Arranges for prayer palanca from team members and the Tres Dias Community for each Tres Dias Montana Weekend, beginning at 6:00 PM Thursday until closing at 6:00 PM Sunday so that between these times there is an unbroken prayer vigil for the Candidates, the Team, the families of both, and the Community.
  - Solicits the donation of banners and other forms of Palanca for the Weekend.
  - Participates in overall guidance and planning of Tres Dias activities.
  - Submits Tres Dias Montana weekend dates to Tres Dias International for posting on their website.
8. FOURTH DAY: Is responsible for promoting living in the Fourth Day for the Candidates and the Community.
- Organizes Secuelas on a regular basis according to the Practice and Policies of Tres Dias of Montana. This includes reserving a meeting site, dates, food, programs, coordinating Communion with the Spiritual Director, providing Communion elements, worship leaders, Fourth Day talks from recommendations by the respective Rectors, Floating Reunion Group opportunities, nursery provisions if possible, set-up and take-down team and publicity in the newsletter. Sends out publicity to the Communications to put in the newsletter.
  - Fosters and encourages Pescadores in the formation of Reunion Groups to assist in sustaining the Weekend experience of a life in Christ in the Fourth Day. This may include but is not limited to distributing material to the community and conducting workshops.
  - Evaluates current Practice and Policy Manual and makes recommendations to the Secretariat for improvements in the areas of Secuelas, Reunion Groups, and other Fourth Day activities.

- d. Participates in overall guidance and planning of Tres Dias activities.

9. COMMUNICATIONS & DATA: Is responsible for general communication with the Community's Pescadores and with other related Communities.

- a. Keep current address, phone listings and Email addresses.
- b. Maintain service records of the areas served on the weekends by all active team members.
- c. Generate reports as needed for the respective Leaders Person to provide to upcoming Rectors and to aid in team selection.
- d. Provide Service Records to upcoming Rectors for issuance at first team meetings.
- e. Provide verification of qualifications for nominees for Secretariat and Rectors.
- f. Gathers material and publishes the Tres Dias of Montana Newsletter.
- g. Insures the maintenance of the Tres Dias of Montana website ([www.tresdias-mt.org](http://www.tresdias-mt.org)) as a means of communication to the community and public.
- h. Communicates prayer requests and community updates by e-mail and/or hard copy.
- i. Participates in overall guidance and planning of Tres Dias activities.

10. SPIRITUAL DIRECTOR: Is responsible for the spiritual integrity of Tres Dias of Montana activities and direction.

- a. Functions as the primary liaison with other clergy regarding matters related to Pre-Weekend, Weekend and Fourth Day activities.
- b. Functions as the primary advisor and source of counsel to the Secretariat regarding spiritual direction and inspiration of Montana Tres Dias Community.
- c. Keeps the Secretariat on track from a clerical viewpoint and makes sure that the Secretariat acts in a manner consistent with and in obedience to God's inerrant Word.
- d. Advises the Rectors on the selection of Spiritual Directors for the Weekends. Informs the Rectors who is eligible to be a Spiritual Direction Team for the weekend, the Secretariat Spiritual Director makes the invitation to weekend Spiritual Director to be part of the team. Informs the weekend Spiritual Directors regarding their Weekend responsibilities.
- e. Attends Rector Orientation , Team Selection and Rector Debriefing for every Weekend when possible.
- f. Follows up with Spiritual directors after the weekend for their evaluation. Follow up clergy candidates who complete a weekend regarding their interest in serving on future weekends.
- g. Sends a letter to each Ministerial Candidate who completes a Weekend regarding an interest in serving on future Weekends.
- h. Maintains a service database of ministers and builds relationships with pastors in the community to encourage participation in the Weekends.
- i. Submits a quarterly newsletter article.
- j. Participates in overall guidance and planning of Tres Dias activities.

4.0 POLICIES AND PRACTICES: The Secretariat adheres to "The Essentials of Tres Dias" specified and published by the International Organization. Additionally, other matters of Practice and Policy are left to the discretion of the local Secretariat. Those matters considered necessary to be clarified as the Practice and Policy of the Tres Dias of Montana exist in a document so titled. Practice and Policy will be categorized in the following manner:

- 1. Section I Pre-Weekend
- 2. Section II Weekend
- 3. Section III Fourth Day
- 4. Section IV Secretariat
- 5. Section V Rector

5.0 AMENDMENTS: This document may be amended by a majority of voting members at any Secretariat meeting, provided that the proposed modifications, deletions, or additions have been proposed at a prior meeting of the Secretariat,

and does not violate Tres Dias International guidelines.

This revision approved by majority vote of the Secretariat of Tres Dias of Montana  
on \_\_\_\_\_ 2018