

NORTH FLORIDA TRES DIAS

TALLAHASSEE, FLORIDA

POLICIES & PRACTICES MANUAL

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POLICIES & PRACTICES MANUAL

TABLE OF CONTENTS

SECTION # 1	<u>PRE-WEEKEND</u>	4
1.1	THE SPONSOR	4
1.2	THE CANDIDATE	4
1.3	THE APPLICATION	5
1.4	PALANCA	7
1.5	FOOD COUPLE	7
1.6	THE WEEKEND COUPLE	8
1.7	NEWSLETTER	8
1.8	MEN'S/WOMEN'S LEADER	8
1.9	PESCADORE ORIENTATION COORDINATOR(S)	9
SECTION # 2	<u>WEEKEND</u>	10
2.1	THE RECTOR	10
2.2	THE RECTOR – RESPONSIBILITIES	11
2.3	THE RECTOR – PROCEDURE FOR SELECTION	12
2.4	THE TEAM	13
2.5	THE WEEKEND	15
2.6	PALANCA	15
2.7	THE SPONSOR	16
2.8	THE SERENADE	17
2.9	THE PRE-WEEKEND COUPLE	17
2.10	THE FOURTH DAY COUPLE	18
2.11	THE SPIRITUAL DIRECTOR	18
2.12	THE CLOSING	18

SECTION # 3	POST WEEKEND	18
3.1	THE SEQUELA	18
3.2	THE GROUP REUNION	19
3.3	COMMUNITY GROWTH AND DEVELOPMENT	19
SECTION # 4	THE SECRETARIAT	20
4.1	THE COMMUNITY	20
4.2	THE SECRETARIAT	22
	4.2.1 ELECTION OF SECRETARIAT MEMBERS	23
	4.2.2 REPLACEMENT OF RESIGNING SECRETARIAT MEMBERS	23
4.3	COMMITTEES	24
	4.3.1 THE EXECUTIVE COMMITTEE	24
	4.3.2 THE SELECTION COMMITTEE	24
	4.3.3 THE RULES COMMITTEE	25
4.4	OFFICES OF THE SECRETARIAT	26
	4.4.1 CHAIRMAN	26
	4.4.2 SECRETARY	27
	4.4.3 TREASURER	28
	4.4.4 MEN'S/WOMEN'S LEADER	28
	4.4.5 SPIRITUAL DIRECTOR	29
	4.4.6 NEWSLETTER	29
	4.4.7 DATA COORDINATOR	30
	4.4.8 OTHER OFFICES OF THE SECRETARIAT	30
4.5	CLERGY	31
4.6	AMENDMENT	32
4.7	JURISDICTION	32
4.8	GENDER	33

POLICIES & PRACTICES MANUAL
OF
NORTH FLORIDA TRES DIAS, INC.

Recognizing that the purpose of TRES DIAS as stated in "The Essentials of TRES DIAS" is endeavoring "to bring Christians to a closer, more personal walk with their Lord Jesus Christ and encourage them to Christian leadership and Apostolic action..." the purposes of this Policies & Practices Manual is to serve as a guide to the individual members, officers, and directors of NORTH FLORIDA TRES DIAS, INC. in fulfilling "The Essentials of TRES DIAS" as well as the requirements of the corporate charter and By-Laws, and providing a framework for the work of the Holy Spirit within the day to day operations of the Community just as the "Rector's Outline" does for the Weekend.

SECTION # 1 PRE-WEEKEND:

The Objective of the Pre-Weekend phase of TRES DIAS is the preparation of the Candidate for participation in the Weekend.

1.1 THE SPONSOR:

It is essential that each sponsor understand that he is responsible for sponsoring a candidate for participation in all phases of the TRES DIAS movement, not just the Weekend. The sponsor has the responsibility of maintaining an ongoing relationship with his Candidate/Pescadore and encouraging his participation in Sequelas, reunion groups, and serving on Weekends. (Essentials 3.1.1)

The sponsor must be a member of a TRES DIAS community or similar community recognized as equivalent by TRES DIAS (see SECTION 4.1). (Essentials 3.1.2)

1.2 THE CANDIDATE:

Recognizing that TRES DIAS is a Christian movement.", each Candidate must be a professing Christian who has a desire for a closer relationship with Jesus Christ as their Lord and Savior. (Essentials 2.0.1, 3.1.3 & 3.2.1(F))

Candidates shall be accepted from all Christian denominations as well as independent Christian works. (Essentials 3.1.4)

Each Candidate shall be at least 21 years of age with the exception of a married couple where one spouse is over 21 and one is under 21. In such case, the underage spouse shall also be accepted for any Weekend that the 21 year old spouse would be eligible to attend. (Essentials 3.1.5)

Each Candidate may not have previously experienced (completed) a TRES DIAS Weekend or a similar Weekend recognized as equivalent by TRES DIAS. (See SECTION 4.1)(Essentials 3.1.6)

By acceptance of the written invitation, the Candidate agrees to abide by TRES DIAS Weekend policy concerning dress and the use of tobacco, alcohol and drugs as adopted by the Secretariat from time to time and as stated in the invitation letter ("NFTD # 1.3 (B)").

1.3 THE APPLICATION:

Each prospective Candidate shall make application on the form provided by TRES DIAS. (See attached FORM - "NFTD # 1.3 (A)")

The Pre-Weekend Couple shall receive each application and review it for completeness and acceptability. Applications for a married couple are not complete until completed applications are received for each spouse. Completed applications shall be noted as to date received by the Pre-Weekend Couple or post marked if completed applications are received in the mail. In the case of a married couple submitting individual applications, the application date will be the date of receipt (or post mark) of the last application received. Incomplete applications shall be returned to the sponsor or if the sponsor is not indicated on the application form, to the Candidate, with a brief explanation of the problem.

The Pre-Weekend Couple shall maintain a list of all completed applications in date order received along with all information required for assignment to the Weekend, including church, sponsor, marital status, age, status as clergy, and whether they are in the "Immediate" community (100 mile radius).

Not more than 90 days, nor less than 45 days prior to a TRES DIAS Weekend, the Pre-Weekend Couple shall poll the sponsors of Candidates in priority order to determine if the Candidate is available to participate in the specific upcoming Weekend. Not later than four weeks prior to the Weekend, the Pre-Weekend Couple shall have assembled a list of not more than 36 Candidates for the Weekend who, through their sponsor, have indicated a preliminary ability to participate in the Weekend, and meeting the priorities in effect for the Weekend (as determined by the Secretariat).

Current Candidate priorities as established by the Secretariat are:

- 1) Priority for up to six (6) clergy.
- 2) Priority for the spouse of a local Community Pescadore.
- 3) At least 75 % Candidates to be from within the "Immediate" community (100 mile radius).

- 4) Of the 25% Candidates permitted to be from the "Extended" community, priority may be granted from time to time by the Secretariat to aid development of surrounding communities.
- 5) Not more than six (6) single Candidates shall be included in the preliminary list if married Candidates are available on the waiting list (men's Weekend only).
- 6) Not more than one third (1/3) of the Candidates for any Weekend shall be from any one church.
- 7) Rectors are given one priority slot on the Weekend they direct. The slot may be an individual or a couple.
- 8) Any other specific priority as directed from time to time by the Secretariat. However, changes in priorities voted less than 90 days prior to a given Weekend shall be placed in effect for the next following Weekend.
- 9) The interpretation of these guidelines is solely the responsibility of the Pre-Weekend Couple who are accountable only to the Secretariat. No changes of these priorities, or directives regarding their interpretation shall become effective less than 90 days prior to a given Weekend, nor in any event without the informed vote of the full Secretariat.

Approximately 9 weeks prior to the Weekend, the Pre-Weekend Couple shall send out invitation packages to the Candidates including the invitation letter, a campers needs list, and a confirmation card. At the same time, they shall send out sponsor packages including the sponsor requirements letter and a copy of the campers needs list.

Not later than three (3) team meetings prior to a Weekend, the Pre-Weekend Couple shall advise the Head Cha and the Head Kitchen of any medical problems and special dietary requirements of any Candidates that have been made known up to that point. The Pre-Weekend Couple shall update this information to the Head Cha and Head Kitchen as any additional information becomes available.

Not more than two weeks, nor less than one week prior to the Weekend, the Pre-Weekend Couple shall review their Candidate list and note a received confirmation or withdrawal from each Candidate or their sponsor. If neither confirmation nor withdrawal has been received by the Pre-Weekend Couple, they shall make a reasonable effort to confirm the Candidate through his sponsor. If after such efforts, the Candidate remains unconfirmed, the Pre-Weekend Couple shall drop the Candidate. The Pre-Weekend Couple shall maintain the Weekend enrollment at not more than 36 Candidates until one week prior to the Weekend. After that point, the Pre-Weekend Couple shall select from a list of Candidates known to be able to attend on short notice to fill the vacant slots to bring the Weekend enrollment up to a maximum of 36 Candidates. One week prior to the beginning of the Weekend, a copy of the confirmed list shall be given to the Head Cha and the Fourth Day Couple to begin preparation of the Candidate & Team closing package.

Any vacancies that occur shall be filled by the Pre-Weekend Couple at their sole discretion.

Candidates who decline a second verbal or written invitation (on the same dated application) regardless of circumstances shall have their application returned to their sponsor for resubmission.

1.4 PALANCA:

The Palanca Coordinator(s) shall maintain a list of name, address and contact person of corresponding TRES DIAS communities and similar organizations.

The Palanca Coordinator(s) shall correspond with related communities at least once each year regarding dates for our Weekends within the next year, soliciting their prayers and General Palanca letters, and requesting information regarding their Weekend dates for our prayer calendars and General Palanca letters.

The Palanca Coordinator(s) shall maintain a continual listing of Weekend dates of our Community and of related communities for purposes of prayer and General Palanca.

The Palanca Coordinator(s) shall make a list of upcoming Weekends in related communities available for publication in the newsletter.

The Palanca Coordinator(s) shall be responsible for organizing the sending of General Palanca letters in the name of the NORTH FLORIDA TRES DIAS Community to each corresponding group at least three weeks prior to their Weekend. They may solicit individuals, reunion groups, or a committee to make the letters more personalized and/or to prepare other items of a General Palanca nature such as banners, posters, etc...

The Palanca Coordinator(s) shall maintain a 72-hour prayer list for each NORTH FLORIDA TRES DIAS Weekend.

The Palanca Coordinator(s) shall solicit and coordinate palanca for the Weekend including, but not limited to: oven palanca (3 desserts needed for each Weekend), prayer palanca (Community prayer wheel), and banners.

1.5 THE FOOD COUPLE:

Not less than thirty days prior to a Weekend, the Food Couple shall review their inventory of nonperishable food and paper supplies, meet with the Head Kitchen to review any menu variations and/or any special dietary requirements, and determine the food order required for the Weekend in accordance with the Weekend Head Kitchen Manual.

The Food Couple shall coordinate the food orders from the various vendors and deliver to the campground Wednesday afternoon/evening. The Food Couple shall provide inventory lists of all items delivered to the campground to the Head Kitchen.

1.6 THE WEEKEND COUPLE:

Not less than thirty days prior to a Weekend, the Weekend Couple shall review their inventory of supplies, meet with the Head Cha to review any special weekend requirements, and determine the supplies and replacements needed for the Weekend in accordance with the Weekend Head Cha Manual. The Weekend Couple shall deliver the supplies of all items to the Head Cha with inventory lists on Wednesday afternoon.

The Weekend Couple shall coordinate the delivery of TRES DIAS equipment to the setup team on Wednesday morning/afternoon. They shall do a walk through inspection of the campground prior to set-up and a post Weekend walk through inspection after take-down and prior to the take-down team's departure.

1.7 NEWSLETTER:

The Newsletter Coordinator(s) is responsible for communications with the members and friends of the NORTH FLORIDA TRES DIAS Community through the monthly publication of the "De Colores Communique."

The primary purpose of the newsletter is to further the goals of TRES DIAS as outlined in "The Essentials of TRES DIAS". Accordingly, the Newsletter Coordinator is charged not only with the responsibility of reporting items of interest to the Community, but also items that educate the Community and encourage them regarding the goals and purposes of TRES DIAS in accordance with the "Essentials."

Additional duties of the Newsletter Coordinator(s) are detailed in Section 4.4.6 of the Policies & Practices Manual.

1.8 MEN'S/WOMEN'S LEADER:

The Men's Leader and the Women's Leader shall each maintain a list of Pescadores within the Community and their qualifications (previous TRES DIAS service) for anyone who has served on at least three Weekends and served as a professor, or in at least one head position. This list shall be maintained as a "NFTD Leadership Development List" and shall be reviewed with each new Rector in the team selection process.

The Leaders shall solicit applications to serve on the Weekends, and shall review them and present them to the new Rector with their recommendations in the team selection process. At the Leaders' sole discretion, for the benefit of Community development, they may recommend individuals to serve on a Weekend from among the Community Pescadores who have not submitted an application to serve.

The Leaders shall serve as Exhorter to the Rector and shall be a resource available to each Rector. The Men's and Women's Leader will meet with new Rectors approximately one year in advance of their weekend for an initial training and planning session.

The Leaders shall coordinate the training of TRES DIAS leaders, including encouraging serving on Weekends in related communities where it is determined to be of benefit, establishment of leadership courses and seminars or retreats.

1.9 PESCADORE ORIENTATION COORDINATOR(S):

The Pescadore Orientation Coordinator(s) shall be an individual or married couple and shall each have one vote on the Secretariat.

The Pescadore Orientation Coordinator(s) is (are) responsible for developing an approach and method of training and development for the Pescadores in a manner that will provide a growing body of skills within the Community. The Coordinator(s) shall see that at least two orientations are held in the calendar year. The orientations should precede each of the Community Weekends. At least one Pescadores Orientation should be scheduled between the spring and fall Community Weekends. The PO Coordinator(s) should keep a sign in roster to make available to the upcoming Rectors.

The content of the Pescadore Orientation shall include at a minimum:

- 1) The History of Tres Dias and the North Florida Community.
- 2) An explanation of the pre-Weekend processes and essentials.
- 3) An explanation of the Weekend processes and essentials.
- 4) An explanation of the post-Weekend processes and essentials.
- 5) An explanation of Weekend Dynamics.
- 6) A Spiritual Director's breakout to Pescadore Orientation to cover items appropriate to them

The orientation shall stress the importance of the fourth day Christian leadership and the need for continued fellowship and support. The Leaders in conjunction with the Pescadore Orientation Coordinator shall develop leadership workshops, seminars and schools for the training of Pescadores for leadership within the Community.

SECTION # 2 WEEKEND:

The objective of the Weekend phase of TRES DIAS is to immerse the Candidate in the love of the Father and encourage them to desire a closer relationship with the Son so that they may be moved to apostolic action empowered by the Spirit. This is to be accomplished by the work of the Spirit through a weekend of living in "Christian Community".

2.1 THE RECTOR:

In addition to other criteria specified by the Secretariat, the following criteria shall be observed in the selection process for the Weekend Rectors:

- A) The Rector shall meet all the general criteria for holding office on the Secretariat, and shall be a lay member of the Local North Florida Tres Dias Community.
(Essentials 3.2.7)(Section 4.5)
- B) The Rector shall have served at least ten Weekends including service as:
 - 1) Head or Assistant Head Cha. (See requirements Section 2.4)
 - 2) Serving in 2 different head positions.
 - 3) Professor giving two Rollos.
 - 4) Chapel Cha
 - 5) Kitchen Cha.
 - 6) Three additional cha cha positions (music, table, supply, rollo room, dorm, palanca, rover, gopher, nightwatch, etc...).

The Rector shall meet with the Chairman of the Secretariat, the Spiritual Director, and the Men's or Women's Leader for Rector Orientation approximately one year prior to the Weekend to be charged by them with the responsibilities for the Weekend, and assisted by them in selection of the Spiritual Directors, Head Cha, and Head Kitchen. The Rector is given full charge of the Weekend, and the decisions related to it pursuant to the criteria set forth in the Policies and Practices Manual. In that regard, it is anticipated that they will receive the counsel of their brothers/sisters in the selection of these key positions.

2.2 THE RECTOR - RESPONSIBILITIES:

The Rector will prayerfully begin to assemble the team in accordance with the time table in the Rector's Manual and Weekend Outline. He will select an appropriate Weekend scripture, Weekend song if desired, and any other related Weekend materials.

Approximately four months prior to the Weekend, the Rector will have an organizing team meeting with his Spiritual Directors, head chas and Professors.

Team meetings will be scheduled to begin approximately 9 to 12 weeks before the Weekend to assure time to build community.

The Rector will assemble a balanced team in accordance with guidelines established by the Secretariat:

- A) The team will be composed of a mix of highly experienced, moderately experienced, and new Pescadores. (Essentials 3.2.6)
- B) The team will include as wide as possible a mix of church backgrounds with no one church predominant. (Essentials 3.2.5)
- C) The team will include needed experience for at least six Community leaders from the NORTH FLORIDA TRES DIAS Leadership Development List provided by the men's or women's leader.
- D) The Spiritual Directors for the Weekend shall be selected by the Rector in consultation with the Community Spiritual Director. The Head Spiritual Director for the Weekend will have served on at least four previous Weekends as a Spiritual Director. One of the two remaining Weekends Spiritual Directors shall have served before as a Spiritual Director. One of the Weekend Spiritual Directors may be inexperienced. It is understood that the Assistant Spiritual Directors on the Weekend are submitted to the Head Spiritual Director, and that the Head Spiritual Director is submitted to the Rector on the Weekend.
- E) In selection of head positions, it is important that these Team members, have an understanding of the dynamics and flow of the Weekend. Accordingly, all head positions shall have served on at least two Weekends with one of the Weekends preferably in the area over which they will be "Head."
- F) The Rector, in inviting a pescadore to serve on the Weekend will ascertain and strongly encourage that the pescadore has attended or plans to attend a pescadore orientation (within the last two years). A list of potential team, that have not achieved a Pescadore Orientation as above, should be given by each Rector to the Chairman and the Men's/Women's Leader.

While input is expected from the Chairman, the Spiritual Director, and the Men's/Women's Leader, the Rector has been chosen by consensus after a long and prayerful process. Accordingly, the Rector is given full authority over the Weekend within the range permitted by the "Essentials," this Policies and Practices Manual, the Weekend Script outline, and the guidelines set forth in the Rector's Manual.

2.3 RECTOR - PROCEDURE FOR SELECTION:

A) The Men's and Women's Leaders will present to the Secretariat a list of names and qualifications of all persons meeting the requirements for Rector at least 13 months prior to the Weekend for which the Rector will serve. In the event there are fewer than five qualified candidates for Rector, the Men's and Women's leaders will include the names of all persons missing only one requirement for Rector.

Notations should be included for any potential Rector who does not fully meet the specified qualifications regarding the necessary criteria to be waived.

B) The list of potential Rectors will be given to the Secretariat at a regular meeting one month before the election is to take place.

C) The election of Rectors will take place 12 months prior to the Weekend for which the Rector will serve.

D) The qualifications of each candidate for Rector shall be discussed at the Secretariat meeting prior to any votes. Men and Women will meet separately in Executive Session using the following guideline questions to determine if a candidate for Rector is qualified. Using a form with a yes/no check off system to keep comments focused, each candidate's qualifications will be discussed. Other questions may be substituted as needed to keep discussion purposeful and directed to Rector qualifications only.

1. Is the candidate for Rector active in his or her church? Do they support their church? (If there is a question of any ones involvement in their church the Spiritual Director should contact each candidate Rectors pastor, and receive confirmation of church involvement or not, and this reported to the group.)
2. Is the candidate for Rector currently involved in Tres Dias activities?
3. Does the candidate for Rector support Tres Dias in their 4th Day – ie: Sequelas, serving on weekends, send-off, send-off communion, closings, sponsoring?
4. Is the candidate for Rector currently living a Christian life that exemplifies Christ in his or her 4th Day?
5. Has the candidate for Rector shown willingness to submit to authority on the weekends when serving or during attendance of sponsored activities?

6. Has the candidate for Rector shown a willingness to submit to the authority of the Secretariat?
 7. Does the candidate for Rector understand Tres Dias goals and purposes?
 8. Does the candidate for Rector set an example of proper conduct – ie: attend pre-weekend activities including Pescadores Orientation, pre-weekend meetings, and stay through completion of team and weekend activities?
 9. Does the candidate for Rector have a servant’s heart?
 10. Does the candidate for Rector demonstrate good leadership skills?
 11. Has the candidate for Rector served within the past 6 weekends?
- E) After the above questions are answered within each Executive Group, voting by secret ballot, each group will vote and choose the top 5 (and ties) qualified for Rector based on the candidates receiving the most number of votes, as counted by the Spiritual Director and Chair. Men and Women will then jointly group together (continuing in the Executive Session) and present the top 5 selected within each group. At this time Men and Women are asked to give collective feedback to each other of any known reason why the top 5 of each group should or should not be considered for Rector. Executive Session of the Secretariat is dismissed to pray during the next month.
- F) During the second phase of this election, at the next monthly Secretariat meeting, in separate Men and Women executive groups, each group will vote for their individual genders Rector Nominees from the lists chosen during the prior monthly meeting. By individual secret ballot, each member will vote by numbering the “Rector choices” in order (with the first choice being a “1” and the last choice with a “5”). The voting results shall then be counted by the Chairman and Spiritual Director (Alternates will be Secretary then Treasurer) and ranked by lowest vote count to the highest. In case of a tie the Chair will cast the deciding vote.
- G) The Chair will contact the potential rectors in rank order until a person has accepted the charge as rector for the specified Weekend. Once a rector has accepted the position, the Chair will notify the Secretariat.

2.4 THE TEAM:

The team is selected by and at the discretion of the Rector in consultation with the Men's or Women's Leaders. It is essential for the Weekend to flow properly that all Team members understand the flow of responsibility and authority. The Rector has been prayerfully and carefully chosen by the Secretariat, and is submitted to the Lord, and the Secretariat, and vested with the full power and authority for the Weekend in accordance with the guidelines set forth in the "Essentials," the By-Laws, and the Policies and Practices Manual. All Team

members serve at the request of the Rector, and are responsible to him through their chain of command. Accordingly, the Rector will inform each Team member (other than Spiritual Directors) of his position within the chain of command and will secure the Team member's commitment to submit himself within that chain of command. In order to place appropriate emphasis on the authority of his Head Cha, Assistant Head Cha and Head Kitchen Cha, the Rector may, at his discretion, issue the invitation to serve on the Weekend through one of these positions, but the Rector will make the initial selection of the Team himself. After selection of the Spiritual Directors for the Weekend, the Rector will request the Community Spiritual Director to invite the Spiritual Directors and to charge them regarding their authority and responsibility on the Weekend.

The team will meet from 4 to 8 times over the course of 9 to 12 weeks for a minimum of 16 to 20 hours of instruction and fellowship to build community, and learn the functions that they will perform on the Weekend. The meeting times, locations and formats will be determined by the Rector in consultation with the Men's and Women's Leaders.

One of the main objectives of team meetings is to build the relationship out of which the team ministers to the Candidates. It is impossible for the team to build this relationship with one another if anyone is missing. The success of any Weekend depends to a degree on this relationship called community. Accordingly, it is expected that all team members will make all team meetings. Particular attention is to be paid to the formation of "community" within groups that must work closely together such as the individual kitchen crews, and the Professors and Table Chas for each individual table. Due to the limited involvement of the setup and take-down team, the Rector may require individuals on these teams to attend only certain designated meetings.

Team Selection shall be the responsibility of the Rector with input from the Community Spiritual Director and the Men's or Women's Leader. The Head Spiritual Director shall have served on at least 4 Weekends as Spiritual Director. The Head Cha and Assistant Head Cha shall have served on at least 6 Weekends (at least 2 as Section Head, and must have served in the Kitchen, and 2 times in the Rollo Room, giving at least one Rollo). The Head Kitchen and Assistant Head Kitchen shall have served on at least 4 Weekends (in three different sections, one of which shall have been as Kitchen Crew Chief). Kitchen Crew Chiefs shall have served on at least 2 weekends (one of these in the Kitchen). Section Heads shall have served on at least 3 weekends (in three different sections, one of which is the section being headed). The Rector shall select at least six team members from the "NFTD Leadership Development List" for positions that advance their development.

Clergy (see SECTION 4.5) serving on the Weekend, unless serving as Spiritual Directors on that Weekend, shall serve in service positions only and shall not serve as Rector, Head or Assistant Head Cha, Head or Assistant Head Kitchen, or Professor. Nor shall they give Rollos or meditations, or otherwise minister from their position of service.

The Head Cha shall obtain from the Men's or Women's leader the Team Manuals, Position Manuals and job descriptions, and Rollo preparation Manuals and tapes. The Head Cha will

arrange for the distribution of and accounting for the Manuals as well as the collection of a deposit (amount to be designated by the Secretariat from time to time) to be held for their return. The Head Cha will supervise the collection of the Team Weekend fees and account for them to the NFTD Treasurer. The Head Cha will supervise the collection of Team meeting fees (set at the discretion of the Rector) and the disbursement of funds therefrom, providing an accounting of them to the NFTD Treasurer along with any excess funds after the Weekend is completed.

By acceptance of the Rector's invitation, the Team member agrees to abide by TRES DIAS Weekend policy concerning dress and the use of tobacco, alcohol and drugs as adopted by the Secretariat from time to time and as stated in the Candidate invitation letter.

The Rector, in developing his weekend may request specific waiver of any requirement of the Policy and Practices Manual from the Secretariat provided that the waiver does not conflict with the "Essentials." The waiver may be approved by a two thirds vote of those eligible to vote

2.5 THE WEEKEND:

The Weekend is an intensive three-day session spanning 72 contiguous hours. (Essentials 3.2.9) The Weekend is a cloistered weekend. It is expected that all participants - team and candidates will remain on the campground in the cloistered environment for the entire weekend. It is also expected that no visitors (anyone not serving on the team) will disturb the Weekend from the outside. Exceptions are made for Serenaders during the Serenade, and North Florida Tres Dias Community members providing prayer palanca during the Rector/Spouse Rollos (during the Rollo only). (Essentials 1.0 & 3.2.10)

The Weekend is for the Candidates. All focus of the Weekend is on ministry to the Candidates, and nothing that is planned or done should interfere with this ministry.

2.6 PALANCA:

Palanca is a beautiful expression of the Lord's love through the hands of His believers. General palanca is always appropriate and takes the form of letters, posters and banners, and oven palanca. Rollo room palanca should have enough for all six tables. Table palanca (meals) should be sufficient for all team and candidates. Bed palanca must be sufficient at least for the Candidates. Personal palanca for individual Candidates other than letters is not appropriate on the Weekend and should be given by the Sponsor on the way home, or perhaps at the new Pescadore's home or office the day or week following his Weekend.

"No limits have been set on Team Palanca, but remember that the Weekend is for the Candidates, and the emphasis is on ministry to them. Team palanca shall not be given on the Weekend unless enough is provided to distribute to each team member. Team will be encouraged to give team palanca during team meetings. Notes of encouragement (not gifts) on an individual basis will be allowed for Rollistas only before their talk-this includes Rector's talk, Spiritual Director's talk and Speaking Professor's talks. Individual letters for

team members other than for Rollistas will be put in team palanca bags to be given at the end of Weekend along with the Weekend book.

The Palanca Coordinator(s), in addition to soliciting and receiving palanca, shall coordinate the collection of palanca at sendoff with the Weekend Head Palanca Cha. They shall see that all general palanca letters received by them are given to the Spiritual Director giving the "Divine Aid" Rollo by the last Team meeting, and updated for any additions at the sendoff. They shall also receive, store, and make arrangements for the delivery of banners to and from the Weekend.

The Head Palanca Cha will coordinate with the Palanca Coordinator(s) to receive palanca at sendoff and transport it to the campground.

The Head Palanca Cha will assess the status of palanca throughout the Weekend and contact the Palanca Coordinator(s) as any needs become known. They shall also assess the status of individual palanca letters for each Candidate and communicate with the individual Sponsor if letters are not found for any Candidate.

2.7 THE SPONSOR:

It is the Sponsor's responsibility to bring the Candidate to the sendoff location at least 15 minutes prior to the scheduled start of sendoff. The Sponsor shall coordinate with the Candidate to insure that the Candidate is prepared for the Weekend, and that he has all items on the campers needs list. The Sponsor shall deliver the campers luggage to send-off. The Sponsor shall bring the Candidate to the registrar's table at send-off where a sendoff host shall take charge of the Candidate. The Sponsor shall then see to the rest of the check-in arrangements, including payment of fees if not already done, and the marking of the Candidate's baggage.

It is the Sponsor's responsibility to make arrangements for the Candidate's individual palanca letters, including a letter from the Candidate's spouse (if married), children (if any), and other close friends and relatives (parents, siblings, etc...) as appropriate.

These letters should be appropriately marked (spouse, child, etc...) and delivered to the sendoff palanca room prior to the Candidate's departure for the campground. The Weekend Palanca Cha's will contact the sponsor if individual palanca letters are not found for any Candidate (See section 2.5).

It is the Sponsor's responsibility to look after the Candidate's family during the Weekend. The Weekend is a tremendous time of the sharing of God's love for the Candidate, and there are many ways in which the sponsor and the rest of the Community can participate in the Weekend, but for the spouse, the Weekend can be a trying experience if they are left alone without the support and comfort that they usually experience from their "other half". It is appropriate for the Sponsor to do whatever is necessary to minimize the impact of the absence of the spouse, including the preparation of a meal, assisting with arrangements for

children, or perhaps assisting in some of the weekend chores. It is also appropriate for the Sponsor to contact the spouse by means of a visit or by telephone during the Weekend.

2.8 THE SERENADE:

The Serenade is directed by a person designated by the Rector. Although the Serenade is not essential to the TRES DIAS experience, the purpose of the Serenade is a Community ministry to the Candidate. Accordingly, the length of the Serenade or selection of songs and choruses sung is not important, as long as it is kept appropriate. Also, the inclusion of instruments as well as solos (vocal or instrumental) are permissible if they are kept appropriate. It is to be remembered that the point of the Serenade is for the Community to minister to the Candidates.

A Candidate's spouse, fiancée, or anyone seriously dating a Candidate is not permitted by TRES DIAS tradition to participate in the Serenade.

2.9 THE PRE-WEEKEND COUPLE:

The Pre-Weekend Couple are responsible for the Send-off. At least sixty days prior to the Weekend, the Pre-Weekend Couple shall confirm the location of the send-off church. The Pre-Weekend Couple will act as a registrar(s) for the Weekend, and make sure that there are luggage tags and luggage handlers, and transportation to the campground.

Upon arrival, the Candidate will be greeted by the Head Dorm and Dorm chas; luggage tags will be given to the sponsor to mark the Candidate's luggage, and luggage will be loaded on the trailer for transportation to the weekend. The Sponsor will then take the candidate inside to the check-in table where the Pre-Weekend couple will check them in, making sure that their information is correct, and check with the Sponsor to see that payment arrangements have been completed for each Candidate.

The Sponsor will take each Candidate from the registration table to the assembly hall in preparation for the send-off celebration.

The Pre-Weekend Couple shall coordinate transportation with the Weekend Couple for the Candidates and their luggage to the Weekend.

When all Candidates and the Rector have arrived, the Pre-Weekend couple will start the send-off celebration. At the beginning of the send-off, the Pre-Weekend couple will request visitors (children and non-Pescadores/Cursillistas) to leave. They will then recognize any visiting clergy, read the appropriate sections from the send-off manual, and then call off the Candidate names for loading the Candidates on the bus. The Community will sing "De Colores." After the bus has departed, the Pre-Weekend Couple will reassemble the

Community in the send-off meeting room for Prayer and communion. After the close of the communion service, they will hand out Candidate rosters to the Community.

2.10 THE FOURTH DAY COUPLE:

The Fourth Day Couple shall prepare a closing packet of information for each Weekend to be given to each participant who completes the Weekend. The closing packet shall contain information on the time and place of the next Community Sequela, the official Weekend Team and Candidate roster, the “Essentials”, Fourth Day materials, and a North Florida Tres Dias Candidate application form, and an application to serve on a Weekend team).

2.11 THE SPIRITUAL DIRECTOR:

The Spiritual Director shall preside over the Clergy functions of send-off and shall arrange to have communion administered to the Community by a Community Pescadore licensed or ordained by his church or denomination to do so ("Essentials" 3.2.3)

2.12 THE CLOSING:

The closing is the first sharing of the Pescadores in their Post "Tres Dias" Community (Handbook 1.1.1). Accordingly, the closing should be properly prepared and aimed toward the objective of forming the new Pescadores into the larger TRES DIAS Community. It is also important that only Pescadores/Cursillistas attend the closing.

SECTION # 3 POST WEEKEND:

The objective of the post-weekend phase of TRES DIAS is to involve the new Pescadore in Apostolic Action inspired by the love of the Father that they have experienced on the Weekend, walking hand in hand with the Lord Jesus Christ, and empowered by the Holy Spirit.

3.1 THE SEQUELA:

The Sequela is the monthly meeting of the TRES DIAS Community. The purpose of the Sequela is to serve as a bridge between the Weekend and the day to day living in the world. It is a time of building community among the Pescadores (both new and old), and serves the function of uniting the entire community as the body of Christ. As such, it is important that the Sequela incorporate the familiar aspects of the Weekend including the singing of the chorus “De Colores”, the use of the meditation (page 14); and participation as a community in Holy Communion. The Sequela shall also practice a form of the group reunion (sometimes referred to as the "Floating Group Reunion") (Essentials 3.3.2 (B)), except for Victory Sequelas immediately following a set of Weekends. The Sequela shall also feature testimony or sharing by a "Fourth Day Couple" who shall share the working of the Lord in their life since their Weekend ("The Fourth Day Talk" - Essentials 3.3.2 (C)) (except for Victory Sequelas as above). The Sequela shall be the responsibility of the Fourth Day

Couple. There will be a sequela in June of each year that is open to anyone not having attended a weekend, and food will be provided for the attendees, provided the cost has been approved by the Secretariat, prior to the Sequela. The clergy selected by the fourth day couple is responsible to arrange for the communion at Sequelas consistent with section 3.2.3 of the "Essentials".

Each new Pescadore should be encouraged to participate in the Community activities beginning with the Sequela. It is the Sponsor's responsibility to get the new Pescadores to their first Sequela.

3.2 THE GROUP REUNION:

Each Pescadore shall be encouraged to participate in one or more group reunions. Ideally, each reunion group should be composed of three to five participants with a definite meeting time (suggested weekly) and place. It is suggested that the reunion group follow the "Order of Reunion" on the "reunion card." It is also suggested that although reunion groups may be formed as couples for community formation and socialization, that they be divided into men's and women's groups for purposes of sharing their "Piety, Study, and Action" in the group reunion.

It is the responsibility of the Sponsor to assist the New Pescadore in finding or forming a reunion group. The Fourth Day Couple is also charged with responsibility for encouraging and assisting in the formation of reunion groups.

3.3 COMMUNITY GROWTH AND DEVELOPMENT:

The purpose of the Post Weekend phase of TRES DIAS is to assist the Pescadore in all phases of their growth in the Lord, including their personal relationship with the Lord Jesus, their individual study, and their action within their family, their church, the TRES DIAS Community, and the rest of their environment.

One part of the individual growth and development is by encouraging the Pescadore to set their own individual goals and objectives, and then to find someone to relate to, with whom the individual feels comfortable, and to whom they are able to become accountable. It is the purpose of reunion groups to foster this process.

Other vehicles for individual growth and development of the Pescadores within the structure of TRES DIAS include the Sequela, and participating in additional Weekends as a Team Member. Resources for assisting the Pescadores in each of these areas include the Fourth Day Couple, the Men's and Women's Leaders, and the Community Spiritual Director. It is strongly suggested that the Pescadore become familiar with and utilize the resources of their own church to the full extent possible in addition to the avenues available for growth within the TRES DIAS Community.

SECTION # 4 SECRETARIAT:

The NORTH FLORIDA TRES DIAS, INC. shall be administered by its Board of Directors also known as "The Secretariat" utilizing meetings of the entire Board, Committees of the Board, and other Committees and Task Forces to carry out the purposes and activities of the TRES DIAS movement as detailed in "The Essentials", The Articles of Incorporation, The By-Laws, and this Policies and Practices Manual. The Secretariat shall utilize these meetings and committees using "The Working Group Reunion" and shall also appoint Officers and committees as it deems necessary to accomplish these objectives.

4.1 THE COMMUNITY:

THE CORPORATION, NORTH FLORIDA TRES DIAS, INC. is a membership organization whose members shall include:

- 1) The "Immediate" community which is primarily anyone living within a 100 mile radius of Tallahassee, Florida who has experienced a TRES DIAS Weekend or its recognized equivalent, and who show themselves active in the Community by:
 - a) having served on at least one NFTD Weekend within the last 18 months; or
 - b) regularly attend ongoing TRES DIAS activities including Sequelas, send-offs and closings; or
 - c) sponsoring Candidates to the Weekends; or
 - d) otherwise participating in the TRES DIAS Community activities including group reunions, and providing palanca for Weekends.

Members within the 100-mile radius may also be a member of an Emmaus or Cursillo community if permitted by the other community; however, they may not serve simultaneously on the NFTD Secretariat and the Secretariat of a related community.

- 2) The "Extended" community which is primarily anyone living beyond the 100 mile radius of Tallahassee, Florida who has experienced a TRES DIAS Weekend, who express a desire to be a member, and for whom the NFTD Community is the closest TRES DIAS community; or who do not live within 100 miles of the nearest TRES DIAS community. The extended community may also include anyone living beyond the 100 mile radius of Tallahassee who attended a North Florida Tres Dias Weekend and who express a desire to be a member, upon approval of the Secretariat.
- 3) For purposes of encouraging the formation and establishment of new TRES DIAS communities, anyone who has attended and completed a NFTD Weekend shall be a member of the "Extended" community until such time as they have a fully formed

community that has sponsored at least one set (men's & women's) of Weekends in their area.

- 4) Other members of the "Immediate" and "Extended" community as designated from time to time by the Secretariat. (By-Laws 4.0)

EQUIVALENT WEEKENDS include those Weekends "based on the principles, the method, and the teachings of the Roman Catholic Cursillo movement initially proposed by Bishop Juan Hervas and Eduardo Bonnin" (Essentials 1.0). It includes specifically Weekends chartered by the International Tres Dias organization, Cursillo, Emmaus Walk, Via de Cristo, Sunshine Cursillo and Kairos. Although Vida Nueva, Chrysalis, and similar "teen weekends" are recognized as being based upon similar principals, methods and teachings, they are not considered "equivalent" Weekends for the purposes of participation in TRES DIAS.

The annual meeting of the membership shall constitute the Annual Meeting of the Corporation and shall be held as specified in Article V of the Articles of Incorporation and Sections 4.0 and 6.8 of the By-Laws at the January Sequela each year. Special meetings may be called from time to time by the Chairman at his discretion; or by the Secretary or Treasurer upon petition of five members of the Secretariat. Special meetings may be called without notice to coincide with the monthly Sequela, otherwise they shall be called upon fifteen days notice either through publication in the "De Colores Communique" or by U.S. mail. Notice shall be deemed to have been given upon the date of mailing.

In meetings of the Corporation, the Membership shall set its own rules of operation. Unless otherwise determined and published by the Membership, the meetings of the Corporation shall be governed by "The Robert's Rules of Order Newly Revised 1990 edition or the current edition of this Newly Revised 1990 Edition", in all cases which they are applicable and in which they are not inconsistent to these By-Laws, the Policies and Practices Manual, and any special rules of order the Corporation may adopt. All changes to the rules of operation shall require a two-thirds vote provided the change was proposed at a prior meeting of the corporation, or notice of the proposed change was given with the notice of the meeting. The rules may be suspended for any meeting on a "point of order" by a three-fourths vote of those present.

In October of each year, in preparation for the annual meeting, the Newsletter Coordinator shall meet with the "Selection Committee" to review the list of Community members. Anyone who does not meet the criteria for membership indicated above shall be sent a letter by the Newsletter Coordinator to see if they still desire to receive the newsletter. Any who reply indicating a desire to continue on the mailing list and who meet the geographic criteria (within a 100-mile radius, or whose nearest TRES DIAS community is the NFTD) shall be continued as active members. Those who do not shall be dropped from the rolls. At least thirty days prior to the annual meeting, the Newsletter Coordinator and the "Selection Committee" will certify the membership list to the Secretariat who will review it, make any final changes, and approve it as the roll of members eligible to vote at the Annual meeting. At least ten days prior to any special meeting, the Newsletter Coordinator and the "Selection

Committee" will certify the membership list to the Secretariat as the roll of members eligible to vote at the Special meeting.

Quorum requirements for the Annual meeting, or any Special meeting held in conjunction with a Sequela shall be those persons present. For any other Special or Called meeting, the Quorum shall be 50% in person or by proxy. Meetings may be adjourned to a specific time and place without further notice regardless of whether a quorum is present.

4.2 THE SECRETARIAT:

The fulfillment of the goals and objectives of the TRES DIAS experience is the charge given to the Board of Directors otherwise known as the Secretariat. The Secretariat shall be comprised of between 17 and 21 members, each of which shall have one vote. The voting members of the Secretariat are those listed in Article V of the Articles of Incorporation and their elected successors as added to or diminished from time to time by vote of the Secretariat.

The Membership on the Board of Directors shall be divided into three approximately equal classes with one class being elected each year. After the initial term of office, each class shall serve for a three-year term.

Each class shall be referred to by the year of its expiration and shall rotate on a three-year basis. The initial class of 2018 (expiring in January of 2018) shall upon re-election be the class of 2021; the class of 2019 shall become the class of 2022; and so on... The initial classes shall be as outlined in the By-Laws Section 6.5 and as amended by the Secretariat from time to time.

Regular meetings of the Secretariat shall be held at least eight times annually. The quorum to conduct business at any regular meeting of the Secretariat is a majority of the Directors on the Board. Unless otherwise specified in the Articles of Incorporation, the By-Laws, or the Policies and Practices Manual, a vote at any regular meeting of the Secretariat shall be carried by a simple majority of those present and voting. Special meetings of the Secretariat may be called by the Chairman at his discretion; or by the Secretary or Treasurer upon written request of Five members of the Secretariat. The quorum to conduct business at any special or called meeting of the Secretariat is two-thirds of the Directors on the Board. A vote at any Special or Called meeting of the Secretariat shall be carried by a three-fourths majority of those present and voting.

The Secretariat shall set its own rules of operation. Each enumerated member/Director on the Secretariat as listed in Article V of the Articles of Incorporation (as increased or diminished from time to time by the Secretariat in accordance with the By-Laws) shall have one vote. The Chairman shall vote only in case of a tie, or in the election of a member to fill a vacancy on the Secretariat. Unless otherwise determined and published the meetings of the Secretariat shall be governed by "The Robert's Rules of Order Newly Revised 1990 edition or the current edition of this Newly Revised 1990 Edition". All changes to the rules of operation shall require a two-thirds vote provided the change was proposed at a prior regular

meeting of the Secretariat. The rules of operation may be suspended for any meeting on a "point of order" by a three-fourths vote of those present and voting.

The order of business at meetings of the Secretariat is the responsibility of the Chairman who is solely responsible for the agenda of the meeting. Any new business of the Secretariat shall be scheduled on the agenda with the Chairman prior to the meeting. New business not on the agenda brought up at the meeting may be tabled by the Chairman at his discretion unless this rule is suspended by a three-fourths vote of the Secretariat.

Membership on the Secretariat shall be open to any Pescadore who has served on at least three Weekends, one of which has been as a Professor, or in any head position, and who meets the qualifications in the By-Laws sections 6.3, and 6.7, and any individual qualifications for the individual position.

Members may be removed from the Secretariat by a three-fourths vote of the entire Secretariat (If the Secretariat is comprised of 17 members, 13 votes are required to remove someone from the Secretariat regardless of the number present and voting at the meeting; for purposes of this vote and percentage requirement, the office in question shall not be counted.) at any regular meeting, provided that notice has been given of the intent to vote on this item at the meeting. The Secretary or Treasurer shall schedule a "Special Called" meeting for this purpose if presented a petition containing the signatures of 15% of the Community calling for such a vote.

4.2.1 ELECTION OF SECRETARIAT MEMBERS:

- A) The election of officers for the Secretariat shall be held at the June Sequela. The quorum for any regular meeting or election in connection with a Sequela shall be those present at the Sequela from the North Florida Tres Dias Community. The upcoming election shall be advertised in the Newsletter 30 days prior to the election.
- B) The Spiritual Director shall be a nonvoting member of the Selection Committee.

4.2.2 REPLACEMENT OF RESIGNING SECRETARIAT MEMBERS:

- A) Any position on the Secretariat vacated by resignation prior to the completion of the term shall be appointed by the Secretariat on a two-thirds majority vote. Nominations shall be announced in the Newsletter and solicited from the Community at least 30 days prior to the election. All names submitted by the Community which meet the criteria established in the By-Laws shall be considered. If no candidate receives the two-thirds vote on the first ballot, an elimination ballot will be taken with the two top nominees. Following prayer and discussion, the vote will be taken until a two-thirds majority is received.
- B) In the event a member of the Secretariat resigns before the end of his term of office, but after his replacement has been elected, the person elected by the Community to follow him on the Secretariat shall immediately become a voting member of the Secretariat.

4.3 COMMITTEES:

The Secretariat shall from time to time establish committees of the Secretariat to handle areas of responsibility as designated by vote of the Board. The Chairman may also appoint committees at his discretion with designated responsibilities for areas not otherwise assigned, or for responsibilities that cross lines of designated authority.

4.3.1 THE EXECUTIVE COMMITTEE:

The Executive Committee shall be comprised of the Chair, The Spiritual Director, the Secretary, the Treasurer, and the Men's and Women's Leaders (Sections 4.4.1, 4.4.2, 4.4.3, 4.4.4, & 4.4.5). The Executive Committee shall serve as an advisory panel to the Chair. The Executive Committee shall also serve as an operational Committee between meetings of the Secretariat on items of an operational nature that require action between Secretariat meetings. The Chair shall inform the Secretariat of actions by the Executive Committee at the next regular Secretariat meeting including the method of meeting, and date as well as actions taken, which notice shall constitute sufficient record of the actions of the Executive Committee. Actions of the Executive Committee may be taken by formal meeting or by a poll of its members by phone, or by e-mail, by the Chairman and/or Secretary.

4.3.2 THE SELECTION COMMITTEE:

The Selection Committee shall be comprised of the Men's and Women's Leaders (Section 4.4.4), and four other members appointed by the Chair in January each year at the annual meeting of the Secretariat. The members shall be balanced between the classes of Directors as well as between men and women.

The Selection Committee shall determine together with the Newsletter Coordinator, the membership list presented to the Secretariat in connection with the Annual and Special meetings of the Corporation.

The Selection Committee shall receive nominations for office and qualify the nominees, presenting a prospective slate to the Secretariat for its action prior to inclusion on a ballot. The Secretariat may override the recommendations of the Committee by a three-fourths vote.

The Selection Committee shall count the ballots and proxies at annual and special meetings of the Corporation.

The Selection Committee serves as a watchman on the wall for the NORTH FLORIDA TRES DIAS. As such, its function is to be true to the principles laid down in the Word of God; the principles found in the "Essentials of TRES DIAS"; and to exercise its discretion and discernment for the long-term best interests of the NORTH FLORIDA TRES DIAS organization. Mindful of this function, and the sensitivities involved when dealing with the personalities and feelings of the individuals in the TRES DIAS organization:

- 1) All deliberations of the Selection Committee are confidential and not to be discussed outside the Committee confines. Only the names of those selected will be reported out of Committee.
- 2) All selections and recommendations of the Committee will be on a consensus basis.
- 3) No record of the deliberations or actions of the Committee shall be kept other than its report to the Secretariat. The report of the committee to the Secretariat constitutes sufficient record of the actions of the Selection Committee.

4.3.3 THE RULES COMMITTEE:

While it is anticipated that all activities of TRES DIAS will be done in unity and harmony, and that consideration and allowances will be given for the feelings of, and differences in background between the Brothers and Sisters within the TRES DIAS Community, it is understood that in organizations of any size, questions may arise regarding the interpretation of its rules, policies and practices, and the implementation of them.

Accordingly, the Rules Committee shall be comprised of the Secretary and Treasurer of the Corporation (Section 4.4.2 & 4.4.3) and other members as chosen by the Chairman for a total of three members. The term of office will run concurrently with the member's term on the Secretariat. The members of the Committee will be familiar with the "Essentials of TRES DIAS", the Articles of Incorporation, the By-Laws, the Policies and Practices Manual, and the TRES DIAS Team Book. The Rules Committee shall serve in an advisory capacity to the Chairman, the Secretariat, the Rectors, and the membership as requested.

When requested, the Rules Committee will report its findings to the Secretariat, regarding the implementation of policies, practices and procedures established by the Secretariat as well as any conflicts with the "Essentials", the Articles of Incorporation, or By-Laws. The Secretariat will receive the report of the Rules Committee and consider it affirmed without hearing unless a request is made within forty-five days of the ruling being presented to the Secretariat. Upon a timely request for a hearing before the full Secretariat, and with the concurrence of a majority of the members of the Secretariat, all pertinent information shall be presented by the Rules Committee to the Secretariat at the time and place designated. The determination of the Rules Committee shall be set aside by a three-fourths vote of the Secretariat. Requests for hearing will not be heard after forty-five days unless the party requesting the hearing can show reasonable cause for the untimely nature of the request to the satisfaction of two-thirds of the Secretariat.

Actions of the Rules Committee shall either be of an Informal (informational) Nature or of a Formal (Specific) Nature. Informal actions are simple requests for a general application of the NORTH FLORIDA TRES DIAS documents to local Community practice, and shall be presented in a summary fashion to the requestor and to the Secretariat, which shall constitute sufficient record of the Action of the Rules Committee.

Formal actions shall be of a specific nature (with or without remedy) and shall require a full and accurate record of all deliberations to be kept and maintained by the committee. A summary shall be given to the Secretariat pending a request for hearing by the full Secretariat.

Rulings made by this process will not effect the current Weekend; (which starts at the close of a previous Weekend) with the exception of an urgent ruling by the executive committee or an emergency ruling on a 3/4ths vote of the Secretariat.

4.4 OFFICES OF THE SECRETARIAT:

Individual offices on the Secretariat shall be named from time to time to carry out the purposes, goals and objectives of TRES DIAS. These offices may be increased or diminished from time to time in accordance with the By-Laws, and the responsibilities of each position may be expanded or modified by the Secretariat in the same manner.

The initial offices are enumerated in Article V of the Articles of Incorporation and Section 6.9 of the By-Laws. Some additional powers, duties and responsibilities are included below:

4.4.1 CHAIRMAN:

The Chairman is empowered to schedule meetings (other than the Annual meeting) of the Secretariat and the Corporation at times and locations that seem appropriate to him, including adjourning meetings to another time and place. He may, with the consent of the Executive Committee reschedule meeting previously set. He shall see that Secretariat members are notified of rescheduled meetings and that Members are given at least a fifteen-day notice of rescheduled meetings of the Corporation (unless rescheduled to coincide with a Sequela). The Chair shall not be required to state the purpose of any meeting, and all regular business may be transacted at any meeting with the exception of amendments to the Articles of Incorporation, By-Laws, or Policies and Practices Manual which must be done at a regular scheduled meeting of the Secretariat.

The Chair shall set the Agenda for all meetings except for "Special Called" meetings (called by the Secretary or Treasurer). The Chair shall schedule all items for the agenda if notified at least one week in advance of the Secretariat meeting of the item, unless the agenda is already full, or the Chair deems it more appropriate to handle the item at a different time or in a different manner. The Chair will attempt to let the member know when an item will be scheduled, or how the item will be handled if not scheduled for the next Secretariat meeting. The Chair may at his discretion address new items brought up at a meeting, or table them to the next meeting. The Secretariat may on a "Point of Order" and by a three-fourths vote "Suspend the Rules" and consider an item not on the Chair's Agenda.

The Chair shall be in charge of all meetings at which he is present. The Chair may from time to time designate someone to fill the chair for a specific period of absence (if the Secretary or Treasurer is unable to serve) or so that he may have the floor.

The Chair may appoint Committees to assist him in his responsibilities, and at the request of other members of the Secretariat, appoint Committees or direct the appointment of Committees to assist them in their responsibilities.

The Chair shall also serve on the "Executive Committee" as its Chair.

4.4.2 SECRETARY:

The Secretary shall keep and preserve all of the official records of the Corporation with the exception of the ongoing membership list. However, the Secretary shall keep a record of the Official membership list certified for each Annual or Special meeting of the Corporation.

The Secretary shall make record of all of the proceedings of the Corporation and the Secretariat including for the record whether each meeting is an Annual, Regular, Special, Called, or "Special Called" meeting. On meetings other than Annual or Regular, the Secretary shall indicate in the record the requirement of notice for the meeting and that it was met. The record will indicate the members present by name in the Secretariat minutes. The record will also indicate unanimous or consensus votes, and identifies dissenting votes when asked to be placed on the record. On votes other than consensus votes, the record will indicate the requirement for passage (majority, two-thirds, three-quarters, etc.) and whether the requirement was met or in the alternative, the division of the vote.

The Secretary, on petition of 15% of the Community shall schedule a "Special Called" meeting of the Corporation for the express purpose stated in the petition, or a "Special Called" meeting of the Secretariat to vote on the removal of a member of the Secretariat. (Section 4.1 & 4.2) The meeting will be scheduled at such time and place as deemed appropriate by the Secretary, and proper notice of the meeting shall be given. The notice shall include a statement of the purpose of the "Special Called" meeting, and only that business shall come before the meeting. The Secretary, at the request of five members of the Secretariat shall schedule a "Special Called" meeting of the Secretariat. The meeting will be scheduled at such time and place as deemed appropriate by the Secretary, and proper notice of the meeting shall be given. The notice shall include a statement of the purpose of the "Special Called" meeting, and only that business shall come before the meeting.

The Secretary, in the absence of the Chair, shall be in charge of the meetings of the Secretariat or the Corporation. The Secretary may also designate someone to temporarily fulfill the office of Secretary in her absence. This temporary appointee, however, shall not be responsible for filling the role of Chairman in his absence.

The Secretary shall serve on the "Executive Committee" and the "Rules Committee".

4.4.3 TREASURER:

The Treasurer shall keep complete and adequate financial records for the Community. These shall indicate the sources of all funds, the nature and use of all funds expended including whether the funds were for ongoing expenses, or Weekend expenses (and the Weekend they were related to). The Treasurer shall give a verbal report of the status of accounts at each regular meeting of the Secretariat, and a written report at least quarterly. The Treasurer shall in consultation with the Chairman develop a budget to be presented with the Annual report each January.

The Treasurer shall specify the form and nature of documentation required for payment of funds from the treasury. Disbursement of recurring expenditures the nature of which has been approved by the Secretariat shall be made as funds are available and at the request of the Secretariat member who is responsible for the given budget area. Items of a nonrecurring or capital nature shall be approved individually by the Secretariat, or if of an emergency nature, by the Executive Committee. Items approved by the Executive Committee shall be reported specifically at the next regular Secretariat meeting.

The Treasurer, in the absence of the Secretary, on petition of 15 % of the Community shall schedule a "Special Called" meeting of the Corporation for the express purpose stated in the petition, or a "Special Called" meeting of the Secretariat to vote on the removal of a member of the Secretariat (Section 4.1 & 4.2). The meeting will be scheduled at such time and place as deemed appropriate by the Treasurer, and proper notice of the meeting shall be given. The notice shall include a statement of the purpose of the "Special Called" meeting, and only that business shall come before the meeting.

The Treasurer, in the absence of the Secretary, at the request of five members of the Secretariat shall schedule a "Special Called" meeting of the Secretariat. The meeting will be scheduled at such time and place as deemed appropriate by the Treasurer, and proper notice of the meeting shall be given. The notice shall include a statement of the purpose of the "Special Called" meeting, and only that business shall come before the meeting.

The Treasurer, in the absence of the Chair, Secretary or an appointed temporary "Chair", shall be in charge of the meetings of the Secretariat or the Corporation. The Treasurer may also designate someone to temporarily fulfill the office of Treasurer in his absence. This temporary appointee, however, shall not be responsible for filling the role of Chair in his absence.

The Treasurer shall serve on the "Executive Committee" and the "Rules Committee."

4.4.4 MEN'S/WOMEN'S LEADER:

The Leaders, in addition to maintaining the "NFTD Leadership Development List", in conjunction with the Data Coordinator, shall also maintain a listing of all experience of each Pescadore in the Community. This List shall be updated after each Weekend. The Leaders shall serve on the "Executive Committee" and the "Selection Committee."

4.4.5 SPIRITUAL DIRECTOR:

The Community Spiritual Director, along with the Rector shall select the Weekend Spiritual Directors.

The Spiritual Director shall also be responsible for the encouragement of pastoral participation in the Community, including the administering of Holy Communion at Send-offs and Sequelas.

The Spiritual Director shall investigate questions regarding the Christian profession of an individual, denomination, or other ministry as he deems appropriate. His ruling and recommendation shall be final. Questions arising in this regard on the Weekend shall be referred to the Head Spiritual Director, who by himself, or in consultation with the remaining Spiritual Directors and/or Rector, shall determine whether the Candidate's expression of beliefs is disruptive, and the Candidate should be removed.

The Spiritual Director, when requested by the Secretariat or an individual Community member (for his own part), shall recommend an individual to be classified as a layman or as clergy. The final determination will rest with the Secretariat.

The Spiritual Director shall serve as a member of the "Executive Committee".

4.4.6 NEWSLETTER:

The newsletter is the official voice of the NORTH FLORIDA TRES DIAS Corporation. Accordingly, all official notices and communications with the Community shall be done through the newsletter whenever possible. This shall include notices of the Annual meetings, and the regular meetings of the Corporation's Board of Directors (Secretariat) as well as Special, Called or "Special Called" meetings of the Corporation when requested by the Chair, Secretary or Treasurer.

In addition to items deemed appropriate by the Newsletter Coordinator, or required by the Secretariat, the newsletter shall contain a calendar of events designed to inform the Community of those things scheduled for the next sixty days - or until receipt of the next newsletter whichever is later. The schedule of events shall include Sequelas, Secretariat meetings, Annual meetings of the Corporation, and Weekends of NORTH FLORIDA TRES DIAS; Weekends of corresponding TRES DIAS and similar communities shall also be noted (dates to be provided by the Palanca Coordinator(s) at least quarterly) if space permits; other items of local Community interest shall be added as space permits at the discretion of the Newsletter Coordinator.

Because the newsletter is the official communication of NORTH FLORIDA TRES DIAS, INC., the Newsletter Coordinator shall also, in conjunction with the Data Coordinator, maintain the official membership rolls of the Corporation. At their discretion, the Newsletter Coordinator shall maintain an additional listing of friends of NFTD including related

communities, or designate on the official list, those who are members of the Community, and those who are not members of the NFTD Community.

The Newsletter Coordinator shall regularly update the mailing list, in conjunction with the Data Coordinator, adding new Pescadores after each Weekend, and those who have moved into the area as their names are made known, deleting those who have requested to be dropped, or whose mail is returned as undeliverable (after reasonably assuring themselves that the member no longer appears to be within the Community).

4.4.7 DATA COORDINATOR:

The Data Coordinator shall be responsible for the community computer resources, including the NORTH FLORIDA TRES DIAS web site, and data. Coordinator responsibilities include appropriate security measures regarding computer and data resources of the community.

The Data Coordinator will establish and maintain service with appropriate resource providers for hosting the NORTH FLORIDA TRES DIAS web site, and coordinate payments with the Treasurer. The Data Coordinator will perform routine archives, maintain backups, and upload website changes routinely.

The Data Coordinator will maintain files and facilitate the addition of new Pescadore information, as well as update the Community's experience list.

The Data Coordinator will provide Community experience lists to the Men's and Women's Leaders for use in Rector selection, team selection, and Leadership Development.

The Data Coordinator will interact with the Newsletter Coordinator(s) on maintaining mailing lists and address updates. Together, they will develop membership lists as may be required for elections and annual meetings.

The Data Coordinator will establish appropriate links for current and historical newsletters, and weekend photos.

While these responsibilities are placed upon the Data Coordinator, it is anticipated that he will utilize other members of the Secretariat as well as responsible Pescadores in the Community, as needed, to accomplish the requirements of section 4.4.7.

4.4.8 OTHER OFFICES OF THE SECRETARIAT:

The Offices specified in the Articles of Incorporation and By-Laws include, in addition to those specified in Sections 4.4.1 - 4.4.7, the following enumerated offices whose duties appear in other sections of this manual:

A) Palanca Coordinator(s)

- B) Pre-Weekend Couple
- C) Weekend Couple
- D) Food Couple
- E) Fourth Day Couple
- F) Pescadore Orientation Coordinators

The Secretariat may from time to time designate other offices and officers of the Corporation who do not serve as members of the Secretariat, and by amendment to the By-Laws of the Corporation and the Policies and Practices Manual may also designate other offices and officers to serve on the Secretariat **(whose total designated membership shall not exceed 21).**

4.5 CLERGY:

While the active participation of clergy in TRES DIAS is both essential and to be encouraged, it must be remembered that TRES DIAS is a lay led movement. (Essentials 2.0.3)

Additionally, because the TRES DIAS movement spans the panorama of Christian denominations and churches, and each denomination or church has a slightly different view of "clergy", and in order to maximize the participation of "clergy" while at the same time maintaining the integrity of the "lay-led" nature of the movement, it is necessary for TRES DIAS to define "clergy" for the purposes of the Weekend and service on the Secretariat.

Although defined in part by the "Essentials" as one qualified to "teach and counsel" (Essentials 3.2.2), no one shall be considered "clergy" solely because of service as a Sunday School teacher, "Ruling" Elder, or Deacon (except Roman Catholic or Episcopal Deacon), or as an under-shepherd or counselor in a koinonia group or similar "cell group" or "home ministry" program.

It is also recognized in section 3.2 of the "Essentials" that there may be Spiritual Directors who are "uncredentialed" or partially "credentialed."

"Clergy" is therefore defined for purposes of service in TRES DIAS as follows:

- 1) Anyone previously identified and serving as clergy in another TRES DIAS or equivalent community.
- 2) Anyone who is currently recognized within the Community as being in full time ministry service.

- 3) Anyone who is licensed or ordained by their church or denomination, who has previously been in full time ministry service and who desires to be classified as clergy.
- 4) Anyone who is licensed or ordained by their church or denomination who regularly has charge of a fellowship or body (except on an interim basis for less than one year).
- 5) Anyone who has been classified as clergy on the specific ruling of the Secretariat.

Any questions in the classification of "clergy" shall be submitted to the Secretariat for specific ruling. Changes in the ruling of the Secretariat from "clergy" to layman shall be made on recommendation of the Spiritual Director if the Pescadore has never served in a Spiritual Director position, and upon a three- fourths vote of the Secretariat. Laymen who become ordained or licensed by their church or denomination, except as provided in #4 above, or who accept a position in full time ministry service, shall be noted by the Secretariat as reclassified to "clergy" unless they shall request otherwise. If they request otherwise, the Spiritual Director shall make a recommendation and they shall be classified as laymen on a three-fourths vote of the Secretariat.

Classification as "clergy" for the purposes of TRES DIAS shall preclude the Pescadore from service on the Secretariat in any position other than Spiritual Director; from service on the Weekend as Rector, Head or Assistant Head Cha, Head or Assistant Head Kitchen, or Professor; from giving any meditation or Rollo other than as a Spiritual Director on the Weekend; and from "ministering" from any other position of service on the Weekend (i.e. the clergy may serve in a position of service other than above, but not "minister" other than as a Spiritual Director).

4.6 AMENDMENT:

The POLICIES & PRACTICES MANUAL may be amended by the Secretariat from time to time on a two-thirds vote at a regular meeting provided that the change was proposed at the prior regular meeting of the Secretariat.

4.7 JURISDICTION:

Within the scope granted under Florida Law, NORTH FLORIDA TRES DIAS, INC. is governed by its own rules and regulations as contained in the Articles of Incorporation, the By-Laws, and this Policies and Practices Manual as amended from time to time.

Within that scope, the Secretariat, meeting as a whole, is the final authority on matters of rule and practice. In any event, no matter of any nature, shall be brought by any member in any jurisdiction which has not first been presented to, and heard by, the Secretariat as a whole.

In matters regarding the "Essentials of TRES DIAS", NORTH FLORIDA TRES DIAS, INC. is submitted to the TRES DIAS International Organization. Accordingly, matters regarding the "Essentials" may be heard by the TRES DIAS International Organization in the manner to be prescribed by it. However, no jurisdiction shall be had by the TRES DIAS International Organization on any matter hereunder which has not first been ruled upon by the Secretariat, as a whole.

4.8 GENDER:

Wherever references to gender are included in this Policies & Practices Manual, references to the masculine gender refer also to and include the feminine, and references to the feminine gender refer also to and include the masculine.

Upon a motion duly made and adopted, the preamble and Section 1 of the foregoing Draft "POLICIES & PRACTICES MANUAL of NORTH FLORIDA TRES DIAS, INC." were adopted this 19th day of June, 1990.

Upon a motion duly made and adopted, Sections 2.0-2.4 of the foregoing Draft "POLICIES & PRACTICES MANUAL of NORTH FLORIDA TRES DIAS, INC." were adopted this 17th day of July, 1990.

Upon a motion duly made and adopted, Section(s) 2.5-4.7 of the foregoing Draft "POLICIES & PRACTICES MANUAL of NORTH FLORIDA TRES DIAS, INC." were adopted this 21st day of August, 1990.

Upon a motion duly made and adopted, the foregoing Draft "POLICIES & PRACTICES MANUAL of NORTH FLORIDA TRES DIAS, INC." were adopted as a whole this 21st day of August, 1990.

Upon a motion duly made and adopted, the foregoing Revised and Restated "POLICIES & PRACTICES MANUAL of NORTH FLORIDA TRES DIAS, INC." were adopted this 28th day of August, 2006.

Upon a motion duly made and adopted, the foregoing Revised and Restated "POLICIES & PRACTICES MANUAL of NORTH FLORIDA TRES DIAS, INC." were adopted this 28th day of June, 2010.

Upon a motion duly made and adopted, the foregoing Revised and Restated "POLICIES & PRACTICES MANUAL of NORTH FLORIDA TRES DIAS, INC." were adopted this 18th day of May, 2015.

Upon a motion duly made and adopted, the foregoing Revised and Restated "POLICIES & PRACTICES MANUAL of NORTH FLORIDA TRES DIAS, INC." were adopted this 25th day of September, 2017.