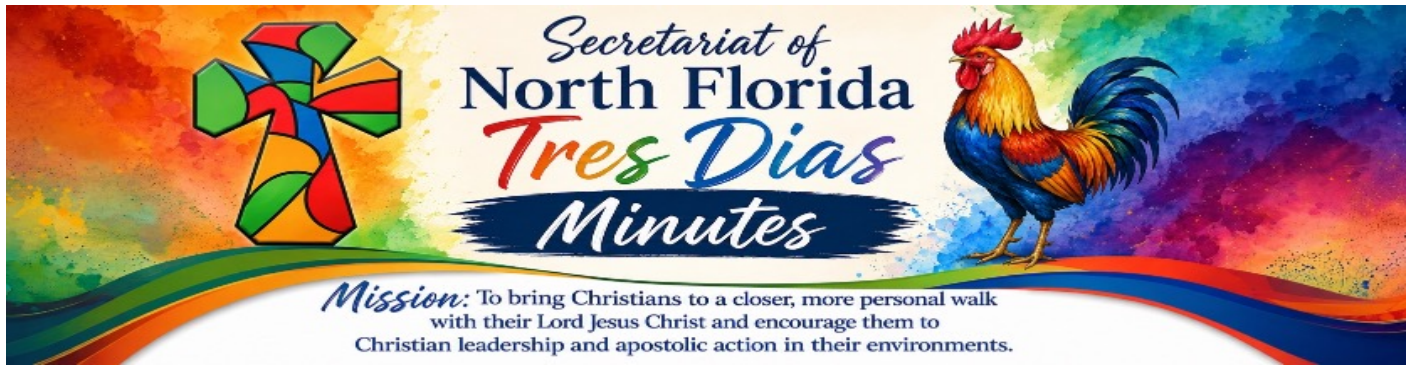




Crossroads Church, Beachton, GA

September 28, 2026

6:00 PM

MEMBERS PRESENT:

Kristin Bailey, Chairman
Sean Nyberg, Treasurer
Amy Sadler, Secretary
Chad & Amanda Slayton, Procurement Couple
Janet Lancaster, Women's Leader
Rodney & Jessica Whitfield, Palanca Couple
Bruce King, Men's Leader
Annie & Wendall Tillman, Pre-Weekend Couple
Chris Sham, Community Spiritual Director,
Wala Magharious, Database Coordinator
Ken & Kerri Bennett, Food Couple
Mary Sham, P.O. Coordinator
Melissa & Patrick Smith, Fourth Day Couple
Aaron & Iris Loudermilk, Newsletter Coordinator

MEMBERS ASENT:

VISITORS:

Mark & Karen Savage
Bob Alvis
Larry Arrington
Stormy Lisk
Corbin Ellis
Randy & Denise Carlton
Cindy Croley
Cathy Poole

Opening and Call to Order:

- Meeting called to order at 6:16 PM.
- Agenda opened with an extended devotion, testimonies, and communion service led by Community Spiritual Director Chris Sham.
- Administration of Communion:
- Chris led corporate prayer covering professors preparing talks, kitchen staff managing meals and equipment, and overall team unity.
- Communion elements were blessed and served by Chris, Randy, Kristin, and Mark.

Review and Approval of Minutes:

- Minutes from the August secretariat meeting were circulated via email the prior week.
- No corrections, additions, or modifications were requested.
- The August meeting minutes were formally approved as submitted.

Financial Report and Account Status

- Banking Institution Transition:
- Synovus Bank is actively undergoing a gradual transition to Pinnacle Financial Capital Partners.
- Debit cards linked to secretariat accounts are being systematically reissued under Pinnacle Financial; two cards have already been replaced, and two additional cards are pending issuance.
- Current Account Balances:
- Operations Account: \$20,891.83
- Procurement Account: \$815.99
- Fourth Day Account: \$907.48
- Food Account: \$618.25
- Certificate of Deposit (CD): \$10,297.36 (earning an annual yield slightly over 3.0% upon maturity)
- Account Investment / Emergency Fund: \$14,011.98
- Grand Total across all depository accounts: \$47,542.89
- Projected Outflows and Budgetary Constraints:
- Upcoming fixed expenditure includes \$1,300.00 for annual liability insurance.
- Significant pending weekend draws: food expenses, camp facility weekend rental fees, and outstanding team operational expenses will rapidly reduce the current Operations balance.
- Sean noted that internal fund reallocations between accounts may be required depending on final receipts.

Weekend Preparation and Team Status Reports:

- Women's Weekend Update (Janet and Kristen):
- Final team preparation meetings scheduled for tomorrow evening and an on-site walkthrough at the campground.
- Team headcount stands at 68 members.
- All sectional positions meet minimum required operational thresholds; section heads have reported confidence in carrying out duties despite smaller numbers.
- Team morale characterized as unified and fully prepared for candidate arrival.
- Men's Weekend Update (Bruce and Randy):
- Final regular team meeting conducted the prior Thursday, achieving record attendance with more than three-quarters of the entire team present.
- Team roster currently stands at 75 members, inclusive of leadership.
- Comprehensive script read-through scheduled for the coming Thursday, followed by campground arrival the subsequent week.

Pre-Weekend Candidate Registration and Scholarships:

- Current Candidate Counts:
- Women's Weekend: 14 confirmed candidates. Two invitations dispatched earlier in the day; two additional applications in process. Expected total: approximately 18 candidates.
- Men's Weekend: 17 confirmed candidates (following a confirmation received during the afternoon). Two pending prospective candidates under communication; total expected between 19 and 20 candidates.
- Scholarship Policy Clarification: A sponsor inquired whether scholarship funds exist for candidates. Secretariat confirmed existing policy: no financial scholarships are provided by the secretariat for any candidate.

Sequela Report and Upcoming Schedule:

- September Sequela Attendance:
- 59 attendees participated in the September Sequela hosted at First Baptist Church of Lloyd.
- Church love offering donation was processed and accounted for.
- Victory Sequela Arrangements:
- Scheduled for November 14th at 5:00 PM at First Baptist Church of Lloyd.
- Action Item: Melissa to verify that Walaa receives all verified event details to post and announce to the community.

September 2 Zoom Call Recap: Send-Off Bus and Clergy/ Laity Status:

- Send-off Transportation Arrangements:
- First Baptist Church of Lloyd will furnish a 33-passenger bus driven by Eric Chandler to transport candidates to the campground for send-off.
- The church has made an auxiliary passenger van available on standby should headcounts exceed the 33-passenger bus capacity.

Clergy vs. Laity Determination (Kyle and Heather):

- Kyle and Heather had previously completed Ann Nunnally's "Mentoring Mondays" course years ago, resulting in the issuance of an ordination certificate.
- Under Tres Dias International regulations, holding an ordination certificate classifies an individual as clergy regardless of functional ministry context, presence of a pastoral flock, or non-use of credentials.
- International policy dictates that to serve within lay leadership capacities (such as the Weekend Couple position), ordained individuals without a pastoral flock must formally petition their local secretariat in writing to request official classification as laity.
- Kyle and Heather submitted a written letter requesting laity status. The secretariat reviewed and officially voted to accept their request, thereby settling their eligibility status ahead of upcoming leadership slates.

Secretariat Official Email Administration and Paper Trails:

- Email System Maintenance and Continuity:
- Multiple secretariat members have been operating from personal email accounts, causing fragmentation in historical correspondence and record-keeping.
- Official position emails under the '@nftd.org' domain (e.g., chairman, treasurer, community spiritual director, men's leader, women's leader, pre-weekend) are established to maintain permanent institutional paper trails for future successors.
 - Security and Account Recovery Vulnerabilities:
- Several official position accounts remain tied to outdated mobile numbers and secondary emails belonging to former officers from years prior, preventing current officers from completing two-factor authentication or password resets.
- Financial Risk Incident: A fraud alert occurred on a secretariat bank account; the bank dispatched notifications to an outdated email address and phone number belonging to a past treasurer, preventing current leadership from receiving timely notification.

Resolutions and Standard Operating Procedure:

- Secretariat members without active access to their official '@nftd.org' email account provided their names, personal emails, and phone numbers to Sean on a centralized sheet.
- Sean will coordinate with Andy to execute master password resets and update secondary authentication phone numbers to current officeholders.
- Janet noted that men's leader correspondence was erroneously issuing from the women's leader account due to previous shared access; credentials will be separated.
- Members are directed to either log directly into their official accounts weekly or establish automated forwarding, while ensuring that official outgoing responses originate from the official domain to maintain

unbroken communication threads.

Sunday Literature, Pamphlets, and Handouts Distribution:

- Review of Candidate Sunday Handout Packets:
- Melissa reviewed required documentation distributed to candidates on Sunday afternoon:
- “Living the Fourth Day” pamphlet (yellow and blue booklet)
- Tres Dias Essentials pamphlet
- Reunion Group contact cards
- Hard-copy Candidate Application and Sponsorship Application forms
- Structural Changes to Literature Distribution
- Historical practice involved placing candidate literature inside distributed “team bags.” Women’s weekends discontinued team bags several years ago; men’s weekends now deliver bags to candidate beds on Saturday evening, eliminating luggage in the gym on Sunday.
- The shift toward paperless online registrations raised confusion regarding whether physical applications should still be printed.
- Consensus reached that newly finished candidates are overwhelmed with information on Sunday; relying exclusively on memory to access online applications leads to attrition. Physical applications remain essential at tables on Sunday and at Secuelas.
- Agreed Distribution Responsibilities for Current Weekends:
- Melissa will print physical application forms, sponsorship forms, and Essentials pamphlets directly from the official website.
- Melissa will provide the reunion cards (located on the equipment trailer) and “Living the Fourth Day” booklets.
- All materials will be handed over to the Palanca team (headed by Ken Daniels and assisted by Ray Mo) or Supply Cha team for inclusion in candidate materials distributed during the Sunday address-correction session.
- Melissa to coordinate directly with computer Chas Bella and Jed to prevent duplicate printing.
- Send-Off Palanca Logistics: Send-off at Freedom Church will position the Palanca intake tables, scroll, and Palanca box behind the double doors of the entranceway leading to the activity center.
- Future Policy Formalization:
- Andy previously generated a bullet-point breakdown of all sectional duties outlined across the bylaws and policy manuals.
- These responsibility matrices will be distributed via email to the secretariat for a 30-to-60-day review to formally define literature distribution within the official Head Cha manuals before planning begins for Holly and Justin’s upcoming weekends.

Online Candidate Confirmation Workflow Proposal:

- Inefficiencies in Current Confirmation Workflow:
- When a candidate’s registration is accepted, pre-weekend emails an invitation letter containing an attached confirmation document.
- Candidates must currently download, print, complete, scan, or format the document into a Google Doc before emailing it back.
- Many candidates mistakenly believe replying to the email or clicking an invitation button completes the process, leaving pre-weekend chasing critical details.

Proposed JotForm Online Form:

- A sponsor suggested replacing the static confirmation document with an interactive JotForm online workflow.
- Initial candidate applications only include a general “yes/no” inquiry regarding special needs, lacking vital specifics required for weekend execution.

- The proposed confirmation web form will capture essential logistical and medical details directly upon candidate acceptance:
- Emergency contact information
- Spouse contact information
- CPAP machine utilization
- Lower bunk / bottom bed medical requirement
- Specific timing requirements for prescription medications
- Wheelchair or physical mobility limitations
- Detailed dietary restrictions and medical nutritional needs
- Action Item: Sean will coordinate with Walla to evaluate the workflow and build out the JotForm confirmation system prior to the end of the year for launch in the spring weekends.

Spiritual Director Application and Policy: Paul Bobo

• Application Review:

- Chris presented an application submitted by Paul Bobo to serve as a Tres Dias Spiritual Director.
- Chris conducted reference checks with pastoral staff at Victory Faith Center (VFC); all references provided unreserved recommendations and blessings.
- Bobo serves as a home pastor and leads men's ministry initiatives at VFC, holding recognized ministerial ordination.
- Tres Dias International Policy on Ordination vs. Lay Tracks:
- Entering the Spiritual Director roster or receiving formal ordination permanently removes an individual from the rector track. Such individuals cannot serve as weekend head Chas or deliver standard lay talks.
- Discussion regarding Tres Dias International's 2019 position paper on ordination: International enforces a strict standard classifying anyone holding ordination credentials as clergy.
- The secretariat discussed denominational variations, noting that Baptist traditions ordain deacons as lay servants within the local church rather than pastoral staff. Under International's rules, however, these individuals are nonetheless categorized as clergy.
- The secretariat committed to adhering strictly to International's baseline requirements while working to understand and communicate the rationale clearly to community members.
- Secretariat Vote:
- Bruce (Rodney) moved to approve Paul Bobo's placement on the official Tres Dias Spiritual Director roster.
- Seconded by Iris.
- Motion carried unanimously.
- Action Item: Chris to formally notify Paul Bobo of the secretariat's decision and confirm his addition to the roster furnished to upcoming rectors.

Facilities and Equipment Management: Food Trailer Relocation:

- Equipment Damage and Storage Solution:
- The primary food storage trailer previously sustained physical exterior damage; while temporary repairs were performed, leadership identified a continuing risk of water intrusion and leakage.
- Due to the consolidation of Fourth Day equipment, an extra equipment trailer is currently sitting surplus.
- Proposal presented to transfer all food service equipment, supplies, and dry goods out of the compromised trailer into the sound surplus trailer.
- The repaired damaged trailer will be retained as an auxiliary, dry-weather backup storage unit.
- All trailers possess valid state registration tags through July of next year.

- Chad currently has physical custody of the surplus trailer. Transfer of inventory will be scheduled immediately following the completion of the upcoming fall weekends, prior to spring preparations.

Future Meeting Locations and Adjournment to Executive Session:

- 2024 Meeting Venue Options:
- Locations for next year's monthly secretariat meetings will be placed on next month's agenda.
- Members tasked with confirming availability of potential host facilities (such as Tallahassee or Freedom Church) before putting proposals on the table.
- Secretariat Christmas gathering logistics deferred to private coordination via Messenger.
- Executive Session:
- The open secretariat business session adjourned at the conclusion of facility reports.
- The secretariat entered into executive session to conduct official voting on upcoming rectors.

**Next Meeting: October 26, 2026, at Crossroads in Beachton, Georgia
starting at 6:00 p.m.**

Minutes respectfully submitted by Amy Sadler.



