

Job Descriptions – What do team members do?

- *Palanca*

The Responsibilities and Privileges of a Palanca Cha

1. Purpose and Atmosphere

Palanca is the strength of the Pilgrimage movement.

Palanca involves prayer and sacrifice on the part of the outside community for the community “under construction” over the three-day weekend.

Palanca is a witness to the participants that God is present in the world through groups of people who live His Gospel.

Pray! Pray! Pray! Pray for the freedom of the Holy Spirit to move before, during and after this weekend in all our lives.

What Is “Palanca”?

The word “palanca” describes many gifts offered the guests before, during and after the Pilgrimage weekend. Principally, palanca is a gift of sacrifice and prayer, remembering the guest and lifting them up to God.

Large gifts, books, t-shirts, etc. should be reserved to be given after the guest has returned home after the weekend.

- **Table Palanca**

Tiny gifts, bookmarks, wrapped treats, etc. to be placed on the tables in the Rollo Room for guests during a weekend

- **Pillow Palanca**

Tiny gifts placed on the guest pillows during a weekend

- **Letter Palanca**

Encouraging letters of love and affirmation sent to the guests and collected into Palanca bags to be given on Sunday of the weekend.

Sponsors request special Letter Palanca from friends and family of the guest prior to the weekend to be delivered to the Palanca Chas to add to the bag.

The team is asked to write individual Letter Palanca to each guest on the weekend, also.

- **Prayer Palanca**

Prayer Palanca is the team’s way of providing continuous prayer support for the professors before, during and after their rollos. Team members will be assigned a time to meet at the Prayer Chapel set up by the Chapel chas. Prayer Palanca may also take place in the Chapel, since it will always be unoccupied during rollos.

- **Prayer Banner**

The Prayer Banner is a display of the collected names of the Fourth Day community who have committed to pray at specific hours around the clock during the weekend. The Prayer Banner is brought out on Friday after the introduction of “palanca” by a Pastor during the talk on “Grace Received”. The team helps to hang it in silence around the Rollo Room.

2. Team Meetings

First team meeting

- Talk with the team about the definition and purpose of palanca.
- Give team an “example” letter for requesting palanca letters for guests they may sponsor.
- Head Palanca Cha should check with Head Cha to begin list of guests
- Meet with other palanca chas to get acquainted and read over responsibilities.
- Assign someone to inventory supplies at warehouse.
- Check with Head Rollo Room cha for supplies to hang Prayer Banner. Clothesline and clips work best.
- Check with Head Cha concerning the printing of guest Palanca bags.

Second team meeting

- Assign someone to make several sets of nametags for palanca bags.
- Check with Outside Chas about labels for all bunks.
- Remind team to continue writing their palanca letters before weekend arrives.
- Divide up purchase of supplies
- Decide what supplies to bring from home(i.e., ironing board and iron)
- Check with rector about providing for team letters to guests

Third team meeting

- Remind team to write palanca for guests and team if required.
- Check with Head Cha about Fourth Day packets.
- Check with Rector about notes welcoming guests.
- Double-check supplies list.
- Team letters to guests (rector’s option)

3. Supplies

- 2 sets accordion files
- manila art paper
- assorted markers
- inkpens
- used steno pads
- rubber bands
- mailing tape & masking tape
- scissors
- stapler
- labels
- 3x5 cards & box with dividers
- fabric glue
- duct tape
- stickers
- stationery
- grocery bags
- paper clips, safety pins
- hole puncher
- highlighter
- clothesline
- hammer
- sewing kit
- glue sticks
- ziplock bags
- fabric tape
- matches
- 9x12 manila clasp envelopes

Banners

- “Beloved, let us love one another”
- “Do you love me? Feed my sheep”
- “Follow me”
- “Here I am Lord”
- “I am the light of the world”
- “I have called you by name”
- “I have named you friend”
- “Kindle in us the Fire of Your love”
- “My peace I give unto you”
- “So we who are many are one body in Christ”
- “Weave”
- “I Have Called You by Name”
- “Do Justice, Love Kindness, Walk Humbly with Your God”

Be cost conscious. God will provide all we need to bring this weekend together. Work together to use Reunion groups and resources in your area to avoid unnecessary receipts.

Ask your Head Cha for average budget amounts for your area.

- If you have receipts to submit, mark with your area, your name, and your address.
- If you make a donation for supplies, please turn in your receipts marked DONATION, DO NOT REIMBURSE.

Turn in all receipts to the Head Cha for reimbursement or cataloging. We need to catalog all our expenses for information for future teams.

4. Set-Up

Thursday

Arrange Palanca Room with:

- *Guests bags on one side in alphabetical order, leaving a pathway between rows*
- *Team bags on one side in alphabetical order, leaving pathway between rows*
- *Accordion files labeled for guests and team for special palanca*
- *It is helpful to have a basket especially designate for pre-talk palanca for speaking professors. The Professor Cha may then pick up notes easily to give to professors before talks.*
- *Long table for pillow palanca arranged by days, beginning Friday*
- *Long table with chairs for team needing to write palanca during the weekend. (Extra stationery is nice to have available)*
- Talk with Head Cha to see if and when Rector wants palanca announced.
- Remind Outside Chas to label all bunks (guests and team).
- Determine which general palanca would be best for Rollo Room, Kitchen or Pillow Palanca.
- Prepare banners. Press and make repairs if needed.
- Hang banners so Chapel, Rollo, and Kitchen may select their banners. Banners are added to the walls in the Chapel, Kitchen and Rollo Rooms gradually and emphasis the themes of the talks and meditations.
- Meet with the Head Chas of these areas to decide when to deliver banners.
- All banners must be returned to Palanca Room for packing.
- Post a master schedule for easy coordination of palanca activities and deliveries.
- Prepare the Prayer Banner. It should arrive Thursday morning. Be sure to tape the perforated edges so it will not tear. Use clear, heavy book or mailing tape. Also tape along the top and bottom of the back of the banner to reinforce it. You may decorate the banner with stickers if you desire.
- Roll banner on a cardboard or pvc pipe, beginning at the “Sunday”. This will facilitate its presentation in the Rollo Room.
- Check with Head Rollo Room Cha and decide how Prayer Banner is to be secured.
- Enlist other chas to assist in presenting and hanging the Prayer Banner.

- Leadership Council generally delivers Fourth Day packets intact. Check with the Head Cha about these. These are included in the guests' bags.

Fourth Day Packets include:

- Large manila envelope
- Team & Guest Roster
- Photographs
- Pilgrimage brochures
- Reunion Group Roster
- Directory
- Reading List
- 2 applications/sponsor sheets
- Ultreya notice

Begin to prepare Serenade needs.

- Label smaller bags for guests and team as before.
- Have stationery, pens, envelopes, and guest/team lists assembled for use by Serenaders who need to write last minute palanca.
- Make an informational poster for Serenaders of guests /team and corrections.
- Coordinate setup for Serenade with Head Outside Cha.

5. Responsibilities

Friday

- Have Prayer Banner ready to hang.
- Check with Head Rollo Room Cha about having supplies ready for hanging Prayer Banner. Clothesline hung at set-up with clips for hanging works best.
- Collect pre-talk palanca for professors and deliver to Professor Cha
- Begin distributing palanca after "Grace Given" Rollo.
- Distribute pillow palanca anytime that guests and team are away from their rooms.
- Check with Head Cha to determine which breaks will be suitable.
- Make sure that a professor's name is not revealed before the talk.
- Take palanca information cards to meals (if Rector chooses to announce palanca). Again, make sure no professor is revealed.
- When presenting palanca, always introduce yourself appropriately.

Saturday

- Continue sorting, delivering, and announcing palanca.
- Check each guest's palanca before the Serenade.
- Know ahead of time which sponsor has not turned in special letter palanca and arrange to locate that sponsor at Serenade practice.
- Take supplies to Serenade practice in gym and set up your palanca collection area.
- Set up letter-writing area and display announcement poster in the gym.
- Check each guest's palanca before Saturday night's team meeting.
- Make team aware of any guest who has considerably less palanca than others.
- The last pillow palanca should be delivered on Saturday evening or early Sunday morning. The team and guests will pack on Sunday morning.

Sunday

- Deliver final pillow palanca.
- Transfer palanca from paper bags to cloth bags and tag appropriately.
- **Double-check your tags and palanca!**
- Bind special palanca letters with a rubber band and place on top.
- Be sure to include Fourth Day packets.
- Be sure to include photos. These are pictures made of tables and/or whole group during the weekend. If the photos come in different sizes: small ones go to guests; middle-sized ones go to chas; large one go to Head Chas, Observing Rector, and Rector. Check with Head Outside Cha for details.
- Arrange cloth bags by **table groups**, including table chas.
- Enlist helper chas to assist in taking bags to Rollo Room at the time designated by the Head Cha.
- Keep bags out of sight.
- Begin packing as you go along and no longer need certain items.
- Remember to box supplies in the same labeled boxes as you received them.
- Take an inventory of all supplies before packing.
- Make a copy of inventory for the Head Cha to submit.
- It is helpful to keep a record of what works well and what needs improvement. Pass suggestions along with inventory.
- All banners must be returned to Palanca Room for packing.