

# *North Carolina Presbyterian Pilgrimage Team Manual*

This manual is intended to be a compass.

It is insightful because it embodies the learning of those who have walked this path before you. But it does not contain the spiritual gifts you will be given during your weekend of servanthood.

Thus, please use the manual only as a compass that marks the course of your path during the weekend, not as a road map that prescribes your every step.

*As you are led, please contact the next Rector to add your learning for the benefit of those who will follow.*



# North Carolina Presbyterian Pilgrimage Team Manual

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## **Pilgrimage -- What is it?**

- ***Purpose***

The Pilgrimage is a short course in Christianity that is designed to provide all Christians with a significant foundation for individual and community spiritual growth. Grace and growth are combined in an energetic way.

At the Pilgrimage the participants become increasingly aware that they are a part of a community abounding in God's grace. The three days are a triple encounter: with Christ, with Christian brothers and sisters, and with a Christian community.

## **Pilgrimage -- What is it?**

- ***History***

Pilgrimage originated as the Roman Catholic Cursillo movement that began in Spain in 1948 and moved to America in the late 50's. The first English-speaking Cursillos (the early name) were held in San Angelo, Texas in 1961.

In addition to the Roman Catholic and Presbyterian movements, there are similar expressions in the Methodist, Reformed, Episcopal, Lutheran and other Christian churches. Today, more than 2 million Christians in 50 nations have attended a "Cursillo" weekend.

For a more complete understanding of the Pilgrimage movement, its mission and its roots, please read Our Fourth Day edited by Gerry Hughes and published by National Ultreya Publications, Dallas, Texas.

- ***Arise***

Arise is an arm of the Pilgrimage designed to provide a similar weekend experience for high school students.



## **Pilgrimage -- What is it?**

- ***Leadership Council***

The North Carolina Presbyterian Pilgrimage is under the oversight of a statewide leadership council that meets regularly to advise and choose rectors, to oversee finances and policies and to pray for the mission of the Pilgrimage weekends and Fourth Day community. There are currently five Pilgrimage weekends offered in North Carolina each year.

A current list of Leadership Council members may be found on our website.

- ***Newsletter***

North Carolina Presbyterian Pilgrimage publishes a newsletter before every weekend with team information, guest lists and announcements concerning the Fourth Day community. You may receive your newsletter by mail or have it sent to your email address.

- ***Website***

There are two websites available to the Pilgrimage community. If you have guests who would like to know more about the Pilgrimage but have not yet made a weekend, please send them to **[www.ncpp.net](http://www.ncpp.net)** . This website provides dates for upcoming Pilgrimage weekends, names of the Leadership Council members, the format for the weekend and information on how to attend.

The Fourth Day community's website, **[www.ncpilgrimage.org](http://www.ncpilgrimage.org)**, includes email messaging, announcements, upcoming events, directions, sponsoring information and applications, team applications, reunion groups, prayer chain sign-up, newsletter sign-up, directory updating, links and Leadership Council information.



## *Job Descriptions – What do team members do?*

- *All Chas*

### *The Responsibilities and Privileges of a Cha*

Team members are chosen by God and called by the Rector for the Pilgrimage weekend. The Rector will extend a letter or telephone call inviting the pilgrim to pray concerning participation on the weekend.

There are five weekends a year and many opportunities for pilgrims to serve. It is very unlikely that all who apply can be assigned a particular position on a particular weekend, but the Rector will prayerfully consider all applications.

Some of the considerations of the Rector will involve an attempt to train new pilgrims for service, the need to use experienced pilgrims in leadership/teaching roles, using pilgrims from different areas of the state, and honoring offers from volunteers. However, the primary consideration will be God's call on the Rector's heart.

The Rector's first question may be, "Are you actively involved in a Reunion group?" Your participation in Reunion shows a continuing desire to serve Christ and the Fourth Day community, seeking accountability and consistency in your walk of faith.

Your commitment to the team assumes an ability to sacrifice the time and energy for three team meetings for team building and worship before the weekend, Thursday morning through Sunday evening of the Pilgrimage weekend, and the evening Ultreya following the weekend.

You will be asked to cover the expenses for your food and housing for the weekend, to spend time in preparation by collecting or organizing materials and to offer your obedience in prayer and palanca for the guests and perhaps the team.

- ***Why Am I Here, Lord?***

Why am I here, Lord?

I am here to praise God and to do His holy work here on earth.

I am here to imitate Jesus Christ and to be a window to pilgrims at this Pilgrimage.

I am here to pray and to make sacrifices for the entire team and pilgrims.

I am here to help establish a Christian community by bringing Jesus Christ to these three days and by accepting the gift of the Holy Spirit.

I am here to know the intent of the talks and to help the speaker accomplish it by guiding and directing table discussions.

I am here to display Christian discipleship, love and acceptance of another person as an individual; leadership, not domination; and a demonstration of concern for others.

I am here to demonstrate true leadership, not for glory seeking, but in loving concern; to be a guide, not a counselor; to be a good listener; and to be tolerant.

I am here so that when these three days are over, the pilgrims will be able to say of the team member, "I came looking for Christ and found Christ at my table."

I am here to ask humbly that God's will be done, not mine.

I am here, Christ, to submit my heart and soul to you so that our love will bloom and grow.

In all things, I will ask myself... "What would Jesus do?"

- *Cha Chas*

Cha Chas are servants, pure and simple. They will attend to every physical need of the pilgrims and the team. The pilgrims will not want, for the Chas will provide. Every Cha will come know to the pilgrims early in the weekend. Chas are identified as team members on Thursday evening.

**General instructions:**

1. Prior to and during the weekend, the Head Cha will assign specific duties and responsibilities to the Cha Chas. Be as helpful as you can and anticipate needs wherever possible.
2. A prime responsibility of the Chas is to know where all of the pilgrims are physically all of the time. Be ALERT whenever the pilgrims are out of the Rollo Room. BE PATIENT AND CONSIDERATE.

If something needs to be said let the Holy Spirit work, act and speak through you. If a pilgrim leaves the group, accompany them. DO NOT ORDER THEM BACK. Gently say that nothing can begin without ALL of the pilgrims. Do not over react if something goes wrong. Be prepared to handle emergencies.

3. The Head Cha and Rector will lead us to chapel or whenever we move as a group. An outside Cha will be at the rear, behind any stragglers. The other Chas will mingle with the pilgrims.
4. Keep the doors to the kitchen and Palanca room CLOSED all day. Do not expose the Palanca room or any notes, schedules or materials on Pilgrimage to the pilgrims.
5. If a pilgrim needs spiritual help, direction, or counseling, first find a pastor and leave the pilgrim in the pastor's care. Notify the Head Cha or Rector of the pilgrim's name, with whom and where they are. Later, discreetly help the pilgrim return to the group.
6. Be alert to any strangers in the area, to prevent any disturbances, thefts, etc.
7. Be prepared for any eventuality. The Kitchen Chas may need help. Feel free to volunteer if they ask for help, but be sure that the Head of your Cha team knows where you are and that your original assignments are not neglected. If the Team is short in other areas, you may be called to help.
8. Each of you will have well-described duties and responsibilities. Know what you are expected to do in that position, and do it as well and as pleasantly as you know how. However, feel free to volunteer to help with any task that needs doing. Please do it cheerfully and effectively and at the designated time. You are here to serve others for God this weekend.
9. Above all, do your best work in the spirit and loving, thoughtful manner of our brother, Jesus Christ.

- ***Servanthood Is An Attitude***

Someone once asked a Bible study group, "How can you tell if you have a servant attitude?"

"By the way you react when you are treated like one," was the reply.

It is not easy to find an attitude like that. However, for a disciple, servanthood is one of the keys to growing in Christ - likeness,

Describing His own ministry, Jesus said, "For the Son of Man also came, not to be served but to serve, and to give His life as a ransom for many." Mark 10:45)

When we give Jesus His rightful place as lord of our lives, His Lordship will be expressed in the way we serve others. Therefore, one of the best ways we can demonstrate our love for God is by showing love for other people. We demonstrate love for others by helping them, by sharing their problems, by doing what we can for them.

Another way of displaying servanthood is in evangelism. In I Corinthians 9:19, Paul says, "For though I am free from all men, I have made myself a slave to all that I might win more."

Paul knew that he would win more friends for Christ by being a servant. He voluntarily decided to serve those he wanted to influence for Jesus Christ.

In Acts 27:14 - 28:10, Paul was under arrest, traveling under Roman guard. The veteran missionary was shipwrecked on an island on a very cold day.

There in Acts 28:3, the Holy Spirit takes care to say that, "Paul had gathered a bundle of sticks." The apostle Paul went out and gathered firewood. He did his part. He didn't wait for others to do it.

Servanthood, then is an attitude. It also is the mark of a leader. Think of Jesus in Philippians 2:6-7, "who, though he was in the form of God, did not count equality with God a thing to be grasped, but *emptied himself* taking the form of a servant."

Why should we serve? For Jesus' sake. Pick up a bundle of sticks... for Jesus' sake. Be liberal with your time, energy, and ideas ... for Jesus' sake.

**SERVE ONE ANOTHER. FOR JESUS SAKE.**

- ***Team Building***

1. Support the team with your heart, your head and your hands. You have made a commitment to do a job-do it!
2. If you are unable to support this team by being on time and by freely participating for any reason- now is the time to let us know.
3. There will be things done and said with which you may disagree. Each of your opinions is valued and welcomed as we formulate our plans and actions. However, once a decision has been made, we expect your full support.
4. Anything that goes on in these meetings is for team members only. Each of you is expected to keep these matters confidential and strictly among the team,
5. If you should have a problem with anyone on this team, take it to the Rector. There is no room for conflict among us, and anyone harboring dissent will not make a meaningful contribution to our efforts.
6. Pray, pray, pray about this team and this Pilgrimage. Support this effort with your prayers for all that play a part in it.

- ***Expenses***

You will be expected to pay your share of the cost of the weekend or to ask for scholarship assistance if needed. The cost of the weekend usually amounts to \$125 plus the cost of the Thursday night meal at camp. You may be asked to purchase your manual so that you may keep it to use on future weekends.

You may be asked to help purchase materials or services necessary to accomplish your cha tasks.

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. The team often has decorations or costumes, etc. at home that may be on loan for the weekend.

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

- If you have receipts to submit for reimbursement, 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. It will be helpful to catalog all our expenses so that we may anticipate costs for future teams.



## *Job Descriptions – What do team members do?*

- *Rector*

### *The Responsibilities and Privileges of a Rector*

- Meets with the Leadership Council prior to the weekend.
- Calls the team to serve and places them in areas of service for the weekend
- Plans three team meetings prior to the weekend
- Trains the team at three team meetings
- Works closely with Pastors to assure that worship services and orders of worship are consistent with the script and pastors' planning.
- Responsible to the Leadership Council for maintaining the format and integrity of the weekend as prescribed in the script, manual and speaker guidelines and outlines. No substantive changes should be made in the material provided the rector without prior approval of the council.
- Reads and critiques all professors' talks before critique at a team meeting for consistency with outline and structure of the weekend.
- Works with Pastors to provide guidance, structure and worship for the team and guests.
- Educates team members, especially first time team members, on the flow of the weekend and servant attitudes
- Coordinates the work of cha groups through the Heads of Cha groups
- Moderates the team meetings
- Places guests at tables and assigns professors roles at the tables.
- Moderates the activities of the weekend by becoming familiar with and following the Pilgrimage rector's script
- Reflects on the weekend at the Ultreya following the weekend

- ***Observing Rector***

### ***The Responsibilities and Privileges of an Observing Rector***

- Serves on the team immediately before the Pilgrimage which he/she is to lead.
- Uses this opportunity to observe and record notes in preparation for leading a weekend.
- Observes the guests and contemplates how to use new Pilgrims as team members.
- Supports the team and serves the Rector as requested.





## *Job Descriptions – What do team members do?*

- *Head Cha*

### *The Responsibilities and Privileges of a Head Cha*

1. Communicates with the camp and camp staff concerning use of the facilities, equipment and meal arrangements.
2. Becomes familiar with the camp and protocol for handling questions concerning the camp.
3. Assists the rector in preparation for team meetings and the weekend.
4. The Head Cha makes bed assignments according to information provided by the Leadership Council Registrar. The Head Cha turns these assignments over to Head Outside Cha and Head Palanca Cha for the weekend.
5. Keeps the books and handles money for the weekend. Turning in receipts and requests for disbursements to Leadership Council Treasurer.
6. Keeps updated list of guests, team and table assignments and turns this information over to the Leadership Council 4<sup>th</sup> Day Chair.
7. The Head Cha disburses team manuals.
8. The Head Cha fields questions for the rector from Heads of Cha groups on the weekend.
9. Handles details as spelled out by the Rector.



## *Job Descriptions – What do team members do?*

### • *Heads of Cha Groups*

“For we know, brothers loved by God, that he has chosen you, because our gospel came to you not simply with words, but also with power, with the Holy Spirit and with deep conviction. You know how we (Paul, Silas and Timothy) lived among you for your sake. You became imitators of us and of the Lord; in spite of severe suffering, you welcomed the message with the joy given by the Holy Spirit. And so you became a model to all the believers ...”

(1 Thessalonians 1:4-7)

- You are the leader for your cha team (i.e., Music, Kitchen, Chapel, Rollo Room, Outside, Palanca, Professors)
- You will give instructions to your cha team at each team meeting during cha groups.
- You will be the critique leaders during the critiques of the Rollos at the Team meetings. Prepare yourself by reviewing the critique leader guides in your notebook.
- You will take leadership in the Prayer and Sharing groups at Team Meetings.
- You will direct set-up of your area on Thursday of the weekend.
- You will shepherd your team and pray with them frequently during the weekend.
- You will field any questions or concerns that may arise in your area. You are responsible by the guiding of the Holy Spirit to encourage, expect and model a true servant attitude and work habit for your chas.
- You will report to the Head Cha for questions, suggestions or other needs during the weekend. She will direct any necessary information to the rector.
- There will be a dry erase board in the back of the Rollo Room for you to list any needs that you may have during the weekend. This list will be collected and the Outside Chas will make one trip a day for these supplies at 12:00 noon. Exceptions would be medications, etc.
- You are the models who set the tone for the changing atmosphere during the weekend. Write during the write-downs. Keep silent during the Rollos. Sing with fervor. Respect the silence Thursday night. Enter the Chapel with awe and respect. Do not detract from the community building at the tables in the Rollo room. We do not want to intrude on the guests' experiences at the tables.

- Lead with a light and joyful heart but insist that all your chas are present in the Rollo Room for the Rollos. You must insist that all your chas participate in every aspect of the team meetings. Count your chas to be sure they are present. Let them know that **you** care about every aspect of the weekend.
- You will be responsible for arranging the pick up of supplies from the warehouse and their delivery to camp.
- You will be responsible for re-packing supplies at clean-up on Sunday night and arranging their return to the warehouse.
- You may request extra help at set-up and break-down from the Fourth Day community. We find it works best if you use someone who can understand the organization of your materials from the beginning and so save you some time packing and cleaning up on Sunday when all chas are still busy and tired.

### **Suggested Agenda**

#### **Head Chas Meeting**

North Carolina Presbyterian Pilgrimage

Gathering time and Introductions

Scripture and Prayer

Give out manuals

Responsibilities and Privileges of Heads of Cha Teams

Topics to Explain to Cha Teams at First Team Meeting

1. Servanthood
2. Walk through the Weekend
3. Expectations for All Chas
4. Duties of Cha Teams

#### Notebooks to include:

1. Team list
2. Agenda for First Team Meeting Cha Groups
3. Each teams instructions/manuals
4. Dates, times and locations of team meetings
5. Maps to meeting locations
6. Critique leader instructions
7. Guest applications and Sponsor sheets w/ Registrar and address

Information to be determined and reported at first team meeting:

- Number of additional support team (professors) you need at set-up
- Times you would like an appointment at the warehouse to go through your Cha Team supplies. At this time decide how to pick up supplies and get them to camp

## ***Job Descriptions – What do team members do?***

- ***Chapel***

### ***The Responsibilities and Privileges of a Chapel Cha***

#### **1. Purpose and Atmosphere**

The Chapel sets the tone for the Pilgrimage weekend. It is here that our guests come face to face with our Crucified Lord.

As you prepare for the weekend, pray, pray, pray for the freedom of the Holy Spirit to move before, during and after the weekend in all our lives.

*The purpose of the chapel environment is to bring us all to an awareness of the closeness of God. It is a total alteration of the study environment of the Rollo Room. The environment changes and the focus narrows totally to our relationships with Christ.*

*Quieted and opening hearts are our goal here. We are aiming to free our guests to spend time communicating with God. So be quiet at the door and then enter into meditation and enjoy this precious opportunity yourself.*

#### **MESSAGE TO ALL TEAM MEMBERS:**

Please arrive on time in the chapel and do your part to maintain an attitude of worship as soon as you enter the building.

Please dispose of coffee cups, etc. before entering the chapel. We enter the building and sit in quiet meditation whenever we are in the chapel. The chapel is the one spot on the weekend where conversation is inappropriate and undesirable. The attitude of the chas is always observed and copied by the guests.

Please leave your songbooks and meditations materials in your chair when you come forward for communion. After communion, we leave even more quietly than when we arrive.

Pray that the Holy Spirit will have the freedom to move as we maintain an attitude of grateful worship.

## **2. Team Meetings**

Typically, three team meetings will be scheduled to prepare for the Pilgrimage weekend. Communion is offered as a part of the worship service for each meeting. It is the Chapel Chas' responsibility to see that juice and bread are provided. Also, the Head Chapel Cha must make sure that the communion chalice and plate are available for the pastor who is presiding.

### **1st Team meeting**

- bring bread and grape juice, secure Communion service pieces
- get to know each other and the responsibilities of Chapel chas.
- review responsibilities for the weekend.
- break down responsibilities to be accomplished previous to weekend  
(i.e., one person to track down supplies from Operations people,  
one person to develop schedule for Prayer Palanca,  
third person to begin poster for Prayer Palanca.)
- ask for volunteers or reunion group to provide flowers for Sunday cross
- make copies of the forms and schedules in this manual to use as worksheets

### **2nd Team meeting**

- bring bread and grape juice, secure Communion service pieces
- survey available Chapel supplies
- modify poster if there are changes in team or guests
- locate and make a plan for delivery of shared items from Operations people in Greensboro
- make a list of items needed

### **3rd Team meeting**

- bring bread and grape juice, secure Communion service pieces
- plan for additional needs
- modify names on Prayer Palanca poster
- update schedule for Prayer Palanca with rector
- review plan to receive and set up crucifix, crucifix stand, wooden "Way of the Cross" candlestand, wooden flowering cross
- remind team about bringing flowers for Saturday night
- pray for the freedom of the Holy Spirit to move before and during the weekend.

### 3. Supplies

#### Chapel Supplies:

- crucifix (transferred from the west. Check with Head Cha)
- metal and wood frame for mounting crucifix
- wire for securing crucifix and draping
- black fabric draping
- white fabric draping
- spotlights for crucifix
- extension cords for lighting
- duct tape to secure cords to floor
- dimmer switch/rheostats
- songbooks
- “Pilgrims Guides”
- “Way of the Cross” books
- wooden “Way of the Cross” candleholder
- candles (14 for Way of the Cross, 1 for each remaining chapel visit)
- candlestick
- matches
- candle snuffer
- bud vase
- Communion chalice and plate
- tablecloth for Communion table
- banners as chosen by the Rector
- carpet squares for Healing stations
- small bowls for oil, each station
- olive oil
- boxes of tissues
- flashlights
- ribbon or signs to mark reserved seats for kitchen chas, pastors, chapel chas, music chas
- basket for service card dedications
- staple gun and staples
- wooden cross for flowers
- electric screwdriver

### **Prayer Palanca Supplies**

- carpet squares
- Prayer Palanca schedule
- Poster with tables and team members
- candle
- candlestick
- cross
- Bible
- matches
- tissues

### **Perishables**

- bread for Communion, 4 loaves
- grape juice for Communion, 2 quarts
- roses for altar, 2 buds, 1 open
- flowers for cross on Sunday

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. The team often has decorations or costumes etc. at home that may be on loan for the weekend.

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 future teams.

#### 4. Set-Up

Set-up at camp on Thursday will involve set up for worship at team meetings including preparations for foot-washing, if used, and dedication of guest crosses.

**The chapel will need to be ready for Thursday night devotions.**

- windows must be draped,
- crucifix mounted and reinforced,
- table with cloth,
- candle,
- rose in vase
- chairs set up for exact number of guests and team
- podium for rector at back
- chairs for music chas
- lights for spotlighting cross
- lights for reading at podium, batteries
- lights for music chas, batteries?
- dimmer switches set up and operable
- songbooks in chairs
- Way of the Cross candleholder with candles
- Way of the Cross booklets in chairs

**Set up room for Prayer Palanca:**

- carpet squares for kneeling
- poster of team members, tables and Rollo Room
- candles and matches
- Bible
- small cross with guest crosses
- schedule for Prayer Palanca (forms to help formulate this schedule are following)

When guests arrive to register Thursday, chapel chas may help by transferring luggage to the rooms and helping outside chas as required.

Place trash cans where guests can dispose of cups before entering chapel area.

*Banners are added to the walls of the Chapel gradually to recall and emphasize the themes of the talks and meditations. Many are available and stored. Palanca chas are in charge of pressing and keeping the banners until you are ready for them. Let Palanca know which banners you want to use and when you will be needing them. Some need to be repaired or replaced before they are used. Inventory and make notes for reunion groups if there is time.*

### ***Daily Set-up***

- Communion set on table with bread and juice (morning only)
- Rose in vase
- Candle lit for worship
- Songbooks and worship sheets on chairs
- Exact number of seats
- Work with music chas for placing stands, amplifier, CD player, etc.

### **5. Chapel Responsibilities**

In order to account for all guests and team members, arrange the exact number of chairs required before each worship service.

Kitchen chas will be seated together in reserved seats at the front of the chapel for devotions. Seats are reserved so that kitchen chas may be served communion first and then leave first to resume their duties in the kitchen.

Seats are reserved for music chas, rector, head cha, pastors and chapel chas.

Chapel chas count chairs and signal the rector when all are present.

The Head Chapel cha controls the lighting for reading or meditating. She sits beside the dimmer/rheostat.

### **Thursday Night**

The chapel is set up for the **Way of the Cross** devotional Thursday night. Candles are lit and extinguished as the meditation is read. Have the candle snuffer on table.

### **Friday**

Friday morning the chapel needs to be ready for **communion** during worship.

### **Saturday**

Saturday morning we begin with worship and **communion**.

On Saturday before the Sacraments talk, please assist Rollo Room Chas with the setting up of individual Table Chapel Visits. Each table will need carpet squares delivered to the spot they have chosen. Check in with Head Rollo Room Cha for this information after breakfast.

The flowered cross is prepared and hung Saturday night the last thing after chapel worship before bed.

### **Sunday**

Sunday morning we begin with worship and **communion** and the flowered cross.

Chapel chas are responsible for continuing clean-up of the chapel area. Some sweeping, mopping duties may be required. Sweep steps entering chapel, vacuum carpet where sand comes into the building. Check bathrooms for cleanliness and toilet paper before devotion times. Check chapel, prayer palanca room and other chapel sites to extinguish candles.

**SAMPLE CHAPEL SCHEDULE:**

**Thursday**

9:00 am Arrival at camp  
Unpack and acclimate yourself to camp

9:30 am **Rollo Room (Camp Dixie) or Chapel (Camp Hanes)**  
Prepare for **Footwashing service** --get tubs and towels, water  
Prepare for **communion**

10:00 am **Commissioning Service**

11:00 am Meet in the chapel for set up

12:30 pm Lunch (bring your bag lunch)

3:30 pm **Team meeting**

**Dining Hall**

5:00 pm Dinner

6:15 pm Assemble for reception

6:30 pm **Registration**

7:00 pm **Send-off**

**Rollo Room**

7:15 pm All team to Rollo Room for Ice Breakers  
Rector talk  
Introduction of Team and Chas  
**Servant Song**

8:00 pm Guests to rooms

8:20 pm Second Rector talk "Why Are You Here?"  
Meditation "Know Thyself"  
**Have candles lit when guests arrive in chapel.**

**Chapel**

8:55 pm Meditation - "Prodigal Son"  
**"Way of the Cross"**  
Special Music  
Evening Prayers

9:50 pm Chapel closes -**SILENCE MAINTAINED**

10:10 pm Head chas meet in Rector's room, if necessary. If not, the entire team will maintain the silence.

## Friday

6:00 am Team awakened  
**Chapel**

6:30 am Team - Silent prayer  
7:00 am Meditation - "Three Glances of Christ"  
Light candles  
**Communion Service**  
**Dining Hall**

8:05 am Breakfast  
**Prayer Chapel**

9:45 am Pray-in "Ideals"  
11:00 am Pray-in "Grace Given"  
**Dining Hall**

12:30 pm Lunch  
**Prayer Chapel**

1:45 pm Pray in "Laity"  
3:00 pm Pray in "Grace Received"  
5:00 pm Pray in "Piety"  
**Dining Hall**

6:45 pm Dinner  
**Rollo Room**

7:45 pm Decuria, TEAM present  
**Chapel**

9:15 pm Meditation "Examination of Conscience"  
9:55 pm Chapel closes  
**Rollo Room**

10:10 pm Team Meeting

## Saturday

6:00 am Team awakened  
Wear crosses  
**Chapel**

6:30 am Silent prayer, team and guests  
7:00 am Meditation "Figure of Christ"  
Prayers  
**Communion Service**  
**Dining Hall**

8:10 am Breakfast  
**Prayer Chapel**

8:45 am Pray in "Study"  
**Set up Table Chapel Visits (carpet squares)**

10:30 am Pray in "Sacraments"  
**Prepare Chapel for Service for Healing and Wholeness**

11:25 am Chapel Visits by Table--bring kits to Rollo Room

**Dining Hall**

12:15 pm Lunch

**Prayer Chapel**

12:50 pm Pray in "Apostolic Action"

2:05 pm Pray in "Obstacles to Grace"

3:30 pm Pray in "Leaders"

**Chapel**

4:00 pm Check preparation for Service for Healing and Wholeness

5:00 pm Service for Healing and Wholeness

**Dining Hall**

6:45 pm Dinner  
Serenade

**Outside**

8:30 pm Help prepare luminaries

**Chapel**

9:55 pm Saturday Night Devotions

10:15 pm Chapel closes

Team meeting

Prepare and pack crucifix

Prepare Sunday's cross

**Sunday**

6:00 am Team awakened

**Chapel**

6:30 am Meditation time, team and guests

7:00 am Meditation "Christ's Message to the Cursillista"

**Communion**

**Dining Hall**

8:15 am Breakfast

**Chapel**

8:45 am Break down Chapel  
Set up for Clausura or closing

**Prayer Chapel**

9:00 am Pray in "Environment"

10:05 am Pray in "Life in Grace"

11:05 am Pray in "Christian Community"

**Dining Hall**

12:20pm Lunch

**Prayer Chapel**

1:15 pm Pray in "Total Security"

1:30 pm Pack personal luggage

(WHERE?)

3:15 pm Dedication of Service Cards

**Chapel**

4:15 pm Clausura or closing

6:00 pm Help with camp breakdown until complete

***DATA TABLE FOR COMPILING PRAYER PALANCA ASSIGNMENTS***

Name	Assignment	Critique Group	Prayer Group
	Outside		
	Outside		ENVIRONMENT
	Outside		IDEALS
	Outside		CHRISTIAN COMM.
	Kitchen		
	Kitchen		PIETY
	Kitchen		TOTAL SECURITY
	Kitchen		STUDY
	Kitchen		LAITY
	Kitchen		GRACE GIVEN
	Kitchen		GRACE RECEIVED
	Kitchen		ACTION
	Palanca		
	Palanca		LEADERS
	Palanca		GRACE RECEIVED
	Chapel		LIFE IN GRACE
	Chapel		SACRAMENTS
	Chapel		OBSTACLES
	Rollo Room		
	Rollo Room,		IDEALS
	Rollo Room		PIETY
	Rollo Room		ENVIRONMENT
	Rollo Room		CHRISTIAN COMM.
	Rollo Room		STUDY
	Rollo Room		LEADERS
	Rollo Room		LAITY
	Silent Professor		SACRAMENTS
	Silent Professor		LIFE IN GRACE
	Silent Professor		TOTAL SECURITY
	Silent Professor		ACTION
	Music		
	Music		GRACE GIVEN
	Music		OBSTACLES

No professors or table chas just before or after Table Chapel visits. No professors should be used on Sunday. Needed to help with Service Cards.

## *Job Descriptions – What do team members do?*

- *Kitchen*

### *The Responsibilities and Privileges of a Kitchen Cha*

#### **1. Purpose and Atmosphere**

The purpose for costumes, themes, decorations and silly stuff is to give the guests and team a real break from studying, concentrating, sitting and listening if for only a few minutes during meals.

It feels more like a break when the environment changes.

Smiles are our goal here.

Primarily, though, we hope the pilgrims will want to spend time getting to know each other. So be silly at the door and then get busy being a happy servant.

Just remember that our prayer is to be responsive to the Holy Spirit in everything. Our fun and enthusiasm have already been proven.

Our new guests may adapt to the ridiculous at a slightly slower pace than those of us who can't wait to be a chicken !

#### **2. Team Meetings**

Typically, three team meetings will be scheduled to prepare for the Pilgrimage weekend. A light breakfast is provided as team members arrive. It is the Kitchen Chas' responsibility to see that juice, coffee and fruit and/or pastries, etc. are provided. That means, "Please ask the 4th Day Community to help provide and set-up for Team breakfast". We are always tempted to do it ourselves, but there may be others who would enjoy having a part in serving the team when they may be unable to serve on the weekend.

##### **First team meeting -**

- get to know each other and the responsibilities of Kitchen chas.
- brainstorm ideas for themes
- assign responsibility for planning the theme for each meal to individual chas
- arrange for Kitchen supplies to be brought to the next team meeting

### **Second team meeting**

- survey available Kitchen supplies
- make a list of items needed
- ask for help at team meetings with food for the Thursday reception
- pass a sign-up sheet for reception goodies
- ask team for help with theme related decorations, costumes, placemats, even tablecloths, candelabra, or chickens

### **Third team meeting**

- collect Kitchen palanca and supplies brought by team
- plan for additional needs
- review menu from the camp staff and rearrange to coordinate themes
- work on music ideas
- work on skit ideas
- remind team about bringing refreshments for Thursday night
- pray for fun

## **3. Supplies**

### **Potential Themes:**

Valentine

Mexican

Italian

Farm/Country

Rainbows

Olympics

Noah's Ark

Far East

Cruise ship

Disney

Country/Western

Wedding

Rock n'Roll

Biker Convention

Exercise/Aerobics

St. Patrick's Day

Chickens

**Assorted Supplies:**

- room decorations
- table decorations
- costumes
- theme music, tapes or cd's
- tape/cd player
- sound system w/microphone
- blessing banners
- blessing cards for tables

**Vests**

- cowboy
- rainbow

**Aprons**

- white
- rainbow
- chicken

**Hats**

- sombreros
- rainbow visors w/batteries
- cowboy hats by the herd
- derbies

**Other**

- assorted paper table cloths
- assorted paper placemats
- assorted paper napkins
- glass vases for flowers

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. The team often has decorations or costumes etc. at home that may be on loan for the weekend.

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 future teams.

#### 4. Set-Up

Set-up at camp on Thursday will include a time for team meetings. Allow plenty of time to set-up for all areas of service.

##### Reception

- set-up tables for refreshments at the guest's reception location
- collect snacks and drinks as they arrive with team and 4<sup>th</sup> Day
- decorate tables and prepare drink station.
- be prepared to serve and replenish refreshments during the reception.

##### Storage And Supply Area

- Camp Dixie and Camp Hanes have rooms alongside the dining room that can be blocked off with sheets or closed doors to hide decorations and costumes
- tables are available for organization of supplies
- divide decorations and palanca by themes and set-up for quick access in order of meals

##### Dining Hall

- plan the daily set up for serving tables, dining tables and chairs. Space is tight. You may set up several tables and chairs during the reception so people can sit and chat as they wait for guests to arrive. This will also speed set up for Friday breakfast.
- set up sound system in the dining hall for announcements. Be prepared to unplug the noisy ice maker and the heater.

When guests arrive to register Thursday, some kitchen chas may help by transferring luggage to the rooms and helping outside chas as required.

One or two kitchen chas will help keep the tables stocked with refreshments and drinks.

#### 4. Responsibilities

##### Reception

- request snacks, drinks and refreshments for reception
- set-up and serve at the Thursday night reception.

##### Meals

- Camp staff cooks for meals. Menus are planned in advance and are provided by the camp.
- Discuss the menus before the weekend so that chas can be prepared for theme related requests.
- Camp kitchen staff is very cooperative about switching menus to reflect the theme for the meal (i.e., tacos for Mexican theme). They have even complied with our special requests! (Green milk for cereal and green grits on St. Patrick's Day!)
- Kitchen chas are responsible for setting tables with dishes, silverware, glasses, napkins and decorations for each meal, Friday breakfast through Sunday lunch.
- Kitchen chas serve beverages throughout the meals and bring second helpings.
- keep an eye on **special dietary needs** (how many vegetarians, diabetics, etc. and who are they?)

- attempt to honor special requests for guests. We speak to outside chas if something is not available at camp.
- Kitchen chas are responsible for continuing clean up of the serving area. Some sweeping, mopping duties may be required. Please consult camp staff for what they would like for us to do following each meal.

### **Comic Relief**

- We choose a theme for each meal of the Pilgrimage weekend. It is typically assumed that each succeeding theme may become progressively more elaborate, building up the fun, excitement and comic relief gradually over time.
- Decorations may include table arrangements, placemats, tablecloths, flags, favors, anything that may be hung, draped, stood, or propped without damage to the camp facilities.
- The Fourth Day community can provide almost anything your imagination conjures up, so be careful what you ask for.

*A somewhat reliable list of items that may be available for decorations or costumes is included in this information but double-check for condition and change of location before you count on any of these. We have a number of theme-related aprons, hats, and chickens.*

*We have a number of people who can come up with theme related background music.*

*You will have to provide your own sound systems at Camp Dixie; there is a built-in system at Camp Hanes.*

### **Kitchen Skit (Option of the Rector)**

- The Kitchen Chas are responsible for the ultimate silliness, the Saturday Night Skit. If you are skeptical about performing, just remember so were we!
- Pray for time to write it, for creativity and laughter
- The Saturday Night skit has no purpose that we can ascertain, but it occurs at a time during Decuria determined by your Rector.
- Have fun!



## *Job Descriptions – What do team members do?*

- *Music*

### *The Responsibilities & Privileges of A Music Cha*

#### **1. Purpose and Atmosphere**

The purpose of the music is to enhance our growing awareness of the closeness of God.

The music changes the environment and the atmosphere of the Rollo Room and the Chapel quicker and more effectively than any other aspect.

Music chas may pray for sensitivity to the needs of the guests in this regard.

The atmosphere will change rapidly from comic relief to quiet worship to warm, sharing community.

The focus is always on our relationships with Christ and each other.

Opening hearts is our goal here.

We are aiming to free our guests to spend time communicating with God.

Enter into this privilege, an encounter with the Holy Spirit, and enjoy this precious opportunity yourself.

#### **2. Team Meetings**

Typically, three team meetings will be scheduled to prepare for the Pilgrimage weekend. Communion is offered as a part of the worship service for each meeting. It is the Music Chas' responsibility to provide music leadership for team meetings and team worship services.

The Head Music Cha plans singing for team meetings, practicing the music to be used on the weekend. Also, the Head Music Cha must coordinate with the Head Pastor to plan worship at team meetings.

Head Music Cha is responsible for reporting names, authors, publishers and numbers of copies of any music that will be used which is not included in our songbooks. North Carolina Presbyterian Pilgrimage holds a Christian Copyright License, Inc. subscription for copying copyrighted material. Copyright information and our CCLI copyright license number are to be included on song sheets. If songs are to be printed for song sheets or recorded for tapes or CD's, permission may be obtained from the Leadership Council Music Liaison.

### **First team meeting**

- bring songbooks from the warehouse
- locate, distribute and collect songbooks
- lead worship music
- pray for guests, team and weekend
- get to know each other and the responsibilities of Music chas.
- review responsibilities for the weekend.
- assign responsibilities to be accomplished previous to weekend  
(i.e., choose primary music selections, coordinate copying song sheets for additional music, copies of new music for chas, plan set-up with sound system in Chapel and Rollo Room, may need two systems)
- make copies of the schedules in this manual for worksheets
- join into all team activities, critiques, prayer and sharing

### **Second team meeting**

- pray for guests, team and weekend
- bring songbooks and song sheets
- lead practice of songs for the weekend
- lead worship music
- join into all team activities, critiques, prayer and sharing
- plan special performance selections for the weekend

### **Third team meeting**

- pray for guests, team and weekend
- lead worship music
- plan for additional needs
- plan schedule of music
- request worship order for the weekend from Head Pastor
- pray for the freedom of the Holy Spirit to move before and during the weekend.
- decide on final list of songs for song sheets and turn it in to the Music Liaison on Leadership Council for copyright permission and information
- join into all team activities, critiques, prayer and sharing

### **3. Supplies**

From storage

- comprehensive music book (blue loose-leaf binder)
- songbooks

Other supplies needed:

- song sheets are often provided, at the discretion of the Head Music Cha, to supplement the music in the songbooks.
- sound system for Chapel
- sound system for Rollo Room
- extension cords
- duct tape to secure cords to floor
- music stands, may need several for chas
- additional lighting

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 future teams.

### **4. Set-Up**

Set-up at camp on Thursday will involve preparing for team meetings with worship and set-up for all areas of service.

Music will need to be ready for:

- Thursday team meeting
- Commissioning Service in the Rollo Room
- Thursday night devotions in the Chapel.
- Sound system in the Rollo Room
- Sound system in the Chapel
- chairs for music chas
- lights for music chas, batteries

When guests arrive to register Thursday, Music chas may help by transferring luggage to the rooms and helping outside chas as required.

Guitars should be prepared to lead De Colores at Send-off for Fourth Day Community. Fourth Day may need copies of the words to De Colores, which only appear in the Pilgrims Guides.

## **5. Responsibilities**

- **Sound**

The music chas will have to be in control of the sound systems in the Rollo room and the chapel. If the speakers cannot be heard the purpose of the weekend could be defeated. There are often guests who do not announce their hearing problems or who are situated in a “dead area” in the room. Frequently ask several people in different places if they can hear everything from the microphone. Also, the HVAC systems in both buildings interfere with sound when systems cycle on.

- **Morning And Evening Devotions**

Be sure to consult with the worship leader at the team meetings prior to each day’s services. They often have prepared an order of worship with music selections and other requests you will need to know.

Be flexible. Services may or may not conform to our anticipated schedules. Always try to be prepared to add music to fill delays or delete music at a moment’s notice.

Music chas may choose to receive communion first or last. Please confirm with the worship leader for his or her preference. Accapella music is appropriate during this time and may be led by the community while music chas are being served.

- **Meal Times**

Guitars and musicians will lead the group in singing the “Blessing Before Meals” and the “Thanksgiving After Meals”.

- **Rollo Room**

Music chas lead the group in music for fun and fellowship in the Rollo Room. Music may be needed at a moment’s notice to fill out the schedule or bring the group back in from a break. The weekend should begin with welcoming songs that include the guests by being more familiar. We gradually add new music that sets the mood and the tone for the Spirit at work on the weekend.

Special requests are included before the rollos for each professor. Ask the Professor Cha for a list of all the speaking professors’ choices. “Blessed Are They” is the professor’s introduction to his/her talk.

- **Service Of Wholeness And Healing**

Prepare sufficient music to be sung for a very long (more than one hour) service. Be prepared to add music up for up to two hours. It is IMPORTANT that all music during this service be sung out loud by the entire group in order to mask the continuing confidential conversations being held between the individuals and the pastors. We usually begin with a poster of the music selections and page numbers in the songbooks and add numbers verbally as we need them.

List many more songs than you think will be required. It is disruptive to the service to have to call out numbers in the songbook if this can be avoided.

- **Clausura or Closing**

Clausura is the final service of the weekend. The guests will wait at the Rollo Room with the rector and head cha. Music chas and the rest of the team will assemble at Clausura to lead the 4<sup>th</sup> Day community in singing “welcoming songs” (De Colores) as the guests enter.

Don’t forget to consult with the pastors concerning what music they will request. They may be able to give you a printed order of worship ahead of time.



**Thursday After Guests Arrive:**

6:15 pm Assemble for reception  
6:30 pm Registration  
7:00 pm Send-off

<i>De Colores</i>	
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**Rollo Room**

7:15 pm All team to Rollo Room for Ice Breakers

Swing Low/I'm Gonna Sing/When the Saints?
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Rector talk  
Introduction of Team and Chas

<i>Servant Song</i>	
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8:00 pm Guests to rooms  
8:20 pm Second Rector talk "Why Are You Here?"  
Meditation "Know Thyself"

**Chapel**

8:50 pm Light candles, put out rosebud  
8:55 pm Meditation -"Three Glances of Christ"  
"Way of the Cross" --Leader

<i>Special Music*--After Way of the Cross</i>
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Hymn--After Apostles Creed
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Evening Prayers  
9:50 pm Chapel closes -**SILENCE MAINTAINED**  
10:10 pm Head chas meet in Rector's room (OPTIONAL, Rector's choice)

\*special music has been "Via Dolorosa", "I Saw a Man", or some other solo, etc. relating to the gift of the crucifixion of Christ. Music chas may choose.

**Friday**

6:00 am Team awakened

**Chapel**

6:25 am Light candles put out rosebud

6:30 am Team - Silent prayer

Quiet instrumentals	
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7:00 am Meditation - "Prodigal Son"  
Communion Service--Leader

Special Music – After meditation?	
Song Before Communion	
Communion Songs:	

**Dining Hall**

8:05 am Breakfast

<i>Blessing Before Meals</i>	<i>Blessing After Meals</i>
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**Rollo Room**

9:45 am Pray-in "Ideals" --Professor

	<i>Prof. Choice</i>
	<i>Blessed Are They</i>

11:00 am Pray-in "Grace Given"--Professor

	<i>Prof. Choice</i>
	<i>Blessed Are They</i>

**Dining Hall**

12:30 pm Lunch

<i>Blessing Before Meals</i>	<i>Blessing After Meals</i>
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**Rollo Room**

1:45 pm "Laity" --Professor

	<i>Prof. Choice</i>
	<i>Blessed Are They</i>

3:00 pm “Grace Received” --Professor

	<i>Prof. Choice</i>
	<i>Blessed Are They</i>

5:00 pm “Piety” --Professor

	<i>Prof. Choice</i>
	<i>Blessed Are They</i>

**Dining Hall**

6:45 pm Dinner

<i>Blessing Before Meals</i>	<i>Blessing After Meals</i>
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**Rollo Room**

7:45 pm Decuria, TEAM present


**Chapel**

9:15 pm Meditation “Examination of Conscience”—Leader

Special music after the Lord’s Prayer?

9:55 pm Chapel closes

**Rollo Room**

10:10 pm Team Meeting –

- *Thank team for encouraging guest participation*
- *Check with worship leaders for requests and order of worship.*
- *Practice “Holy Ground” for luminaries with team*
- *Announce when to leave decuria for “Holy Ground”*
- *Assign chimes if you have them*
- *Practice “Good night” for Saturday night lullaby if used.*

**Saturday**

6:00 am Team awakened  
*Wear crosses*

**Chapel**

6:30 am Silent prayer, team and guests

Quiet instrumentals	
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7:00 am Meditation "Figure of Christ" (Walk to Emmaus passage)

Special music ?	
Are Not Our Hearts	
Have You Seen Jesus My Lord?	

Prayers  
Communion Service-- Worship Leader


**Dining Hall**

8:10 am Breakfast

<i>Blessing Before Meals</i>	<i>Blessing After Meals</i>
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**Rollo Room**

8:45 am "Study" --Professor

	<i>Prof. Choice</i>
	<i>Blessed Are They</i>

10:30 am "Sacraments" --Professor

	<i>Prof. Choice</i>
	<i>Blessed Are They</i>

11:25 am Chapel Visits by Table



**Dining Hall**

6:45 pm Dinner

<i>Blessing Before Meals</i>	<i>Blessing After Meals</i>
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Serenade

**Rollo Room**

7:30 pm Decuria


*Singers leave with one poster remaining to be described*

**Outside**

8:30 pm Luminaries – *Music chas lead “Holy Ground”*

**Chapel**

9:55 pm Saturday Night Devotions


10:15 pm Chapel closes

10:30 pm *Team meeting –*

- *Check with worship leaders for requests, order of worship for Clausura..*
- *Practice “Peace” song*
- *Talk about “Peace” procedure. Remind rector to ask guests to put their letters away before we sing. “We have one more gift for you.”*
- *Assign two music chas to go with rector and guests to Service Card Dedication to play background music.*
- *Plan break-down of music equipment and packing procedures for Clausura.*

**Sunday**

6:00 am Team awakened

**Chapel**

6:30 am Meditation time, team and guests

Quiet instrumentals	
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7:00 am Meditation “Christ’s Message to the Pilgrim”


Communion --Worship Leader


**Dining Hall**

8:15 am Breakfast

<i>Blessing Before Meals</i>	<i>Blessing After Meals</i>
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**Rollo Room**

9:00 am “Environment” --Professor

	<i>Prof. Choice</i>
	<i>Blessed Are They</i>

10:05 am “Life in Grace” --Professor

	<i>Prof. Choice</i>
	<i>Blessed Are They</i>

11:05 am “Christian Community”--Professor

	<i>Prof. Choice</i>
	<i>Blessed Are They</i>

**Dining Hall**

12:20pm Lunch

<i>Blessing Before Meals</i>	<i>Blessing After Meals</i>
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**Rollo Room**

1:15 pm "Total Security" --Professor

	<i>Prof. Choice</i>
	<i>Blessed Are They</i>

2:00 pm Palanca bags

Peace Song	
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**Chapel**

3:15 pm Dedication of Service Cards

*Two music chas go with guests to Chapel. The rest remain in Rollo Room to set up for Clausura.*


4:15 pm Clausura --Worship Leader

Welcoming songs --"DeColores"	

6:00 pm Help with camp breakdown until complete

## *Job Descriptions – What do team members do?*

- *Outside*

### *The Responsibilities and Privileges of an Outside Cha*

#### **1. Purpose and Atmosphere**

Our guests will need rest and quiet times outside of the Rollo Room, Chapel and the Kitchen.

It is through the Outside Chas' quiet work behind the scenes that the guest can find a home to ponder the days' work.

Outside chas are quiet servants who see to the most basic needs of our guests, morning, noon and night.

The purpose of the outside cha is to provide care and a sense of God's security and provision.

Do not underestimate your vital role in the pilgrims stay. Through your service guests are freed from worry about their basic needs. They are free to meditate and be concerned for nothing other than their relationship to God and this encounter with Jesus Christ.

#### **2. Team Meetings**

##### *First team meeting*

- Get to know each other and the responsibilities of chas
- Review responsibilities for the weekend.
- Break down responsibilities to be carried out previous to the weekend.
- Choose a photographer to take team and table pictures
- Decide how many copies of pictures to develop. Decide what sizes to develop. Plan to make arrangements for developing during weekend.
- Research supplies available in storage. Arrange to have supplies available at next team meeting for inventory.
- Plan assembling of luggage tags and bed identification tags.
- Begin to plan bunk layout at camp.
- Begin to familiarize yourselves with the layout of the camp and its resources. Sound systems, storage, janitorial, additional tables, etc.
- Begin to plan to familiarize yourselves with the resources around the camp. Building supplies, grocery stores, drug stores, photo processing, copier locations, hospitals, etc.
- Begin to discuss the most diplomatic ways to handle straying guests

### ***Second team meeting***

- Check through all supplies (soaps, shampoo, first aid items, etc) and discard any items that have expired.
- Make a list of supplies needed from Reunion groups and give list to Head Cha.
- Make name tags for all beds (team & guests). Make extras for any last minute changes. Decorate nametags with a sticker, etc. for a nice touch. Do not use tags that stick directly on the bed; use twist-on or tie-on tags.
- Prepare luggage tags for all the guests' luggage. You will need 6 per guest, 3 with twist ties and 3 with safety pins for pillows, etc. These can be made with a 12" pipe cleaner and an index card.
- Plan placement of luminaries for the walk to the Chapel on Saturday night. Remember, simple is best. Make a layout on paper and have it approved by the rector.
- Plan for using a truck or trailer with a tarp to cover luggage as it is transported.
- Continue to discuss the most loving ways to handle straying guests.

### ***Third team meeting***

- Assign tasks for set-up on Thursday morning at the camp so each cha can begin as soon as possible.
- Plan posters to hang in cabins and or bathrooms. These can be homemade or purchased. For example: "Remember...Silence"  
For after chapel the first night, "Smile God loves you", etc.
- Consider adding flowers or little extras like bottled water, coffee, fruit and a few snacks in the cabins.
- Plan break-down for Sunday. Choose someone from the Fourth Day to be instructed to help pack or move luggage. This person may direct as many as three or four others from the Fourth Day with your instructions.
- Pray for God's wisdom in handling straying guests.

#### GOALS

1. Serve the Guests
2. Serve the Team
3. Serve the Lord

Have FUN!

- A. Determine who has trucks / SUVs for transporting inventory after 2nd meeting.
- B. Luminary bags (600-700) #10 size - Found at "If It's Paper" on West Market St.
- C. Candles - Contact Frankie Taylor (336-351-4422 Ftaylor@surry.net )
- D. Golf Carts - Rent 4 from Brad's Golf Carts / Stokesdale, NC.  
Reserve 1 cart for Palanca Chas - Reserve 2 cart for guests w/ walking problems.
- E. Group pictures can be developed for \$.19 each at King CVS.

### 3. Supplies

#### *Cabin Supplies*

- earplugs
- shower caps
- razors
- shaving cream
- deodorant
- first aid kit including aspirin/Advil/Tylenol/cough drops/Sudafed/Band-Aids/etc
- shampoo/conditioner
- toothpaste/toothbrushes
- tissues
- cotton balls
- soap
- tampons/pads
- shower caps
- coffee service each cabin:  
coffee pot, coffee, cups, napkins, sugar, spoon, creamer
- water (bottled)
- extension cords for coffee pots
- small cups for bathrooms
- night lights
- fruit/nabs/gum/mints
- cleaning supplies: Lysol, bathroom cleaner, paper towels, etc.
- large drying rack, one each bathroom
- bath mats, each bathroom
- flashlights

#### *Extra supplies for guests:*

- sleeping bags
- pillows
- sheets
- blankets
- flash lights
- sweat shirts
- rain coats
- umbrellas

***Outside Cha general supplies:***

- luggage tag organization board
- lights for greeting station
- extension cord for lights at greeting station
- duct tape
- dry erase board
- walkie-talkies or hand held radios
- 10 new grill lighters
- sand, bags, candles for 500 luminaries
- extra large trash bags
- alarm clocks for outside team
- small bell to wake guests
- camera for table pictures
- film
- small wagon for transporting heavy items

The Head Outside Cha will receive a cash amount from the Council Treasurer on Thursday night. You will use this money for all the team's needs this weekend. This includes photography expenses.

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. The team often has decorations or costumes etc. at home that may be on loan for the weekend.

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 future teams.

## 4. Set-Up

### Thursday

#### Arrive:

- The outside chas sleep in the same cabin as the guests. At Camp Dixie there are two small rooms with two bunks on either side of the cabin. Reserve these for yourselves by putting your luggage in the room before guests arrive.
- Synchronize your watches with Head Cha and other Outside Chas

#### Set up cabins :

- Set up a large drying rack, bath mat and a basket of toiletries (trial size) in each bathroom in the cabins. Toiletries basket to include: toothbrushes, toothpaste, shower caps, shampoo, soap, lotion, feminine hygiene products, tissues, hairbrushes, combs, razors, shaving cream, deodorant.
- Store extra towels, blankets, pillows and sleeping bags.
- Label all beds by tying nametags on all headboards, guests and team. No stickers are allowed on the beds as requested by Camp Dixie.)
- Make a poster or chart of the bunk assignment layout, guests and team, for palanca and Professor chas.
- Make sure to include any guests or team with special arrangements or single rooms.
- Make sure nametags for guests and professors have identifying dots on each nametag for cabin assignments.

#### Set up other bathrooms:

- Check all bathrooms for adequate supplies, toilet paper, paper towels, and soap. Camp Dixie and Camp Hanes supply these, but may often need replenishing.
- Set up small toiletries baskets in bathrooms in the kitchen area, rollo room area and chapel area with emergency toilet items.

#### Set up greeting station:

- Place luggage name tags (6) on large board with hooks in alphabetical order
- Locate board at the walkway to the dining hall.
- Hook up lights for checking in guests after dark.
- Park vehicles nearby for moving luggage
- Leave loading spaces next to greeting station for guest vehicles. Ask sponsors to move cars after unloading.

#### Set up for assembling luminaries:

- Find a spot where you can assemble 500-600 luminaries.
- Use white bags, candles, and plenty of sand.
- It helps in wind and rain if you fold bags once from the top before filling them.
- Pull up wicks on candles before putting them in the bag.
- It is a good idea to have this done well before Saturday night.

### Set-up for errands

- Hang dry erase board in refreshment area in Rollo Room
- Check with Heads of cha groups. Remind them of limiting trips to town and use of dry erase board to consolidate needs.

### Plan photography

- Take team picture after lunch.
- Plan schedule for table pictures.
- Plan sizes and numbers for developing. (Team picture for everyone, one for each guest of their table, one table picture for each table cha, each professor, all tables for the rector and observing rector)
- If you want to take other pictures use another camera for those you can have developed later after the weekend.

## 5. Responsibilities

- Hold doors and count heads whenever guests and team go from place to place.
- Know the **exact** number of guests and team. When all are in the room, notify the Head Cha. If anyone is missing, notify the Head Cha. **NOTHING WILL BEGIN UNTIL ALL ARE ACCOUNTED FOR!**
- Light the way at night when the group is outside. Always carry a flashlight at night.
- Be prepared to assist any elderly or handicapped guests to different locations.
- Always check for stray guests during break.
- Notify Kitchen chas as soon as the group is on its way to meals.
- Be sure to have cleaning supplies on hand (Lysol soap, bathroom cleaner, paper towels, etc.) for quick cleanups.
- Clean cabins daily, sweep, empty wastebaskets
- Keep bathrooms clean. Check often.
- Take table pictures, team pictures and have film developed in time for inclusion in Fourth Day packet on Saturday
- Check with Rollo Room for any special needs or requests for the guests.
- Run errands as needed but try to limit trips. If any unusual or extravagant requests are made, check with Head Cha before proceeding.
- Always take a cell phone on errands and check with contact person, Head Rollo Room Cha or Head Cha, before returning.

## **Friday**

- Head Outside Cha wakes up Outside Chas in cabins.
- Make coffee in cabins.
- Wake up guests IN SILENCE! Don't forget anyone!
- Guide guests to chapel.
- One cha stays until last guest in cabin is ready.
- Remember to have one cha per cabin with guests at all times.
- Clean cabins.
- Check the cleanliness and adequacy of supplies in bathrooms.
- Check bathrooms and bedrooms for straggler guests before leaving a building.
- At breaks, know where to find all guests.
- Assemble with team in Rollo Room for:
  - All talks
  - Decuria
- Keep guests near Rollo Room during breaks
- How are you doing handling stray guests? Pray.
- Check with Head Chas during the day
- Take table pictures after lunch
- Plan on a maximum of two trips to town a day. Let all Head Chas know when you are leaving and post time on dry erase board in Rollo Room. A cell phone will help to relay information. Give the number to Head Rollo Room Cha.
- Take film to town to be developed
- View proofs for approval about an hour later before pictures are printed
- Be sure to have flashlights to light the way for guests at night.
- Keep umbrellas handy in the event of rain.
- Count guests at night before lights out

## **Saturday**

- ***Make coffee in cabins.***
- Wake up guests
- Guide guests to Chapel
- Check bathrooms and bedrooms before Chapel
- Chapel
- Clean cabins
- Check and clean bathrooms.
- Recruit other chas to help you put bags out after chapel Saturday night. Saturday is a very busy day.
- Organize for Serenade:
  - Ask the camp to set up their sound system with microphone in the gym.
  - Acoustics are poor in the gym. You may ask the camp to lock up basketballs if desired.
  - You will need to take ice, paper products, songbooks, music stands, etc. to the gym at Camp Dixie or, at Camp Hanes, the picnic shelter or rollo room.
  - Check the sound system.
  - Set up tables. The camp provides 6 tables upon request.
  - Make sure there are trashcans and extra trash bags available in the gym, the picnic shelter or the rollo room.
  - There are no extra chairs available. We use the bleachers.
  - Fourth Day music chas will need to know where to set up in dining hall.
  - Fourth Day will need a microphone set up in kitchen.
  - Plan set up with Head Kitchen Cha.
  - Prepare signs to direct Fourth Day Community to Gym and parking.
  - Put signs up after guests go into Wholeness and Healing Service.
  - Ask the first Serenaders to direct traffic for you.
  - Have 2 outside chas in the kitchen area and 2 in the rehearsal area with Serenaders. Use two-way radios to coordinate your entrance.
  - The Fourth Day is to clean up gym after serenade. Be sure to check with Serenade Coordinator to be sure the gym will be cleaned and swept when they leave.
  - Check gym one last time, turn lights out and close doors.
- Set up luminaries during Decuria.
- Someone needs to stay outside to watch luminaries and put out fires!
- Clean up luminaries after the guests are in their beds. Ask team for help.

## **Sunday**

- Make coffee
- Wake up guests
- Remind guests to pack
- Guide guests to chapel
- After breakfast begin to clean up and pack supplies to be returned to the warehouse.
- After lunch, arrange with Fourth Day to have some volunteers to move luggage to hallway outside of kitchen
- Inventory supplies as you pack
- Arrange to load supplies on trailer
- Clean cabins: sweep, pick up trash, empty trashcans, leave in good order

## *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.

## *Job Descriptions – What do team members do?*

- *Professor Cha*

### *The Responsibilities and Privileges of a Professor Cha*

- **As Head Professor Cha**

1. Before professors are assigned to give their practice talk at a team meeting, write them a note of encouragement.
2. At each team meeting, be prepared to instruct professors on the various areas covered in their manuals:
  - Information for Speaking Professor
  - Professor Guidelines
  - Who the professors represent at Pilgrimage
  - Table Visits
  - Group Reunion Cards
  - Service Sheets
  - Discussion Points for Table Leaders
3. Pilgrims have a lot of questions about some of these areas, such as Service cards and Reunion Groups. Help the professors prepare by discussing possible answers. Since there is no one “right” answer, you may need to offer suggestions, especially for the service cards. This will help them think of what is right for each of them.
4. It is helpful for professors to read over the “Discussion Points for Table Leaders” sheet every day during the Pilgrimage weekend.
5. Professors should always be honest with the guests! If asked, “Have you been here before?”, you could say something like “Yes, and I’m happy to have the opportunity to be here again.”
6. Any questions that the pilgrims have about the weekend should be directed to the Table Cha. The professor shouldn’t appear to be “in charge” even after he/she is revealed.
7. Encourage professors to write personal palanca letters for each guest at their table over the weekend.
8. Professors are invited to choose a song to be sung before their rollos. Professors should turn in their “song” to the Professor Cha by the third team meeting.
9. It is nice to give the professors a folder for their talks on the weekend so all folders look alike. Remember that no talk should be stapled or clipped. It is also helpful to slide pages of the talk rather than turning them.

10. Remind speakers to have an extra copy of their talk for you on Thursday morning of the weekend. Review talks on Thursday. Any problems with talks should be discussed with Rector.
11. Remind Speaking Professors to bring dress clothes for their talk on the weekend.
12. Survey other team members as emergency professors in case a professor becomes ill on the weekend. Make a list of former professors and the talks they have given.
13. Remind former professors to bring a copy of their talks and dress clothes on the weekend in case a substitute is needed.

- **As Professor Escort**

1. Notify the Professor or Pastors 45 to 50 minutes before time for the rollo. Be sure you have an abbreviated schedule for the weekend and stay in touch with the Head Cha to keep up as it changes (it will!).
2. Give the speaker any special palanca that has been sent for him/her for before the rollo. Check with a Palanca Cha for this.
3. Determine whether the speaker wants to eat a meal just prior or after the talk and make the appropriate arrangements with the Kitchen Chas.
4. Have a chair available for the professor at prayer palanca.
5. Be sure to have a glass of water, some Tylenol, mints, and a box of tissues handy.
6. 25 minutes before the talk is scheduled to begin, notify the Pastors and 2 team members that will be praying for the speaker to make their ways to the prayer palanca room.
7. 20 minutes before the talk is scheduled to begin, go to the speaker's cabin and escort him/her to the prayer palanca room.
8. "Pray-in" the speaker with the 2 prayer palanca team members and the Pastors. When praying for the speaker, it would be nice to incorporate the scripture for the talk into the prayer.
9. From the Chapel or Prayer Palanca building, watch for a signal from the Rollo Room that it is time to walk the speaker over. Provide the speaker with a long stemmed flower if used.
10. At Camp Dixie escort the speaker around the left side of the Rollo Room building (when facing the pond) and up the stairs to the back of the Rollo Room. To the extent possible and depending on the comfort level of the speaker, remain unseen (even from team members) at the back of the Rollo Room (the landing at the stop of the stairs is often a good place). At Camp Hanes escort the speaker to the front porch of the Rollo Room.

11. Signal to the Head Cha (or whoever you have arranged to signal) that the speaker is in the room and ready.
12. As the guests and team begin to sing “Blessed Are They,” remind the speaker to walk towards the Rector to receive a hug and the cross, place the flower in the vase, and to then proceed to the podium.
13. Remain in the Rollo Room during the talk, praying to the extent that you feel led.
14. After the talk, escort the speaker out the back of the Rollo room and back to the prayer palanca room.
15. “Pray-out” the speaker along with 2 Pastors and the 2 prayer palanca team members.
16. **IDEALS TALK.** There is a wrinkle to the process for the Ideals talk. Tell the professor ahead of time that he/she must be in the Rollo Room and participate in the introductions. As soon as the last person at his/her table has introduced him/herself, the professor should leave the table to get dressed. Be sure to remind the Head Cha **BEFORE AND ON** the weekend that the table with the Ideals professor is to be introduced first.



## *Job Descriptions – What do team members do?*

- *Professors*

### *The Responsibilities and Privileges of a Professor*

#### **1. Purpose and Atmosphere**

**Your only choice as a professor is simply to LOVE the guests at your table.**

Professors are called to be facilitators of the small groups of the Pilgrimage weekend.

Professors do not have all the “right” answers, yet they are called to be Christian leaders who walk the path of the weekend with a small group by the leading of the Holy Spirit.

The professor’s job is both a privilege and a responsibility.

**Your job is far more than giving a talk or guiding a discussion. You have the unique task of being Christ at the table. Jesus came into this world and was one of us – one with whom we can identify because He experienced our same weaknesses and temptations.**

Jesus chose lay leaders to advance His Kingdom on earth. So does the Pilgrimage. As one chosen by God to lead, prayer should be the dominating force at work.

**The table guests will identify with the professors in their willingness to be themselves, without masks or pretenses, sharing their feelings, trials and failures. Honesty inspires honesty.** You can spend a whole evening at a dinner party, never get beyond small talk, and know nothing about the real person sitting next to you.

The professors will create an atmosphere of acceptance by showing compassion, listening well and affirming the guest. Even the most timid may feel secure because there is a professor there who is as quiet as he is.

With this atmosphere of acceptance and honesty, and God working in all hearts, barriers can come down and a table of strangers can be transformed into a loving Christian fellowship in just three days.

Rely not on your own ability, but on God’s ability to work through you. Enter into this privilege, an encounter with the Holy Spirit with confidence, and enjoy this precious opportunity yourself.

## **1. Team Meetings**

Typically there are three team meetings scheduled to prepare for the Pilgrimage weekend. Speaking professors will be assigned in advance to present their talk to a small group for practice and for the team's to review. The professors will also meet as a group for training. At these meetings, you will:

- Review responsibilities for the weekend
- Go over Professor guidelines
- Review Table Chapel Visits
- Discuss Service Sheets
- Review Group Reunion Cards
- Answer questions

In addition to this you will begin to know your table partner and become a part of the entire team. Pray for the leading of the Holy Spirit as you train as a group.

## **2. Supplies**

Professors do not have supplies other than their team manual and, if you are a Speaking professor, 2 copies of your talk.

However, the other cha groups will be collecting various items and may request your help.

You are in a wonderful position to offer true palanca, the gift of service to the Lord.

## **3. Set-Up**

You will be assigned a job for both set-up and break-down for the weekend. Let this be your gift to the rest of the team.

Professors are required to be at Camp Dixie at 9:00 on Thursday morning of the weekend.

You will have received a job and area to assist with set up.

The entire Professor group will meet during the course of the day to review assignments and answer any last minute questions.

Do not worry, you will always be in close contact with the Professor/ Escort cha. You will be the subject of continuous prayer for the entire weekend.

Relax, let God have your heart, soul and mind.

## 5. Responsibilities at the Table

- There are two professors at each table. At least one of these professors is a speaking professor. A professor who does not give a rollo is a silent professor.
- Of the two professors, one is dominant and one non-dominant. During the discussion the dominant professor will ask questions and guide the discussion only as needed. You may have a natural leader among the pilgrims who will take charge without taking over. In that case, the dominant professor will keep the discussion on track. Remember that you are undercover and you don't want your pilgrims to identify you as a team member.
- The non-dominant professor is to talk no more than the quietest guest does at the table. It's O.K. to sit quietly and—if you do—you will play this role well. The quiet person will feel much more comfortable. There is an exception to this rule: when the other professor gives the rollo the non-dominant professor must guide the discussion. Other than that, the dominant and non-dominant roles should be carried out through the weekend, even after both professors have been revealed.
- The silent professor may wear his cross beginning Sunday morning.
- The dominant professor will be seated on the side of the table facing the lectern, and the non-dominant professor will be seated opposite him (her) with his back to the lectern.
- While undercover, use the songbooks and pilgrim guides.
- Do not include the table cha in the group discussion.
- As you can see from the above information, the intention is to make the Pilgrims feel comfortable, both as they participate in the discussion and as they sit around the table.
- The professors are not expected to be the teachers or experts. Nor are they to argue points with the members of the group. The professors are not there to answer all the questions or do the discussion for the group.

*The professors' chief duty is to involve all of the pilgrims in the discussion.*

### **Professors must discipline themselves to:**

- Respect each pilgrim even if you privately disagree with views expressed
- Refrain from forcing any pilgrim to change views
- Avoid trying to reach complete agreement by all members of the group on all questions (the purpose of the discussion—and the leader’s duty—is to make the pilgrims THINK and to help them recognize the value of different approaches to solving problems or planning programs).
- Politely, but firmly, keep the discussion on track, avoiding tangents.

### **Professors should keep in mind the following at all times:**

- Each pilgrim is unique and a beloved child of God. Each is at a different place in commitment to Jesus Christ.
- Be yourselves and try to get to know each pilgrim individually. Eat with them at meals, walk with them, ask them personal questions, and be their friend. At the table, let the pilgrims feel that their ideas are important to you. If they seem way off track, you might say, “that’s an interesting view, are there any others?” This could be a cue for the non-dominant professor to speak up if all others are silent.
- If a pilgrim has not participated at all, direct a question to him and ask for comments. Make a point to reach the quiet pilgrim without being overly forceful. Remember that it is all right to be quiet.
- Take as many notes as possible during the write-downs to set a good example.
- Take the leadership for selecting pilgrims to do Decuria.
- Guests always come first.
- Be aware of the physical needs of the guests at your table and make them comfortable.
- Sit with your table at dinner for Serenade.
- Help the guests understand the Service Card, Reunion and Ultreya.

### **Palanca Bags**

- When Palanca bags are given on Sunday, sit with your table until you feel your presence is no longer required. Quietly move to the seats around the room and sing softly with the rest of the team. The Rector will ask the guests to put away their letters and prepare to go to the Chapel. Then, the team will stand to “give one final gift”, sing the Peace Song. Guests proceed to the Chapel with their Table Chas, leaving their professors with the team to help set up for Clausura or Closing.

- **You Represent Jesus Christ**

**TEAM MEMBERS** are leaders, no play acting, who must be ourselves, serve the pilgrims.

**OPEN QUESTION** asks what, when, where, how. An answer is required. Use this method for discussion.

**CLOSED QUESTION** asks is, do, has, can, will. These can be answered with a yes or no. Closed questions tend to kill conversation.

**LISTENING RESPONSE** makes pilgrims feel their ideas are important to you and all present. Let them know you are listening. Nod your head, echo the speaker's last few words, reflect what the speaker said.

**PULLING QUESTIONS** invite participation of the whole group. What is the thinking of some of the rest? Would anyone like to comment?

**FRUITFUL DISCUSSION.** Skillfully guide the discussion with direction. Pick up key thoughts.

**KEY THOUGHTS** are ideas, thoughts, or opinions relating to the discussion. These thoughts help to achieve a fuller understanding. Develop new thoughts that emerge and lead them to a conclusion. Conclusions are important. You may discuss much. If only one main idea comes about, it is better to discuss that and come to a conclusion than to have many thoughts and no conclusion.

**HOW TO FOLLOW UP KEY THOUGHTS.** Be watchful of the discussion with an open question.

**SILENCES.** Don't panic. Pilgrims will usually begin talking after the first couple of talks, and usually after the first Rollo one person will begin. Be ready with an open-end question.

**OVERLY TALKATIVE.** This person may be an eager beaver, exceptionally well informed, or just plain talkative. Wait until that pilgrim takes a breath, offer thanks for the comment and refocus attention on the subject. Slow the pilgrim down with a difficult question, or "That's interesting...now let's see what the group thinks of it." (Be discreet.) If that pilgrim still dominates the conversation at the table, take that person aside during a break and, indicating a person at the table who may not have said very much, say "So-and-so doesn't seem to be talking much. Could you help me pull them into the conversation at the next discussion?"

**WON'T TALK.** This person may be bored, indifferent, timid, superior or insecure. Ask questions to arouse interest. Ask for his opinion. With the superior indicate your respect for her experience, but not to the point of making the group feel uneasy. Compliment the timid/insecure person the first time that pilgrim makes a comment.

**PERSONALITY CLASH.** Sometimes differences of opinion get too sharp. In other cases, two people just don't get along. Compliment these pilgrims on their enthusiasm and participation. Emphasize the points of agreement. Minimize the points of disagreement. Redirect attention to the objective at hand.

**SIDE CONVERSATIONALISTS.** These persons may be commenting on the subject matter, but usually are engaged in personal conversation. Don't embarrass them, but call them by name and ask them an easy question. As a suggestion, you could restate the last opinion expressed or the last remark, and then ask them for their opinion. Get the side conversationalists into the act.

**WHEN IN DOUBT, ALWAYS LET LOVE AND COMMON SENSE GUIDE YOU.**

• ***Discussion Points For Table Leaders***

***IDEALS***

- What qualities are our greatest assets as humans?
- When are we operating at our highest level of activity?
- What things are worth while to us?
- Are we happy with the choices we have made so far?

***GRACE GIVEN***

- What is grace? How has it been revealed in general and to us individually?
- What is our response to the fact that God loves us unconditionally?
- Do we really believe it?

***LAITY***

- The church was founded to help women and men live their lives according to God's plan.
- Today, what things govern the way we live our lives?
- How can the church regain or establish its influence over our lives?
- What is the place of an individual in the church? What can and should the individual do?

***GRACE RECEIVED***

- How had God given you help when you needed it?
- How can/does prayer enable you to be aware of God's presence and help?
- What things can we do to be more God-aware and God-dependent?

***PIETY***

- What is true piety?
- How does one go about acquiring it?
- Note: In discussing false piety avoid personalities and judgments. Hate the sin; love the sinner.

***STUDY***

- Why is study important?
- What is the purpose of study?
- What factors may be obstacles to us studying?
- What things should we study?

***SACRAMENTS***

- How do the sacraments bring the reality of grace of God closer to us?
- How do sacraments enable us to be faithful members of God's family?

### ***ACTION***

- What is Apostolic Action? How does it differ from good works?
- Why do we need to act?
- What kinds of action are there?
- What sort of preliminaries and plans are suggested to try to insure successful Apostolic Action?

### ***LEADERS***

- Who or what is a leader?
- What special attributes do Christian leaders have, or what attributes should they develop?

### ***OBSTACLES***

- How do you block God in your relationships?
- What is God's remedy to the barriers we erect?
- How can we change?

### ***ENVIRONMENT***

- Where, what, or who is our environment?
- How shall we work in it?

### ***LIFE IN GRACE***

- Do you have a "rule" (daily spiritual discipline) for life?
- What changes would you like to make in you personal daily practice piety?

### ***CHRISTIAN COMMUNITY***

- What is the importance of being a part of an apostolic team? Why do we need to link with other apostles?
- How can we avoid being apostolic lone rangers?
- How do you see yourself in the visible church?
- How do you see yourself in the invisible church?

### ***TOTAL SECURITY IN THE FOURTH DAY***

- What means are recommended for help in perseverance?
- What problems should we expect in our Fourth Day?
- Where should we look for help?
- What is the basis for confidence in the Fourth Day?
- How do we maintain "contact with Christ?"
- How do we maintain contact with our brothers and sisters?

- ***Information For Speaking Professors***

- Professors should have their talks completed and copies sent to the Rector, the Professor Cha and the Head Pastor within the time limit established by the Rector
- Keep your talk in a folder or notebook.
- Choose a song to go with your Rollo and give that information to the head Music Cha.
- The Professor Cha will contact you 45 to 60 minutes before your Rollo and you may quietly leave the Rollo room to get dressed. Wear your cross for the Rollo and then leave it on for the rest of the weekend. The Professor Cha will come to your cabin 20 minutes before the Rollo to escort you to the prayer palanca room for prayer with the pastors and prayer palanca partners. Upon a signal from the Rollo room you will be escorted over. Your song will be played, then comes “Blessed are they.” You will greet the Rector and receive the Rector’s cross to keep with you while speaking, place your flower in the vase (if used) and then you are on!
- Pause after the introduction for applause.
- Give lots of time for write-downs.
- Smile and make eye contact around the room as you speak.
- When you have finished your Rollo, you will return the cross to the Rector and then be escorted back to the prayer palanca room for a prayer of thanksgiving.
- You may then return to your cabin for some casual clothes, but do not return to the Rollo room until the poster is completed.

- ***Assistance to Other Chas***

Professors will not be able to work with other cha groups during the weekend while guests are present.

However, remember your gift is to be of enormous help in set-up and break-down.

This will be such a tremendous gift to tired Outside and Rollo Room Chas.

Also, the gift of cooperation should not be minimized. You will set the tone with your table. Lead with kindness and do not encourage outlandish requests. There will be many opportunities to serve each other on the team this weekend.

Please be aware of needs that the schedule may require or that someone may or may not ask you to meet.

During the Thursday set-up time, please help wherever your help is needed.

Be an example of silence after chapel.

Take every opportunity for meditation and silent prayer before chapel and at your post for the guests and the team.

Help your rector by collecting your best “Short, Clean and Funny”. Only high quality humor here. Please find it and be ready to share it!

Be there and help collect folks for Picture Time on Friday after lunch. It’s like herding cats.

Be ready to direct stray guests back to the Rollo Room after breaks and meals. Outside chas often have their hands full with “strays”.

The Chapel chas are responsible for decorating the cross on Saturday night. This is often a late night project. If you have flower-arranging talents or have free hands at this time you will want to help create this surprise for the guests.

Break-down is a community project. Please try to anticipate what your needs will be for packing up and then give other chas a hand.

## **PROFESSORS (GROUP FACILITATORS)**

### ***WHAT THE GROUP FACILITATOR IS NOT...***

- not necessarily an educator, theologian or evangelist.
- not a therapist or encounter group leader.
- not someone who is responsible for the group members' results, progress, answers, response to Christ, or orthodoxy.
- not a master of ceremonies.
- not a host or hostess responsible for the group's happiness or conversation.
- not a talker.

### ***THE GROUP FACILITATOR IS ONE WHO...***

- is free enough to honestly share their life as it really is so that the members of their group will feel free enough to share their lives.
- models a level of honesty that allows people to honestly say where they are, or where they are not, in the Christian faith. If I know where I am, then I can think about where I want to be.
- creates an atmosphere of acceptance modeled in Jesus Christ. It is not necessary to accept a person's unacceptable behavior, values, or theology; but it is necessary to accept the person.
- introduces people to what it feels like to be loved, accepted, forgiven, and supported by an intimate fellowship of Christians.
- shows people how to minister, care for, and support one another by actually doing it for one another. The Group Facilitator models ministry.
- brings the group to a stage of “shared leadership” so that it may continue without a Facilitator. To free the group from emotional dependence upon a leader is to allow it to emerge into a style of life in which each member shares responsibility for the life of the group.
- demonstrates that Christians are responsible to and for one another and takes group disciplines seriously.



## *Job Descriptions – What do team members do?*

- *Rollo Room*

### *The Responsibilities and Privileges of a Rollo Room Cha*

#### **1. Purpose and Atmosphere**

The Rollo Room is God's Kingdom for those attending the Pilgrimage. The function of the Rector, Professors, and Pastors is to create community at each table. This is done to allow as much spiritual growth as possible for each guest.

The Importance of Servanthood – Being loved and cared for is an important part of the guests' Pilgrimage experience. Without a doubt you remember the care you were given by your Rollo Room Cha, and cherish that memory. So, endeavor to do the same for your guests.

#### **MESSAGE TO ALL TEAM MEMBERS:**

All chas are very busy people, but if we post the schedule we can usually arrange to have everyone in the Rollo Room for all of the Rollos. This is our connection with the guests and the spirit of the weekend outside our specific areas.

- Remember that we can only enter the Rollo Room before the Rollo is begun.
- We are expected to be seated in the seats around the room for singing before the Rollo.
- We do not enter after "Blessed Are They" has begun.
- We always pick up notebooks and pens that have been left in the chairs so that we "write down" with everyone else during the Rollos.
- Our attitude should be one of prayer for the professor and for the guests during the Rollo. We must be conscious of never being a distraction while the Rollo is being presented.
- Once inside the Rollo Room we do not move around the room or leave the room until the Rollo is over and the professor has left the room.
- Chas should leave and resume our duties elsewhere while the tables are doing posters or having table discussion.

## **2. Team Meetings**

Typically, three team meetings will be scheduled to prepare for the Pilgrimage weekend. It is the Rollo Room Chas' duty to make sure the gathering spot for the team is kept clean and neat.

### **First team meeting**

- get to know each other and your responsibilities
- review weekend responsibilities
- break down responsibilities
- make a list of food items desired & make a list for team to sign
- designate someone to inventory food supplies
- designate someone to inventory table boxes of poster supplies
- designate someone to inventory other supplies
- decide on any palanca to be given (stickers, cards, pencils, etc)
- arrange for supplies to be brought to second team meeting for inventory

### **Second team meeting**

- inventory supplies
- post list for food items so team can sign up to bring something (each team member is usually asked to bring 2 2-liter drinks and 1 food item)
- list supplies to be replenished and decide who will purchase what (remember not to overdo)

### **Third team meeting**

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

- If you incur 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.

### 3. Supplies

- spiral notebooks (enough for team and guests)
- ballpoint pens (enough for team and guests)
- poster board
- 3 – legged stool
- posters with words “Rollo”, Decuria”, Cursillo”, “Ultreya”
- window rainbow curtains
- black material for curtain to surround food and supply area (Camp Dixie)
- hooks, clips, and poles to hang black curtains (Camp Dixie)
- art supplies for posters
- 7 table boxes
- 7 trays for supplies (small & large)
- extra supplies (pens, pencils, tape, markers, table palanca)
- tool box with hammers, staple gun, clothes line & clothes pins, nails,
- heavy tape, etc.
- table cloths
- aprons
- service cards and Pilgrim’s Guides for team & guests
- First Aid kit
- paper products - plates (large & small), napkins, plastic silverware, ziplock
- bags, aluminum foil, cups for cold & hot drinks
- baskets, bowls & pitchers for tables
- utensils (apple corers, cheese slicers, knives)
- coffee supplies (coffee, hot tea, hot chocolate, cream, sugar, equal)
- boxes of tissues
- cleaning supplies  
(409 cleaner, baby wipes, dishwasher detergent, paper towels, etc)
- 7 Chapel Kits  
( wooden cross, matches, candle with holder, carpet squares)
- candles (enough for all rollos and decuria)
- cross, vase (if used) and candlesticks for podium
- table cloth for podium
- 7 drink trays
- seat cushions

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. The team often has material at home that may be on loan or donated for the weekend.

## 4. Set-Up

### Thursday

- Notice how everything is packed so you can repack as you use supplies.
- Secure round tables from Emmaus group.
- Begin setting up room. It is easiest to work from a diagram so everyone helping will have a clear picture of what is happening.
- Put curtains over windows.
- Set round tables up and place tablecloths on them.
- Count exact number of chairs as needed per table.
- Mark the back of the dominant professor's chair to ensure you begin placement of guests at the correct chair.
- Extra chairs go around the outside of the room for team to sit.
- Prepare a small table in front of the podium with tablecloth, cross and candles. A candlesnuffer is nice to have.
- Make sure the microphone and speaker are working.
- At Camp Dixie: Begin to hang black curtain. The curtain starts not quite center of the 1<sup>st</sup> window to the backside of the door. Attach the rod to the 3<sup>rd</sup> metal strip from the window as you start. (see instructions)
- Long tables go inside black curtains for food and supplies.
- Some like to hang two front curtains one ceiling tile apart allowing a discrete passageway for team to move from one side of the room to the other.
- Set up drop cords for coffee makers but remember only three can go into a single switch. To access a second breaker, an extension cord must be run to the downstairs outlet in the hallway in front of the camp office. Drop the cord down the window facing the lake and through the first window below. Have someone bring 2 – 100ft. Heavy Gauge drop-cords for this.
- Extra carpet is used under all food tables and taped down to protect Camp Dixie's carpet.
- At Camp Hanes: use the serving room for the Rollo Room supplies with the serving window closed.
  - Two tables are set up at either end of the Rollo Room for drinks, ice, snacks, etc. that are in current use.
  - Coffee pots can be set up in the serving room, but the electrical circuits there are very sensitive to overloading
- Set up food with drinks and ice chests together. Food should be organized and baskets, plates, and utensils handy. Trashcans need to be nearby.
- It is helpful to have somewhere to dump drinks before throwing cups away (There is an old bucket in storage). It is easier and more sanitary to not reuse cups.
- Rollo Room Chas should organize their table supplies in one area. These include : apron, table name, poster supplies, poster board, pens, pencils, palanca, service cards, pilgrim guides, drink tray, craft trays, Chapel Kit bags, tissues, etc.,
- Put up wire for poster around the perimeter of the room.
- Banners are added to the walls of the Rollo Room gradually to recall and emphasize the themes of the talks and meditations. Many are available and stored. Palanca chas are in

charge of pressing and keeping the banners until you are ready for them. Let Palanca know which banners you want to use and when you will be needing them.

- Make sure the bathrooms are well equipped and have plenty of extra toilet paper, paper towels, liquid soap, and feminine hygiene products available. Be sure to check these room and supplies often throughout weekend. (The camp supplies toilet paper & paper towels, but make sure to get these Thursday so you don't have to hunt for them later.)
- Make sure Rollo Room is set-up by 3:00 p.m. on Thursday.

## 5. Responsibilities

### • *Head Rollo Room Cha*

- Check with Head Cha to secure round tables from Emmaus group at Camp Dixie; the round tables should be found in the Rollo Room or on the porch at Camp Hanes.
- It is fun to ask Reunion Groups to provide special food palanca for each day such as cheese balls and crackers, fruit/vegetable trays, ice cream sundaes or whatever. Ask team members for help contacting groups.
- Make sure the Rollo Room is set-up by 3:00 p.m. on Thursday and that all Rollo Room Chas are aware of their responsibilities.
- Floater Cha (or Assistant Head Cha serves music chas and Rector.)
- Make sure all guests are in the Rollo Room at the appropriate times. Everyone must be present before anything can begin. Remind your Chas to account for their table members.
- Know who needs to be out for Prayer Palanca and when. Get a copy of the Prayer Palanca schedule from Head Chapel Cha or Professor Escort. Make sure floater cha helps out that table when is cha is gone.
- Review with your chas about when to hand out **Pilgrim's Guides, steno pads and pencils, service cards.**
- Provide props as needed by Rector or speaker(3-legged stool, posters of words, etc.)
- Replace candles as needed during day.
- Provide a fresh glass of water on podium before each talk.
- Light candle before each Rollo during the beginning of "Blessed Are They" and extinguish it at the end of Rollo.
- Arrange with Head Palanca Cha which banners to use and where to place them.
- Post palanca letters after they have been read aloud.
- Place a dry erase board in refreshments and supplies area to write down needs/requests so that outside chas can get this information. Outside Chas try to limit 1 trip to town each day.
- Check Chapel Kit Bags to make sure they contain a candle, holder, cross and matches.
- Review the Chapel Visits with your chas Saturday morning.
- Remind team not to eat or drink in the Rollo Room unless the guests are being served. Also remember that no one should be moving about behind the curtain while a Rollo is being given.
- No one may enter the Rollo Room once the speaker has begun giving their talk. Assign someone to sit by the side door to lock it as the speaker enters (Camp Dixie).
- Be prepared to break down the Rollo Room if Clausura is to be held there.
- Arrange podium so that both guests and team can see speakers.

- Be prepared for break-down on Sunday. Arrange for someone from Fourth Day to help assist you.
- At the conclusion of the weekend, make an inventory of what is left and give it to the Head Cha to pass on for the next weekend.

- **Table Cha Responsibilities**

**Thursday Night**

- Follow the Rector from the Sendoff. Try to light the guests' way.
- Once inside the Rollo Room, sit around outside of the room.
- After the guests return from their cabins, the Rector will ask for the chas to hand out Pilgrim's Guides and pencils. Have these with you. Hand these out to everyone, guests and team since they will be sitting together.
- When leaving for Chapel, help light the way for the guests.

**Friday**

- As the Rector calls out the table names, the dominant professor's name will be called first. This person sits in the chair facing the podium. (It is a good idea to mark the chair ahead of time somehow)
- Seat the guests and professor clockwise as the Rector calls their names and have your table's wooden name plate ready to place in center of table.
- You will need steno pads for each person when the Rector calls for them.
- Make sure your table has songbooks on it.

***Refreshments***

After each talk, the Rector will give the tables a chance to discuss it.

- During this time be as quiet and unobtrusive as possible, move around the table taking drink orders.
- Have a pencil and paper ready to keep orders straight.
- It is important that the guests and professors talk among themselves, so you should not talk with the guests and professors, except to take refreshment orders.
- Begin by putting out a basket of goodies and building from this to allow their conversations to begin. Let the refreshments accelerate much like the poster supplies – a little to begin with and add to it.
- Stay near your table at all times and don't congregate with other table chas.
- Table discussions and poster making are for the table participants, and you should not actively participate.
- Be close to your table at all times trying to anticipate their needs but do not hover.
- Do not encourage outrageous requests from the guests. If you receive an unusual request inform your Head Cha and a decision of what to do will be made.

The outside Chas will make **one** trip to town a day around 12:00 noon. Please write down your requests on the dry-erase board in the back of the Rollo Room.

### ***Posters***

The Rector will call for poster materials to be brought out after the tables have had time to discuss the Rollo.

- Be sure to have your small tray ready. It is fun to put a little variety in at first such as crayons, construction paper, markers, balloons and add to it each time.
- By Saturday you will need the larger tray to hold the supplies.
- Sometimes you may have unusual requests for items. Be creative and improvise. It makes it fun.
- When the Rector calls for the poster, it is your job to get the names of who will present the summary of the table discussion and who will present the poster at the Decuria that night. Be sure to jot this down on the back of each poster.
- Make a list of speakers for each of the discussion/poster presentations and give it to the Head Cha.
- Discourage guests from leaving the table except for bathroom breaks during this time. If we can keep movement down, the table will be able to have better conversations with fewer distractions.
- When the Rector calls for the posters, you will need to clear the table of drinks, craft supplies and food before the next Rollo begins.
- The guests will become very attached to their things so when straightening the table, be sure to leave their things together.

### ***Decuria***

Each night after dinner, the Rector will call tables to present their posters.

- You will assist them by having their posters ready as the Rector calls for each topic.
- You might need to remind the table which member is giving the summary of the discussion and the poster. (Hopefully it is written on the back and the Rector was able to pick the appropriate presentations from the list you prepared.)
- After your table is finished, please hang your posters around on the clothesline. This needs to be done quietly so as not to disturb other table presentations.

### **Breaks**

- When guests are asked to go to meals, quickly straighten your table. This way it is ready when everyone returns.
- Try to sit with new people each time during meals.
- After Chapel at night, make sure your table is straight for the next day and clean the food area as much as possible.
- Be sure to dump drinks before throwing them away.
- Be sure when you put palanca on the tables, you do so when the guests are out of the room.
- You may want to add stickers to the front of their books.
- Remember to get your coffee pots ready the night before so the first team members can turn one pot on first thing in the morning.
- The room will need to be vacuumed each night. It is helpful to have several vacuum cleaners.

## *Saturday*

Today is a full day. This day is much like yesterday except that posters are not done for each rollo. Each table may be assigned a **skit** to do instead of a poster presentation.

- Be sure to check with your Head Cha about your table's skit assignment.
- Service cards are distributed today. Have them in your apron until Rector calls for them.
- Chair cushions may be distributed this morning before guests arrive.

Today is also the day of individual table **Chapel Visits**.

- Please review your team manual on how this is done.
- You may like to ask Chapel Chas to help you locate a place for your group and have them take carpet squares ahead of time to this area.
- Be sure you have a place chosen (there are only so many spots).
- Check each bag for a working lighter or matches.

After the Wholeness and Healing Worship Service you will sit with your table during dinner.

- It is important to go directly with your group to dinner since the Fourth Day Community will be gathering in the gym area for the Serenade.
- Remember you are to model servant behavior. Please don't get up during the Serenade to greet or hug someone. Do not leave the room.
- Kitchen Chas will need the wooden table names before this service for your tables at dinner. This is such a surprise for our guests!

After the Decuria tonight the guests will be led through the candlelit path to Chapel. There will be time for cleaning the Rollo Room after worship.

Remember that there are no posters on Sunday and supplies can be packed up as time permits on Saturday evening.

- Please place items in the correct box so the next team will find them.

## **Sunday**

Today is the final day. There are no posters only discussions.

- Remember the Palanca bags will be distributed after the Rector's talk. The Palanca chas will bring them. They are handed out first to the tables and then to the rest of the team.
- Give your table space to appreciate and read their notes without hovering over them.

## **Clausura or Closing**

At Camp Dixie Clausura may take place in the Chapel or in the Rollo Room.

- If it is in the Rollo Room the team will assist you in taking down tables and arranging chairs.
- If Clausura is in the Rollo Room, the guests will dedicate their service cards in the Chapel. You will go with your tables to the Service Card Dedication and lead them back to Clausura.

At Camp Hanes Clausura is held in the dining hall. The site of the dedication of Service Cards is a flexible rector option. Check with the Head Cha for information on where this will be held.



**Descriptions – What do team members do?**

- **Head Pastor**

***The Responsibilities and Privileges of a Head Pastor***

- Reads all rollos for theological soundness and content before the speakers' critiques at a team meeting.
- Organizes and assigns talks to the Pastors for the weekend.
- Makes assignments for conducting worship at team meetings.
- Educates new Pastors
- Assists the rector as required.



## *Job Descriptions – What do team members do?*

- *Pastors*

### *The Responsibilities and Privileges of a Pastor*

- Pastors write meditations spelled out in the Manual for Pastors.
- Give rollos that introduce theological concepts and doctrinal issues.
- Are available to counsel guests and team as the need arises.
- Are charged with the guidance of the team and guests according to Reformed Theology of the Presbyterian Church USA.
- Offer communion to team and guests.
- Conduct the Team Commissioning Service, communion and foot-washing services.
- Conduct the Service for Wholeness and Healing.
- Participate in all activities of the team at three team meetings and on the weekend.



## **Before the Weekend**

### **• Ten Reminders for Reunion Groups**

Please review these reminders for your Reunion Group or as you plan a new one to include our newest pilgrims.

1. Commit yourselves - not only to God but also to each other. Be regular in attendance. when you feel like it the least, then you need it the most.
2. Prepare yourselves ahead of time-- bring something to share and expect Jesus to meet you there.
3. Practice your disciplines - ask yourselves, do we really want to live in grace through the practice of piety, study and grace?
4. Uphold one another - be accountable for your Christian practice and growth. celebrate success and forgive failure. Be encouragers!
5. Pray for one another.
6. Focus on the service card. Focus on deeper sharing, accountability and not on the superficial. Honor order, but adjust to needs.
7. Retreat with one another. Once or twice a year, plan a quiet day for prayer, spiritual conversation, scripture and the sharing of life goals and commitments.
8. Plan discipleship. Don't skip "your plan" for the week. Pray for everyone's perseverance.
9. Act as a group and plan mission. Through the church, Pilgrimage palanca, or in your community.
10. Be spiritual friends. Be one who listens more deeply than you listen to yourself. One who can be faithful to what is best within yourself. A spiritual friend helps you keep the fire burning within.

"BE CONFIDENTIAL!"

Hopefully this will be very helpful. Your Reunion Group is one of those places you should happily anticipate each week.

Modified from Central Carolina Emmaus Community newsletter -- April 1994

• **Team Application**

**NORTH CAROLINA PRESBYTERIAN PILGRIMAGE**

Name: \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Church: \_\_\_\_\_

Pilgrimage Attended: \_\_\_\_\_ Reunion Group: \_\_\_\_\_

I am willing to make the following commitment of time, talents and resources:

- To serve Christ Thursday - Sunday, including set-up and break down of the Camp as I am physically able.
- To attend three Saturday team meetings (usually between 9 a.m. and 4 p.m.) prior to the weekend and an Ultreya after the weekend.
- To pay my share of the cost of the weekend (approximately \$130), or to ask for scholarship assistance if needed.

\_\_\_\_\_ I have not previously served on a team.

\_\_\_\_\_ I have served on previous teams.

List positions served, date and rollo given if professor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I am willing and able to play an instrument. Instrument \_\_\_\_\_

\_\_\_\_\_ I am willing and able to lead singing.

I am unable to serve on the team but I am willing to support the weekend by:

\_\_\_\_\_ Praying for the weekend and calling pilgrims at my Church for prayer palanca

\_\_\_\_\_ Helping with set-up or lunch for a team meeting

\_\_\_\_\_ Contributing palanca for the weekend

\_\_\_\_\_ Helping to set up the camp on the Thursday of the weekend

\_\_\_\_\_ Helping to organize the serenade for the weekend

\_\_\_\_\_ Helping to break down the camp on Sunday of the weekend

\_\_\_\_\_ Helping to plan or set-up for the Ultreya after the weekend

\_\_\_\_\_ Contributing to the Scholarship Fund (enclosed is my check for \$ \_\_\_\_\_)

**Please send your application to the Rector of the Team for which you are applying.**

It is very unlikely that all who apply can be assigned a position on a particular weekend, but the rector will prayerfully consider all applications.

## **Before the Weekend**

- ***Team Meetings***

The team meeting is an exciting and meaningful time of gathering and worship for the Fourth Day community planning a new weekend. Being a member of a new team is a remarkable calling and privilege. The commitment to the team becomes a valuable gift to your walk of faith when you enter into each aspect with a willing heart.

Please commit to being present at each meeting. The time together builds the team as no reading or practice can.

Your fellow team members need you to pray, sing and worship with us.

We need your input into planning the work for the weekend.

We need your honest evaluation and critique of the rollos written for this specific weekend.

We need your encouragement and support.

Take advantage of these wonderful times together to enlarge your circle of friends, to add your wisdom to the process, and to enjoy spiritual growth with the pastors who join their ministries with ours.

- **Letter Palanca** consists of encouraging notes 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.

- ***Letter Requesting Use of Facilities for Team Meetings***  
(following phone call to appropriate resources)

19 Trinity Drive  
Lumberton NC 28358  
20 June 1999

To the Session  
First Presbyterian Church  
Lumberton NC

This letter is to serve as a written reminder and confirmation that we may use the facilities at First Presbyterian for the team meeting for Presbyterian Pilgrimage #35 on Saturday, October 2, 1999 from approximately 8:30 am to 4:00 that afternoon. We understand that the Session has approved the serving of Communion at this meeting.

We will need a large meeting room with chairs for 50 people. We may be able to bring our own sound system, but if you already have a microphone, which can be set up for us, please let me know.

We will need to begin by serving a continental breakfast in the meeting area or nearby and will need access to a kitchen.

Later in the morning we will break into three smaller groups and need rooms with chairs for 15 people and a speaker's podium or music stand.

We would like to have tables and chairs during the lunch hour. We can use our people to set them up and also to return them to storage. We will need to know how this should be done.

Will you be the contact person for your church facilities or do I need to also touch base with someone else when I call for final plans?

Thank you for sharing your church with us. We are getting excited about all the possibilities for the weekend as God calls the team!

SAMPLE

**N CPP**  
**Suggested Agenda for Team Meeting #1**

**Fellowship Hall**

9:00 Arrive, doughnuts and coffee  
9:15 Sing  
9:30 Welcome  
Introduce Team

**Sanctuary**

9:45 Chapel  
Meditation  
Communion

10:30 Walk through the Weekend  
Introduce Critique Method

**Critique Rooms 1 & 2**

11:00 Critique Sessions

**Fellowship Hall**

12:00 Lunch  
12:30 Sing  
Announcements  
Palanca

1:00 Sharing Groups  
1:30 Cha Groups  
2:00 Prayer Groups  
2:30 Meditation  
3:00 Clean up

**NCP  
Suggested Agenda for Team Meeting #2**

**Fellowship Hall**

9:00 Arrive, doughnuts and coffee  
9:30 Gather  
Sing  
Welcome  
Introduce New Team Members  
And team members absent from 1<sup>st</sup> Team Meeting

**Sanctuary**

10:00 Chapel  
Meditation  
Communion  
  
10:30 Walk through the Weekend  
Introduce Critique Teams and Rooms  
Lunch to follow

**Critique Rooms**

11:00 Critique Sessions

**Fellowship Hall**

12:00 Lunch and Blessing  
12:30 Cha Groups  
1:15 Sharing Groups – Reunion questions  
1:30 Sing  
2:00 Announcements  
Heads of Cha Groups  
2:30 Meditation and charge  
2:45 Prayer Groups – Prayer for Team and Guests  
3:00 Clean up

**NCPP**  
**Suggested Agenda for Team Meeting #3**

**Fellowship Hall**

9:00 Arrive, doughnuts and coffee  
9:30 Gather  
Sing: De Colores  
Servant Song  
Welcome  
Introduce New Team Members  
Sing

**Sanctuary**

10:00 Chapel  
Meditation  
Communion

10:30 Introduce Critique Teams and Rooms

**Critique Rooms**

11:00 Critique Sessions

**Fellowship Hall**

12:00 Lunch and Blessing  
12:30 Cha Groups  
1:15 Sharing Groups – Reunion questions  
1:30 Sing  
2:00 Announcements  
Heads of Cha Groups  
2:30 Prayer Groups – Prayer for Team and Guests  
2:45 Meditation and charge  
Sing: Peace  
Weave  
3:00 Clean up

- **Critiques**

1. At a meeting for Heads of Cha Groups about two weeks prior to the first team meeting the Heads were prepared to be Critique group leaders. This serves several purposes.
  - Heads of groups are not themselves professors. No professor on a current weekend should be expected to critique another professor.
  - Heads have been selected because they have experience on a previous team and have been a part of the critique process before.
  - Also, they are practicing leading a group on the weekend by leading the critique team at team meetings.
2. At this meeting Heads are given the Critique Instruction sheets for the specific Rollo they had been asked to critique. This enables them to pray and prepare to receive the Rollo and to encourage the professor ahead of time. As plans progressed these assignments may change, but the prayer and preparation will not!
3. Also, Heads are assigned as Escorts at the team meetings where they were not critique leaders. Their preparation and experience is invaluable in praying with the professors and encouraging them on critique days. It is necessary to fill in sometimes, always using experienced team members as escorts.
4. The rector gives a critique package to each critique leader at the beginning of the team meeting which includes:
  - **The critique instructions for the specific Rollo** (Copies are in the Rector's book and also in the Rector's box. Please make copies to use in case they are not returned to you) Specific directions are given in this sheet, including the place of the talk on the weekend, the scripture for the talk, instructions to pray and instructions for the critique group. It can simply be read to the group. Make sure there is a copy for each talk.
  - **a copy of the critique sheet** to be marked by the critique leader and given to the professor
  - **a copy of the outline of the talk** to be followed by a volunteer in the critique group
  - **A copy of the talk**, also to be followed by a volunteer.
5. **Please be sure a single CLEAN copy is maintained of each of the talks, the outlines, the instructions for the next rector.**

• ***N.C. Presbyterian Pilgrimage  
Critique Leader Instructions***

1. Announce that the critique team is about to hear the \_\_\_\_\_ Rollo given by \_\_\_\_\_.
2. Ask for volunteers to:
  - Record the time of the talk.
  - Follow the talk as written by the professor.
  - Follow the outline and check the points in the outline.
  - Everyone else take down the write-downs.
3. Ask the critique team to look for the following:
  - eye contact (Does the speaker look at the audience?)
  - gestures/mannerisms (Are there any that are distracting?)
  - familiarity with the talk
  - content (Does it make sense?)
  - personal examples (Are there enough? Do they apply to the talk?)
4. Review where the talk comes in the weekend and what it is supposed to accomplish. This information is found in the “Summary of the Pilgrimage Message”, section “During the Weekend” in the manual.
5. Remind the critique team to smile or look encouragingly at the speaker.
6. Remind the team that when the Rollo is finished, everyone rises with applause as the escort ushers the speaker out.
7. Before the speaker is called:
  - Read the scripture for the talk
  - Pray (remembering to lift up the speaker, critique team, and the weekend.
  - Pray that God will be glorified in the critique process.)
8. Ask the team to stand and sing “Blessed Are They” as the professor enters the room and to remain standing as the professor leads everyone in the meditation. Begin singing when the escort lets you know that the speaker is ready.
9. After the professor has left, begin the critique. The entire process should not take more than 15 minutes.
10. Review the talk using the critique sheet as a guide. The critique leader will write this information down. Remind the team to be honest, loving, and understanding.
11. Call the professor and escort back into the room. Remind the team that it is to give only positive feedback.
12. Dismiss the team and escort. The Pastor and the critique leader will remain with the speaker.
13. Critique leader will provide feedback, making suggestions for improvement, remembering to be kind.

***If there are any problems with the talk, please privately advise the rector.***

## SCRIPTURE READINGS FOR TALKS

1. **Ideals** Luke 8:11-15, open hearts for seed
2. **Grace Given** Matthew 13:45-46, pearl of great value
3. **Laity and the Church** Ephesians 2:19-22, we are the church together
4. **Grace Received** II Corinthians 12:9, His grace sufficient
5. **Piety: Giving Our Hearts to God** Ephesians 3:17-20, Christ may live in your hearts; become filled with the nature of God
6. **Christian Study: Giving Our Minds to God** II Timothy 3:15-17, scripture makes us wise and equips us for life and service
7. **Sacraments** Romans 8:38-39, nothing can separate us from the love of God
8. **Christian Action**  
another John 13:34-35, Christ's command to love one another  
and thus be His disciples
9. **Obstacles to Grace** Ephesians 6:10-18, put on whole armor of God
10. **Christian Leaders** Matthew 5:13, salt and light
11. **Transforming the Environment** Luke 10:1-3, the fields are ripe
12. **Life in Grace** Colossians 2:6-7, live in union with Christ, keep your roots deep in Him
13. **Christian Community in Action** Acts 2:43-47, fellowship of Christians spreading the gospel
14. **Total Security & the 4th Day** Ecclesiastes 4:9-11, John 15:4-5 & 16, remain in Christ; you are chosen to bear fruit, be disciples

• Critique Sheet

**Professor** \_\_\_\_\_

**Title of Rollo** \_\_\_\_\_

**Time** \_\_\_\_\_

**Write downs**

Okay \_\_\_\_\_  
Too Fast \_\_\_\_\_  
Spelling \_\_\_\_\_  
Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Delivery**

Voice \_\_\_\_\_  
Eye Contact \_\_\_\_\_  
Gestures \_\_\_\_\_  
Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Outline**

Points Covered \_\_\_\_\_  
Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Content**

Personal Experiences \_\_\_\_\_  
Strongest Points of Talk \_\_\_\_\_  
Weakest Points of Talk \_\_\_\_\_  
Grammatically Correct \_\_\_\_\_  
Comments \_\_\_\_\_  
\_\_\_\_\_

**OtherComments** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## *Before the Weekend*

### • *Sponsoring Information*

- Before you ask someone to attend a Pilgrimage consider your friend's **physical ability** to fully enjoy this rigorous weekend. If you are sure that your friend would want to attend regardless of physical difficulties, please make sure that your friend understands the amount of sitting, walking and hours of concentration before you attempt to register them.
- Be sure that you and your guests are clear about **who will handle the costs** for the weekend. It is embarrassing for your guests to be unaware if a balance is due on their arrivals at camp. If a scholarship is requested you may tell your guest that no additional payment will be necessary at registration. Be sure that you and your guest's records will agree with the registrar's records.
- If you are working the weekend, be sure that someone else is able to accompany your guest to and from the camp, both Thursday to Send-off and Sunday from Clausura.
- Remember that the purpose for the Pilgrimage weekend is to **strengthen the church for service** as the Body of Christ. As you enthusiastically support the movement here are some steps you may take to equip leaders to become vital members of the Fourth Day Community.
- **Take an active, loving part in the ministry of your home church.** Do not allow your Pilgrimage friends or Reunion Groups to become a clique within your church. Refrain from using exclusive Pilgrimage language or experiences so that those who are watching you will simply know the love of Christ as you live before your own church. However, information as published about Pilgrimage should be freely available to all those in your church. Often ask if anyone in your Sunday School class or other organizations would like to know more about Pilgrimage.
- Pray for God to show you a **leader in His church** who would be empowered and encouraged by a weekend of grace.
- Come as you are and **bring your guest before God.**
- **As God leads you, speak to your friend** and offer to sponsor him or her. Give your prospect a Guest Application and the information describing Pilgrimage ("What is Presbyterian Pilgrimage?") to keep. Guest information, guest applications, sponsor guidelines and sponsor applications are available on-line at [www.ncpilgrimage.org](http://www.ncpilgrimage.org) or from one of the registrars.

- If your friend accepts your invitation, **send the following to the Registrar:**
  1. Completed **Guest Application**, including the pastor's signature.
  2. Completed **Sponsor Application**, keeping the sheet, "Guidelines for a Pilgrimage Sponsor".
  3. **\$60.00 deposit** for the weekend or request for scholarship. The cost for the weekend is now **\$130.00**.
  4. **Emergency contact name and number** for your guest, in case they should become ill or have another emergency during the weekend. We need to know whom we should call at home that weekend.
  
- **Pray** for your guest now.
  
- **Prepare them**, the guest and those left at home, for the weekend. Prepare the spouse left at home for a late return on Sunday night. Prepare the spouse that there will be no time for phone calls home on the weekend. Move heaven and earth to make the spouse comfortable with these arrangements. Offer to baby-sit, water plants or walk the dog. This is true Palanca!
  
- **Study the "Guidelines for a Pilgrimage Sponsor"** and be sure you understand it and use it.
  
- **Collect** palanca for your guest.
  
- Call the Registrar if you have any questions.

• **Sponsor's Application Form**  
(to accompany guest's application)

Guest's Name \_\_\_\_\_ City \_\_\_\_\_

Has spouse made a Pilgrimage? \_\_\_\_\_

Where? \_\_\_\_\_ When? \_\_\_\_\_

If NO, has spouse shown desire to attend Pilgrimage? \_\_\_\_\_

Comments \_\_\_\_\_

Sponsor's Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Church \_\_\_\_\_

What arrangements have you made to provide group reunion and Ultreya to your guest?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How long have you known your guest and what is your relationship with him/her?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How long have you been discussing Pilgrimage with your guest? \_\_\_\_\_

Is guest active in other church activities? \_\_\_\_\_

Do you accept responsibilities as outlined, Guidelines for a Pilgrimage Sponsor? \_\_\_\_\_

Does guest have any emotional or physical problems? \_\_\_\_\_

Need special accommodation in any way? (i.e., bottom bunk) \_\_\_\_\_

Why in your estimation should your guest make a Pilgrimage? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sponsor's signature \_\_\_\_\_ Date \_\_\_\_\_

.....  
Mail to: Becky Thompson (East) 19 Trinity Drive  
Randy Welfare (West) 827 Austin Lane

Lumberton NC 28358  
Winston-Salem NC 27106

## ***Guidelines for A Pilgrimage Sponsor***

Sponsoring a guest to go to Pilgrimage has many responsibilities. You should choose guests very carefully. Talk to the Lord about your guest before you talk to your guest about Pilgrimage. These responsibilities will be mailed to you in the form of a checklist so that you will not forget what to do. The success of your guest's 4th Day depends on you.

1. When you are looking for guests for Pilgrimage bear in mind the influence they will have on others, not only the good they will derive from Pilgrimage for themselves.
2. Pray for your guest often, before, during, and after the 72 hours of Pilgrimage.
3. Be sure the guest's application is complete and turned in at least four (4) weeks (if possible) prior to Pilgrimage along with the Sponsor's application.
4. It is your responsibility to get the signature of the guest's pastor. At that time you can answer any questions the pastor may have about Pilgrimage.
5. Check with guests often to see if they still plan to attend. If there are any changes, let the Rector or contact person know right away.
6. Write Palanca for your guest and also for the team and guests in general.
7. Obtain Palanca letters from family/close friends (must be brought to Send-off).
8. Bring your guest to the Send-off and stay with them until they are called by name to join other guests. Meet with them at the closing.
9. Introduce your guests into a Reunion Group.
10. Bring your guest to the first Ultreya after Pilgrimage.

Remember, in sponsoring a guest you have made his or her Spiritual Welfare your responsibility. You are your brother's keeper, so do everything in your power to make your guest's Pilgrimage a success in Christ. The guests and Christ are counting on you!

All applications must be accompanied by sponsor sheets and mailed together by the sponsor to the Registrar. All applications must be filled out completely. Any application not completed or without a sponsor sheet will be returned to the sponsor. No place will be held on the weekend for a guest until both application and sponsor sheets are received. Notification of acceptance for the weekend for both guest and sponsor will be made 30 days prior to the weekend.

• *The North Carolina Presbyterian Pilgrimage  
Guest Application*

Name: \_\_\_\_\_

Nickname (Name You Go By): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Gender (Please Circle) M F Marital Status: \_\_\_\_\_

Your Church (Name and Denomination) \_\_\_\_\_

Church Address: \_\_\_\_\_

Has Your Spouse Attended Pilgrimage (Cursillo) Please Circle One: Yes No If Yes,  
when? \_\_\_\_\_

Occupation: \_\_\_\_\_

Do You Have Medical or Physical Needs That Require Regular Medication, Special Diet or lower bunk?

\_\_\_\_\_

Emergency Contact during the Weekend:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Why Would You Like To Attend A Pilgrimage Weekend? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your Signature: \_\_\_\_\_

Pastor's Name: \_\_\_\_\_ Pastor's Signature: \_\_\_\_\_

Recommending Sponsor: \_\_\_\_\_ Phone: \_\_\_\_\_

Sponsor's Address (Required): \_\_\_\_\_

Date Of Pilgrimage Requested: \_\_\_\_\_

- Enclosed is my fee of \$ \_\_\_\_\_ to cover my share of the cost of the weekend, to include 3 nights lodging, all meals and supplies.
- I would like to make a deposit of half the full amount (\$ \_\_\_\_\_).
- I will bring the remainder in a check to the Send-off on Thursday of the weekend.
- Scholarship Needed. (Circle One) Full Partial

## • ***Presbyterian Pilgrimage***

### **What is a Pilgrimage?**

The Pilgrimage is a short course in Christianity, which is designed to provide all Christians with a significant foundation for individual and community spiritual growth. Grace and growth are combined in an energetic way.

At the Pilgrimage the participants become increasingly aware that they are a part of a community abounding in God's grace. The three days are a triple encounter: with Christ, with Christian brothers and sisters, and with a Christian community.

### **History of Pilgrimage**

Pilgrimage originated as the Roman Catholic Cursillo movement, which began in Spain in 1948 and moved to America in the late 50's. The first English-speaking Cursillos (the early name) were held in San Angelo, Texas in 1961. In addition to the Roman Catholic and Presbyterian movements, there are similar expressions in the Methodist, Reformed, Episcopal, Lutheran and other Christian churches. Today, more than 2 million Christians in 50 nations have attended a similar weekend.

### **Format of the Weekend**

The weekend is an experience in Christian sharing and living. During the 72 hours, fifteen talks will be presented. Five talks are given by pastors and ten by lay people. The weekend also includes chapel each morning, communion, small group discussions, sharing, music, singing, laughter and prayer.

The fifteen talks are discussed by the participants and will include a Christian perspective on the following subjects:

- Ideals
- Grace
- Lay People in the Church
- Importance of Study
- Daily Life of a Christian
- Apostolic Action
- Obstacles to a Life in Grace
- Christian Actions in the Community

Each of the talks deals with living one's life in God's grace.

### **Who Attends a Pilgrimage?**

A Pilgrimage is not designed to convert anyone to Christianity. It is meant for those who are already faithful and committed to Christ and His church. Once again, the goal is to encourage Christians in their lives of faith and increase their awareness of grace and service to the Church and world.

During a Pilgrimage weekend, those who have previously attended are called "the team". It is their responsibility to serve you in every way.

***When is the Pilgrimage Held?***

Weekends are held at various facilities throughout the Greensboro-Fayetteville-Charlotte areas of central North Carolina. The sites are chosen to provide the easiest possible access for the participants at a reasonable cost.

***How Can I Attend Pilgrimage?***

If you would like to attend a Pilgrimage weekend, please contact an individual who has previously attended. We suggest you also speak to your pastor, since a pastor must sign the registration when you decide to attend. If you do not know of anyone who has previously attended, we will be happy to provide you with additional information or answer any questions that you may have. Please ask the person who gave you this brochure for contact numbers.

***What Happens After the Weekend?***

The weekend is only a beginning. What you learn and share during the weekend will hopefully be taken back and put into practice in your local congregation and community. You will be supported by many others who have attended before or have attended with you. Small groups meet regularly (usually weekly) to affirm one another and to share the Christian life of grace. These activities inspire, challenge, and encourage Christian action in homes, churches and communities.

***How Much Does the Weekend Cost?***

Costs are kept to an absolute minimum to cover the cost of lodging, meals and supplies for the weekend. Since we do not want the lack of funds to keep any person from attending, scholarships are available. Weekend costs are expected to average around \$130 per person.

***May I Attend with a Spouse or Friend?***

Yes. Marriages and friendships can be strengthened and deepened by the experience.

***In Summary***

Not everyone who attends a Pilgrimage weekend will receive the same benefit, but all who attend will be blessed. Most will be strengthened in their desire to be a blessing in their churches and Christian communities.

- ***Sample Letter Requesting Letter Palanca for Guest***

Dear \_\_\_\_\_,

I hope you are doing well. I am writing to ask you to do something special for me and for your \_\_\_\_\_ (mother, sister, friend).

In a few days my friend, \_\_\_\_\_, will be attending a very special retreat, the Presbyterian Pilgrimage (formerly called Presbyterian Cursillo). This retreat is a time of worship and study with a group of Christian men and women from different parts of the state.

A unique part of this retreat is the receiving of letters of encouragement and affirmation from those who know and love \_\_\_\_\_. I knew you would want to be a part of sharing with her what she has meant in your life.

The letters will be a **SURPRISE** so please don't mention the fact that I have contacted you or that you are composing a letter for her. We are asking for just a short note on any kind of paper you have handy. Please put your letter in an envelope with \_\_\_\_\_'s name on the outside and seal it. This letter is confidential and for \_\_\_\_\_'s eyes only! I will simply help to get it delivered to her.

I've always enjoyed the opportunity to let people know how they have impacted my life. Now I can do that for \_\_\_\_\_ with a deadline in mind. Her Pilgrimage weekend will begin Thursday, \_\_\_\_\_ (date of the weekend), so please call me if you have any questions (phone number) then mail your letter in another envelope addressed to me as soon as possible. I'll know to keep it private when I see your return address.

Please contact me if you know someone else who would like to write a note to \_\_\_\_\_. Or give them my address and this information and ask them to mail a note like yours to me.

Extra thanks to you from me, too, for caring enough to do this for \_\_\_\_\_. I appreciate so much the time you will be taking to do this for my friend.

Sincerely,

Your name and address, email address

## **During the Weekend**

- ***Team Responsibilities and Service***

### ***Etiquette for Team at Send--Off***

Visit with everyone at Send-off. Mix and mingle with the pilgrims in an attempt to meet as many of them as possible. Be friendly and unassuming, smile and become acquainted.

If you have a work assignment at Send-off, do it quietly and unobtrusively.

Keep the pilgrims' attitude in mind. They may be here through the pressure of friends, family or companions, although with a certain willingness on their parts. There are those who imagine that they are attending spiritual exercises and those who have promised themselves a few days of vacation. There may be a whole gamut of intermediary positions. Most are ready to see and experience something new and normally are in a hopeful attitude.

When speaking to pilgrims, allow them to freely express their apprehensions, mistaken concepts and prejudices. Just listen, smile and be friendly.

### ***Chapel***

Please arrive on time in the chapel and do your part to maintain an attitude of worship as soon as you enter the building.

Please dispose of coffee cups, etc. before entering the chapel. We enter the building and sit in quiet meditation whenever we are in the chapel. The chapel is the one spot on the weekend where conversation is inappropriate and undesirable. The attitude of the chas is always observed and copied by the guests.

Please leave your songbooks and meditations materials in your chair when you come forward for communion. After communion, we leave even more quietly than when we arrive.

Pray that the Holy Spirit will have the freedom to move as we maintain an attitude of grateful worship.

## ***Rollo Room***

All chas are very busy people, but if we post the schedule we can usually arrange to have everyone in the Rollo Room for all of the Rollos. This is our connection with the guests and the spirit of the weekend outside our specific areas.

- Remember that we can only enter the Rollo Room before the Rollo is begun.
- We are expected to be seated in the seats around the room for singing before the Rollo.
- We do not enter after “Blessed Are They” has begun.
- We always pick up notebooks and pens that have been left in the chairs so that we “write down” with everyone else during the Rollos.
- Our attitude should be one of prayer for the professor and for the guests during the Rollo. We must be conscious of never being a distraction while the Rollo is being presented.
- Once inside the Rollo Room we do not move around the room or leave the room until the Rollo is over and the professor has left the room.
- Chas should leave and resume our duties elsewhere while the tables are doing posters or having table discussion.

## ***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. At Camp Dixie the Prayer Chapel is the room to the left behind the men’s restroom as you enter the Chapel building. Prayer Palanca may also take place in the Chapel, since it will always be unoccupied during Rollos.

When it is your turn to give Prayer Palanca you will meet with the Professor Cha, the professor who is giving the upcoming rollo and a pastor about fifteen minutes before the candles are lit for the rollo.

- We pray the professor in together.
- When the professor and professor cha leave to go to the Rollo Room the two team members will continue in prayer for the duration of the rollo, until the professor returns to the Prayer Chapel.
- There will be a poster of the arrangement of tables in the Rollo Room, the names of all guests and team members, a Bible, a cross, pads for kneeling, and whatever else you will need to pray for this time on the weekend.
- It is critical that you be present on time. The professor will not begin his Rollo until our prayers are in place.
- When the professor returns we spend time in thanksgiving for the work that God has done during the Rollo. Then, you may return to your assigned duties.

Prayer Palanca will continue for all Rollos all weekend long. This is one of a team member’s greatest opportunities.

## *Serenade*

On Saturday night after dinner you will again receive a Serenade.

Some of you will see many familiar faces. Some will see just a few. Some of you will not recognize a single soul. Whether you know them or not, these are people who have sat where you sit now. Who have made a weekend like you are working. Who have also received the gift of song, a Serenade, from the body of Christ.

You will sit with your table or your Cha group. It really takes a community effort to surprise the guests with this gift. The Outside Chas can use the help of other Chas who can keep the guests in their seats after the meal and away from the doors of the Dining Room. Team members should be seated around the edges of the tables to serve as a bit of a buffer between the Serenaders and the guests.

Watch the candles.

Do not attempt to touch the Serenaders so that the guests won't feel the need to do the same. If you are not hidden, you can encourage Serenaders to move quickly when it's time to exit.

Enjoy the gift!

## *Palanca Bags*

When Palanca bags are given on Sunday, the team sits around the room singing as a background to the opening of the bags. Music chas will start each song and the team will join in. This keeps the team from feeling like we are imposing on the guests private moments, but still allows us to be present.

Professors will sit with their tables until they feel their presence is no longer required. Quietly professors will move to the seats around the room and sing softly with the rest of the team.

The Rector will ask the guests to put away their letters and prepare to go to the Chapel for the Service Card Dedication.

Then, the team will stand to "give one final gift", sing the Peace Song.

Guests proceed to the Chapel with their Table Chas, leaving their professors with the team to help set up for Clausura.

## *Assistance to Other Chas*

There may be many opportunities to serve each other on the team this weekend.

Chapel chas and Palanca Chas often have time to help in the Kitchen after meals.

Chapel Chas can help Palanca Chas run around the camp, blanketing the cabins with palanca.

Chapel Chas should be aware of helping Outside Chas with luminaries or Serenade set-up.

Chapel Chas can be especially helpful to the Professor Escort Cha and the Pastors.

Since Chapel Chas will be available in the Rollo Room they can help with some Rollo Room duties as well..

Professors will not be able to work with other cha groups during the weekend while guests are present.

However, remember your gift is to be of enormous help in set-up and break-down.

This will be such a tremendous gift to tired Outside and Rollo Room Chas.

Also, the gift of cooperation should not be minimized. You will set the tone with your table. Lead with kindness and do not encourage outlandish requests. There will be many opportunities to serve each other on the team this weekend.

Please be aware of needs that the schedule may require or that someone may or may not ask you to meet.

During the Thursday set-up time, please help wherever your help is needed.

Thursday night everyone is needed to **transport luggage**. Please **sing out** at Send-off.

**Be an example of SILENCE** after Thursday chapel.

Take every opportunity for meditation and silent prayer before chapel and at your post for the guests and the team.

Help your rector by collecting your best “Short, Clean and Funny”. Only high quality humor here. Please find it and be ready to share it!

Be there and help collect folks for Picture Time on Friday after lunch. It’s like herding cats.

Be ready to **direct stray guests** back to the Rollo Room after breaks and meals. Outside chas often have their hands full with “strays”.

Many things happen on Saturday night, so we don’t stop until everybody’s job is done. After the Kitchen Skit the kitchen chas can help the outside chas. The outside chas are responsible for setting up the luminaries for the walk to the chapel on Saturday night. This takes a number of hands to do in secret, quietly and well. Then some chas are needed to “serenade” the guests on their walk to the chapel. If you are a musical person you will want to help with this meaningful moment.

The Chapel chas are responsible for decorating the cross on Saturday night. This is often a late night project. If you have flower-arranging talents or have free hands at this time you will want to help create this surprise for the guests.

## *Team Meetings at Camp*

Please plan ahead to make evening team meetings as useful as possible. This is an opportunity to report a witness of encouragement from each area. Your praise reports will support and energize the team for the work of the following day. Prepare any requests or needs you may have in order to make the meeting as brief and productive as possible.

Remember, always, the table environment is private and confidential. Any reports from the Rollo Room Table Chas or Professors should safeguard anything spoken or experienced. If anything is revealed, the commitment of the group is to be silent about anyone else's personal experience on this weekend forever.

The team meeting is a good time to ask for help, to network solutions, to make special music requests, to gather team members to practice, to pray for the team and the guests and their families.

## *Breakdown*

Please do not leave early on Sunday. If everyone stays to cleanup, then everyone leaves early. If you leave early, then someone else has to stay late.

- Help set-up for Clausura on Sunday. Break-down is a community project. Please try to anticipate what your needs will be for packing up and then give other chas a hand.
- **Find out before Sunday how supplies will be transported and stored after your responsibilities are over for the weekend.**
- If you have help from the Fourth Day Community they may arrive early in the day. Have your supplies sorted **early Sunday** or you may lose track of something someone will really need for the following Pilgrimage weekend.
- Hopefully as you have cleaned up you have thought to box your treasures in the order in which you have received them. Feel free to improve on your predecessor's organization.
- Throw away any unusable items as you see fit. Sometimes stuff grows to fit the space in which we have to store it.
- Please take home and wash reusable items like tablecloths and drapes.
- Make arrangements to return these things to the warehouse so they will be ready for the next weekend.
- The entire room must be vacuumed.
- Then, if you have time find out how you can help pack up the Kitchen, Palanca or the Rollo Room.

Note: If you have sponsored guests for the weekend, remember to find them a ride, including the dinner meal to Camp Dixie and a ride home with dinner if necessary, so that you can set-up and clean-up. Be sure to join them for Reunion this week if possible.

## During the Weekend

- *Summary*

### SUMMARY OF THE PILGRIMAGE MESSAGE

#### Thursday's Theme: "Who Am I?"

The hope of Thursday night is to open a period of self-examination.

**Meditation** An opening welcome, "**Know Yourself**", seeks to offer warm, gracious greetings, to address the normal anxiety that is experienced by guests on this manner of weekend, and to invite the guests into a time of retreat. It is important to echo that all of us, team and guests, are together. We invite the guests to join us in this brief time of retreat. This talk will introduce the guests to the unique nature of the Pilgrimage weekend, and will urge a spirit of openness.

#### Chapel

**Meditation** "**The Glances of Christ**" meditation begins a night of self-examination. This meditation marks our first long look at the crucifix. We focus on responsibility before Christ and Christ's "look of understanding love."

#### The Way

**of the Cross** **The Way of the Cross** assists us in understanding the depth of God's love for each of us and emphasizes the magnitude of the sacrifice God made in order to redeem us.

#### Time

**of Silence** **The Time of Silence** provides an opportunity to prepare for the upcoming three days. This is a time of reflection as each asks the question for Thursday evening, "Who am I?"

#### Friday's Theme: "Grace Revealed"

After the first question, "Who am I?" the pilgrims now hear of God's great love for them. They begin to experience the expanse of God's grace.

**Meditation** "**The Prodigal Son**" meditation introduces the idea of God's incredible grace by retelling the story of the father who shows his great love to both his sons.

**Lay Rollo** "**Ideals**" points out that we do, in fact, live our lives based on some thing. That thing is what we call, "an ideal". This rollo asks the question, "What Is Your Ideal?"

**Pastor Rollo** The purpose of "**Grace Given**" is to introduce Jesus Christ as the Christian ideal. This talk becomes the hub around which the other talks revolve.

**Lay Rollo** The “**Laity and the Church**” talk highlights the group of people who have claimed Jesus Christ as their ideal and who seek to live their lives as believers. The laity, the people of God, include the clergy. This talk emphasizes the partnership of laity and clergy, the priesthood of all believers.

**Pastor Rollo** God's action is to offer grace, “Grace Given”. Our response is “**Grace Received**”. We are empowered by God to live in God's grace. This talk also introduces the concept of Palanca, the “lever” which helps move us toward a response.

**Prayer Banner** **The Prayer Banner** is a visible form of Palanca and underscores the volume of grace which God pours out on us.

**Lay Rollo** The “**Piety**” talk urges the pilgrims to reclaim or discover for the first time a life turned toward God. Piety is a life lived in constant attentiveness to God's self-revealing love and grace.

**Decuria** The purposes of the **Decuria** are to build community at and among the tables, to reinforce the messages of the talks, to encourage the pilgrims to talk before the group and to provide a time to become comfortable before the community.

#### **Saturday's Theme: “New Life in Grace”**

On this day, the pilgrims are exposed to the “ways and means” of genuine Christianity. If by the end of the first day the guests are saying, “Yes, this is what I want,” the purpose of the second day will be to demonstrate ways the pilgrims may begin to incorporate this new life in grace into their own lives.

**Meditation** “**Who Is Jesus?**” This meditation uses the “walk with Christ” of the Emmaus Road, Luke 24, the scripture by which the guests are invited to “recognize and engage the person of Christ”.

**Lay Rollo** One way to live out this new life is by “**Christian Study**”. Study is not just reading the Bible. Study involves encountering and applying the truths revealed in scripture. The pilgrims see that following Jesus is a commitment to life-long learning.

**Pastor Rollo** The purpose of the “**Sacraments**” talk is to show how God is made available to us in the Sacraments, signs and seals of the life in grace. These sacraments are themselves illustrative of the many ways God's spiritual presence is known in our daily lives.

**Chapel Visits** As the tables make their private **Chapel Visits**, they experience living in piety, lives turned toward God. They find comfort in experiencing and expressing their prayer life with others.

**Lay Rollo**      **“Christian Action”** begins the journey outward. There is more to the life of a disciple than warm feelings. A vital faith requires the gift of love to be shared with the world. This talk also prepares for the theme for Sunday: “Sharing Grace with the World.”

**Lay Rollo**      **“Christian Leaders”** shows the pilgrim that all believers are leaders who bear witness to Jesus Christ in everyday life. Leaders call others to experience God's grace.

**Pastor Rollo**      **“Obstacles to Grace”** is a talk about sin, which causes us to turn away from God and grace. Ultimately, WE are the biggest obstacles to accepting God's grace.

**Service  
of Healing and  
Wholeness**

**The Service of Healing and Wholeness** offers the pilgrims an opportunity to experience God's reconciling grace. This is a continuation of Jesus' healing ministry, physical, spiritual, and emotional.

**Serenade**      **The Serenade** provides a window to the overflowing love and grace coming from God through the community of faith.

**Decuria**      The second **Decuria** continues the purposes and benefits of the Friday night Decuria.

**Sunday's Theme: “Sharing Grace with the World”**

The theme of the final day reminds us that we return to the world after this time away. We are called to respond to God's grace by extending peace and love to a hurting world. Talks on this day focus on sharing and living our faith in Jesus Christ in our diverse environments.

**Meditation**      **“Christ's Message to the Pilgrims”** begins the discussion of life after the Pilgrimage. It is both an affirmation of the Pilgrimage experience and a recognition of the responsibility of living this new life in the world.

**Lay Rollo**      **“Transforming the Environment”** identifies our purpose in the world. It is there that we share this new experience of grace. It is now through us that change in that world begins.

**Pastor Rollo**      **“A Life of Grace”** strongly emphasizes Christian witness in all of its forms. We are encouraged, in thankful response to God's grace, to share God's love unconditionally. We consider the necessity of supporting each other in reunion groups following the guidance offered on the service cards.

**Lay Rollo**      **“Christian Community in Action”** reminds the pilgrims that we are not alone. The new life in grace is lived in community with other pilgrims and all believers. It is in Christian community that we hear, discern, and respond to God's call to share grace with the world.

**Lay Rollo**      **“Total Security in the Fourth Day”** is the Rector's talk. Its purposes are to instill confidence in God and God’s community and to remind the pilgrims that today is the beginning of the rest of our lives, the Fourth Day. This retreat is not a momentary mountain-top experience away from the world. We came here to find a clearer focus for living every day. We keep our vision clear and our commitments strong by meeting in reunion groups and gathering for Ultreya.

**Dedication of Service Cards**

**The Dedication of Service Cards** is very important as the first step to committing to a new “rule of life” of piety, study, and action. This may be an introduction to intentional spiritual growth.

**Clausura**      The pilgrims are welcomed into the Fourth Day Community at **Clausura**. This service is a time of celebration and joy, a time when Pilgrims reflect on the meaning of the weekend for them. After the weekend this will be a first practical experience of “Sharing Grace with the World.”

## *During the Weekend*

- *Table Chapel Visits*

### **EXPLANATION OF TABLE VISITS TO THE CHAPEL**

After the rollo on Apostolic Action, we will have the table visits to the Chapel. The rector will explain the visits to the entire group of pilgrims before leaving the rollo room for the visit. (This prevents either professor from having to take the leadership role, especially if one or both have not given their rollo at that time.) Each table will be assigned a designated location that will afford the group some privacy. The table cha will be given a chapel kit and will use his/her cross to pass from person to person during the prayer.

Once at the designated location, form a semi-circle. The dominant professor should be on one end and the table cha at the other. The non-dominant professor finds a place in the middle of the group. If comfortable, join hands.

As you are settled and become quiet, the dominant professor may want to remind the group that she will begin the prayer and pass the cross to the next person. Ask that each member of the group do the same. You may want to remind the pilgrims that if they are uncomfortable praying aloud, they may pray silently, passing the cross when they are finished.

This may be the pilgrim's first verbal talk with Christ on the weekend. Be sensitive to those who are timid or uneasy. The opening prayer should NOT be long and should serve as an example for the others to follow. Please, keep it simple and short. Pray as if you were having a friendly, brotherly/sisterly conversation with your brother, Christ. Lead the conversation using "we" and not "I". For example, "We, the brothers and sisters of the Table of Ruth, are here to talk with you, Lord. We want to thank you, Jesus, and tell you what we are gaining from this Pilgrimage. We have come to love you and to love one another." You may want to pray for each one at your table by name only, not for any problem or concern that they may have shared. Be sure to speak loud enough, so that the group can hear you.

The non-dominant professor's job is also important. If the pilgrims begin using "I" instead of "we", the professor midway in the group must stress the words "we" and "our" in their prayer. The table cha closes with the Lord's Prayer, said in unison. Just ask your brothers and sisters to join you. If each group member prays two or three sentences, it will be sufficient and meaningful and put no pressure on anyone to pray a long, elaborate prayer.

When finished praying, end with the Lord's Prayer and if your group is ready to pass the peace, do so. But please, DON'T tarry. You may walk slowly back to the rollo room.



## **During the Weekend**

- ***Healing and Wholeness***

### ***WHAT THE HEALING MINISTRY IS***

The healing ministry encourages and often produces wholeness or healing for the total person; body, mind and spirit. It is healing by God and the Holy Spirit through prayer, the laying on of hands, anointing with oil and Communion. These are the Biblical means used by the Lord, the Apostles, and the early disciples. The ministry is by no means a substitute for medicine or surgery, but it is complementary today and works in conjunction with the medical profession.

### ***THE PURPOSE OF THE HEALING MINISTRY***

The primary purpose and ultimate goal of this ministry is the reconciliation of the person to God and the reception of divine grace. It has been our experience in the congregation over and over again that as a result of reconciliation physical and emotional healings frequently occur.

### ***FOR WHOM THE MINISTRY IS INTENDED***

The healing ministry is for anyone who desires wholeness of body, mind and spirit. The healing Christ touches every area of our lives. He heals all broken-ness; broken relationships as well as broken spirits; broken hearts as well as broken bodies. He brings comfort to the comfortless, hope to the despairing and His living presence to all who seek Him.

### ***THE PURPOSE OF A CORPORATE SERVICE OF WORSHIP***

The Bible bears witness that the Christian faith is a mediated reality. It normally comes to the individual believer through the fellowship of believers. Therefore, an adequate evangelical ministry to the sick that takes place in the context of public worship makes possible a fellowship of caring which private pastoral work alone cannot provide. (James 5:14)

### ***THERE ARE NO FAILURES***

The Church's Healing Ministry recognizes the inescapable fact that sickness and death finally prevail over the temporal life of individuals upon death. The healing ministry seeks to help individuals build a relationship with God that gives them power to face the full reality of their finitude and their sin and at the same time to have hope for growth. The Gospel is more than an offer of health in the physical and mental spheres. It is a preparation for life here and life to come. Therefore, the healing ministry helps relate finite individuals to the Eternal, enabling them to face the future, whether it be recovery in this world or death and resurrection in the world to come.

### ***THE NEW TESTAMENT PERSPECTIVE ON HEALING***

- The church is the sphere within which God continues to redeem the world from every evil, including sickness.
- Healing is available within the fellowship.
- Some in the Church have gifts of healing which they should exercise humbly and in love.
- The ultimate healing is resurrection life in Jesus Christ.

## • *Order Of Reunion*

*Come Holy Spirit, fill the hearts of Your faithful and kindle in us the fire of Your love. Send forth Your Spirit and we shall be created. And You shall renew the face of the earth. O God, who by the light of the Holy Spirit instructs the hearts of the faithful, grant, that by the same Holy Spirit we maybe truly wise and ever rejoice in His consolations. Through Christ our Lord.*

*Amen.*

### **PIETY**

1. With what spiritual aids have you nourished your vital union with Christ this week?
2. What was the moment in which you felt closest to Christ?

### **STUDY**

3. What have you done to understand better the gift of God?

### **ACTION**

4. What apostolic success did the Lord accomplish through you in your family, in your work, in your evangelism?
5. With what apostolic failure did the Lord wish to test you in your family, in your work, in your evangelism?
6. How did you fulfill last week's plan? What are you planning for next week?
7. Activities of the group
8. Prayer for those who have not fulfilled their commitments  
(If one of the members of the group is missing say a prayer for him.)

### **PRAYER OF THANKSGIVING**

*We give You thanks, Lord God Almighty, for all the benefits You have given us, to You who live and reign forever and ever. Amen.*

### **SERVICE SHEET**

Christ needs you. He wants you holy so that you can help Him in the sanctification of your brothers and sisters with:

#### **YOUR PIETY**

"Without Me you can do nothing"

Morning Offering  
Personal Prayer Period  
Worship  
Communion  
Chapel Visit  
Examination of Conscience  
Spiritual Direction

#### **YOUR STUDY**

"If you only understood the gift of God !"

Bible Reading  
Reading books of formation, following the advice of your Spiritual Director.  
"Don't be satisfied with reading good books; read the best."

#### **YOUR ACTION**

"I will make you fishers of men."

What have you done during the week to extend the kingdom of God?  
In your family  
In your work  
In your evangelism in your church community  
In your reunion group  
In your Ultreya

Always consult with your Spiritual Director about your piety, your study and your action.

*North Carolina Presbyterian Pilgrimage Team Manual  
Revised 09/02/03*

## **During the Weekend**

- ***Service Sheet/  
Group Reunion Card***

As professors, one of the most important explanations that you will give is on the Group Reunion Card on Sunday morning. The Group Reunion Card will be given to the pilgrims before the pastor's talk, "Life in Grace". The pastor will introduce the Piety Section of the card. Further explanation of the Reunion Group and the Group Reunion Card will come in the rector's Rollo, "Total Security in the Fourth Day".

Instead of discussing the "Life in Grace" rollo, the professors will discuss and explain the service sheet or the group reunion card. The dominant professor will lead the discussion. The non-dominant professor should keep side conversations from disrupting the explanation. His job is to make sure that everyone is focusing on the use of the card.

The pilgrims need a clear understanding of the Group Reunion Card so they can fully participate in this commitment. Pilgrims should sense how important Reunion Group and the disciplines of the card are in your life. In order to keep the discussion from being interrupted, remind the pilgrims that you will try to answer all of their questions when you have finished explaining the card.

### **PIETY SECTION**

**How have you experienced God in your life this week?**

**What has been meaningful to you this week in your corporate or personal worship?**

1. **Morning offering**  
Morning offerings are a way of giving your day to God with a brief statement of love and faith as you rise or dress for work. Examples of morning offering may be found in your Pilgrim's Guide. You may choose your own Bible verse or a short poem that has meaning for you.
2. **Personal Prayer Period**  
This is an appointment in your day or evening for coming close to God. Commit to a time spent in prayer, meditation, and listening.
3. **Worship**  
This pertains to corporate worship services in your church each week. This is your time to gather in a Christian community.
4. **Visit**  
A visit is sharing the love of Christ with another person. This can be a personal visit, a card, letter, or phone call.

5. **Altar Visits**

Altar visits designate a worshipful place other than your home or sanctuary. Altar visits may be made by yourself or with others such as your reunion group, in any place meaningful to you. Some churches have prayer chapels. You may pray in a garden or by the seashore. You could pray in a stable at Christmas.

6. **Examination of Conscience**

Examples of the examination may be found in your Pilgrim's Guide.

7. **Spiritual Direction**

You should regularly seek to meet with a mature spiritual friend, particularly with your pastor as possible. It is in community that we are able to discern the will of God and to stay on Christ's path together.

8. **The Moment Closest to Christ**

Some group reunion cards ask the question, "**How have you experienced God in your life this week?**" As we recount the week we become more aware of God's presence in our lives.

**STUDY SECTION**

**What new insights have you read or learned this week?**

We share Bible study, good books, or articles which stimulate interest, understanding and growth in your reunion group.

**ACTION SECTION**

**How have you ministered or been ministered to this week?**

**What apostolic success did the Lord accomplish through you in your family, in your work, and in your environment?**

This is your everyday life! This pertains to how you apply your Christian faith each day with everyone – in your family, in your work place and in your community. You may not have an occasion to have a success each day in each area, but this question highlights the sharing of your faith.

**What has seemed to be an apostolic disappointment in relating to your family, in your work, and in your environment?**

This is when you had the opportunity to share your faith with someone and you missed the opportunity, the right words, the appropriate action. Disappointment may also happen when you fail to plan a course of apostolic action.

## **How did you fulfill last week's plan? What are you planning for next week?**

An apostolic plan will help to bring someone closer to Christ as you become a friend and share Christ with them. An apostolic plan may take weeks, months and you may never know the result. By sharing your plan, the others in the group can encourage you in your action and boost you when things don't seem to go well. Remember that in planning, God helps you plant the seeds, but He reaps the harvest.

### **9. Activities of the Group**

You may share a need in your church or community. You may use this time to work on group palanca.

### **10. Conclusion**

#### **How can the group pray for you this week?**

The group may conclude with an altar visit or prayer time including a special prayer for those members who are absent from the group.

Conclude your discussion of Reunion Group and the Card by asking for questions. Ask pilgrims if they are beginning to see the value of meeting together and answering these kinds of questions regularly.



## *After a Weekend*

- *Ultreya*

**Make attendance at Ultreya a priority. There will be one Ultreya following each of the weekends. The purpose of Ultreya is to introduce the new pilgrims to the Fourth Day community. Please be a part of this joyful Body of Christ as often as you can attend.**

### **Suggested Order for Ultreya**

6:00 Arrival, music and mingling

6:20 Announcements

- Sign up sheets on tables for Prayer Banners, Rides to Serenade and Send-off, Clausura, upcoming weekends
- Guest and sponsor applications
- Lost and found
- Reunion during dinner

Dinner Topic – Reunion questions on tables

Blessing, “Come Holy Spirit”

Dinner

7:00 Clear tables

7:15 Report on recent weekends by Rectors

Announcements: Babysitting, paying sitter, Clean-up

7:30 Singing

8:00 Worship and Communion

Benediction (“We give you thanks, Almighty God, for all the benefits you have given us, you who reign forever and ever. Amen.”)



## **After a Weekend**

- ***Your Fourth Day***

- The Fourth Day lives the spirit of the Pilgrimage during the weekend, being filled, being created, renewing the face of the earth.

**Remember that the Pilgrimage weekend was created to enliven your Fourth Day and your church, enriching your spiritual life. Join a reunion group, come to Ultreya, and give yourself to your Fourth Day.**

- The Fourth Day sponsors new guests for each weekend. We move heaven and earth so that the guests can have carefree time away from work and families for the weekend.
- The Fourth Day is the presence of the Body of Christ at Send-off, Serenade and Clausura.

- ***For Your Guest***

In the days following a weekend continue your sacrificial giving to the guests you have served. Here are some ideas you may use to stay in contact with someone with whom you have a new relationship in the Fourth Day.

- Continue to offer prayers for those who attended the weekend.
- On Monday or Tuesday following the weekend, call those people you came to know.
- Follow the first phone call with another call later in the month
- Send a little palanca note or two.
- Encourage their participation in a Reunion Group. This could mean contacting a sponsor to see what plans have been made. Or it could mean your becoming a “seed person” for a new Reunion Group. Helpful suggestions on how to start a group and keep it going and growing always seem to be in order.
- Encourage areas of outreach - their church and their family.
- Encourage attendance at Ultreya.
- Suggest names of those you know from this Pilgrimage for future teams.

- ***For Yourself-- Reunion Group***

If you or your guest have difficulty finding Reunion groups in your area, contact the Leadership Council Reunion Group Coordinator. A list of groups is updated often and the coordinator may be able to give you someone to contact in order to begin or join a group.

The Leadership Council also has a directory of North Carolina Presbyterian Pilgrims. You may find someone in your area should you move or need to refer a friend to a new community.

- ***Ten Reminders for Reunion Groups***

Please review these reminders for your Reunion Group or as you plan a new one to include our newest pilgrims.

1. Commit yourselves - not only to God but also to each other. Be regular in attendance. when you feel like it the least, then you need it the most.
2. Prepare yourselves ahead of time-- bring something to share and expect Jesus to meet you there.
3. Practice your disciplines - ask yourselves, do we really want to live in grace through the practice of piety, study and grace?
4. Uphold one another - be accountable for your Christian practice and growth. Celebrate success and forgive failure. Be encouragers!
5. Pray for one another.
6. Focus on the service card. Focus on deeper sharing, accountability and not on the superficial. Honor order, but adjust to needs.
7. Retreat with one another. Once or twice a year, plan a quiet day for prayer, spiritual conversation, scripture and the sharing of life goals and commitments.
8. Plan discipleship. Don't skip "your plan" for the week. Pray for everyone's perseverance.
9. Act as a group and plan mission. Through the church, Pilgrimage palanca, or in your community.
10. Be spiritual friends. Be one who listens more deeply than you listen to yourself. One who can be faithful to what is best. A spiritual friend helps you keep the fire burning within.

"BE CONFIDENTIAL!"

Hopefully this will be very helpful. Your Reunion Group is one of those places you should happily anticipate each week.

Modified from Central Carolina Emmaus Community newsletter -- April 1994

## *After a Weekend*

### • *Fourth Day Teams*

If you are not called to serve on a team, remember that **every position on the Fourth Day** is a privilege and an honor, a **prayer-filled, God-called task**. You are the most important members of the team. No weekend could be held without the prayers, songs and gifts of the men and women who have sat at the tables and received the grace that comes on a Pilgrimage weekend. It is the gathering of the Fourth Day at Reunion and Ultreya that connects us and changes us to change the world.

Part of the joy of the Fourth Day is the “Secret Service” that is such a wonderful surprise to the guests on a weekend.

- The Fourth Day prepares and serves meals for the three team meetings held in local churches.
- It is the delight of the Reunion groups to give time preparing pillow palanca, table palanca, little gifts that appear from nowhere all throughout a typical weekend.
- The Fourth Day organizes the Prayer Banner and special prayer palanca at home during the weekend.
- The Fourth Day helps to set up and break down camp for the weekend.
- The Fourth Day moves heaven and earth so that the guests can have carefree time away from work and families for the weekend.
- The Fourth Day is the presence of the Body of Christ at Send-off, Serenade and Clausura.
- The Fourth Day lives the spirit of the Pilgrimage during the weekend, being filled, being created, renewing the face of the earth.

***Remember that the Pilgrimage weekend was created to enliven your Fourth Day, enriching your spiritual life. Join a reunion group, come to Ultreya, and give yourself in your Fourth Day.***



## *After a Weekend*

- *Fourth Day in Your Church*

### *Keeping Pilgrimage A Channel Of Grace in the Congregation*

#### *Please Don't:*

- Break confidences shared in reunion groups.
- Avoid questions about the Pilgrimage (as if it were a secret club). (We have surprises but NO secrets!)
- Show public preferences for other pilgrims. (No hugging unless you hug everyone.)
- Form committees with a majority of pilgrims
- Avoid opportunities to share your faith experience
- Be a “super-Christian. (Nothing turns others off like self-righteousness.)
- Tell anyone else, “You NEED to go on a Pilgrimage.”
- Compare your spirituality
- Schedule Pilgrimage events (including reunion groups) to conflict with other church events.
- Reroute financial resources from your church pledge to the Pilgrimage
- Use Pilgrimage “lingo” around those who haven't been on a Pilgrimage

#### *Please Do:*

- Be open and above board when questioned about the Pilgrimage.
- Mix age groups, recruiting pilgrims from older as well as younger members
- Let your light shine in loving Christian action
- Present and discuss this “Do and Don't” list after each Pilgrimage
- Make sure reunion groups:
  - use the card each week
  - are open about feelings
  - share prayer concerns for each member
  - seek spiritual advice when problems arise

***Please do:***

- Spread Christ, not the Pilgrimage.
- Use inspiration and energy to strengthen the congregation(the Pilgrimage exists for the congregation, not vice versa)
- Pray for God's help for future pilgrims and other individuals and groups in the congregation. Keep enlarging the circle of concern
- Share God's grace with others as the major focus
- Post a brief explanation of the Pilgrimage where all the congregation can see it and extend an invitation for all to participate at some time
- Avoid giving the impression that those who have attended a Pilgrimage are a power bloc in the congregation
- Bear in mind that many members of the congregation who have not made a Pilgrimage are highly committed, spiritually gifted Christians. Lift them up!
- Coordinate recruitment for Pilgrimage weekends with the minister.
- Use group time to discuss personal spiritual growth and to affirm the strengths of the church and others.
- Follow these guidelines and the entire congregation will benefit from the renewal of a few.

## *PEACE*

When the time has come for leaving,  
And the words have all been spoken.  
When you know the door is open,  
As it always will remain.  
When the last good bye has echoed,  
When the last tear has been shed;  
When we've said it all a hundred times,  
We'll say it once again.

Peace my friends,  
May the love of God go with you.  
May our Father guide your footsteps,  
May the sun shine every day.  
Peace my friends,  
May the Spirit walk beside you.  
May His grace be warm within you,  
May you always find your way.

We have come to know each other,  
We have come to love each other.  
We are more when we're together,  
Than we are when we're apart.  
Though the years may come between us,  
We must never fear the distance.  
We are one in Him forever,  
In our minds and in our hearts.

Peace my friends,  
May the love of God go with you.  
May our Father guide your footsteps,  
May the sun shine every day.  
Peace my friends,  
May the Spirit walk beside you.  
May His grace be warm within you,  
May you always find your way.  
May our Father guide your footsteps,  
May you always find your way.