RCA Cursillo Palanca Rector Duties

**Role of the Palanca Team**

Palanca is Service: ‘Your attitude must be like my own, for I, The Messiah, did not come to be served, but to serve, and to give my life as a ransom for many.’ Matt 20:28

Servanthood is learned only through experience: you learn to serve by serving! The role of the Palanca team is to SERVE! This service is expressed in the form of providing support for the Conference Room Team and for the Candidates. Throughout the weekend this service and giving of love will take many forms – prayer, chapel, discussions, washing dishes, cleaning restrooms, assisting in the kitchen, and much more. You will be expected to share in all of it as you work hard behind the scenes. In all cases and in everything you do, you are expected to bring Glory to God rather than attention to yourself.

**Qualifications for the Palanca Rector**

The Palanca rector should be an individual who has worked as an assistant Palanca rector or conference room rector or conference room assistant rector. This is necessary because of the need to understand all that is involved and the following of the time schedule. The Palanca Rector and the Palanca Spiritual Director are very important as they help set the tone of the entire Palanca team.

The Palanca Rector should select three assistant rectors, one to be in charge of the chapel, one for the kitchen cleanup, and one for supplies. This gives the opportunity for training others for serving as a Palanca rector in the future. During the weekend each assistant rector serves in his/her area continuously with the teams rotating.

**Palanca Rector Duties**

Before the weekend:

The duties of the Palanca Rector begin with the team meetings. The Palanca Rector, assistant Palanca rectors, and the Palanca Spiritual Director should attend the team meetings, pray with the rollistas before each practice rollos, listen to the rollos, and get to know the team. They perform other services for the team such as making ready the facilities and supplies, making coffee, picking up after the team meetings, and making sure the facilities are left in good order. The Palanca Rector should arrange for snacks to be provided by the fourth day community.

As Palanca Rector, you will need to choose assistant Palanca rector(s) to lead in each of the areas indicated below. They will be in charge of their area for the entire weekend with the teams rotating each day.

**Line up one or two people to serve as Assistant Palanca Rectors for each area:**

Chapel

Dining

Cleaning

Head Cooks

Supply

(Secretariat Spiritual Director lines up the Pastors)

Other positions to fill:

 Snack person (2 preferably)

 Mail persons (2 preferably)

 Photographer - check to make sure Conference Room Rectors have not already done so

 Musician (after conference room musician has been secured)

 Event Coordinator

 Admin Position (Prayer Banner/Vigil Coordinator & Roster typist)

The Palanca team members will be assigned to be on one of three teams with the teams rotating each day as follows:

 Thurs/Friday Saturday Sunday

Team 1 Cleaning Dining Chapel

Team 2 Dining Chapel Cleaning

Team 3 Chapel Cleaning Dining

**Rollista gifts/mementos**

The Conference Room Rectors may want to determine/provide/purchase the Rollista gifts / mementos. Make sure to discuss with your Palanca Rectors of your decision. The Palanca Rector may delegate this task to the Chapel Rector. Just make it clear who is doing this task so it isn’t forgotten or done by more than one person.

You will need around 34 gifts (unless there are more than 4 pastors). Gifts can cost around $5.

Gifts are given to:

Each Rollista

Conference Room Rectors (some of them give talks so make sure they are not counted twice)

Pastors (most of them give talks so don’t count them twice)

Palanca Rectors and Assistant Rectors (head cooks only)

Conference Room Musician(s)

Supply Rector(s)

Palanca Head Musician(s) determined by Palanca Rector

Gifts are NOT given to:

Assistant Cooks

Mail Persons

Snacks Person(s)

Prayer Vigil Coordinator(s)

\*\*\* If any changes are made to gifts rules/guidelines, make the same changes to the Rector Guidelines.

Always check with supply person before you or your Assistant Rectors purchase any items before or during the weekend.

The Palanca Rector should keep a list of applicants being willing to serve on Palanca, and a confirmation will be sent including general information that will give a clearer understanding of what will be expected for the weekend. All applicants will be expected to attend a team meeting where the role and responsibilities of the Palanca team will be reviewed. The Palanca team should be encouraged to begin early with prayers for the team and candidates.

Create name tags for Palanca team. A variety of colored tags work well for team assignments and rotation. Identify first-time workers and those who’ve not worked for some time with some kind of identification of their “new” status (ex: a star on their nametag).

A&TC weekend: Check with your Conference Room Rector to confirm that First Reformed Church in Prairie City has been contacted about reserving for Thursday Night supper and commissioning.

During the weekend:

Check with the conference room rector about any major additions or subtractions from the basic format of Palanca for the weekend, including prayer time for assistant rectors.

Palanca Rector will be expected to meet with Conference Room Rector each evening during the weekend. Team meetings with assistant Palanca rectors should also happen daily.

Gifts are not to be given as Palanca. Only items which can fit in an envelope should be used as Palanca.

Any late arrivals of Palanca workers should be brought to chapel for binding, and assign them to a team.

For emergency purposes, keep cell phone on you as your phone number will be listed as primary contact for the weekend.

Please remember to keep the Palanca skit in perspective for the weekend. It should not be the focus of the evening. No money is allocated in the budget for costumes, etc. for this skit. (A&TC – check with Rector if skit is desired when Praise Team is performing)

Communicate with site coordinator for any facility requests.

Make a list of towns represented for closing and give to the Conference Room Rectors before the closing begins. Remember to include:

 Fourth Day

 Conference Room Team Members

 Palanca Team Members

Fall weekend, keep a list of how many people stay each night on site.

**It should be remembered that in all things, if there is a conflict concerning schedule or procedure, the conference room rector has the final word. The Palanca Rector is subordinate to the Conference Room Rector. For all matters concerning, reference to flow chart of chain of command that is posted at determined locations that also has names assigned with each position.**

**Palanca Spiritual Director Duties**

\*\*Prior to the weekend, the Chapel Rector and the Palanca Spiritual Director should work together in planning the chapel environment, the music for Palanca team liturgies, and gather the songs with which to greet the returning rollistas. The environment of the Chapel should closely reflect the message of each Rollo as it’s given.\*\*

The Palanca Spiritual Director should spend all their time in the Palanca chapel. He/she should also be available for counseling desired by members of the Palanca team. (Conferences should be scheduled so that they do not interfere with the schedule of the conference room and coordinated with the Palanca Rector.) The Palanca Spiritual Director needs to be aware that the Palanca Rector is the one who orchestrates the activities of the Palanca team.

The Palanca Spiritual Director should work together with the Chapel Rector to prepare the communion bread and grape juice for Commissioning, Conference room and Palanca Chapel, including the fourth day liturgies. Be sure to explain liturgy on Friday for new Palanca workers. The Chapel Rector is in charge of clean-up of both Conference room and Palanca chapels following each communion. If kitchen team cannot be present, bring to and share elements with them.

**Palanca Assistant Rector Duties**

Refer to Dining, Chapel, Clean-up, and other team responsibilities in Palanca Other Auxiliary Duties document.

**General Rules**: These should be shared at the team meeting

Remember, the purpose of the Palanca team is service to others. You may be filled in the process. However, it must be remembered that you are not serving on the Palanca team so that you may be renewed. The purpose of the Cursillo weekend is Christian renewal and the strengthening of the life of Christians for evangelism. Activities not considered normal for a Cursillo weekend would be those that should take place in one’s own congregation or those normally associated with other renewal movements: i.e. baptism, speaking in tongues, etc.

* Palanca is here to serve behind the scenes – ‘Your blessings received are by-products!’
* The entire Cursillo team is like the Trinity – conference room team, Palanca team and cooks. Each performs a different but equally important task.
* No smoking on the grounds.
* Palanca team will not be included in the group photo (only the Palanca Rector and Palanca Spiritual Director)
* Palanca team is not to eat until the candidates have been served. This is in case food supply runs short at any meal. This can be changed by agreement between the cooks and the Palanca Rectors.
* Dining Room team waiters and waitresses should eat last. Sometimes the chapel team needs to leave immediately following a meal to prepare a rollista for the first Rollo after lunch. Discuss the various assignments of each day so that those Palanca members who need to eat first can do so. Generally, Palanca members should eat after the candidates have eaten.
* Palanca is responsible for cleaning up own eating area.
* Bring own cup/mug and put your name on it.
* Preference is for all Palanca to keep cell phone usage to a bare minimum.
* Do not work around the Conference or Chapel room when candidates are there. Work in those areas should be done at other times.
* Palanca team members should not be outside the conference room listening to Rollo’s. Any exception to this must be cleared by the Palanca Rector with the Rector only!
* Do not do anything at any time to interfere with the team (practical jokes such as stealing the bells, etc.)
* If someone needs to come in late to work Palanca, notify the Palanca Rector so they may be put on a team and made to feel a part of it right away.
* Stay out of the kitchen area unless you have work to do there.
* All phone messages to the team or candidates must go through the Palanca Rector.
* A suggested donation of $\_\_\_\_\_ per day, or $\_\_\_\_\_ per weekend is asked to cover the cost of food and lodging. Deposit should be sent with application, and balance given to Palanca Rector at the beginning of the weekend.
* Do not block or expect singing of De Colores at any time on Sunday.
* Since the candidates will have silence after liturgy on Thursday evening, Palanca should work as quietly as possible. Maintain silence if possible!
* If a situation arises during the weekend that needs addressed, please refer to Chain of Command flow chart as to who best to contact first. (Ex: If on cleaning team for the day, you’d go to the Cleaning Rector, and they will take it up the chain only if they can’t resolve issue).
* It should be remembered that in all things, if there is a conflict concerning schedule or procedure, the Conference Room Rector has the final word.
* The chapel team is expected to be in the chapel to greet a rollista before and after a Rollo. If not busy with assigned responsibilities, you’re encouraged to join the chapel team in welcoming the rollista.
* The Sunday schedule is a tight one and Palanca team members need to be certain not to let down on Sunday afternoon. You will need to pack and move items out of your cabin prior to morning devotions Sunday morning. Try to get freshened up whenever you have a chance but don’t take off in mass.
* ALL PALANCA WORKERS are asked to REMAIN Sunday night until everything is cleaned, put away, and supplies removed from the buildings. This is VERY important.
* Palanca has a continuous prayer vigil from 5pm Thursday until 3pm on Sunday. Sign up early so you can select your preferred hours, but you will be expected to fill 3 - 30 minute spots throughout the weekend.
* If you have dietary needs, you will need to bring your own food.
* If you have specific physical or medical needs be sure to contact the Palanca Rectors.
* You are expected to stay with your assigned team for each day. If you have finished your assigned tasks, check in with your team leader for the day. If you find you are not busy, GO TO THE CHAPEL!. Your team leader needs to know where you are at all times.
* If you are a veteran Palanca worker, please be helpful and sensitive to the newer Palanca workers whom will be identified.
* After dressing for the banquet, be sure to put a colored shirt over your white shirt.
* Don’t give away the special Cursillo events to the candidates.
* When serenading, move up closer to Jesus picture and don’t stand so far away from the tables, if possible.
* Palanca mail is a vital part of the weekend. Personal notes are welcome, but not expected. If at all possible, bring general Palanca for every candidate. Notes for team and/or Palanca workers is optional. During down time while in the Palanca Chapel is a great time to write encouraging notes to anyone you see needing a boost during the weekend, either a candidate, team or Palanca worker.
* Again, our sole purpose is to have servant hearts. We are serving God as we serve the candidates and the conference room team.

While there are many detailed rules laid out in all these guidelines for the Palanca team and rector, it is important to remember that the creative planning of the rector and his/her assistants is always a primary consideration. The many rules and organizational plans laid out in these guidelines should always be used as an aid to more effective Palanca team functioning.

As we pray for the team and candidates, let us also pray for each other that we may serve in a spirit of love.

Revised by Secretariat 6/2017