RCA Cursillo Palanca Rules

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.

Secretariat Updated 6/2017