**THURSDAY NIGHT ASSIGNMENTS AND DETAILS**

**4:30 pm: Arrive at camp.**

**5:00 pm: Evening meal in dining hall**

**5:30 pm: Liturgy in conference room**

**7:00 pm: Be available in conference room for arrival of candidates**

God has truly blessed our team meetings and our preparations!  We firmly believe that He will continue to supply our needs and that He has a special plan for this weekend. He is with us!!

  We are thankful that we’re in this together.  You are a great team and we know that the candidates will see Christ in each of you!  Here we go……….

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  ARRIVAL TIME:  We come from busy schedules, so please try to arrive in time to take a deep breath and take time to pray for the weekend.  We need special guidance for these busy three days.  Try to arrive by **4:30** so that you can be settled for the weekend. Check for cabin assignment and take a top bunk if you are limber. Please put your name on your bunk. Palanca needs this information for mail delivery

SUPPER**:  5:00** in the dining hall.   Open with prayer; enjoy your meal and thank the cooks for it.

 LITURGY**:  5:30**. Be in the Conference Room by **7:00**. Candidates will arrive for check-in at **7:30**.  If at all possible, do not bring candidates with you.  Arrange for someone else to bring your candidate.  Let us know if there is any problem with that.

Everyone should be at their assignments listed below by **7:00**.  Be friendly; be concerned for those who feel strange and alone.  There may be several candidates from one church who know each other.  Be helpful in introducing them to others.

**PALANCA TEAM MEMBERS** will be assigned to the parking area and will help by carrying baggage, directing traffic and guiding candidates to the conference room.  They will also take candidates to their cabin following check in and then return them to the conference room.

**General instructions to team members:**

1. If in the cabins, introduce yourself, help the candidate find a suitable bunk and ask them to put their name on the bunk
2. During the silent retreat at the close of Thursday evening, keep your eyes open for any candidate who may be struggling. Be sensitive.
3. Throughout the weekend use common sense to deal with things that come unexpectedly. Responses should give information but not be so detailed that it spoils a surprise. The assistant rector, palanca and the rectors are here to deal with this stuff. If something comes up, check with the people at the rector’s table.
4. Once table families are announced (before the Ideal rollo, whenever that is) your obligation is to your family members. Be sensitive during passing of the peace; those who aren’t ready for hugs or candidates who draw away from the group. Follow the lead of each candidate.
5. Be an example to family members by taking lots of notes, paying attention to rollistas, participating in discussion and poster drawings, getting back to tables quickly after breaks. Most of all, do not dominate discussions. Speak when the discussion needs a boost or guidance.
6. After the Ideal rollo one of you will act as secretary and one as leader. Keep summaries short. Don’t retell the rollo. Candidates will be in those roles in subsequent rollos.
7. 10 minutes for discussions, 10 minutes for poster, and 10 minutes for free time. Try to let you family member have that amount of free time.
8. If you are giving a rollo, an assistant rector will take you or inform you when to change clothes and then take you to the Palanca chapel for a time of prayer and preparation. You will return to the chapel after your rollo as well.

You are mature, positive, caring. We know the candidates will be richly blessed as you share Christ’s love with them.

**TEAM ASSIGNMENTS**

1. Two team members; \_\_\_\_\_\_\_\_\_\_\_\_and\_\_\_\_\_\_\_\_\_\_\_\_, are assigned to the area immediately inside the door to greet the candidates and direct them to the check-in-table.

2. \_\_\_\_\_\_\_\_\_\_\_\_and \_\_\_\_\_\_\_\_\_\_\_\_are assigned to the check-in-table.  You are responsible for the following.

1. Check to be sure that the candidate is on the roster, that the name and other information is

correct and complete

1. Issue the candidates’ name tag.
2. Introduce the candidate to the Palanca member who will take them to their cabin
3. Find out if there are dietary or medical needs.

3. Team members assigned to the cabins:[\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_] [\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_]

You are responsible to welcome candidate and help them find a bunk.  Make sure they put their name on the bunk with a sticker and the list by the door.

1. \_\_\_\_\_\_\_\_\_\_\_\_are responsible to check to make sure all details of the check in are going smoothly and filling in where help is needed.
2. The remaining team members are assigned to the conference room.
3. Meet and converse with candidates.  Offer refreshments.
4. Make sure no candidate is left to him/herself
5. Do not stand in groups of team members.

Secretariat Updated 5/2017