**Fall Cursillo**

Nov 2020

**Thursday**

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|  | **Conference Room** | **Palanca** | **Chapel** | **Dining** | **Cleanup** |
| **11:30** | All **Team** and **Palanca** arriving early for set-up are invited to meet for fellowship and lunch prior to arriving at Camp | | | | |
| **1:00** | Supply trailer arrives at camp and as many as possible on Team & Palanca arrive to help with set-up | | | | |
|  | Rectors and Assistant Rectors arrive to advise how conference room is to be set up  **Set up conference room.**  1. Remove all items & furniture from conference room, long tables are moved to back of room for head table.  2. Rectors: Advise how many tables, how many chairs per table.  Decide on placement of tables, head table, Bible enthronement table.  3. Large round tables from Supply.  4. Chairs: 10 Chairs at head table  Place chairs at round tables per rector’s #’s  All extra chairs are stored at back of room or in extra room in rear of bldg.  5. Set up Audio/Visual.  6. Kleenex and pens on tables.  7. Set all conference room supply totes in back of Conference Room.  8. Blue guidebooks with on Rectors table.  9. Ten gray tote boxes, Kleenex, Pens, Post It Notes, 3 Hole Punch on Rectors Table.  10. Have Head Table Supplies (Extra pens, Scissors, Markers, Tape, etc. on table or handy for use by rectors behind head table  11. Decide on placement of Podium, Monitor, Screen, Bible Enthronement Table  12. Bible Enthronement Table  Small Table, black or burgundy table cloth, lace table cloth or runner, Bible stand.  Bible and 2 candles place on Rectors table for Bible Processional.  13. One music stand in front of room  14. Registration Table: One long table in entry, name tags in alphabetical order, extra blank name tags, black Sharpie, candidate list, lodging, medication/dietary info  Assistant Rectors make sure name tags are ready and accurate. Get spread sheet from Pastor Sue for sign-in.  **Set up Chapel (Separate Building)**  15. Spiritual Director decides how to arrange room, placement of the cross, tables, candles, communion chalice and plate, etc.  Set-up needs to accommodate “Feel the Nails” skit Thursday night. Also, Karaoke Machine will be needed for CD for skit  16. Set up large wooden chapel cross that holds rope lights. Spiritual Director advises color of lights for 3 days. (Red, White, Blue?)  17. Set up chairs (30 candidates average 54 chairs with full team)  18. Black Liturgy/Song Books dispersed on chairs, may need extra books from Palanca.  19. One music stand and two stools for musicians  20 Spiritual Director instruct Supply of anything needed for Liturgy/Binding at church in Dining Hall  **Conference Room snacks and drinks to**  **snack room across from conference room** | Set up Palanca room and cabins with appropriate totes    Provide sign-in sheet for All workers in \_\_\_\_\_\_\_\_\_\_\_\_\_\_ as they arrive. Direct to lodge, then help with set up.  1. Cover windows & doors with paper.  2. Cover all clocks/digital thermostats with paper.  3. Set up snacks  4. Set up mail  5. Assemble curtains/tables/prep area/etc.  6. Assemble candidate totes.  7. Assist Cooks/Dining with bringing in supplies and food. | Set up Chapel with Chapel totes  Set up 24-hour prayer vigil with tote – one in main area, one by cabins  Will need black  Song/Liturgy Books from Palanca  MUSICANS  will need to provide music for Liturgy  Ck with SD for instructions | Unload and organize area for dining supplies  Coordinate with Cooks for dishes, drinks, help needed for supper  Set up for supper  COOKS  Be prepared for meal at 5:00 p.m. Advise Supply of any totes/paper supplies/etc. needed for meal.  Palanca snacks to Palanca room | Set up Restrooms (conference room, cabins, Dining, etc) with deoderizers, soap, paper towels, small cups, feminine products  Set up sleeping quarters: name tags/post-its posted on each bunk, sign up sheet on door for bunk  & name. Pens notepads, Kleenex.  Help with setup per instructions of Palanca Rector and  Supply |
| **4:45** | **Supper for team members and Palanca who helped with set up** | | | | |
|  | Conference Rector  Ask team members to participate in  Bible Enthronement  Reader  2 Candles  Bible Recessional  Reader  2 Candles  Breakfast Prayers  Grace  Thanks | Event Coordinator  Assign parts for “Feel the Nails” and set time to practice.  Decide on set up for Candidates Chapel to accommodate Feel the Nails Skit. |  |  |  |
| **5:15** | Commissioning Service - Conference Room team and Palanca team have liturgy in Dining Hall  Palanca rectors bind Conference Room team and vice versa. Liturgy lead by Spiritual Director    Circle of prayer by all those available as Rectors specify; Example: Conference Room team in inner circle surrounded by Palanca team praying for Conference Room team, Palanca team in inner circle surrounded by Conference Room team praying for Palanca team.  Some or all Palanca Rectors may be prayed up for the weekend as determined by the Rectors | | | | |
|  | Conference Rector  Mark scripture for Bible enthronement and recessional and explain to participants.  Mark 1:12-15 and Romans 1: 11-12.  Enthronement will occur during rector’s talk.  **Enthronement ceremony:**  Stand as Bible is carried in. Two people come first carrying the lighted candles, followed by person carrying the Bible. They stand in front of the table facing the candidates. The reader then reads the selected passage. Place Bible on stand then candles. Participates take their seats  **Recessional ceremony**  Three chosen people walk to the table.  Reader picks up the Bible and the other two  pick up the candles and face the candidates.  Reader reads the selected passage and leads to back of the room when finished  Check Audio/Visual Systems  **SNACKS -** Plug in coffee and check at 6:45  to be sure is perking! Prepare snacks for Conference Room | Assist with cleaning Dining Hall after liturgy. Remove elements and Liturgy books.  Assign 2 of team to registration area to direct cars to proper area, greet candidates to sign in table in conference room foyer, then direct sponsors to take candidates to cabins and return candidates to  conference room | Candidates arrive  Turn on light on cross. | Set up tables  for breakfast    Check with cooks about serving style for breakfast  Be sure coffee is ready. | Prepare Candidate chapel for night prayers.  Check on worship guides for Celebration of Repentance & Thanksgiving |
| **7:00** | Conference Room Team assignments  Welcome  Sign-In Table  See that candidate lists, cot assignments, nametags are at the table.  Verify number attending,  candidate home addresses and e-mail  Diet and Medication  Cabins  Men’s  Women’s    Make sure candidates have sleeping bags, blankets, pillows, etc.  (may need Palanca to help as well)  Special Duties  Conference Room – Remainder of the Team  Candidates arrive and begin to check in at conference room, then to cabins and return to conference room | Get nametags  Go over Palanca guidelines  Team assignments for Thurs night & Fri  Prayer vigil coordinator fill in gaps. Vigil begins at 5 PM on Thurs and ends at 2:30 on Sun. All palanca should do at least once a day  Events coordinator - start to line up participants for Feel the Nails, Stations of the Cross and Champion set up time to practice  Line up Palanca skit for Sat night  Set up rope lights from candidate chapel to conference room (start at door of chapel and work backwards as far as you can toward conference room | | | |
| **7:45** | First assistant rector rings bell  **“Will everyone please find a chair at a table and sit down? Hello. Our/my name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and we are on the team serving as an assistant rector/s.**  **There are also two other assistant rectors here and they will stand and give you their names now:**  **Spiritual directors for the weekend are here also. Will you please stand and give your names?**  **Our Music Leaders for the weekend, please stand and give your names.**  **Our Audio/Visual team, please stand and give your names.**  **It’s more comfortable when we know each other so we’re going to do some introductions. Choose a partner at your table. Visit with that person and find out all you can about him or her. You’ll have a few minutes to share. Be certain to give each other your name, church, town, family status and occupation.**  **Then you will introduce one another to the entire group. You may begin visiting now….:”**  A/V Power Point: Have name, church, town, family status and occupation on Power Point. | | | | |
| **7:55** | First assistant rector rings bell  Call on a team member to begin  **(pick a table leader) “will you and your partner stand and begin introductions?”**  **Your introductions were great. Just so that all of the candidates know the team members, I’d like all the team to stand. Thank you.**  **Audio/Visual: Have “How Great Thou Art” ready on Power Point.**  **“Each day we have a song or joke session and this evening is no exception to the rule. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will lead us in a song tonight.** | | | | |
| **8:10** | **It is now my pleasure to introduce you to the two people who will guide us through this weekend. They are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and are known as the rectors.**  Rector’s Opening Talk - Refer to The Three Days  **There is a 24-hour prayer vigil during this entire weekend. Those in prayer will lift up any prayer requests we have. Feel free to put any prayer requests in the basket on the Bible enthronement table or on your table and we will take them to the Prayer Vigil** | | | | |
| **8:20** | **We will now have the Bible Recessional. Please stand.** Romans 1:11-12  Reader  2 Candles | Prepare for Feel the Nails |  |  |  |
| **8:25** | Break  Assistant rector  puts guidebooks on each table |  |  |  |  |
| **8:35** | Assistant Rector  rings the bell  **Rector introduces Spiritual Director**  Spiritual Director explains the Celebration of Repentance and Thanksgiving and Silent Retreat |  |  |  |  |
| **8:40** | **“We will now go to the chapel.**  **Please follow the 1st Asst. rectors**  **2nd Asst. rectors:**  **Hold doors and bring along silent retreat guides**  **Please bring your guidebooks and jacket, purse, etc. as we will not be coming back to this room tonight:** | After candidates go to chapel:  Set up rope lights from chapel door to cabins | Take any prayer requests from conf room & copy them in Palanca room & give copy to Palanca Chapel & put original requests in prayer vigil basket | Snack person  clean up snack tables,  set coffee pots for AM | Set up CR room tables with totes beside each chair, notebooks, markers and wooden table names. |
| **8:50** | **Celebration of Repentance and Thanksgiving and Night Prayers**  Hymn:    Prayer of preparation – Psalm 51 Reflection –  Meditation 1\_Know yourself and Prodigal Son (Page 35-41) Prayer | Poster paper available to Asst. Rectors  Vase on Bible Enthronement Table  Personal storage totes beside each chair in Conf Rm |  |  |  |
| **9:20** | **Feel the Nails** | Feel the Nails – if room | | | |
| **9:30** | **Examination of Conscience** – Rectors  **"This first night of Cursillo, we are going to make a special examination of conscience. Jesus Christ speaks to us…” I have picked you. Because I love you, I have called you. Because I love you, I need you. I want you to be holy so that you can help me. Do not be scared. Do not be frightened. I am your God and I want to be your friend. To those who indeed know me, my yoke is easy and my burden is light.**  **The world is much more demanding than I.” Keeping these words of Christ in mind, let us examine ourselves as members of God’s people: Friends of Christ – Turn to page 23 in your guide book.**    Assign 23-28 to Assistant Rectors  Page 23-24 (in regard to myself)  Page 24-25 (in regard to others)  Page 25-26 (in regard to family)  Page 26-27 (in regard to church)  Page 27-28 (toward God)  **Meditation and Reflection**  (Assign 2 Asst Rectors  to assist pastors by directing candidates to pastors)  **There will be a period of meditation and reflection now. Anyone wishing to see a pastor feel free to come to the back of the chapel and we will direct you to Pastors \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for spiritual guidance…**  A/V background music, (This will last 5-10 minutes depending on number of people who leave)  **Response: Assistant Rector**  “**Teach me to stop and listen; teach me to center down. Teach me the use of silence, teach me where peace is found, teach me to hear your calling, teach me to search your word. Teach me to hear in silence, things I have never heard. Teach me to be collected, teach me to be in tune. Teach me to be directed, silence will end so soon. Then when it’s time for moving, grant that I may bring, to every day and moment, peace from a silent spring.”**  Night Prayers**: Rectors**  **“For our night prayers turn to page 19 in the guidebook and read together.”**  **We will awaken you 45 minutes before chapel tomorrow morning. If you desire more guidelines to help you for your own personal silent retreat you may refer back to pages 23-28 which we just used tonight.**  **Remember the silent retreat until after chapel in the morning. You are free to go to your cabins or remain here for quiet time or to speak with one of the pastors.**  Assistant Rectors  pass out silent retreat guides | | | | |
| **9:45** | Team meeting for Rectors, Assistant Rectors and Palanca Rectors | After Candidates leave Chapel - Remember the Silent Retreat  Clean candidate chapel    Arrange candidate chapel for morning devotions according to spiritual  director’s instructions    Put away rope light  .  Mail person reminder “before rollo” mail for each rollista – give to Rollista Rector in the morning | | | |

**PROCLAMATION PHASE – FRIDAY**

**Rollista** (Sit close to door)

**Conference**

**Coordinator (**get radio from Supply for Runner)

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|  | **Conference Room** | **Palanca** | **Chapel** | **Dining** | **Cleanup** |
| **6:00**  **AM** | Palanca Rector – wake palanca team, rectors, asst rectors, pastors, team and candidates.  Open door and ring bell, be sure they are awake - Remind them of silent retreat | |  | **Start coffee for early riser candidates** | Check to be sure conference room is clean |
| **6:15** | Conference Rector plug in coffee pots. |  |  |  |  |
| **6:45** | Conference Rector  Check conference room for table names, totes, notebooks, markers, pens & set-up  Rollista Rector  to Candidate Chapel - check room and setup greet candidates (silently) | Devotions - All palanca team in palanca room  Daily schedule & announcements  Mail person give Friday “before rollo” mail to Rollista Rector  **Snack person** fill snack table and make sure coffee is on | | | |
| **6:50** | Coordinator Rector  ring bell - go to cabins and ring bell - then go back to chapel to inform rector when all candidates have arrived at chapel.  Check with cooks about meal timing |  |  | Set up for breakfast |  |
| **7:00** | To chapel  Rectors: Guidebook, page 4 (read together)  Meditation – The Three Glances of Christ – SD  Dismiss for breakfast – silent retreat ends |  |  |  |  |
|  | Rollista Rector  Advise 1st Rollista ­­  to get ready and give them “before rollo” mail. Breakfast before or after rollo?  Advise kitchen to save meal if after. |  |  |  |  |
| **7:20** | Coordinator Rector  Advise Kitchen  To Dining Hall – Breakfast  Team Members-  Grace  Thanks  Conference Room Rector  Arrange for lunch and dinner  Grace and Thanks  select 3 candidates for Bible Enthronement  1 reader, 2 candles  mark Matt.8:23-27 with sticky notes  Select 3 candidates for Bible Recessional  1 reader, 2 candles  mark Romans 5:11 with sticky notes  give list to Rector | Serve breakfast | Chapel team eats when candidates eat | Serve breakfast |  |
| **7:45** | Rectors check with Palanca rector concerning location for picture.  Thanks \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  To Conference Room |  | Prepare communion for candidates and palanca chapels for  liturgy  check with SD how they want to serve | Set separate table for Cooks with favors  Clean dining room and help with dishes | Check with kitchen staff and dining staff for clean-up |
| **7:50** | Rollista Rector  take Rollista #1  to get ready and bring to chapel  Advise chapel when coming  Conference Rector  Set up notes, props, fresh water  Pass out handouts.  Audio/visual  Prayer of the Holy Spirit  To Conference Room  Musicians & Audio Visual: Be prepared for possible Opening Song | Palanca eats Breakfast | Prepare for Rollista #1  **IDEAL**  Turn on light on cross.  Give flower and cross.  Advise conference room rollista is coming | Cleaning dining room and eat breakfast | Eat breakfast |
| **8:10** | Bible Enthronement – Matt.8:23-27  “This morning Reader  Candles    will bring us the Word of God.  Please stand |  |  | Finish cleaning dining room & help with dishes.  Pots and pans are Dining Room responsibility.  Set up for lunch  Hang up  De Colores banners –  Banners in supply trailer | Start candidate cabin clean-up w/your team.  Clean and check  supplies in Candidate restrooms  Set up Candidate Chapel for Liturgy per SD instructions |
|  | **Rector’s Talk**  **“Good morning! I hope you found the sleeping quarters comfortable. If you participated in the Silent Retreat you can’t say it was noisy! I’ve been looking around and I think that all of you remembered your name tags, but in case you didn’t, please hold up your hand and we’ll get you one.**  **Last night I said we would be listening to talks and discussing them. To facilitate the discussion period, we will divide into \_\_\_\_\_ families or tables. These groups will be permanent for the 3 days. For identification purposes each group will be assigned to a table and each has a family name of a man or woman in the Bible. If those at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ table will step to the back of the room, I will read off the names of the men/women that will be part of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ family. As your name is called please sit at that table. By the way, if I mispronounce your name please correct me.**  Rollista Rector  Advises when coming with first rollista.  A/V: Have words DECURIA and ROLLO ready on Power Point | | | | |
|  | **Rector’s Decuria Explanation**  **I’ve got a few more Spanish words for you this morning. We could get along without them but they have been used in many previous Cursillos so we stick with them. When we divided into our table groups, we formed a Decuria – a group of 10 working together. Each day we will be listening to 5 separate talks. The talks are humorously called “Rollos” (roy-ohs) a term used by Spanish students to refer to LONG AND BORING LECTURES. The rollos are given by laity and pastors. Sometimes you will hear us refer to the speakers as rollista.**  **Each rollo will begin with a prayer. At the conclusion of the talk you may applaud. The applause is not for the rollista, but for God who has sent His message through him or her to us. To God be the glory and the praise. We also ask that you do not interrupt the speakers with questions or comments. Save them for your group discussions which follow each talk.**  **There is a notebook for each of you on the table and a pen. Please write your name on the notebook. As you listen to the talks put down the points you want to remember and use in your group discussion. You need to choose a leader and a secretary – a different set after each rollo. The leaders’ job is to keep the discussion on track and moving, the secretary, with the help of the other members will write down the key points of the discussion at your table.**  **During the discussion period we will pass out poster paper. In addition to the secretary’s report, we want you to express in a picture the main idea of your discussion. We don’t expect masterpieces, quick ideas are all we want. If you can’t draw people, stick people will be fine. The posters don’t have to be serious. If you are moved to something humorous, go ahead and put it in your picture. Don’t make 1 person do all the work on every poster. It should be the work of the whole family. Every team needs unity and team spirit. Your contribution will help make your team the best of the bunch. We also ask that you move**  **places at your table for each talk so you sit next to someone else each time and mix with others at meal time and during chapel so you get to know everyone here.**  **Tonight, and tomorrow night after night prayers you will be able to visit and socialize here in the conference room.**  **So that we can benefit from each other’s discussion, we will have a decuria meeting this evening. The small decuria will make one big decuria tonight. At that time the secretary of your group will share the summary of your group’s discussion with the rest of us. At the same time 2 or more members will display the poster for the same talk and try to explain it. There will be no time for discussion or criticism of the summaries. We do this just so others can hear your ideas as well as their own.**  **We will get started soon, but before we do, I’ll give you a minute to fill your coffee cup or drink. Please put your name on your cup and re-use it all day. Please remain seated during the rollos. We will give you plenty of time for breaks. Throughout the weekend, you may be asked to say grace or give thanks at meals, participate in the Bible Enthronement or read scripture at liturgy. While we encourage each of you to participate, if you would prefer not to do this, please feel free to say so.**  **Are there any questions?** | | | | |
| **8:25** | Break  Runner: Place mic on Rollista. Advise when ready. |  |  |  |  |
| **8:30** | **We are ready for our first rollo. Again, I would like to stress the importance of taking notes. We will begin each talk with The Prayer of The Holy Spirit. It will be displayed on the screen and can also be found on the last page of your small guidebook.** | | | | |
| **8:30** | **Please stand**  **The 1st rollo will be given by a layperson**  1st rollo - IDEAL- 20-30 minutes  A/V Prayer of the Holy Spirit |  |  |  |  |
| **9:00** | Runner: Remove mic from Rollista. Advise Chapel they are coming.  Rollista Rector  take Rollista #1  back to chapel to pray down  advise Rollista #2  to get ready and give “before rollo” mail  Coordinator Rector  Notify chapel Rollista is coming  Discussion 10 min / poster 10 min / break 10 min. Pass out poster paper  Conference Rector  Remove rollo notes, etc. from podium  SD and Rector check on Liturgy  SD assigns Epistle readers  1  2  3 | Hang a few banners in candidate chapel  Take General palanca from trailer, ask mail person if any general palanca was received and give all general palanca to conference room contact person | Pray down Rollista #1 |  |  |
| **9:20** | Rollista Rector  take Rollista #2  to get ready and bring to chapel  Advise chapel when coming  Conference Rector  Set up notes, props, fresh water  Pass out handouts. |  | Prepare for  Rollista #2  **Habitual Grace**  Turn on light on cross.  Give flower and cross.  Advise conference room rollista is coming |  |  |
| **9:30** | Runner: Place mic on Rollista. Advise when ready.  Rector – ring bell **“Have you changed places? Turn to a clean sheet of paper. Please stand. The Next Rollo will be given by a pastor”**  2nd rollo HABITUAL GRACE - 40 min  Prayer of the Holy Spirit | Palanca Liturgy – Rollista may come back during Liturgy | | | |
| **10:10** | Runner: Remove mic from rollista. Advise Chapel they are coming.  Rollista Rector  take Rollista #2  back to chapel to pray down  Coordinator Rector  Advise chapel Rollista is coming  Discussion 10 min / poster 10 min / break 10 min. Pass out poster paper  Conference Rector  Remove rollo notes from podium | Liturgy books ready in chapel | Pray down Rollista #2 |  | Light candles in candidate chapel, be sure bread is out of wrapper, and covered with napkin for candidate liturgy |
| **10:40** | Spiritual Director:  Liturgy Practice and Explanation by Spiritual Director. Move to chapel for liturgy  Runner: advise palanca when they begin last page of liturgy to prepare for De Colores | Palanca rector check with photographer  Prepare for De Colores  (tote 22) | Clean up Palanca Liturgy |  | Arrange chairs for candidate photo per palanca rector’s instruction – if taken inside |
| **12:00** | Photo: candidates, conference team and palanca rector  Family table  If outside – may be right after lunch  Coordinator Rector  check with cooks for lunch timing | Photographer set up by Gazebo or Conference room Palanca rector get list names of people in photo by rows. Have tablets & pens ready for each row. | Clean up communion  elements in candidates chapel |  |  |
| **12:15** | To conference room for joke session  Introduction of De Colores by Palanca | Wait outside Conference Room to introduce De Colores  (please, no noise or distractions by the rooster or chickens during explanation) | | | |
| Explanation by SD Pastor  “**The song De Colores comes from a folksong popular in Spain at the time Cursillo started. In Mallorca, one day as a group was returning from a Cursillo, their bus broke down in the middle of a field. During the delay the Cursillistas observed with delight the springtime sunshine and the flowers.**  **Suddenly one of the men began to sing “De Colores” and all joined in. The song is an expression of the joy found in the realization of God’s presence in our everyday lives and his constant love for us. When the soul is in sanctifying grace, it is as beautiful as the field with its springtime colors.**  **De Colores is translated “all the colors”. It is strictly a fun song and not intended to be the official song or an “in group” expression.”** | | | | | |
| **12:30** | To dining hall – lunch  Grace  Thanks | Block doorway for candidates to sing De Colores  Serenade – Palanca musician chooses music  Copy prayer requests leave with palanca chapel, place originals to the prayer vigil basket | Block doorway  Chapel team eat when candidates eat Serenade | Block doorway  Serve lunch  Serenade | Check conf room – don’t discard cups with names written on them  Clean restrooms and check supplies, waste baskets  **Do Not write Palanca in notebooks on Friday until evening**.  Set up for Family Visits |
| **1:00** | Break – to cabins  Rollista Rector  advises Rollista #3  to get ready and give “before talk” mail  Advise chapel when coming  Conference Rector  Set up notes, props, fresh water  Pass out handouts. | Practice Stations of the cross during lunch break | Prepare for  Rollista #3  **LAITY**  Turn on light on cross.  Give flower and cross.  Advise conference room rollista is coming | Eat Lunch  Help with dishes  Set up for evening meal | Eat Lunch |
| **1:20** | Rollista Rector:  Take Rollista #3 to Chapel to be prayed up. Advise Chapel when coming  Coordinator Rector  Ring outdoor bell  little bell in cabins, if needed  Runner: Place mic on Rollista. Advise when ready. |  |  |  |  |
| **1:30** | **“Please stand. The next rollo will be given by a layperson”**  3rd rollo - LAITY - 30 minutes  Prayer of the Holy Spirit |  |  |  | Coordinate family visits -  Sites and # of chairs |
| **2:00** | Runner: Remove mic from Rollista. Advise Chapel when coming.  Rollista Rector  take Rollista #3  back to chapel to pray down  advise Rollista #4  to get ready and give “before rollo” mail  Coordinator Rector  Advise chapel Rollista is coming  Discussion 10 min / poster 10 min / break 10 min. Pass out poster paper  Conference Rector  Remove rollo notes from podium |  | Pray down Rollista #3 |  | Set up for family visits. Need candle and Kleenex |
| **2:10** | Rollista Rector  take Auxiliary  to Chapel for prayer  Coordinator Rector  Advise chapel Auxiliary is coming |  | Pray for Auxiliary #1 |  |  |
| **2:20** | Rollista Rector  take Rollista #3  to get ready and bring to chapel  Advise chapel when coming  Conference Rector  Set up notes, props, fresh water  Pass out handouts.  Runner: Place mic on Rollista. Advise when ready.  A/V: Prayer of the Holy Spirit | Take prayer banner to Conference Room Entryway | Prepare for  Rollista #4  **ACTUAL GRACE**  Turn on light on cross.  Give flower and cross.  Advise conference room rollista is coming |  |  |
| **2:30** | **“Have you changed places: Turn to a clean sheet of paper. Please stand. The next rollo will be given by a pastor”**  4th rollo – ACTUAL GRACE - 40 minutes  Prayer of the Holy Spirit |  |  |  |  |
| **3:10** | Prayer Banner presented and explained  Runner: Remove mic from Rollista | Everyone – Prayer banner presented after Actual Grace rollo  Wait outside the building if nice | | | |
| **3:15** | Rollista Rector  take Rollista #4  back to chapel to pray down  advise Rollista #5  to get ready and give “before rollo” mail  Coordinator Rector  Discussion 10 min / poster 10 min / break 10 min. Pass out poster paper  Conference Rector  Remove rollo notes from podium |  | Pray down Rollista #4 |  |  |
| **3:20** | Rollista Rector  take Auxiliary #2  to Chapel  Runner:  Advise chapel Auxiliary is coming |  | Pray for Auxiliary #2 |  |  |
| **3:30** | Rollista Rector  take Rollista #5  to get ready and bring to chapel  Advise chapel when coming  Conference Rector  Set up notes, props, fresh water  Pass out handouts.  Audio/visual  Have ARISE ready – before rollo  Arise and Prayer of the Holy Spirit  Rollista’s song on power point for after the rollo pray down |  | Prepare for  Rollista #5  **PIETY**  Turn on light on cross.  Give flower and cross.  Advise conference room rollista is coming |  |  |
| **3:40** | Runner: Place mic on Rollista. Advise when ready/  Musician: Introduce and practice **ARISE**  (guidebook page 36)  **Rector: “The next rollo will be given by a layperson. Please stand and greet him/her with ARISE.**  5th Rollo – PIETY - 30 minutes  Prayer of the Holy Spirit | **Mail Room** - put out Day 1 Palanca on candidate bunks | Prepare to pray down Rollista #5 in the conference room |  |  |
| **4:30** | Rollista #5 walks to back door after rollo and is joined by Palanca SD and Palanca team.  **Rector’s Talk**  **“After each talk, the rollista returns to the Palanca chapel to praise God and give thanks. This time palanca will join us so we can witness and be part of this time of praise and thanksgiving. The palanca team will pray and sing with the piety rollista”**  **\*\*\***  A/V – Rollista #5 song on screen  Palanca SD leads rollista to designated area for prayer. After prayer Palanca SD leads rollista to exit through aisle of palanca team members who will then follow them out. | Join Chapel team to pray down Rollista #5 in the  conference room  Prepare and organize props/costumes for Stations of the Cross | Pray down rollista in conf room; bring pillow or kneeling bench or use chair in conference room  \*See instructions to the left | Pray down Rollista in Conference Room | Pray down Rollista in Conference Room  Set up chairs per instructions of rectors and provide paper and pencil on each chair to write down sins |
| **4:35** | Recto:r **There are still several activities remaining for us today, even though \_\_\_\_\_\_\_\_\_\_\_ gave the final talk. We have spoken today of awareness and we must be aware of what God has done and is doing for us. We can no longer continue without realizing the love He has given us.**  **John tells us that “NO ONE KNOWS THE FATHER EXCEPT THE SON AND THOSE THE SON CHOOSES TO REVEAL** **HIM TO…”.**  **Christ has revealed the Father to us. But God doesn’t force Himself on anyone. He loves, and He waits for a response.**  **He loves by giving us the beauty of nature, and He waits for us to respond. He loves by blessing us with families, friends, children and vocations, and He waits for us to respond.**  **He shows His love through the people praying and sacrificing for us and He waits for us to respond. The love of God…God’s grace is all around us… and God waits patiently.** | | | | |
| **4:45** | **“At this time, we will begin family visits. This is an opportunity to pray for each other. Each table will be taken to a separate area where you as a table family can share your concerns, struggles and joys with each other.**  **Your leaders will explain more fully when you reach your family area. Someone will notify you when the time is nearly up. When they come back the second time, please dismiss to your cabins for a short break. A bell will ring when it is time to meet in the dining room for dinner.”** | | | | |
|  | Rectors  take tables for family visits (20 minutes)  Rollista Rector  take Auxiliary #3  to Chapel for prayer  Runner:  Advise chapel Auxiliary is coming |  | Pray for Auxiliary #3 |  |  |
| **5:05** | Notify table leader of five more minutes. |  |  |  |  |
| **5:10** | Notify table leader time is up.  Break – candidates to cabins (read palanca)  Conference Rector  Remove rollo notes from podium  Coordinator Rector  Check with cooks for dinner timing  Snack person  Check snack table | Copy prayer requests leave with palanca chapel, place originals to the prayer vigil basket  **Be ready to block by 5:35**  as candidates are coming from cabins directly to Dining Hall |  | Prepare to serve dinner | **Hang Prayer**  **Banner** after family visits  Check restrooms and conference room tables  May write in notebooks only if you write in each notebook at the table |
| **5:35** | Coordinator Rector  Ring big bell and little bell in cabins if necessary | **Block candidates** | | | |
| **5:45** | Meet at the dining room for dinner  Grace  Thanks | Serve dinner  Serenade | Chapel eats with palanca team  Serenade | Serve Dinner  Serenade | Straighten up cabins, mints on pillows |
| **6:25** | To Conference Room  Coordinator Rector  Discussion 10 min / poster 10 min / break 10 min. Pass out poster paper | Palanca eats supper  Prepare for Sin Burning | Eat Supper | Eat Supper  Help with dishes & Pots and Pans | Eat Supper |
| **7:05** | Decuria Meeting – invite Palanca  A/V - Have Name, Family Name, Town, Church ready on Power Point  Coordinator Rector  Use chart to keep track of participation – each table goes twice | Decuria – Palanca welcome if ready for Stations of the Cross  Palanca leaves after Decuria | | | |
|  | **1st Asst Rector**  **“Remember this morning \_\_\_\_\_\_\_\_\_\_\_ explained decuria briefly. I’ll go over it again, as it has been a long and busy day. Each family gives a brief summary and explains their poster. We will call upon each family for a specific rollo (your best). We again ask for your spirit of love and charity – no criticism, just team work. Form a line in the front of the room with your poster. Each of you introduce yourself by Name, Family name, Town & Church. It seems repetitious but it helps us all get to know you.”** | | | | |
| **8:00** | Put notebook and personal items in tote before leaving  SD  Summary of the day  Bible Recessional – Romans 5:11  Reader  Candles | All persons involved in Stations of the Cross take their positions |  | Set up for breakfast |  |
| **8:25** | Announce: **“You may take a few minutes now to stretch your legs and go to the restroom and we'll go to the chapel when the bell rings”**  (If it is cold and sin burning is outside, instruct them to bring coats and, or blanket to the chapel when bell rings  Asst Rectors  Have pens and paper ready for candidates to write sins or any other garbage they want to get rid of.  A/V: Have songs ready for meditation during Sin Burning | | | | |
| **8:35** | To chapel – bring guidebooks | Start fire for sin burning by dining room in fire pit |  |  |  |
| **8:45** | SD: Examination of Conscience  **“If you would please listen and reply with ‘I am sorry’**  **For failing to read reflectively the New Testament**  **For calling myself Christian when worldly success was my goal and joy**  **For minimizing my Christian convictions in order to gain human respect**  **For doubting that God really loves me.**  **For excluding someone from my love**  **For thinking more of myself than others**  **For yielding to prejudices, racial or social**  **For being too quick to judge others and slow to pardon.**  **For never listening to others**  **For being unaware of the important thoughts and actions of the day**  **For mingling only with those people whose friendship is profitable and comfortable for me**  **For having consciously and unconsciously looked down on anyone.**  **For often having kept other people waiting on me**  **For being unapproachable and not accessible enough to others**  1st Asst Rectors:  Now Speak to the Lord (page 17-18 in guidebook)  Night Prayers – Rectors and Asst Rectors  Page 8  Page 9  Page 9-10  Page 11  **We will now move to the Conference Room** | | | | |
|  | **STATIONS OF THE CROSS** | | | | |
| **9:00** | SD: Personal inventory written on paper  **“We are now going to share a gift from the Roman Catholic tradition. “The way of the Cross; this gives us a way of looking at our lives in the light of the story of Christ’s crucifixion.”**  (Go to introduction of Stations of the Cross – on script)  Burning of sins (outside if weather permits) (or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if inclement weather) | | | | |
|  | Afterward you may sit around the fire, visit with the pastors or go to bed.  Pastors available | Have popcorn and snacks ready to go for singing and fellowship time |  |  |  |
| **9:45** | Team meeting immediately after in Parr Lodge  1 table leader from each table and Palanca rector and SD  After candidates leave the conference room  Snack person tidy snack table – and set up coffee pots for morning, if not needed for popcorn time | Take down stations except for tomb.  Palanca rector and Palanca SD meet with team.  Night prayers led by Palanca SD  in Palanca room  Change teams and receive instructions for new team duties  Clean popcorn machine  Arrange for angels to be at tomb at 6:30 in the morning | Copy prayer requests leave with palanca chapel, place originals to the prayer vigil basket |  | After candidates leave conference room  Clean, pick up posters, clean restrooms    Change tables, move names notebooks and totes. |

**CONVERSION PHASE – SATURDAY**

**Rollista** (Sit close to door)

**Conference**

**Coordinator** (get radio from Supply for Runner)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Conference Room** | **Palanca** | | **Chapel** | | **Dining** | | **Cleanup** | |
| **6:00**  **AM** | Palanca Rector – wake palanca team, rectors, asst rectors, pastors, team and candidates.  Open door and ring bell, be sure they are awake. | Remind angels & helpers to go to tomb | |  | | **Start coffee for early riser candidates** | |  | |
| **6:15** | Conference Rector plug in coffee pot |  | |  | |  | |  | |
| **6:45** |  | Angels ready - page 9 of “Stations” | |  | | Prepare for breakfast | | Check conference room | |
| **6:50** | Coordinator Rector  ring bell - go to cabins and ring bell - then go back to chapel to inform rector when all candidates have arrived at chapel.  Check with cooks about meal timing |  | |  | |  | |  | |
| **7:00** | Tomb (hold candidates as group outside of chapel door)  Enter Chapel  Angel Drama  A/V (words ready on screen) Song for after Angel Drama  **Rectors:** Morning prayers (guidebook page6)    Meditation by SD  Figure of Christ (47- SD manual)  Encourage candidates to join in homily  SD’s arrange for liturgy readers    Conference Room Rector  Arrange for breakfast, lunch and dinner  Grace and Thanks  select 3 candidates for Bible Enthronement  1 reader, 2 candles  mark Romans 15:1-6 with sticky notes  select 3 candidates for Bible Recessional  1 reader, 2 candles  mark Romans 8:31-39 with sticky notes  give list to Rector  Rollista Rector  advise Rollista #6.  to get ready and give “before rollo” mail.  Breakfast before or after Rollo?  Advise kitchen to save meal if after. | Palanca to Palanca Room for devotions  Daily schedule/ announcements  Mail person gives Saturday “before rollo” mail to Rollista Rector  Snack person fills snack table  If writing notes in notebooks, do all | | | | | | | |
| **7:25** | Breakfast  Grace  Thanks | Block candidates for breakfast  Serenade | | Chapel team eats when candidates eat  Serenade | | Serve breakfast  Serenade | | Remove tomb | |
| **7:45** | Rollista Rector  take Rollista #6  to get ready and bring to chapel  Advise chapel when coming  Conference Rector  Set up notes, props, fresh water  Pass out handouts.  Audio/visual  Arise and Prayer of the Holy Spirit |  | | Prepare for Rollista #6  **STUDY**  Turn on light on cross.  Give flower and cross.  Advise CR | | Clean dining room and help with dishes | | Arrange seating in candidate’s chapel per SD instructions for liturgy | |
| **8:00** | To conference room –  Musicians lead singing  Bible Enthronement  Romans 15:1-6  Reader  Candles | | Palanca Eats Breakfast | | Prepare communion for candidates and palanca chapels for liturgy  check with SD how they want to serve | | Eat Breakfast  Clean dining room and help with dishes  Wash Pots and Pans  Prepare for lunch | | Eat breakfast  Clean candidates cabin with your team.  Clean and check  supplies in Candidate restrooms |
| **8:10** | Runner: Place Mic on Rollista. Advise when ready | |  | |  | |  | |  |
| **8:15** | **“It’s time to turn to a clean sheet of paper again. You did a great job yesterday taking notes so today will be easier. Some of you may have noticed the general Palanca letters around the room. Take time to look at them in your free time today.”**  **The next rollo will be given by a layperson. Let’s stand and greet him/her with ARISE**  Sixth rollo – Study – 30 mins.  Prayer of the Holy Spirit | |  | |  | |  | |  |
| **8:45** | After study talkRollista waits in back of room until Rector talk is done and takes table along to Chapel  Runner: Remove mic from Rollista | |  | |  | |  | |  |
| **8:45** | **“I wonder if any of you realize how nervous and excited these speakers are when they come in here to speak to you. None of us are professional speakers. Giving a rollo at Cursillo is the first time many of us have ever spoken before a group”**    **“I’m sure you have noticed that each rollista leaves the room before and after their talk. It is obvious to you all that they change clothes. But each speaker also spends time before and after his or her talk in the Palanca Chapel. We in Cursillo realize that we are instruments for the Lord.**  **Palanca is praying with each of us that our message be one of Christ. We pray together for the strength, for the ability to be used by God, sharing His love, to take away nervousness. After the rollo we give thanks to the Holy Spirit for using us, for being with us as we knew He would be. The Palanca team is in the Palanca Chapel for the entire time the rollista is here with us and often they send a representative from the Chapel to pray for them in the back of the Ronference Room during their rollo. They are a very vital force during these 3 days.**  **The Palanca team also has a 24-hour prayer vigil; they lift up any prayer request that we have. As we mentioned last night, if you have a prayer request, you may put it in the basket on your table or on the Bible Enthronement Table and we will get it to the 24-hour chapel.**  **I know you have noticed that each rollista brings a cross and flower with him or her into the conference room from the Palanca Chapel. The cross is again a reminder that Christ is present here with us. The flower is a woman’s touch – a symbol, a sign of love. Also, on our time schedule, they show a passage of time as the vase fills”**  **Yesterday during the “Stations of the Cross” we were introduced to a Christ of many dimensions. We were in close communication with Christ. It is important that we visit Him as friends. Later today, we will have family visits. Each family will also be taken to the Palanca chapel during the weekend.”**  **At this time will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s table please join him/her at the back of the Conference Room to go with him/her to the Palanca Chapel.** | | | | | | | | |
| **8:45** | Rollista Rector  take Rollista #6  and table family back to chapel .  Advises Rollista #7 to get ready and give before Rollo mail  Runner  Advise chapel Rollista and table are coming | |  | | Pray down Rollista #6  with \_\_\_\_\_\_\_\_\_\_\_\_\_\_  table | |  | |  |
| **8:55** | Coordinator Rector  Discussion 10 min / poster 10 min / break 10 min. Pass out poster paper  Conference Rector  Remove rollo notes from podium | | Prepare for Palanca Skit in the evening | |  | |  | |  |
|  | Conference Rector  Set up notes, props, fresh water  Pass out handouts.  Audio/visual  Arise & Prayer of the Holy Spirit |  | |  | |  | |  | |
| **9:00** | Rollista Rector  Take Auxiliary #4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ table to Chapel.  Runner: Advise Chapel when coming. |  | | Pray for Auxiliary #4 \_\_\_\_\_\_\_\_\_\_\_ with \_\_\_\_\_\_ table | |  | |  | |
| **9:15** |  |  | | Prepare for Rollista #7  **Sacraments**  Turn on light on cross.  Give flower and cross.  Advise conference room rollista is coming | |  | |  | |
| **9:15** | Rollista Rector  take Rollista #7  to get ready and brings to chapel  Advise chapel when coming | Palanca Liturgy – After Rollista #7 prayed up  Practice “Those Who See Light” for aisle of lights  7th rollista may return during liturgy | | | | | | | |
| **9:25** | **Runner:** Place mic on Rollista. Advise when ready  .“**The next rollo will be given by a pastor.**  **Let’s stand and greet him/her with ARISE”**  Seventh rollo – Sacraments – 40 minutes  Prayer of the Holy Spirit |  | |  | |  | |  | |
| **10:05** | Runner: Remove mic from Rollista. Advise Chapel they are coming.  Rollista Rector  takes Pastor back to chapel  Break – have snacks ready |  | | Pray down Rollista #7 | |  | | Light candles in candidate chapel for candidate liturgy. Be sure bread is out of wrapper & covered with napkin | |
| **10:20** | Coordinator Rector  ring bell - To chapel for Liturgy  Advise cooks of approx. time for lunch.  Get final count of # of seating needed at  Banquet table & convey to Palanca Rectors at lunch. | **Mail Room** put day 2 palanca on candidate bunks | |  | |  | |  | |
| **11:45** | Lunch  Grace  Thanks    Lunch may be earlier | Block candidates  Serve Lunch  Serenade | | | | | | Check on conference room & restrooms  Copy prayer requests. Leave w/ chapel, place originals in basket in the Prayer Vigil | |
| **12:15** | Break to cabins | Palanca eats Lunch  Get final count from  Asst. Rector for # around table for  banquet | | Clean up communion elements | | Eat Lunch  Clean dining room and help with dishes | | Eat Lunch | |
| **12:50** | Rollista Rector  take Rollista #7 – continuation  to chapel, if desired. Advise chapel if coming  Conference Rector  Set up notes, props, fresh water  Pass out handouts |  | | Prepare sacrament rollista for baptism rollo, if desired; please advise | | Prepare for  banquet | |  | |
| **12:50** | Coordinator Rector  Ring bell and little bell at cabins & return to conference room  Rollista Rector  be sure conference room is aware when Rollista #7 is coming to conference room  Runner: Place mic on Rollista Advise when ready  Audio/visual  A/V: Arise & Prayer of the Holy Spirit |  | |  | |  | | Supply – be sure tote with candles and song cards are available for Aisle of Lights in Conference  Room | |
| **1:05** | Re introduce Pastor for second half of Sacraments Rollo  Sacraments rollo – Baptism – 20 minutes | Gather Palanca teams with candles and “Those Who See Light” song cards - wait outside building | |  | |  | | After candidates leave cabins – tidy up and place mints on pillows | |
| **1:20** | Coordinator Rector  advise Palanca when Sacraments done. | Palanca gather in foyer **quietly** ready for Aisle of Lights | | | | | | | |
| **1:20**  **1:25** | Runner: Remove mic from Rollista  Movie Alfredo – 5 minutes  Palanca enters singing 2 times and exits, closing doors  **“We are now going to the chapel for a short period of meditation. You need not take anything with you. Please follow Pastor**  **and Assistant Rectors**  **Chairs will be there for you to use, but if you desire to kneel, there will be rugs. Please feel free to do whatever is comfortable. You will have an opportunity to pray”**  (Weather permitting this is an opportunity to allow meditation to take place outside, stressing that it is a time of meditation, not a free break)  (2nd asst. rectors hold door open, 1st asst. rectors lead, rectors follow last.) | Palanca enters from back singing “Those who see Light”  Split left and right to encircle conference room. Sing 2x total, then exit out the back door waiting for candidates to go to chapel. Continue singing outside doors for 1 time. Form an aisle and sing as candidates exit building to go to Chapel. | | | | | | | |
| **1:30** | To chapel for silent prayer and meditation  A/V: Have soft music playing when Team enters chapel and throughout.  Pastor giving sacraments rollo will close in prayer; check with musician to end the praying and candidates advised to return to conference room for break.  (Advise Candidates to return to Conference Room when bell rings if meditating outside.) | Prepare for “The Champion” | |  | |  | |  | |
| **2:00** | To conference room  **Your tables will now begin summary and discussion**  Rollista Rector  takes Pastor back to chapel, advise chapel  Advises Rollista #8  to get ready and gives “before rollo” mail  Coordinator Rector  Discussion 10 min / poster 10 min / break 10 min. Pass out poster paper  Conference Rector  Remove rollo notes from podium  Rector  take Auxiliary #5  for prayer – Advise chapel when coming |  | | Pray down Rollista #7  Pray with auxiliary #5 | |  | | Set up for family visits: Kleenex, chairs, candles | |
| 2:20 | Rollista Rector  take Rollista #8  to get ready and bring to chapel  Advise chapel when coming  Conference Rector  Set up notes, props, fresh water  Pass out handouts.  Audio/visual  Arise & Prayer of the Holy Spirit  Runner: Place mic on Rollista. Advise when ready. |  | | Prepare for Rollista #8  **ACTION**  Turn on light on cross.  Give flower and cross.  Advise conference room rollista is coming | |  | | Check sound in dining room for solo | |
| **2:30** | “**The next rollo will be given by a layperson. Let’s stand and greet him/her with ARISE**  Eighth Rollo – Action – 30 min  A/V: Prayer of the Holy Spirit |  | |  | |  | |  | |
| **3:00** | Runner: Remove mic from Rollista. Advise Chapel when coming.  Rollista Rector  take Rollista #8  back to chapel to pray down  advise Rollista #9  to get ready and give “before rollo” mail  Coordinating Rector  Discussion 10 min / poster 10 min / break 10 min. Pass out poster paper  Conference Rector  Remove rollo notes from podium |  | | Pray down Rollista #8  and Auxiliary #6  from\_\_\_\_\_\_\_\_\_\_ table | |  | |  | |
| **3:30** | Asst rectors take all tables for family visits  (40 min) Notify a table leader after 25 min. (4:05) and again after 5 more minutes (4:10).  Rollista Rector: Advises Rollista #9 to get ready and gives “before Rollo” mail  Rector  Take Auxiliary #7 to chapel |  | | Pray for Auxiliary #7 | |  | |  | |
| **3:50** | Rollista Rector  take Rollista #9  to get ready and bring to chapel  Advise chapel when coming  Conference Rector  Set up notes, props, fresh water  Pass out handouts.  Audio/visual  Arise & Prayer of the Holy Spirit  Runner: Place mic on Rollista. Advise when ready. |  | | Prepare for Rollista #9  **Obstacles to Grace**  Turn on light on cross.  Give flower and cross.  Advise conference room rollista is coming | |  | |  | |
| **4:05** | **“The next rollo will be given by a pastor.**  **Let’s stand and greet her with ARISE”**  Ninth rollo – Obstacles to Grace – 40 minutes  Prayer of the Holy Spirit |  | |  | |  | |  | |
| **4:40** | Rollista Rector  take Rollista #9  back to chapel to pray down with Auxillary #8 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ & \_\_\_\_\_\_\_\_\_\_\_\_ table  Advise Rollista #10  to get ready and give “before rollo” mail  Coordinator Rector  Advise chapel Rollista is coming  Discussion 10 min / poster 10 min / break 10 min. Pass out poster paper  Conference Rector  Remove rollo notes from podium |  | | Pray down Rollista #9 with Auxillary #8 \_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_  Table | |  | |  | |
| **5:00** | Rollista Rector  take Rollista #10  to get ready and bring to chapel  Advise chapel when coming  Conference Rector  Set up notes, props, fresh water  Pass out handouts.  Audio/visual  Arise & Prayer of the Holy Spirit | Practice for banquet  Wear white shirt, black/dark pants or skirt – crosses but no name tags (cover with another shirt or jacket if out and about where there might be candidates. | | Prepare for Rollista #10  **LEADERS**  Turn on light on cross.  Give flower and cross.  Advise conference room rollista is coming | | Give instruction for banquet-how to serve and remove dishes.  Work with kitchen | |  | |
| **5:10** | **“The next rollo will be given by a layperson. Let’s stand and greet him/her with ARISE”**  Tenth rollo – Leaders – 30 min  Prayer of the Holy Spirit |  | |  | | Palanca to eat prior to Banquet. Check with Palanca Rectors for time. | |  | |
| **5:40** | Runner: Remove mic from Rollista. Advise Chapel when coming.  Rollista Rector  take Rollista #10 to Dining Hall for pray down  Practice singing De Colores in Spanish | Have candles ready for Aisle of Lights | | Pray down Rollista #10 in Dining Hall | |  | |  | |
| **6:00** | Rectors Lead  Make sure Table Leaders and Auxiliaries are mixed in with Candidates as they enter the banquet.  Runner: Advises Palanca when candidates are coming  Bring along washable markers to banquet  **No, De Colores**  SD  reads invitation and explains the tear drop  Grace: SD  Thanks: Rector | Circle of Lights  Surely the Presence  SD speaks  Palanca pastors pour punch  Serenade during Punch  Palanca leaves  Salad  Main Course  Serenade during main course  Palanca leaves  Dessert  Serenade with Bind Us Together  Holy Ground  Thanks by Rector | | | | Candidates to enter through  double doors    Serve Banquet | |  | |
| **7:15** | **To Conference Room**  Coordinator Rector  Discussion 10 min / poster 10 min / break 10 min. Pass out poster paper  Conference Rector  Remove rollo notes from podium | Clean up banquet per instructions from Dining Rector  help with dishes | | | | | | | |
| **7:40** | Decuria Meeting – invite Palanca  A/V - Have Name, Family Name, Town, Church ready on Power Point  Coordinator Rector  Use chart to keep track of participation – each table goes twice | Decuria – Palanca welcome  Palanca leaves after Decuria | | | | | | | |
| **8:15** | Palanca skit – 20 min | Palanca skit – 20 min (usually light or humorous) | | | | | | | |
| **8:35** | **Put notebook and personal items in tote before leaving**  SD  Summary of the day  Bible Recessional – Romans 8:31-39  Reader  Candles | Night prayers lead by palanca SD in  palanca room    Announce meet in Parr Lodge upper level in the morning to sing to wake candidates – will need handheld candles and song “Arise” | |  | | Set up for breakfast  Mop Kitchen Floor | |  | |
| **8:55** | To chapel  Night Prayers – pages 12-15  Page 12&15  Page 12  Page 13&14  Page 14&15 | All help to finish banquet cleaning | |  | |  | | Pick up posters, tidy restrooms | |
|  |  | Have popcorn and snacks ready to go for singing and fellowship time | |  | |  | |  | |
| **9:10** | Dismiss for bed  Conference room – open for singing and popcorn, pastors available, allow candidates to leave | Snack person cleans up snack table and sets up coffee pots for morning, if not needed for popcorn time | |  | |  | |  | |
|  | Team meeting immediately after in Parr Lodge  1 table leader from each table and Palanca rector and SD  Remind of Serenade by everyone not sleeping with candidates at 5:50. Meet in Upper Level Parr Lodge | Palanca rectors discuss candidate chapel arrangements with pastors for morning prayers and for liturgy  Clean popcorn machine | | Copy prayer requests leave with palanca chapel, place originals to the prayer vigil basket | |  | | After candidates leave clean conference room  Change tables, move names notebooks and totes | |

**INSERTION PHASE – SUNDAY**

**Rollista** (Sit close to door)

**Conference**

**Coordinator** (get radio from Supply for Runner)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Conference Room** | **Palanca** | **Chapel** | **Dining** | **Cleanup** |
| **5:30**  **AM** |  | Start coffee for early risers  Palanca Rector wakes Palanca team  Meet in upper Parr Lodge to get candles and song sheets | | | |
| **5:40** |  | Wakes Rectors with ARISE  Leave for candidate’s cabins joined by rectors, asst rectors, pastors | | | |
| **5:50** | Sing ARISE to wake up Candidates | | | | |
| **6:15** | Conference Rector  plug in coffee pots | Practice for “The Champion” |  | Prepare for breakfast |  |
| **6:45** |  |  |  |  |  |
| **6:50** | Coordinator Rector  ring bell and little bell in cabins (inform rector when all candidates are out of cabins)  Check with cooks on meal timing |  |  |  |  |
| **7:00** | **To conference Room** – (Or Chapel if not “Champion”)  Greet candidates  **“The Champion”** or Meditation by SD  Morning prayers – page 5 of guidebook in unison  “Christ Message to Cursillista” Explain won’t have to “earn” meals anymore  Conference Room Rector  Arrange for breakfast, lunch and dinner  Grace and Thanks  select 3 candidates for Bible Enthronement  1 reader, 2 candles  mark Acts 1:6-8 with sticky notes  select 3 candidates for Bible Recessional  1 reader, 2 candles  mark with sticky notes  give list to Rector | To palanca room - Devotions –  (Because we are not doing Champion Palanca wil need to hold their own morning prayers.)  Daily schedule and announcements  Mail person gives Sunday “before rollo” mail to rollista rector |  |  | Check conf room before breakfast  Check restrooms |
| **7:20** | Breakfast  Grace  Thanks  Rollista Rector : advise Rollista #11  to get ready and give “before rollo” mail.  Breakfast before or after Rollo?  Advise kitchen to save meal if after | No blocking  Serenade | Chapel team eats when candidates eat  Serenade | Serve breakfast  Serenade |  |
| **7:50** | Rollista Rector  take Rollista #11  to get ready and bring to chapel  Advise chapel when coming |  |  |  |  |

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| **8:05** | To conference room  Bible Enthronement – Acts 1: 6-8  Reader  Candles  Song or joke session  Conference Rector  Set up notes, props, fresh water  pass out handouts for next rollo  Announce that notes will be taken as usual, no posters will be drawn  Audio/visual  Arise & Prayer of the Holy Spirit | Palanca eats Breakfast  Palanca rector: make certain cross pendants are available  Place Christian growth cards on rectors table  Snacks: Make sure snack table is ready  Prepare 4th day packets – 1 per couple and 1 for Cursillo records Give packets to contact person by 11:00  Check items to set Family Visits | Prepare for Rollista #11  **Environment**  Turn on light on cross.  Give flower and cross.  Advise conference room rollista is coming | Eat Breakfast  Clean up breakfast  Help with dishes  Set up for lunch | Eat Breakfast  Clean Cabins |
| **8:15** | **“The next rollo will be given by a layperson. Let’s stand and greet her with ARISE”**  Eleventh rollo – Environment - 30 min  Prayer of the Holy Spirit |  |  |  | Get ready for family visits at 9:35—candles, Kleenex, chairs |
| **8:45** | Runner: Remove mic from Rollista. Advise Chapel when coming.  Rollista Rector  take Rollista #11  back to chapel to pray down with \_\_\_\_\_\_\_\_\_\_ table.  Advise Rollista #12  To get ready and give “before rollo” mail  Coordinator Rector  Advise chapel Rollista is coming  Discussion 10 min / break 10 min  Conference Rector  Remove rollo notes from podium |  | Pray down Rollista #11  with \_\_\_\_\_\_\_\_\_\_ table |  |  |
| **9:05** | Rollista Rector  take Rollista #12  to get ready and bring to chapel  Advise chapel when coming  Conference Rector  Set up notes, props, fresh water  Pass out handouts.  Audio/visual  Arise & Prayer of the Holy Spirit  First Assistant Rector  Check if growth cards are on rectors table Rollista Rector  Advise Rollista #13  To get ready and give “before rollo” mail |  | Prepare for Rollista #12  **LIFE IN GRACE**  Turn on light on cross.  Give flower and cross.  Advise conference room rollista is coming |  |  |
| **9:15**  **9:45** | **“The next rollo will be given by a lay pastor. Let’s stand and greet him/her with ARISE”**  Twelfth Rollo – Life in Grace –30 min  Prayer of the Holy Spirit  **Announce Family visits again**  Take break when finished (try to remain quiet as others will be in prayer)  Runner: Remove mic from Rollista and advise chapel when coming.  Rollista Rector  take Rollista #12  back to chapel to pray down  Asst rectors take all tables for family visits  (40 min) Notify a table leader after 30 min. (10:05) and again after 5 more minutes  Conference Rector  Remove rollo notes from podium | Palanca Liturgy  Practice songsnfor closing  12th rollista may return during liturgy  Pray down  Rollista #12 | | | |
| **10:05** | Rollista Rector  Take Assistant Rectors and auxiliary for prayer. Advise chapel |  | Pray for assistant rectors  Pray for auxiliary |  |  |
| **10:20** | Rollista Rector  take Rollista #13  to get ready and bring to chapel  Advise chapel when coming  Conference Rector  Set up notes, props, fresh water  Pass out handouts.  Audio/visual  Arise & Prayer of the Holy Spirit | Mail room – put out day 3 palanca | Prepare for Rollista #13  CHRISTIAN  COMMUNITY  Turn on light on cross.  Give flower and cross.  Advise conference room rollista is coming |  |  |
| **10:30** | Dutch Abrazo - pastors  Runner: Place mic on Rollista(s). Advise when ready |  |  |  |  |
| **10:35** | **“The next rollo will be given by a layperson. Let’s stand and greet him/her with ARISE”**  Thirteenth rollo - Christian Community – 30 min.  Prayer of the Holy Spirit |  |  |  |  |
| **10:50** | Rollista Rector advises Rollista #13 ½  to get ready and gives “before rollo” mail | Palanca Rectors: Make certain candidate pckts are in Conf Room for Rollo 13 ½ |  |  |  |
| **11:05** | Runner: Remove mic from Rollista and advise Chapel when coming.  Rollista Rector  take Rollista #13  back to chapel to pray down  Coordinator Rector  Advise chapel Rollista is coming  Discussion 10 min / break 10 min  Conference Rector  Remove rollo notes from podium |  | Pray down rollista #13 |  |  |
| **11:15** | Rollista Rector  takes Rollista # 13 ½  bring to chapel to pray. Advise Chapel when bringing.  Coordinator Rector  check with cooks for lunch timing  Place mic on Rollista. Advise when ready |  | Prepare for Rollista #13½  Grace In Action  Turn on light on cross.  Give flower and cross.  Advise conference room rollista is coming |  |  |
| **11:25** | 13 ½ Rollo – Grace in Action - 15 min |  |  |  |  |
| **11:40** | Runner: Remove mic from Rollista. Advise Chapel when coming.  Rollista Rector  takes Rollista # 13 ½  back to chapel to pray down  **Announce Check addresses on roster in packets, note envelope for donations with address Instruct candidates & team to pack and put things on bed after lunch.** |  | Pray down rollista 13 ½ |  |  |
| **11:55** | Lunch  Grace  Thanks  Introduce Palanca team (Bring List!)  After lunch – break to cabins | Serve lunch  Serenade |  | Serve lunch  Serenade | Clean conference room and bathrooms (Be back for Serenade) |
| **12:45** | Break to cabins – 45 min.  Rollista Rector  advises Rollista #14  to get ready and gives “before rollo” mail | Palanca eats Lunch  Snack person – check on snacks- take most excess to kitchen for evening meal – transfer food from Cursillo dishes so they can be washed and packed | Prepare communion elements for Candidate liturgy (sitting by families) | Eat Lunch | Eat Lunch  Remove items for family visits and arrange Candidate Chapel seating for Candidate liturgy |
| **1:00** | Rollista Rector  take Rollista #14  to get ready and bring to chapel  Advise chapel when coming  Conference Rector  Set up notes, props, fresh water  Pass out handouts.  Audio/visual  Arise & Prayer of the Holy Spirit |  | Prepare for Rollista #14  **Perseverance**  Turn on light on cross.  Give flower and cross.  Advise conference room rollista is coming |  | Copy prayer requests leave with palanca chapel, place originals to the prayer vigil basket |
| **1:20** | Coordinator Rector – Ring bell |  |  |  |  |
| **1:30** | To Conference Room  1st Asst. Rectors - pass out growth cards to table leaders    Joke or song session  Conference Rector  pass out handouts for next rollo  Introduced by 1st Assistant Rectors  **Runner:** Place mic on Rollista. Advise when ready. |  |  |  |  |
| **1:40** | **“The next rollo will be given by a layperson. Let’s stand and greet him/her with ARISE”**  Fourteenth rollo – Perseverance - 30 min  Prayer of the Holy Spirit | Palanca rector – lay out candidate cross pendants with 2 extra on table, in candidate chapel, cover with cloth, usually have an upright standing cross and 1 or 2 red candles – check with rector for arrangements |  |  |  |
| **2:10** | Runner: Remove mic from Rollista and advise Chapel when coming.  Rollista Rector  takes Rollista # 14  back to chapel to pray down and advises Rollista #15 to get ready and gives “before rollo” mail |  | Pray down Rollista #14 |  |  |
| **1:50** | SD introduces groupings  Groupings and break – 20 min.  Conference Rector  Remove rollo notes from podium  Set up notes, props, fresh water  Pass out handouts  Arise & Prayer of the Holy Spirit  Rollista Rector  take Rollista #15  to get ready and bring to chapel  Advise chapel when coming  Runner: Place mic on Rollista(s). Advise when ready. |  | Prepare for Rollista #15  FOURTH DAY  Turn on light on cross.  Give flower and cross.  Advise conference room rollista is coming |  |  |
| **2:20** | **“The next rollo will be given by a lay couple. Let’s stand and greet them with ARISE”**  15th rollo – Fourth Day –- 20 min  Prayer of the Holy Spirit | Name tags and sign up register of the names and addresses – 4th Day | Prepare communion  liturgy for 4th Day | Set up tables and chairs for people to eat need extra for 4th day and sponsors |  |
| **2:40** | Runner: Remove mic from Rollista and advise Chapel when coming.  Rollista Rector  takes Rollista # 15  back to chapel to pray down  Coordinator Rector  Advise chapel Rollista is coming  Conference Rector  Remove rollo notes from podium  Break – 15 mins. |  | Pray down rollista #15 | 2 separate tables for food & 2 lines going at each table |  |
| **3:05** | **Announce – Be sure to place all your personal belongings together in/with the tote on the table – take your coats** | Clean up snacks | Take down prayer vigils |  |  |
| **3:10** | **“We ask you to sit with your family for Liturgy”**    **To chapel** – liturgy and weekend summary  Presenting the candidate cross pendants:    1st asst rectors \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_call names – be sure all candidates have been called Rectors stand on one side of SD – Asst Rectors on other side and hands cross to SD    SD’s puts cross on candidate and gives abrazo  Give opportunity to share Abrazo with each other. | Pack up candidates and team totes from conference room into bags & label. Try to keep table groupings together and put along the wall | Unplug cross with lights so bulbs can cool for packing. If possible, pack up some of chapel supplies before 4th Day  arrive – |  | Tear down conference room, set up for closing –  \_\_\_\_\_\_ chairs and kleenex on stage  Set up mic  Team on right hand side  Palanca on left  Save room for musicians near the front  Kleenex  Extra chairs for 4th Day and sponsors |
| **3:30** |  | Guide 4th days visitors to Palanca chapel **after** candidates in chapel  Palanca rector needs list of towns of 4th day as well as towns of Palanca and Team to give to rectors for closing  (sign in sheet for 4th Day when they arrive).  Move to dining hall before candidates are done with apostolic hour at 4:40 and sing De Colores when Candidates arrive.  Remind 4th day to greet candidates with De Colores in dining room. | | | |
| **4:45** | Bathroom break for candidates |  |  |  |  |
| **4:50** | Supper w/4th Day in dining hall | Serve meal and eat with everyone | | | |
| **5:20** | **Dismiss 4th Day and Palanca (**to prepare for Closing)  Spiritual Director:  Explanation of closing to candidates  The purpose of “Closing” is not to proclaim to the outside community how great it was. It is to allow candidates to see and hear it is possible to live in the fourth day | Move all palanca and 4th Day to conference room  Song sheets and candles for  “How Great Thou Art”  Tote #53  Ask fourth day to find a seat - they can be part of aisle if ask to be included | | | |
| **5:30** | To closing – candidates will be led by Spiritual Director and Rectors down center aisle.  Fourth Day singing “How Great Thou Art”  Rector – Welcome  Rector - announce prayer of the Holy Spirit  SD explains closing  **Palanca serenade** “Go Light Your World”  Announce towns represented  Announce next year’s Rectors  Representatives of Secretariat, Adult and Teen Challenge, Ultreya, TEC, and Brothers in Blue  Finish with story of the Anaconda  Welcome and Praise for new 4th day family members  Benediction and Doxology  Ask 4th Day to greet candidates    Ask all who are not taking candidates home to please help clean up | | Palanca with candles – line up with  Palanca workers closest to 4th Day,  then  Asst Palanca Rectors opposite each other so can walk in together –  Mail  Cooks  Dining  Cleaning  Chapel  Palanca rectors  Rectors  Pastors  Sing “How Great Thou Art” as the candidates walk in  Sing “Go Light Your World” at closing | | |
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