**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 tablePlace 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 table11. Decide on placement of Podium, Monitor, Screen, Bible Enthronement Table12. Bible Enthronement TableSmall 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 room14. Registration Table: One long table in entry, name tags in alphabetical order, extra blank name tags, black Sharpie, candidate list, lodging, medication/dietary infoAssistant 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 skit16. 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 musicians20 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 totesSet up 24-hour prayer vigil with tote – one in main area, one by cabinsWill need blackSong/Liturgy Books from Palanca MUSICANSwill need to provide music for LiturgyCk with SD for instructions | Unload and organize area for dining suppliesCoordinate with Cooks for dishes, drinks, help needed for supperSet up for supperCOOKSBe 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 productsSet 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 andSupply |
|  **4:45**  | **Supper for team members and Palanca who helped with set up**  |
|  | Conference RectorAsk team members to participate in Bible Enthronement Reader2 CandlesBible RecessionalReader2 CandlesBreakfast Prayers GraceThanks | 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 HallPalanca 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 finishedCheck Audio/Visual Systems**SNACKS -** Plug in coffee and check at 6:45to 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 assignmentsWelcomeSign-In Table See that candidate lists, cot assignments, nametags are at the table.Verify number attending, candidate home addresses and e-mailDiet and MedicationCabinsMen’s Women’s Make sure candidates have sleeping bags, blankets, pillows, etc. (may need Palanca to help as well)Special DutiesConference Room – Remainder of the TeamCandidates arrive and begin to check in at conference room, then to cabins and return to conference room  | Get nametagsGo 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 dayEvents coordinator - start to line up participants for Feel the Nails, Stations of the Cross and Champion set up time to practiceLine up Palanca skit for Sat nightSet 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 1:11-12Reader2 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 personclean 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. RectorsVase on Bible Enthronement TablePersonal 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 RectorsPage 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 Rectorspass out silent retreat guides |
|  **9:45** | Team meeting for Rectors, Assistant Rectors and Palanca Rectors  | After Candidates leave Chapel - Remember the Silent RetreatClean 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)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | **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 RectorCheck conference room for table names, totes, notebooks, markers, pens & set-upRollista 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 Rectorring 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 RectorAdvise 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 KitchenTo Dining Hall – Breakfast Team Members- Grace ThanksConference Room RectorArrange for lunch and dinner Grace and Thanks select 3 candidates for Bible Enthronement 1 reader, 2 candlesmark Matt.8:23-27 with sticky notesSelect 3 candidates for Bible Recessional1 reader, 2 candlesmark Romans 5:11 with sticky notesgive 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 favorsClean dining room and help with dishes | Check with kitchen staff and dining staff for clean-up  |
|  **7:50**  | Rollista Rector take Rollista #1to get ready and bring to chapelAdvise chapel when coming Conference RectorSet up notes, props, fresh waterPass out handouts.Audio/visual Prayer of the Holy SpiritTo Conference RoomMusicians & 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 ReaderCandles 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 lunchHang 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** | BreakRunner: 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 downadvise Rollista #2 to get ready and give “before rollo” mailCoordinator RectorNotify chapel Rollista is comingDiscussion 10 min / poster 10 min / break 10 min. Pass out poster paperConference RectorRemove rollo notes, etc. from podium SD and Rector check on Liturgy SD assigns Epistle readers123 | 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 #2to get ready and bring to chapelAdvise chapel when coming Conference RectorSet up notes, props, fresh waterPass out handouts. |   | Prepare forRollista #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 downCoordinator RectorAdvise chapel Rollista is comingDiscussion 10 min / poster 10 min / break 10 min. Pass out poster paperConference RectorRemove 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 tableIf outside – may be right after lunchCoordinator Rectorcheck 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 ColoresSerenade – Palanca musician chooses musicCopy prayer requests leave with palanca chapel, place originals to the prayer vigil basket | Block doorwayChapel team eat when candidates eat Serenade | Block doorwayServe 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” mailAdvise chapel when coming Conference RectorSet up notes, props, fresh waterPass out handouts. | Practice Stations of the cross during lunch break  | Prepare forRollista #3 **LAITY**Turn on light on cross. Give flower and cross.Advise conference room rollista is coming | Eat Lunch Help with dishesSet up for evening meal | Eat Lunch |
|  **1:20**  | Rollista Rector: Take Rollista #3 to Chapel to be prayed up. Advise Chapel when comingCoordinator RectorRing 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 #3back to chapel to pray downadvise Rollista #4to get ready and give “before rollo” mailCoordinator RectorAdvise chapel Rollista is comingDiscussion 10 min / poster 10 min / break 10 min. Pass out poster paperConference RectorRemove 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 prayerCoordinator RectorAdvise chapel Auxiliary is coming |  | Pray for Auxiliary #1 |   |   |
|  **2:20**  | Rollista Rector take Rollista #3to get ready and bring to chapelAdvise chapel when coming Conference RectorSet up notes, props, fresh waterPass 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 forRollista #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 rolloWait outside the building if nice |
|  **3:15** | Rollista Rector take Rollista #4back to chapel to pray downadvise Rollista #5to get ready and give “before rollo” mailCoordinator RectorDiscussion 10 min / poster 10 min / break 10 min. Pass out poster paperConference RectorRemove rollo notes from podium |  | Pray down Rollista #4 |  |  |
|  **3:20** | Rollista Rector take Auxiliary #2 to ChapelRunner:Advise chapel Auxiliary is coming |  | Pray for Auxiliary #2 |  |  |
|  **3:30** | Rollista Rector take Rollista #5to get ready and bring to chapelAdvise chapel when comingConference RectorSet up notes, props, fresh waterPass out handouts.Audio/visual Have ARISE ready – before rolloArise and Prayer of the Holy SpiritRollista’s song on power point for after the rollo pray down |  | Prepare forRollista #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 minutesPrayer 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 screenPalanca 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 theconference 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 RoomSet 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 #3to Chapel for prayerRunner: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 RectorRemove rollo notes from podium Coordinator RectorCheck with cooks for dinner timingSnack personCheck 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 tablesMay write in notebooks only if you write in each notebook at the table  |
| **5:35**  | Coordinator RectorRing big bell and little bell in cabins if necessary  | **Block candidates**  |
| **5:45**  | Meet at the dining room for dinner GraceThanks  | Serve dinner Serenade  | Chapel eats with palanca teamSerenade | Serve DinnerSerenade | Straighten up cabins, mints on pillows |
| **6:25**  | To Conference Room Coordinator RectorDiscussion 10 min / poster 10 min / break 10 min. Pass out poster paper | Palanca eats supperPrepare for Sin Burning |  Eat Supper | Eat SupperHelp 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 SDSummary 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 ringsAsst 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 RectorsPage 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 machineArrange 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 roomClean, 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 Rectorring 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 ChapelAngel 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 RectorArrange for breakfast, lunch and dinner Grace and Thanks select 3 candidates for Bible Enthronement 1 reader, 2 candlesmark Romans 15:1-6 with sticky notesselect 3 candidates for Bible Recessional1 reader, 2 candlesmark Romans 8:31-39 with sticky notesgive list to RectorRollista 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/ announcementsMail person gives Saturday “before rollo” mail to Rollista RectorSnack person fills snack tableIf writing notes in notebooks, do all    |
|  **7:25**  | Breakfast Grace Thanks | Block candidates for breakfast Serenade | Chapel team eats when candidates eatSerenade | Serve breakfastSerenade | Remove tomb |
|  **7:45** | Rollista Rector take Rollista #6to get ready and bring to chapelAdvise chapel when coming Conference RectorSet up notes, props, fresh waterPass 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 singingBible 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 BreakfastClean dining room and help with dishesWash Pots and PansPrepare for lunch  | Eat breakfastClean 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 mailRunnerAdvise chapel Rollista and table are coming |  |  Pray down Rollista #6with \_\_\_\_\_\_\_\_\_\_\_\_\_\_table |  |  |
|  **8:55**  | Coordinator RectorDiscussion 10 min / poster 10 min / break 10 min. Pass out poster paperConference RectorRemove rollo notes from podium  | Prepare for Palanca Skit in the evening |   |   |  |
|  | Conference RectorSet up notes, props, fresh waterPass 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 #7to get ready and brings to chapelAdvise chapel when coming  | Palanca Liturgy – After Rollista #7 prayed upPractice “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 candidatesServe LunchSerenade | 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 LunchGet final count fromAsst. Rector for # around table forbanquet  |  Clean up communion elements | Eat LunchClean 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 RectorSet up notes, props, fresh waterPass out handouts |   | Prepare sacrament rollista for baptism rollo, if desired; please advise | Prepare for banquet   |  |
| **12:50** | Coordinator RectorRing 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 readyAudio/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 ConferenceRoom |
|  **1:05**  | Re introduce Pastor for second half of Sacraments RolloSacraments 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 Rectoradvise Palanca when Sacraments done. | Palanca gather in foyer **quietly** ready for Aisle of Lights  |
|  **1:20**  **1:25** | Runner: Remove mic from RollistaMovie Alfredo – 5 minutesPalanca 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 meditationA/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 chapelAdvises Rollista #8to get ready and gives “before rollo” mailCoordinator RectorDiscussion 10 min / poster 10 min / break 10 min. Pass out poster paperConference RectorRemove rollo notes from podiumRector take Auxiliary #5for prayer – Advise chapel when coming |   | Pray down Rollista #7Pray with auxiliary #5 |   | Set up for family visits: Kleenex, chairs, candles |
| 2:20 | Rollista Rector take Rollista #8to get ready and bring to chapelAdvise chapel when coming Conference RectorSet up notes, props, fresh waterPass out handouts.Audio/visual Arise & Prayer of the Holy SpiritRunner: 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 #8back to chapel to pray downadvise Rollista #9to get ready and give “before rollo” mailCoordinating RectorDiscussion 10 min / poster 10 min / break 10 min. Pass out poster paperConference RectorRemove rollo notes from podium |   | Pray down Rollista #8and Auxiliary #6from\_\_\_\_\_\_\_\_\_\_ 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” mailRector Take Auxiliary #7 to chapel |   | Pray for Auxiliary #7   |   |   |
|  **3:50** | Rollista Rector take Rollista #9to get ready and bring to chapelAdvise chapel when comingConference RectorSet up notes, props, fresh waterPass out handouts.Audio/visual Arise & Prayer of the Holy SpiritRunner: 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 #9back to chapel to pray down with Auxillary #8 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ & \_\_\_\_\_\_\_\_\_\_\_\_ tableAdvise Rollista #10to get ready and give “before rollo” mailCoordinator RectorAdvise chapel Rollista is comingDiscussion 10 min / poster 10 min / break 10 min. Pass out poster paperConference RectorRemove rollo notes from podium |   | Pray down Rollista #9 with Auxillary #8 \_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_ Table  |   |   |
| **5:00**  | Rollista Rector take Rollista #10to get ready and bring to chapelAdvise chapel when coming Conference RectorSet up notes, props, fresh waterPass 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 downPractice singing De Colores in Spanish  | Have candles ready for Aisle of Lights  | Pray down Rollista #10 in Dining Hall  |   |   |
| **6:00**  | Rectors LeadMake 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**SDreads invitation and explains the tear drop Grace: SD Thanks: Rector  | Circle of Lights Surely the PresenceSD speaks Palanca pastors pour punch Serenade during PunchPalanca leavesSaladMain CourseSerenade during main coursePalanca leavesDessertSerenade with Bind Us TogetherHoly GroundThanks by Rector | Candidates to enter through double doors  Serve Banquet  |   |
| **7:15**  | **To Conference Room**Coordinator RectorDiscussion 10 min / poster 10 min / break 10 min. Pass out poster paperConference RectorRemove rollo notes from podium | Clean up banquet per instructions from Dining Rectorhelp 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** SDSummary 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&15Page 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 risersPalanca Rector wakes Palanca teamMeet 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 Rectorring 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 SDMorning prayers – page 5 of guidebook in unison “Christ Message to Cursillista” Explain won’t have to “earn” meals anymore Conference Room RectorArrange for breakfast, lunch and dinner Grace and Thanks select 3 candidates for Bible Enthronement 1 reader, 2 candlesmark Acts 1:6-8 with sticky notesselect 3 candidates for Bible Recessional1 reader, 2 candlesmark with sticky notesgive 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 #11to get ready and give “before rollo” mail. Breakfast before or after Rollo? Advise kitchen to save meal if after | No blockingSerenade  | Chapel team eats when candidates eatSerenade | Serve breakfastSerenade  |   |
| **7:50** | Rollista Rector take Rollista #11to get ready and bring to chapelAdvise chapel when coming  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  **8:05** | To conference room Bible Enthronement – Acts 1: 6-8 ReaderCandles Song or joke session Conference RectorSet up notes, props, fresh water pass out handouts for next rollo Announce that notes will be taken as usual, no posters will be drawnAudio/visual Arise & Prayer of the Holy Spirit | Palanca eats BreakfastPalanca rector: make certain cross pendants are available Place Christian growth cards on rectors tableSnacks: Make sure snack table is readyPrepare 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 BreakfastClean up breakfast Help with dishesSet up for lunch | Eat BreakfastClean Cabins |
|  **8:15** | **“The next rollo will be given by a layperson. Let’s stand and greet her with ARISE”** Eleventh rollo – Environment - 30 minPrayer 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 #11back to chapel to pray down with \_\_\_\_\_\_\_\_\_\_ table.Advise Rollista #12To get ready and give “before rollo” mailCoordinator RectorAdvise chapel Rollista is comingDiscussion 10 min / break 10 minConference RectorRemove rollo notes from podium |  | Pray down Rollista #11with \_\_\_\_\_\_\_\_\_\_ table  |  |  |
|  **9:05** | Rollista Rector take Rollista #12to get ready and bring to chapelAdvise chapel when comingConference RectorSet up notes, props, fresh waterPass out handouts.Audio/visual Arise & Prayer of the Holy SpiritFirst Assistant Rector Check if growth cards are on rectors table Rollista Rector Advise Rollista #13To 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 #12back to chapel to pray downAsst rectors take all tables for family visits (40 min) Notify a table leader after 30 min. (10:05) and again after 5 more minutesConference RectorRemove rollo notes from podium | Palanca Liturgy Practice songsnfor closing 12th rollista may return during liturgy Pray downRollista #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 #13to get ready and bring to chapelAdvise chapel when coming Conference RectorSet up notes, props, fresh waterPass out handouts.Audio/visual Arise & Prayer of the Holy Spirit | Mail room – put out day 3 palanca  | Prepare for Rollista #13CHRISTIANCOMMUNITYTurn 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 #13back to chapel to pray downCoordinator RectorAdvise chapel Rollista is comingDiscussion 10 min / break 10 minConference RectorRemove 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 #13½Grace In ActionTurn 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 lunchSerenade |   | Serve lunchSerenade  | 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 LunchSnack 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 LunchRemove items for family visits and arrange Candidate Chapel seating for Candidate liturgy  |
|  **1:00**  | Rollista Rector take Rollista #14to get ready and bring to chapelAdvise chapel when coming Conference RectorSet up notes, props, fresh waterPass 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 Room1st 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 RectorRemove rollo notes from podiumSet up notes, props, fresh waterPass out handoutsArise & Prayer of the Holy SpiritRollista Rector take Rollista #15to get ready and bring to chapelAdvise chapel when coming Runner: Place mic on Rollista(s). Advise when ready. |   |  Prepare for Rollista #15FOURTH DAYTurn 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 # 15back to chapel to pray downCoordinator Rector Advise chapel Rollista is comingConference RectorRemove rollo notes from podiumBreak – 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 abrazoGive 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 stageSet up micTeam on right hand sidePalanca on leftSave room for musicians near the frontKleenexExtra 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 candidatesThe 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 representedAnnounce next year’s RectorsRepresentatives of Secretariat, Adult and Teen Challenge, Ultreya, TEC, and Brothers in BlueFinish with story of the AnacondaWelcome and Praise for new 4th day family membersBenediction and DoxologyAsk 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 DiningCleaning Chapel Palanca rectors Rectors PastorsSing “How Great Thou Art” as the candidates walk inSing “Go Light Your World” at closing |
|  |  |   |   |   |   |