

# **MIDDLE TENNESSEE TRES DIAS**

## **POLICIES AND PROCEDURES**

The Tres Dias weekend is an opportunity for Christians to encounter Jesus Christ, to experience how other Christians apply Christ's principals in daily life and to receive a new vision of what it means to be a Christian. The main teaching of Tres Dias is God's unqualified love for each of us through His grace. The objective of MTTD is to strengthen and extend the Body of Christ by bringing Christians to a closer, more personal walk with the Lord Jesus Christ and to encourage them to Christian leadership and action in their environments. MTTD actively seeks the participation of people from all Christian denominations.

MTTD is a lay-led movement, with active participation of the Clergy. It is a non-profit, self-supporting organization. It is managed consistent with the MTTD By-Laws and the Essentials of Tres Dias International (refer to TD Essentials Section 6.0). The latest published revision of the By-Laws plus amendments shall govern the functions of MTTD. The three phases are: Pre-weekend, Weekend and Fourth Day. Children are not permitted at Serenades, and are strongly discouraged from attending Send-Offs, Closings, and Secuelas, except when family Secuelas are held.

The following information states the operating policies and procedures of this movement. These policies are general guidelines and may be changed or adapted by the Secretariat on a case-by-case basis.

### **I. PRE-WEEKEND**

#### **A. CAMPGROUND RESERVATION AND PAYMENTS:**

- i. The Chairman of the Secretariat reserves and confirms weekend dates for the community with the Campground Board.
- ii. Confirmation letter should be obtained one year in advance.
- iii. The Treasurer sends the contract with payment prior to the weekend.

#### **B. THE CANDIDATES' APPLICATION PROCESS:**

- i. Forty-two candidate slots will be available for each weekend. Candidates' applications are not normally accepted from a married person without their spouse's application at the same time unless an exception is made by the Secretariat. Single applicants are also accepted.
- ii. All applications must/should be signed. Applications will be processed according to the date received. Exceptions can be made by the Secretariat. Applications are processed in the following priority levels: pastors, spouse's of Pescadores, married couples in the community, singles in the community, married couples outside the community, and singles outside the community. The Rector is given priority for two candidates.
- iii. Applicants who decline the first invitation to attend a weekend are placed on the list for the next weekend. Applicants who decline the third invitation are removed from

the list and must reapply to attend.

- iv. The pre-weekend couple may approve up to four (4) candidate scholarships per set of weekends.
- v. Secretariat approves the allocation for more than six candidates from any one church, when the number of candidate commitments fall below the classic forty-two and only from a point of fourteen days prior to the subject weekends' commencement.

#### C. Qualifications of Candidate

- i. Must be sponsored by a member of a chartered Tres Dias community or a member of a similar Tres Dias-approved community.
- ii. Accepted from Christian denominations who recognize the humanity and the deity of Jesus Christ
- iii. At least 21 years old unless their spouse is going on a weekend, or if they are military personnel (See TD Essentials 3.1, #5)
- iv. Persons who have attended a Vida Nueva (young adult) weekend are eligible if they are at least 21 years old (See TD Essentials 3.1, #5&6.)
- v. Persons who have not attended an Emmaus Walk, Cursillo, Kairos, DeColores or Via de Cristo weekend are eligible.

#### D. RECTOR'S GUIDELINES

- i. Directed under the authority of God.
- ii. Utilizes and follows all guidelines, manuals and Essentials.
- iii. Discusses any issues not specified in the guidelines, manuals and Essentials with the Leader's person and the Rector's Advisory Committee. If they (*i.e., the Rector's Committee*) do not agree, the issue is brought before the Secretariat for a decision prior to the weekend.
- iv. Submits prospective team list and any subsequent changes to the Leader's Person, who serves as the Rector's primary advisor. The Rector's Advisory Committee must approve the team list before any invitations are issued.
- v. The Rector is responsible for distributing material contained in the Rector's box to the Heads of the team and insuring return of all materials to the Men/Women's Leader.

#### E. RECTOR'S OPTIONS

- i. Seven additional Candidates can attend a Women's weekend to accommodate single Candidates.
- ii. Number and length of palanca skits and when they are presented
- iii. Activities that can be included as long as they fit in the time restraints of the expanded schedule: foot washing, praise dances, Wedding feast, Daughters of the King, Lamb's Book of Life, tea party
- iv. Prayer Chas may be assigned to specific tables or sections.
- v. Thursday evening:
  - 1. Choice to use: "Man in the Mirror", "Woman, Who Art Thou?" or "Every Man's Way to the Cross"

- vi. Friday:
  1. Choice to use “Coal Miner’s Story” or another appropriate story approved by the Leader’s person that conveys the “Just for You” theme.
  2. Piety talk can be given after dinner if running behind schedule.
  3. At Decuria, the number of talks to be summarized using posters, songs or skits.
- vii. Saturday:
  1. The person to plan and lead Serenade.
  2. Whether to have the following activities during the Serenade: “Hedge of Protection”, one solo, blessing of the Candidates, or an encore. All activities of the Serenade should be approximately 30 minutes.
  3. Forgiveness Chapel to be open to all team members or just to those who need to come.
  4. Choice to allow “Open Mike” during Forgiveness Chapel and/or later in the Rollo room
- viii. Sunday:
  1. Choice to have the Team Serenade of Candidates
  2. At Closing, choice to have Professors and/or Prayer Chas come and stand with the Candidate from their tables.
  3. At Closing, choice to have all Spiritual Directors or just the Head Spiritual Director speak.

**F. BACKUP RECTOR:**

- i. The Backup Rector shall substitute for the Rector in the event the Rector is prohibited from carrying out the responsibilities of his or her position due to illness or other unanticipated events.
- ii. The Backup Rector shall assist and provide guidance to the Rector, Spiritual Directors and team members to ensure the smooth flow of weekend activities consistent with the By-Laws and Policies and Procedures of MTTD.
- iii. If members of other communities are in attendance as observers, they shall follow the guidance of the Backup Rector.
- iv. The Rector shall review the Backup Rector's responsibilities (job description) and share these responsibilities with the team Heads.

**G. TEAM SELECTION AND COMPOSITION:**

- i. Teams should be composed of a cross-section of denominations and churches.
- ii. One third of team should be made up from each of the following experience levels:
  1. New Level: has served on zero to one team.
  2. Inexperienced Level: has served two to four teams.
  3. Experienced Level: has served on at least five teams.
- iii. The following team members may be selected prior to the preceding weekend they are serving by the upcoming rector with approval of the Rector’s Advisory Committee: Back-up Rector, Head Cha, 3 Assistant Head Chas, and Head Kitchen Cha and 1 Assistant Head Kitchen.

- iv. Each team should be comprised of 80 to 118 members:
  - 1. One Backup Rector
  - 2. 3-4 Spiritual Directors
  - 3. One Upcoming Rector, called a Rover Cha
  - 4. One Head Cha
  - 5. Three Assistant Head Chas (One Experienced, Two Inexperienced Assistant Head Chas, with one AH to be selected by the Rector Committee)
  - 6. 12 to 14 Professors at least nine speaking with two assigned per table with one having previously been a professor.
  - 7. One Head Table Cha and up to 7 table chas
  - 8. One Head Storeroom Cha and up to 3 chas
  - 9. One Head Chapel Cha and up to 6 chas
  - 10. One Head Palanca Cha and up to 5 chas
  - 11. One Head Music Cha and up to 5 chas including audio/visual cha
  - 12. One Head Floater Cha and up to 3 chas
  - 13. One Head Driver / Errand Cha and up to 3 chas
  - 14. One Head Dorm Cha and up to 12 chas
  - 15. One Head Escort Cha and up to 3 chas
  - 16. One Head Prayer Cha and up to 12 chas
  - 17. One Head Kitchen, one Assistant Head Kitchen, three Crew Chiefs, and up to 30 Kitchen Chas, including at least five experienced, at least seven inexperienced and at least thirteen new.
  - 18. One Media Cha and up to 1 cha.
- v. The Rector must give consideration in the selection of team members' health and well being as it would affect their ability to carry out the responsibilities of the service area.

#### H. INVITATION TO PROSPECTIVE TEAM MEMBERS

(Please review Section 5 - Qualifications for Leadership Positions)

- i. When the Rector initially asks someone to serve on the team the prospective team member should be advised of and agree to the following conditions in order to serve on the team:
  - 1. Attend at least 75% of the team meetings. Exceptions may be made at the Rector's discretion and should be reported to the Rectors' Committee.
  - 2. Pay team fees by the third team meeting or make other arrangements with the Assistant Head Chas.
  - 3. Remain at Campground through the Closing ceremonies on Sunday, barring business or family circumstances, illness or agreement by the rector.
  - 4. Insure that service area is packed and cleaned-up before leaving campground.
  - 5. The Rector's welcome letter should remind each team member of the aforementioned conditions.

#### I. TEAM MEETINGS

- i. The Secretariat Chairman will introduce the rector at the first team meeting.
- ii. The Rector should inform the team during team meetings of the following:

1. This is a cloistered weekend. Team members should prepare to concentrate on the activities of the Tres Dias weekend only.
2. It is the focus and responsibility of team members to demonstrate God's unqualified love by allowing Jesus to be seen in them.
3. Team members must be careful not to impose their own expectations on the candidates and to respect the freedom of those who do not seem responsive. We are to trust God and His timing.
4. Prayer Palanca is an honor and a privilege. Two assigned team members will pray with the Rollistas before and after the talk, and pray for them during the talk.
5. All team members are expected to serve the full weekend unless prior approval is granted by Rector.
6. The Tres Dias dress code requires modest attire. Secretariat adopts policy that governs the dress for all candidates, team, and other participants of any Tres Dias weekend; firmly prohibiting the wearing of shorts and tank tops.
7. Telephones and cell phones are for emergency use only. A telephone number is included in team books to call the campground in case of emergency.
8. Cameras, radios, TV's and tape recorders are not allowed.
9. Non-team members are not allowed on the campground except as explained in II. WEEKEND.

#### J. TEAM FEE COLLECTION

1. The Assistant Head Chas are designated to collect and turn in weekend fees to the Treasurer. Because many expenses are incurred and paid prior to the weekend, the Assistant Head Cha should give the team fees to the Treasurer as they are collected each week.
2. While the Assistant Head Chas are asked to oversee collection of team fees during team meetings, it is ultimately the Rector's responsibility to ensure that all team fees are paid or scholarships have been approved and provided.
3. Team members with unpaid team fees or overdrafts cannot serve again until these are paid.

#### ii. OTHER COLLECTIONS

1. Collections for scholarships, childcare and special Rector or Secretariat requested items are allowed but should be kept to a minimum.

#### K. LOANING OF EQUIPMENT & SUPPLIES –

MTTD will loan equipment and/or weekend supplies to other communities if formally requested by the governing body. The loan must be documented in writing and the document signed by both a representative of MTTD and the requesting community. The Chairman and the Supply and Procurement Officer may approve

a request without advance notification to the full secretariat at the time of the loan. The full secretariat will be notified of the loan as soon as practical.

L. WEEKEND PALANCA

- a. Weekend Palanca (mugs, shirts, charms, etc.) will only be provided for the Candidates and must cost no more than \$200 (\$5 or less per Candidate.) Anything above this cost as well as anything given to the team must be paid for by the team. The Secretariat Palanca Couple works with the Rectors on this.
- b. Weekend photo will be provided to all Team and Candidates.
- c. There will be no team palanca bags. The weekend photo and any other weekend palanca will be placed on the team members beds.
- d. The Palanca Chas will not deliver any team Palanca on Sunday.
- e.

M. TEAM FEES

- i. Each Tres Dias weekend must be self-supporting.
- ii. Spiritual Directors are expected to pay at least 50% of the current team fee.
- iii. Team fees should not be used for purchasing palanca for team and candidates.
- iv. SCHOLARSHIPS: Individual team members may be financially unable to pay the entire team fee. Team members should be encouraged to pay at least a partial amount of the team fee, but should not be prohibited from serving because of inability to pay the team fee. Standard procedure is for each individual team to establish a scholarship fund that will cover the fees of team members who are unable to pay. In this way, the team as one body assumes the responsibility to pay its own way. Rectors are to encourage team members receiving scholarships to pay at least 50% of the team fee.
- v. Team scholarships will be limited to 6 per weekend.
- vi. No team member is allowed more than one scholarship per year.

N. SET-UP AND TAKE-DOWN:

- i. The Weekend person will need to ask six (6) - ten (10) Pescadores to serve as Set up and Take down chas. They are expected to be at the campground on Wednesday evening, Thursday, and Sunday afternoon.
- ii. The following should be present on the campground Wednesday evening and Thursday:
  1. Head Cha
  2. Three Assistant Head Chas
  3. Head & Assistant Head Kitchen Chas and at least 2 additional kitchen chas
  4. Head Storeroom Cha
  5. Head Dorm Cha
  6. Head Chapel Cha
  7. Head Palanca Cha
  8. Any team member interested or requested by their Section head

- 9. Secretariat Food Management Person and Weekend Person
- 10. One Head Media Cha and up to 1 cha
- iii. Kitchen representatives must be there at the campground to receive food delivery as scheduled on Wednesday or Thursday and will assist the Weekend Food Management position to inventory all delivered items. All kitchen team should arrive at the campground by late afternoon on Thursday.

## O. WEEKEND

The objective of the weekend phase is to prepare individuals for effective participation in the Fourth Day. While the weekend is in progress, only Team Members and Candidates are allowed on the campground. Exceptions include Serenade, Night Watchmen, Set-up & Takedown crew, rector's prayer palanca team, Secretariat members on Tres Dias business, other community members working behind the scenes, and Closing.

The Tres Dias weekend is carefully planned for a wide diversity of men or women. It is structured to keep the information flowing at a pace the Candidates can follow. The clergy meditations each morning set the theme for the day. Each rollo builds on the preceding rollos, and each day builds on the previous day. Singing is a key element throughout the weekend as it gets people involved and builds community.

For an understanding of the activities that are essential and non-essential (traditional) to each day, refer to the Tres Dias Essentials. The following is a synopsis of each day:

- P. THURSDAY: The emphasis for Thursday is low key, relaxed, introspective, and non-threatening. Two clergy meditations are given on Thursday evening and are structured to encourage a time of reflection and self-examination, a time of silence and an opportunity to break away from the outside world.
- Q. FRIDAY: The focus for Friday is on who we are, who Christ is and what we need to know to live a Christian life. Friday is usually the hardest day, because the candidates have differing backgrounds.
- R. SATURDAY: The focus for Saturday is on what we have to do in order to live a life in grace through study, action and leadership. Many people begin to focus on Christ living in them. It is important that this happen naturally through the Holy Spirit.
- S. SUNDAY: The focus for Sunday is outward and prepares the candidates to leave the weekend and move back into the world. The theme is Community-building and how a Christian can influence others. The Tres Dias method for insuring a solid foundation for a successful Fourth Day is presented. At Closing, the candidates share what they have received from the weekend and what Christ means to them now with the larger community of Pescadores.

The weekend is only a beginning to meet the objectives of Tres Dias, in being effective leaders for Christ.

- i. SERENADE: The serenade (typically Saturday evening) is planned by someone chosen by the rector. The Rector may choose the songs.
  - 1. Serenade Guidelines:

- a. Serenaders are those who have attended a Tres Dias or equivalent adult 3 day weekend.
  - b. Should last approximately 30 minutes, including entry, exit and optional encore.
  - c. Should include no more than one solo.
  - d. Should have Serenaders assemble in designated area.
  - e. Food will not be served to Serenaders.
  - f. Should have Serenaders leave quietly as soon as all Candidates are in the Chapel.
  - g. Should not have Serenaders hug or touch team members or Candidates.
- ii. **MECHANICAL EQUIPMENT MALFUNCTION:** In case of mechanical equipment malfunction such as air conditioning, electrical, plumbing notify the Assistant Head Cha or Secretariat Weekend person who will contact the onsite campground director. Please do not attempt to make repairs.
- iii. **PALANCA GUIDELINES:**
- 1. Candidate Palanca: Individual palanca should not be put on any candidate's bed. There should be enough palanca for all candidates. All candidates are to be treated with an equal amount of love and attention!
  - 2. General palanca can be provided in the kitchen or dorms (bed palanca). If there is a desire to provide general palanca, it should be for the entire team and candidates.
  - 3. Weekend Palanca (mugs, shirts, charms, etc.) will only be provided for the Candidates and must cost no more than \$200 (\$5 or less per Candidate.) Anything above this cost as well as anything given to the team must be paid for by the team. The Secretariat Palanca Couple works with the Rectors on this.
  - 4. Weekend photo will be provided to all Team and Candidates.
  - 5. There will be no team palanca bags. The weekend photo and any other weekend palanca will be placed on the team members beds.
  - 6. The Palanca Chas will not deliver any team Palanca on Sunday.
- iv. **NO SOLICITATION OF FUNDS:**
- 1. There should be no solicitation of funds by any member of the community to the team, the candidates or the community as a whole during the weekend, including Closing.

## **II. Post Weekend (the Fourth Day Phase)**

- A. **SECUELA GUIDELINES:** The purpose of the Secuela is to fellowship with the body of Christ and to lift Him up through praise, fourth day testimonies, and exhortation. It should be a holy, joyful, special time of drawing aside for the purpose of worship, building community and Communion.

- i. Guidelines for Secuelas:
  1. Scheduled by the Secretariat and managed by Fourth Day position, who will seek volunteers as hosts. The location and time will be decided upon by the Secretariat and published in the newsletter. The Secretariat may choose to cancel Secuelas if they conflict with team meetings. Victory Secuelas are hosted by the Head Chas.
  2. The Fourth Day couple will oversee the duties that go along with being a Secuela Host.
  3. Include at least one Fourth Day talk to be given by Pescador(es). A Fourth Day presenter must have attended a Tres Dias or a similar "three-day" experience. Their Fourth Day should be shared; special emphasis of the talk should be on Reunion Groups and how supportive they have been.
  4. May include a brief business portion of announcements.
  5. Time for Floating Reunion Groups, which are formed for that Secuela only.
  6. May include introduction of Secretariat members, clergy and visitors.
  7. The format of Secuela may be flexible as long as it adheres to the guidelines listed above.
  8. Special Secuelas, such as picnics, Seders, etc., will be discussed and approved by the Secretariat.
  9. Head Chas will bring lost and found items to the victory Secuela. Any unclaimed items become the responsibility of the Supply and Procurement Couple.

### III. COPYRIGHTED MUSIC

- A. Copyrighted music is protected by law and cannot be reproduced (copied) in any form without written permission from the song owner. In order for songs to be copied to make song sheets, overhead transparencies, and songbooks or to play prerecorded songs, MTTD must have permission from the song owner prior to these activities.
- B. The Secretariat has secured, for an annual fee, a copyright license from Christian Copyright Licensing International (CCLI) License # 1269514, which permits the legal copying of 100,000 of the most popular "Christian songs", for our congregational use. The license allows Tres Dias member, carrying out Tres Dias activities to do the following:
  - i. Print songs in bulletins, liturgies, programs, and song sheets.
  - ii. Print songs in bound or unbound songbooks compiled by the Community.
  - iii. Make overhead transparencies, slides, or utilize electronic storage and retrieval methods for the visual projection of songs.
  - iv. Print customized vocal and instrumental arrangements of the songs, where no published version is available.
  - v. Record songs in approved Tres Dias activities by either audio or audiovisual means
- C. MTTD receives from CCLI the following Song Reference List, which is:
  - i. A partial listing of the most active songs available and any changes. The list should be retained by the Palanca position.

- ii. Authorized Publisher List, which is a list of participating copyright owners, whose entire Catalog of Songs are available for use and any changes.
- iii. Song Survey Worksheet, to report song usage to CCLI, to be filed by the Palanca position. This position shall coordinate and manage this activity.

D. THE CCLI MUSIC LICENSE REQUIRES THE FOLLOWING:

- i. Not to alter or change the basic lyric, melody, or fundamental character of any song.
- ii. Each reproduced version of a Song must contain the Song title, writer credit (s), and copyright notice as listed in the song Reference List in substantially the following form.

"Hallelujah" words and music by John Smith and Mary Doe  
 1975 John Smith Music Co. ICS. APR  
 Used By Permission CCLI License #1269514

- E. If a song is not listed on the Song Reference List, the Rector will be responsible to obtain the correct copyright notice directly from the copyright owner. If the Rector does not receive permission, the song(s) may not be used during any Middle Tennessee Tres Dias activities.
- F. Prior to copying a song, etc., the Rector or Head Music Cha must verify with the Palanca position that the song is listed on the Song Reference List. If a song is not listed on the Song Reference List, the Rector or Head Music Cha will be responsible to obtain the correct copyright notice directly from the copyright owner. When permission is received a copy must be sent to the Palanca position. If the Rector or Head Music Cha does not receive permission, the song may not be used during Tres Dias activities.
- G. Report must be submitted on a scheduled basis to CCLI, using the Song Survey Worksheet. The Rector or Head Music Cha of each weekend shall insure the completion of the Song Survey Worksheet and give it to the Palanca position.

#### IV. QUALIFICATIONS AND RESPONSIBILITIES

A. QUALIFICATIONS FOR LEADERSHIP POSITIONS: *(From TDI—November 12, 2009)*

- Must have declared his/her personal relationship with Jesus Christ as Lord and Savior,
- must have read or had explained to him/her, the "TRES DIAS STATEMENT of BELIEF" and declared his/her agreement with it,
- must have read or had explained to him/her, the "CONSTITUTION and BY-LAWS of TRES DIAS" and "The ESSENTIALS of TRES DIAS" and declared his/her agreement with such documents and expressed a willingness to abide by them,
- must be living a life that is not in a state of rebellion against God. A state of rebellion against God can best be described as an unrepentant, open and active participation in or

advocacy of activities contrary to the commands (for example, "The TEN COMMANDMENTS") and guidelines in \*Scripture for holy living and Christian leadership. Some examples (although not limited to these areas) are:

- dependence upon alcohol or illegal drugs;
- involvement in illegal activities, whereby such involvement knowingly violates, federal, state or local laws, statutes or ordinances;
- involvement in lustful, immoral or perverted activities such as, but not limited to, pornography and/or any sexual relationship outside of a lawful marriage between a man and a woman;
- involvement in the occult or Satanic worship;
- openly professes allegiance to any non-Christian religion or organization which denies the deity of Jesus Christ.

\* Note: For purposes of standards and principles, Tres Dias ascribes to those stated in the "Authorized King James Version" of the Bible of 1611 (KJV).

- must have any additional qualifications approved by the Secretariat and the Assembly.

- B. Due to the team member activities and responsibilities which must be carried out during the entire weekend, it is essential the MTTD weekend teams contain a broad balance of experience and cross-section of churches and denominations.
- i. Qualifying work history is limited to services rendered within the MTTD community, no outside work experiences will be considered for Rector or any other community position.
  - ii. SECTION HEADS, INCLUDING HEAD AND ASSISTANT HEAD KITCHEN:
    1. Served in that area previously
    2. Minimum of one other team service
  - iii. PROFESSORS
    1. Preferably has served on at least one other team
  - iv. HEAD AND ASSISTANT HEAD CHAS
    1. Has served on at least five teams, including:
      - a. Has served on at least one Kitchen
      - b. Has served as a Section Head
      - c. Has served in the Rollo Room twice, at least one of which was speaking Professor
      - d. Cannot serve as Head Cha or Inexperienced Assistant Head Cha more than once
  - v. RECTORS:
    1. Qualifications:

Has served on at least 8 teams, including:

      - a. Has served as Head or Assistant Head Cha
      - b. Has given two different Rollos
      - c. Has served one or more Section Head positions

- d. Has served on at least two kitchen teams, preferably once as Head or Assistant Head Kitchen.
- e. Has served in at least one other service area
- f. Cannot have served as a rector previously on a Middle Tennessee Tres Dias weekend.
- g. Once someone has served as a Spiritual Director, he/she may not serve as a lay Rollista or as a Rector.**
- h. Has served on at least two of the preceding four MTTD weekends.

2. Rector Selection Process:

- a. The data management position will provide the Secretariat with the list of all qualified rector candidates and those needing one (1) service requirement and serving in that position on the next weekend, at the Secretariat meeting prior to the weekend. The Secretariat will be in prayer over all those candidates.
- b. The Men's and Women's Leaders will contact those qualified rector candidates for their willingness to serve.
- c. The Men's & Women's Leaders will provide the Secretariat with the names of all qualified rector candidates who are willing to serve, at the first Secretariat meeting following the weekend.
- d. Discussion about each rector candidate will take place at this time. All discussion should be based on the rector candidate's lifestyle that is or is not in line with the following criteria:
  - A lifestyle commensurate with Biblical teachings (*See IV. A.*)
  - Active support of the Tres Dias ministry
- e. The Spiritual Director will investigate any objections with each candidate to confirm or deny the allegations. At the option of the Secretariat Spiritual Director, another active Spiritual Director in the community may accompany him.
- f. The Secretariat body will take one month to pray and seek God's discernment over each rector candidate.
- g. At the following Secretariat meeting, the Spiritual Director will report the findings of the investigation to the Secretariat. Very limited discussion about each rector candidate will be allowed. This discussion is limited to critically important information about the rector candidate.
- h. The data management person will provide a ballot to all present Secretariat positions.
- i. If a husband and wife are both rector nominees, the Secretariat will first vote on the ballot with the fewest number of nominees. If the spouse of dual nominees wins the vote, the other spouse will be removed from the ballot.
- j. Each Secretariat position in attendance (except Chairman) will vote for one rector candidate.

- k. The Secretariat Chair, the Treasurer and the Secretary will tally the votes. The Candidate receiving the most votes over 50% will be the rector. (*Robert's Rules of Order, Article 11#64 and see 3.6, bullet #.*)
  - l. If there is not a candidate with over 50% of the votes, the Secretariat will re vote between the two candidates with the most votes. In the event of a tie between the two, the Chairman will cast the deciding vote.
  - m. A copy of the By-laws, the Policy and Procedures, and the Rector's guidelines will be given to the persons selected for Men's and Women's Rectors by the respective Leader's position.
  - n. If an elected rector withdraws before the conclusion of the preceding MTTD weekend, the Secretariat will re vote from the current list of MTTD rector candidates who are qualified and had agreed to be considered for this election.
- vi. WEEKEND SPIRITUAL DIRECTORS:
- 1. Qualifications:
    - a. At least one ordained member that is authorized by his church or denomination to preside over communion.
    - b. Others that are qualified to teach and counsel in spiritual matters based upon Christian principles.
  - 2. Weekend Spiritual Directors' Selection:
    - a. Selection of all Spiritual Directors that serve on each weekend is the sole responsibility of the Secretariat Spiritual Director.
    - b. The Secretariat Spiritual Director shall assign all weekend Spiritual Directors' talks and Communion services.
    - c. The Rector and the Leaders person may give suggestions, but the final decision is up to the Secretariat Spiritual Director.
    - d. The Secretariat Spiritual Director should be the one to ask Spiritual Directors to serve.
  - 3. Guidelines for Spiritual Directors:
    - a. All Spiritual Directors' talks are to be critiqued, preferably with the Head Spiritual Director present. If a Spiritual Director has given this talk before and is not making substantial changes, Rector has the option to by-pass the practice talk.
    - b. Each weekend can have three to four Spiritual Directors.
    - c. Attend a majority of the team meetings.
    - d. Spiritual Directors may be men only on the men's team and men or women on the women's team.

- e. Pastors, ministers, etc, can work in other positions on a weekend, but they cannot give any lay talks or serve in any Head position, as per the essentials.
4. Qualifications to serve as Head Spiritual Director on a weekend:
    - a. Completed a Tres Dias or similar weekend acceptable to MTTD.
    - b. Served as a Spiritual Director on a minimum of three weekends.
    - c. Given all five Rollos.
    - d. Led all three morning Communion Services.
    - e. Led Forgiveness Service.
    - f. Given Meditations.
  5. To qualify Spiritual Directors for the Head position the following assignment schedule is generally used:
    - a. 1st Team serving as Spiritual Director:
      - i. Give "Obstacles to Grace" Rollo
      - ii. Give three Meditations
      - iii. Facilitate one Communion Service (Friday)
    - b. 2nd Team serving as Spiritual Director:
      - i. Give two to three Rollos not already given
      - ii. Give one Meditation
      - iii. Facilitate one Communion Service (Saturday)
    - c. 3rd Team serving as Spiritual Director:
      - i. Give any Rollos not previously given
      - ii. Give one Meditation and facilitate Forgiveness Service
      - iii. Facilitate one Communion Service (Sunday)
  6. The Head Spiritual Director is responsible for critiquing Spiritual Director rollos given for the first time. They are to lead and train the Assistant (s) or new Spiritual Directors and lead the counseling and ministry at team meetings, as well as on the weekend. They must work in close relationship with the Rector (at all times.)