

Central Georgia Tres Dias Secretariat Positions and Descriptions

Secretariat Positions	Position Description
Chairperson	<u><i>Description</i></u>
Secretary	<u><i>Description</i></u>
Treasurer	<u><i>Description</i></u>
Spiritual Director	<u><i>Description</i></u>
Men's Leader	<u><i>Description</i></u>
Women's Leader	<u><i>Description</i></u>
Pre-Weekend Couple	<u><i>Description</i></u>
Weekend Couple	<u><i>Description</i></u>
Communications & Webmaster	<u><i>Description</i></u>
Food	<u><i>Description</i></u>
Palanca	<u><i>Description</i></u>
Fourth Day	<u><i>Description</i></u>
Data Management	<u><i>Description</i></u>
Reunion Groups	<u><i>Description</i></u>
SetUp/TakeDown Coordinator	<u><i>Description</i></u>

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CHAIRMAN: Shall be responsible for the overall guidance and direction of TRES DIAS OF CENTRAL GEORGIA.

Clergy Relations: Shall act as the lay representative of TRES DIAS of CENTRAL GEORGIA in meeting with clergy from participating and potentially active churches or from other movements

Other Movement Relations: Act as the lay representative of Tres Dias in meetings with other movements.

Tres Dias International: Act as liaison with the Tres Dias International Organization and serve as chairman of the Central Georgia delegation to the Tres Dias International Assembly.

Organization And Planning: Develop organizations to fulfill the mission of Tres Dias of Central Georgia. Develop short and long range plans for expansion and growth of the Community. Assist in the development of effective policies and practices.

Secretariat: Shall preside at Secretariat meetings and official functions as may be necessary. Shall attend Rector orientations, weekend send-up, closings and Secuelas.

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SECRETARY: Serve as recording secretary for all Secretariat meetings. Serve as corresponding secretary. Type, copy and distribute minutes of meetings to members of the Secretariat in a timely manner. This may be accomplished by email or U.S. Postal service. Maintain a complete and concise collection of all minutes of previous meetings and have available at all meetings of the Secretariat.

Training: Train replacement for Secretary position for six (6) months prior to leaving office.

Other Duties: Assist Chairperson in other areas, which may be delegated from time to time. Preside over Secretariat meetings in the absence of the Chairperson.

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TREASURER: Establish and maintain an annual working budget and report on Tres Dias financial expenditures. Record and publish minutes of Secretariat meetings on a timely basis to members of the Secretariat.

Finances: Maintain up-to-date and complete financial records for the Secretariat of open bank accounts according to established accounting practices. Maintain up-to-date and complete financial records of the open bank accounts according to established accounting practices. Disburse funds authorized by the Secretariat in the conduct of Tres Dias of Central Georgia business. Establish documentation to support disbursements. Receive funds from candidates, teams, sponsor fees and other sources as may occur.

Establish documentation to support receipts. Deposit all receipts in bank account in a timely manner. Attend send-ups and collect money for the Weekend candidates from the Pre-Weekend team handling the send-up. Maintain and report account balances to Secretariat members on a monthly basis. Reconcile bank statements. Submit financial records for external review at least once per operating year.

Establish and maintain a complete set of financial books and prepare the needed records for annual tax filings and registration with State and Federal authorities. Make financial analysis of revenues and expenses to develop projections of future costs and income. Make recommendations to the Secretariat regarding fee structure and spending practices.

Evaluation And Planning: Make financial analysis of revenues and expenses to develop projections of future costs and income. Make recommendations to the Secretariat regarding fee structure and spending practices.

Weekend Sites: Handle reservations, deposits and fees for weekend sites as selected and scheduled by the Secretariat and for the annual Secretariat business meeting.

Secretariat: Participate in overall guidance and planning of the Tres Dias activities.

Training: Send copy of By-Laws, Policies & Practices and minutes and treasurer's report for at least the previous three (3) months to newly elected Secretariat members. Also send copies of schedules and a copy of the roster of presiding Secretariat members. Train replacement for Treasurer position for six (6) months prior to leaving office.

Other Duties: Assist Chairperson in other areas, which may be delegated from time to time.

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MEN'S LEADER/WOMEN'S LEADER: The Men's and Women's Leaders are the link between the Rector and the Secretariat. Responsible for maintaining constant communication between each. He/she will review the team selection and insure that the team reflects the instructions of the Secretariat.

Team Selection And Formation: Provide rectors with qualified names for potential team members according to guidelines in the policies and practices of Tres Dias of Central Georgia.

Consultation: Consult with rectors during pre-weekend phase in matters involving team formation and community.

Debriefing: The Rector is to hold a debriefing after the weekend with section heads, upcoming Rectors, & the men and women's leaders. The individuals should be notified of the date and time of the debriefing so that they may attend if they choose too.

Report to the Secretariat summary of debriefing and recommendations for future.

Training: Develop an approach and method for team selection that will form and train Pescadores to be able to serve in a variety of areas. Assure a consistent supply of the necessary skills and experience for both high quality in the team as well as maximum opportunity for participation from the community.

Evaluation And Planning: Evaluate current policies and practices and make recommendations to Secretariat for improvements in the area of team selection, formation and Pescadores development.

Secretariat: Participate in overall guidance and planning of Tres Dias activities. This position must be filled by a male and a female who have been rectors.

Replacements: Train replacement people including the overlap of one pair of weekends (men/women).

Other: Assist chairman in other areas which may be delegated from time to time.

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PRE-WEEKEND: Responsible for maintaining on-going file of application of candidates and issuing invitations on behalf of the Secretariat.

Applications: Regularly collect applications. Review applications for completeness according to the policies and practices of Tres Dias of Central Georgia. Maintain a log of applications received and a file of the applications with controls to assure integrity of the applications.

Invitations: Make up and mail letters of invitation to candidates and invitation confirmation letters to sponsors according to the policies and practices of Tres Dias of Central Georgia. Follow-up on invitations with the candidates and sponsors until decision is made.

Reporting: Report on a regular basis to the Secretariat the numbers and types of candidates on file, invited, etc.

Encouragement: Encourage sponsors by providing a supply of sponsor materials and by announcing status of candidate file in a timely fashion to have maximum number of candidates attending a weekend according to the policies and practices of Tres Dias of Central Georgia.

Send-Up: Check in and account for all confirmed candidates. Prepare and distribute candidates list. Preside as Master of Ceremonies for the send-up celebration.

Evaluation And Planning: Evaluate current policies and practices and make recommendations to Secretariat for improvements in the area of candidate sponsoring, applications, and invitations.

Secretariat: Participate in overall guidance and planning of Tres Dias activities.

Training: Assist newly elected replacements in learning duties.

Other: Assist chairman in other areas which may be delegated from time to time.

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WEEKEND: Responsible for all matters pertaining to the physical assets and arrangements for the weekend.

Subcommittees: Recruits, forms, and supervises subcommittees to carry out the assigned responsibilities. Works with leaders to identify Pescadores to serve in sub-committees.

Storage: Arranges for storage of Tres Dias equipment and supplies.

Inventory: Establish and maintain an accurate inventory of both fixed assets and supplies. Replace/Repair inventories as required and authorized by the Secretariat.

Transportation: Arrange for the transportation of equipment, supplies, candidate and team luggage and candidates to weekend site and return; except candidates and luggage.

Evaluation And Planning: Evaluate current policies and practices and make recommendations to Secretariat for improvements in the area of material storage, maintenance, transportation, set-up and take-down.

Secretariat: Participate in overall guidance and planning of the Tres Dias activities.

Training: Assist newly elected replacements in learning duties including overlap of one pair of weekends (men/women) .

Other: Assist chairman in other areas which may be delegated from time to time.

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PALANCA :

General Palanca: Send general Palanca letters to the weekends of other movements.

Request and receive general Palanca letters for weekends of Tres Dias of Central Georgia from other movements.

Personal Palanca: Provide for a means of collecting and delivering personal Palanca to the team on a weekend for candidates and team.

Prayer Palanca: Arrange for prayer Palanca for each Tres Dias of Central Georgia weekend beginning at 6:00 pm Thursday (or send-up day if not Thursday) until 6:00 pm Sunday (or third day if not Sunday) so that between these times there is an unbroken prayer vigil for the candidates, the team, the families of both and the community.

Banners And Other Permanent Palanca: Solicit the donation of banners for the weekend and other forms of permanent Palanca.

Evaluation And Planning: Evaluate current policies and practices and make recommendations to Secretariat for improvements in the area of Palanca.

Secretariat: Participate in overall guidance and planning of the Tres Dias activities.

Training: Assist newly elected replacements in learning duties.

Other: Assist chairman in other areas which may be delegated from time to time.

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FOURTH DAY: Prepare closing candidate packet including final candidates/team list, picture, sponsor responsibilities, applications, Tres Dias Introductory Brochure and other items according to the Policies and Practices.

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SPIRITUAL DIRECTOR: The spiritual director is responsible for the spiritual integrity of Tres Dias of Central Georgia's activities and direction. The spiritual director is the primary liaison with the clergy.

Qualifications: The spiritual director must be an ordained member of the clergy, have integrity in his community, and the body of Christ, and be actively involved with and have a heart for Tres Dias (Seculas, Send-Ups, Closings, Weekends).

Other Spiritual Directors: The spiritual director works with leaders to select spiritual directors for the weekend. The spiritual director is the primary interface with other clergy regarding matters related to the weekend and fourth day activities.

Secretariat: The spiritual director is the primary advisor and source of counsel to the Secretariat regarding spiritual direction and inspiration of the Tres Dias of Central Georgia movement. The spiritual director keeps the Secretariat “on-track” from a clerical viewpoint and that the Secretariat is always acting consistent with and in obedience to God's inerrant word.

Evaluation And Planning: Evaluate current policies and practices and make recommendations to Secretariat for improvements in any area.

Training: Assist newly elected replacement in learning duties.

Other: Assist the chairman in other areas which may be delegated from time to time.

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FOOD: Responsible for all matters pertaining to the physical assets and arrangements for the weekend regarding food and food preparation.

Establish and maintain an accurate inventory of both kitchen fixed assets and supplies, and repair and replace such inventories as required and authorized from time to time by the Secretariat, or as otherwise required in accordance with the Policies and Practices Manual. Recruit, form, direct, and supervise subcommittees to carry out the assigned weekend responsibilities.

Work with the men and women's leaders to identify Pescadores to serve in these subcommittees. Responsible for storage of Tres Dias kitchen and food equipment and supplies. Arrange for transportation of the kitchen and food equipment and supplies to and from the weekend site.

Arrange for and supervise the cleaning of the kitchen and dining area prior to weekend set-up, the weekend set-up of the kitchen facilities and equipment, and the take-down of all kitchen and food equipment and supplies as well as the cleaning of the facility at the close of the weekend: as prescribed in the policies and practices manual of Tres Dias of Central Georgia.

Evaluation And Planning: Evaluate current policies, and practices and make recommendations to Secretariat for improvements in the areas of materials storage, maintenance, transportation, set-up and take-down.

Training: Assist newly elected replacements in learning duties.

Other: Assist chairman in other areas which may be delegated from time to time.

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COMMUNICATIONS: Responsible for all communications equipment to include but not limited to; speakers, amplifiers, CD and tape players, cords, stands, microphones and two-way radios. The equipment will be stored in a climate-controlled environment if at all possible. All equipment will be tested prior to and following each weekend. Prior to each weekend, training on the use and care of the equipment will be given to the Communications Chas.

Evaluation And Planning: Evaluate current policies, and practices and make recommendations to Secretariat for improvements in the areas of materials storage, testing, and maintenance.

Training: Assist newly elected replacements in learning duties.

Other: Assist chairman in other areas which may be delegated from time to time.

WEBMASTER: Responsible for maintaining CGTD website, including changes as needed for upcoming weekends, Secuelas, and publishing news/prayer requests to the web

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DATA MANAGEMENT: Responsible for maintaining records of the Tres Dias human resources to assisting rectors in team selection and formation. Responsible for maintaining and providing a mailing list to be used by the Newsletter person for mailings.

Human Resources Records: Establish and maintain a comprehensive and up-to-date record of each Pescadores's service experience in Tres Dias, Cursillo, and Emmaus and service on Secretariats.

Team Selection And Formation: Provide Secretariat with the names of qualified rector candidates. Provide the Men and Women's Leaders with listings that reflect the service record of each Pescadores.

Evaluation And Planning: Evaluate current policies, and practices and make recommendations to Secretariat for improvements in the areas of data management.

Training: Assist newly elected replacements in learning duties.

Other: Assist chairman in other areas which may be delegated from time to time.

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REUNION GROUP: The reunion group committee shall develop a directory of reunion groups, respond to inquiries on joining a group, track group size, days the groups are scheduled to meet, etc. The Reunion Group Committee will develop general education and encourage the CGTD Community to meet on regular basis for accountability and support in their daily walk.

- Responsible for the establishment of Reunion Groups
- Communicates to candidates and Pescadores the function and purpose of a Reunion Group
- Be the driving force in encouraging Pescadores to belong to a Reunion Group
- Contact all candidates as soon as possible after a Tres Dias Weekend, to encourage them to join an existing or establish a new Reunion Group
- Be a member of a Reunion Group and attend as many other Reunion Group meetings as possible
- Encourages the flow of Reunion Group meetings with focus on prayer, fellowship and accountability to piety (Christ-likeness), study and action
- Develops and maintain a list of all existing Reunion Groups and their attendees
- Participates in overall guidance and planning of CGTD activities

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SET-UP AND TAKE-DOWN:

- Arrange for and supervise the cleaning of site prior to weekend set-up of the facilities and equipment according to the policies and practices of Tres Dias of Central Georgia.
- Arrange for the take-down of all equipment and supplies and the cleaning of the facility at the close of the weekend.

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