

# **Tres Dias of South Hudson Organization & Operating Procedure; Policy** (By-Laws; Guidelines)

*Includes all resolutions passed through May 2008.*

## **I. NAME**

The official name of the organization of **Tres Dias of South-Hudson**, herein also referred to as the Secretariat.

## **II. AFFLIATION**

Tres Dias of South-Hudson is a charter member of the National Secretariat of Tres Dias. As such, it totally subscribes to the constitution and By-laws of the national organization and will adhere to the Essentials of Tres Dias prescribed by the national organization.

## **III. PURPOSE**

The purpose of the organization is to strengthen and extend the Body of Christ. The primary means to accomplish this end is to conduct the three-day Tres Dias experience, also referred to as the Weekend, on a regular basis. Following the Weekend, referred to as the Fourth Day, activities will be provided for those who have experienced the Tres Dias or Cursillo weekend (the Community) to sustain and further their life in Christ.

## **IV. MEMBERSHIP**

Organization membership shall automatically include anyone who has experienced the Weekend or its recognized equivalent – the various movements based upon Cursillo de Cristiandad. Members shall generally be in a geographical proximity, and, in the case of adjacent Tres Dias communities, a given member shall choose a Secretariat for affiliation.

Any member may resign by written notice to the Secretariat or by so stating at an official meeting of the Secretariat. Membership of an individual may be terminated, with or without cause, by a majority of voting members at an official meeting of the Secretariat following notification of intent to do so.

Members of the organization shall also be known as "Pescadores".

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## **V. SECRETARIAT**

### **A. Purpose**

To plan, guide and execute all activities related to conducting the three-day Tres Dias experience and directly related activities. These activities are identified as Pre-Weekend, Weekend, and Post-Weekend. Secretariat duties include approving policy, communicating with the membership, fiscal responsibility and supporting the membership as they Christianize their environments.

### **B. Membership**

Secretariat membership shall be defined as follows:

An open call will be made to all Pescadores to participate in all regular and special meetings of the Secretariat. All South-Hudson secretariat members attending will be eligible to vote. A quorum will be 12 members or 80% of the average attendance of the last two meetings, whichever is less. The secretary of the Secretariat shall maintain a list of attendance.

### **C. Meetings**

The Secretariat shall hold regular meetings at least six times during each operating year with a frequency of approximately four to eight weeks. Special meetings can be called by the Executive Committee (see VI.B.6) of the Secretariat or by petition of 10% of the general members.

An annual meeting will be held in the month of May for the purpose of reports, electing officers in even numbered years and conducting other necessary business.

The membership will be given notice in writing of any meeting of the Secretariat providing place, time and purpose.

### **D. Operating Year**

The operating year shall commence on June 1<sup>st</sup> and conclude on May 31<sup>st</sup> of the following year. In even numbered years a nominating committee, appointed by the President, will present a slate of officers of the Secretariat at the regular meeting preceding the May meeting. Nominations can also be made from the floor. Election of officers will take place at the annual meeting with those elected taking office June 1<sup>st</sup>.

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## VI. ADMINISTRATION

### A. Officers and Duties

The officers of the Secretariat will be elected to a two-year term. Officers cannot succeed themselves in a specific office with the exception of an incumbent who is filling an unexpired term. In the case of a vacancy, the President can appoint an interim for a maximum of three months until an election can be held. In the case of a vacancy in the Presidency, the Vice-President will assume the Presidency.

1. **President:** Shall call and chair meetings and serve as the official representative of the Secretariat. The President will nominate committee chairpersons and other necessary functionaries who will serve upon approval of the Secretariat. The President shall chair the Executive Committee. A qualification for election is having served as "Rector" of a Tres Dias Weekend.
  2. **Vice President:** Shall serve in the President's absence and undertake other duties designated by the President. The Vice-President shall chair the Policy Committee. A qualification for election is having served as "Rector" of a Tres Dias Weekend.
  3. **Secretary:** shall take minutes at meetings of the Secretariat and the Executive Committee. Shall maintain a list of the general membership and Secretariat attendance. Shall execute correspondence as necessary. An Historian will be appointed by the President to support the Secretary's Office, keeping an official copy of appropriate materials related to each Weekend and the Community.
  4. **Financial Secretary:** Shall receive all monies of the organization, keep itemized accounts of all transactions, deposit all receipts promptly, and notify Treasurer of all deposits. Shall issue a report at the regular meetings of the Secretariat and an annual report of all monies received. Shall consult with the Treasurer on appropriate investments.
  5. **Treasurer:** Shall receive from the Financial Secretary records of all deposits of income to the organization and shall disburse funds of the organization as duly authorized. Statements of financial condition shall be made to the Secretariat at each regular meeting and the annual meeting. Shall, in consultation with the Financial Secretary, diligently invest in interest bearing accounts, those funds not needed for current expenses. Shall maintain accurate and current financial record of income and expenses and shall make these available upon reasonable request to any member of the Executive Committee.
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## **B. Standing Operating Committees and Duties**

Committees shall exist to increase the effectiveness of the Secretariat and shall be responsible to it. Committees shall have a representative at each Secretariat meeting. Committee chairpersons will be appointed by the President with the approval of the Secretariat. Committee chairpersons shall appoint their membership from qualified Pescadores. A chairperson's term shall be two years concurrent with officers. A chairperson may succeed himself or herself.

- 1. Pre-Weekend Committee:** Responsible for processing candidate applications, applying approved selection and screening criteria, preparing applications and related material, interacting with sponsors, accepting and notifying candidates, conducting information programs and recommending policy to the Secretariat regarding the function of the committee.
- 2. Weekend Committee:** Responsible for all physical arrangements in respect to conducting the Weekend. This includes selection, liaison, preparation and cleanup of the site, supplies, food (and cooks), and coordination with the Rector and Chief Auxiliary on each weekend. Policy and procedure recommendations relating the committee's function will be made to the Secretariat.
- 3. Post-Weekend committee:** Shall support Pescadores in their Fourth Day by conducting secuelas and facilitating the formation of Group Reunions. The committee shall recommend and assist in other activities such as Weekend reunions which promote sustaining the Fourth Day and are consistent with the aims of Tres Dias.
- 4. Communications Committee:** Preparations, printing and distribution of a periodic newsletter, the "Good News", to communicate to the full membership, events and policy, along with spiritual direction; maintains community mailing list.
- 4. Policy Committee:** The committee will be chaired by the Vice-President. Membership will be composed of persons who have served as a Rector of a Tres Dias Weekend.

The duties of the Policy Committee are as follows:

- i. Review and/or recommend direction and specific policy to the Secretariat – especially in respect to the spiritual, essential and dynamic aspects of the movement and the Weekend.
  - ii. Appoint Rectors, review and approve team lists with those Rectors, and provide guidance and support to those Rectors as they plan their Weekend.
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- 5. Executive Committee:** The Executive Committee will be chaired by the President, membership will be composed of the President, Vice-President, secretary, Financial Secretary, Treasures and Chairmen of Pre-Weekend, Weekend and Post-Weekend committees. The duties of the Executive Committee are to be responsible for the business, administrative and financial matters of the organization.

## **VII. POLICY AND PROCEDURE**

The Secretariat adheres to the "Essentials of Tres Dias" specified and published by the national organization. There are, additionally, many other matters of policy and procedure that are left to the discretion of the local Secretariat. Those matters considered necessary to be clarified as Policy and Procedure of the South-Hudson Secretariat exist in a document so titled.

Policy and Procedure will be categorized in the following manner:

Section I	Pre-Weekend Policy and Procedure
Section II	Weekend Policy and Procedure
Section III	Post-Weekend Policy and Procedure
Section IV	Secretariat Policy and Procedure

Policy and Procedure may be amended by a majority of the voting members at any Secretariat meeting provided that the proposed modification, deletion or addition was reviewed by the Policy Committee, published in the "Good News" and proposed at a prior Secretariat meeting.

### **Section I Pre-Weekend Policy and Procedure**

#### **A. Application Guidelines – Pre-Weekend Committee**

1. Sponsors need to be sure their candidate's application is complete. This includes three signatures (the candidate's, sponsor's, and the candidate's minister) and a statement made by the candidate what he/she hopes to gain from the weekend. (Note a reason if there is no clergy signature.) Otherwise, the application will be returned to the Sponsor for completion.
2. Fully completed applications will be considered in the order received.
3. Applicants should be at least 21 years of age. (Vida Nueva in Mid-Hudson and Emmaus in Connecticut are available for teenagers.)
4. Husbands are expected to precede wives as candidates with exceptions to be considered at the request of the sponsor.
5. Sponsors of Catholic candidates need to inform their candidates of Cursillo Weekends.

Amended: March 11, 2008

6. When the Pre-Weekend Committee receives six applications for a given weekend from one church or six applications from candidates living more than 50 miles from the retreat location for a given weekend, the Rector, the President of Secretariat, and the Pre-Weekend Chairman will consult concerning the acceptance of further applications in those categories for that weekend.

Amended: March 11, 2008

7. Sponsors should advise candidates that their weekend has been paid for by previous participants. Candidates will have the opportunity to carry on this tradition if they so choose.

Amended: March 11, 2008

***Exceptions to the guidelines may only be made upon consultation and agreement with the President of the Secretariat, the Rector and the Chairperson of the Pre-Weekend Committee. This is in recognition that a set of guidelines can't anticipate every contingency.***

Adopted: December 17, 1980

Amended: September 16, 1981

March 17, 1982

September 11, 1990

March 11, 2008

## **Section II Weekend Policy and Procedure**

- A.** Grape juice will be used for communion celebration at all SHTD Tres Dias functions.

Adopted: February, 1979

Amended: March 11, 2008

- B.** It is South Hudson's policy that all seven Sacraments will be presented on the weekend.

Adopted: February, 1980

- C.** People from denominations whose church disallows participation in open communion should be accepted for teams, in light of the Tres Dias Essentials, that we celebrate what we have in common and respect our differences.

Adopted: May 21, 1980

- D.** Appropriate clothing, actions, and behaviors are expected throughout the weekend.  
Joke sessions will not be included on any South Hudson Weekend, so that they not get out of hand.

Adopted: October 15, 1980

Amended: March 11, 2008

- E.** Team and candidates will be prayed for, by name, at the sponsors' prayer time on Thursday night after the opening. A "Team and Candidate list" will be available at the palanca table throughout the entire weekend.

Adopted: February, 1982  
Amended: March 11, 2008

- F. In light of Tres Dias Essentials, that we celebrate what we have in common and respect our differences, a separate mass for Catholic team members and candidates will not be provided during the Tres Dias Weekend, by clergy outside the team and candidates. If a Catholic feels strongly that they must attend mass on Sunday, then that candidate should attend a Cursillo weekend instead of Tres Dias.

Adopted: March 17, 1982

- G. South Hudson's policy is that there will be one Fourth Day talk at the Closing, by a Pescadore who has been at least one year into their Fourth day, who attends secuelas and has reunion group experience. The talk's length should be no more than 5 minutes and should follow the outline.

Adopted: April, 1982  
Amended: March 11, 2008

- H. South Hudson Tres Dias will use the scripture-based, "Way of the Cross" meditations on Thursday evening.

Adopted May, 1983  
Amended: March 11, 2008

- I. Secretariat will pay for building (facility) expenses, as well as any donation toward the use of a church for team meetings. Also the expense for photo-copying, mailing and telephoning shall be paid for the Rector and Chief Auxiliary.

Adopted: September 20, 1983  
Amended: March 11, 2008

- J. Team members will be instructed to identify themselves as Team. This will be done at the discretion of the rector.

Adopted: June 1985  
Amended: May 2004

- K. General Qualifications for Serving as Spiritual Directors in the South Hudson Tres Dias Community

- i. We affirm that God is using Tres Dias as a means of grace and growth to persons in many traditions, and from many churches and denominations.
- ii. We advise that Spiritual Directors shall be those who have been called as pastors of a congregation. Any clergy person not pastoring a congregation must be considered on an individual basis.

Amended: March 11, 2008

- iii. We discern three basic functions that the Spiritual Director serves with the team, candidates and larger community of Tres Dias:

a. Liturgist      b. Teacher      c. Counselor

**a. Liturgist**

Since Eucharistic/Communion liturgies are central to the Tres Dias weekend, in ongoing community life, we agree that the Spiritual Director who presides at these liturgies must be clergy with generally recognized sacramental orders.

If a Spiritual Director is an ordained member of a religious order, but has never been called to pastor a congregation, he/she may assist but not preside at the liturgy.

N.B. At least one of the Spiritual Directors and preferably all, must be clergy with generally recognized Christian sacramental orders.

**b. Teacher**

Since meditations and talks are a basic responsibility of the Spiritual Directors, we agree that they must have biblical and theological education sufficient for this task; and also sufficient for an informed critique and commentary on the team rollos.

“Sufficient biblical and theological education” is to be construed as meaning that the Spiritual Director will have completed a course of study at a generally recognized Christian theological institution.

**c. Counselor**

Since Spiritual Directors provide pastoral care to the team and candidates, we agree that they must have pastoral skills and formal training for this task.

4. We confirm that the Spiritual Directors provide a key support role to the Rector and team in maintaining the gifts of the Tres Dias weekend, including its structure, mission and content.
5. We advise and confirm that the ordained clergy should ordinarily not serve in positions designed for the laity, e.g. Rector, Table Leader and lay Rollista.

Adopted: August, 1993

- L. As long as one of the Essentials of the weekend is that it be cloistered, any team member who is on the weekend must make a concerted effort to treat his/her spouse or anyone else without any special affection.

Amended: March 11, 2008

Spiritual Directors and spouses on the same weekend should react to and treat their spouses in the same manner as they would any other team member or candidate.

Spouses or significant other of the candidates should not serve in any visible palanca (i.e., serving of meals) on the weekend. Spouses or anyone else not on the weekend should not engage in conversation with, or be seen with, anyone on the weekend.

Only team and candidates are to stay at Mariandale or wherever the weekend is held. Everyone else is to do their palanca and then leave the premises.

Adopted: August, 1993

Team members are to stay at the retreat center for the entire weekend.

Adopted: March 11, 2008

Cell phones should not be used by anyone during the weekend (including team members) except for the Chief Auxiliary and the Kitchen Auxiliary – to be used only to call the Community for help/support.

Adopted: March 11, 2008

M. On Tres Dias weekends, the outside doors of Mariandale will be locked. All Tres Dias Community people will be asked to leave the premises by 9:00 pm. or as soon as possible thereafter.

Adopted: August, 1993

Amended: March 11, 2008

### **Section III Post-Weekend Policy and Procedure**

- A. The Post Weekend Committee shall schedule and coordinate all Secuelas.
- B. Secuelas shall be scheduled on a monthly basis at a variety of different churches in the region, and be held at least ten times per year. An effort should be made to schedule some Secuelas on different days of the week.
- C. The general format of Open or Closed Secuelas shall be followed, with discretion as to when particular events occur within the Secuelas. The Post Weekend Committee is responsible for the format of Open and Closed Secuelas.
- D. At Secuelas there shall generally be a liturgy celebrated by the Pastor and/or other clergy. If no clergy is present, a love feast or agape-type celebration may be held.
- E. The Post Weekend Committee shall coordinate each Secuela with the host or host family to ensure that procedures are followed.
- F. Only persons having made a Tres Dias/Cursillo or similar weekend are permitted to attend Secuelas except when the secuela is scheduled as an Open Secuela to which guests are invited. Attendance by children of Pescadores is strongly discouraged.
- G. The Secuela is a reunion for the Tres Dias community. The events of the Secuela should be focused on the Fourth Day experience. No religious items (however good the cause) should be distributed or sold at Secuelas.
- H. Tres Dias items, approved by National Secretariat, may be sold at secuelas for the actual cost of the item.

- I. A Fourth Day talk shall be included in all (closed) Secuelas. Guidelines for the content and duration of the talk (outlined in the guidelines) are to be distributed to any Church holding a Secuela.
- J. Timely notice of upcoming Secuelas shall be sent to the Community via the Good News (SHTD newsletter), via online or when necessary, hard copy.
- K. The Post Weekend Committee shall, by various means, promote reunion Group (Small Group) participation for members of the Community.

Adopted: March 11, 2008

#### **Section IV Secretariat Policy and Procedure**

- A. The following procedure shall be followed at SHTD Secretariat meetings:
  - 1. Scripture and Prayer (person to be selected before meeting by the vice president)
  - 2. Reading of the last meeting's minutes
  - 3. Financial Secretary's Report
  - 4. Treasurer's Report
  - 5. Committee Reports to be given-
    - a. Pre-Weekend
    - b. Weekend
    - c. Post Weekend
    - d. Communications
    - e. Policy
    - f. Upcoming Rectors' reports
    - g. Palanca Coordinator
  - 6. Report from National / International Secretariat
  - 7. Old Business
  - 8. New Business
  - 9. Closing Prayer
- B. In the absence of an executive committee member, or committee chairperson, report may be given by someone chosen by the committee member.
- C. Meetings shall be held on a "consistent day" the second week of each month at 8:00 pm. The day of the meeting shall be determined by the officers of the Secretariat. If and or when, a change in day is necessary, it will be publicized in advance in the Good News and the SHTD website.

Amended: May 13, 2008
- D. There will be no Secretariat meeting during the month of July.
- E. A meeting may be cancelled due to inclement weather. Great effort will be made to make the decision by 3:00 pm the day of the meeting. If a cancellation is necessary, it will be publicized on the SHTD website.

Adopted: March 11, 2008

#### **VIII. AMENDMENTS**

This document may be amended by a majority of voting members at any Secretariat meeting provided that the proposed modification, deletion or addition was proposed at the prior meeting of the Secretariat.

***Exceptions to the guidelines may only be made upon consultation and agreement with the President of the Secretariat, the Rector and the Chairperson of the Pre-Weekend Committee. This is in recognition that a set of guidelines can't anticipate every contingency.***

Adopted: December 17, 1980  
Amended: September 16, 1981  
March 17, 1982  
September 11, 1990  
March 11, 2008

## **IX. DISSOLUTION**

Dissolution of the Secretariat of South-Hudson shall occur after paying all financial obligations. Any remaining assets will revert to the National Secretariat of Tres Dias.

Adopted: October 15, 1980

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