

Policy & Procedure of the South Hudson Secretariat

Includes all resolutions passed through March 2008.

SECTION 1 – PRE-WEEKEND POLICY & 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

March 11, 2008

SECTION II – WEEKEND POLICY & 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. 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 someone who has been at least one year into their Fourth day, who attends secuelas and has 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

SECTION II –WEEKEND POLICY & PROCEDURE (cont.)

- 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

1. 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.
2. 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

3. 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

SECTION II – WEEKEND POLICY & PROCEDURE (continued)

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

- N. 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 & 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 PROCEDURE & POLICY

- A. The following procedure shall be followed at SHTD Secretariat meetings:

March 11, 2008

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 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 the second Tuesday of each month at 8:00 pm, or when publicized in advance in the Good News or website.
- 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