

3.10 OPERATING YEAR:

- A.) The operating year shall commence on January 1 and conclude on December 31.
- B.) The Annual Review Meeting of the MCTD Secretariat will be held in February.

3.11 DUTIES AND RESPONSIBILITIES:

All Secretariat members are to attend as many meetings as possible and notify Chairman in advance when unable to attend. Secretariat members are expected to participate in overall guidance and planning of MCTD activities, and be active participants in the meetings and be willing to serve on sub-committees when requested.

A.) CHAIRPERSON:

1. Maintains responsibility for overall guidance and direction of MCTD.
2. Acts as the lay representative of MCTD in meetings with clergy from participating and potentially active churches and with other three-day movements.
3. Acts as a liaison with Tres Dias International.
4. Develops short and long-range plans for expansion and growth of the community.
5. Assists in the development of effective Policies and Procedures.
6. Presides at Secretariat meetings.
7. Signs checks as the alternate signer.
8. Acts in conjunction with the Weekend Couple as liaison with the campground to handle relationships and reservations for future weekend dates.

B.) TREASURER:

1. Maintains up-to-date records of all MCTD finances.
2. Maintains accounts receivable and accounts payable.
3. Signs checks and distributes funds as authorized by the Secretariat.
4. Receives and deposits Tres Dias funds on a timely basis.
5. Distributes monthly financial statements to all members of the Secretariat.
6. Submits financial records for review by the Secretariat or their designee for audit or for

external audit or review at the request of the Secretariat.

7. Presides over Secretariat meeting in the absence of the Chairperson.
8. Provides reimbursement forms and tax-exempt number to those making Tres Dias related purchases.
9. Completes all government (State and Federal) tax forms, in a timely manner.

C.) SECRETARY:

1. Maintains an up-to-date record of minutes of all meetings of the Secretariat, which includes a list of each member present and absent.
2. Distributes copies of minutes to each member of the Secretariat.
3. Logs and maintains records of all amendments made to the By-Laws and Policies and Procedures. The Secretary distributes revised documents to the Secretariat.
4. Presides at the Secretariat meeting in absence of the Chairperson and Treasurer.
5. Keeps historical records for the community, including weekend specific pictures and other pertinent information.

D.) MEN'S LEADER/WOMEN'S LEADER:

1. Coordinates with and receives from Data Management an up-to-date record of each Pescadores's service records, (including any service with other three-day communities, ie: Cursillo and Walk to Emmaus), as well as service on the Tres Dias Secretariat.
2. At conclusion of every weekend provides Chairman with an up-to-date list of all individuals who are Rector-qualified.
3. Once an individual has been selected and has agreed to serve as rector the Leader will immediately arrange a meeting at which time he/she will:
 - a. Provide a copy of the latest Policies and Procedures, Essentials and the "Letter of Agreement" to be signed by the Rector designee and returned to the Chairman.
 - b. Provide a copy of the Rector's Guide/notebook and thoroughly review and discuss the contents.
 - c. Provide an up-to-date copy of Pescadore service records to aid in team selection.
 - d. Assist incoming Rector in team selection and formation, paying particular attention to advancing Pescadores to various team positions that will move them toward Rector Qualification.
 - e. Discuss and provide guidance regarding weekend theme, text and song.
 - f. Be available to lend advise and/or counsel as required and/or requested.

- g. Review Rector's timeline and script no later than 10 days in advance of weekend.
- h. Critique Rector's "4th Day" Rollo.
- i. Critique "4th Day" Rollo of Rector's Spouse.

4. Conducts a follow-up meeting within two weeks after the weekend with the Rector, Head Cha, Head Kitchen Cha, and other Heads that experienced any "unusual or extraordinary" issues during the weekend. Having determined the source or cause of the issue(s), discuss items with the Chairman and determine any further course of action to correct or avoid problems or similar situations on subsequent weekends.

E.) PRE-WEEKEND:

1. Encourages sponsorship by providing sponsor materials at Secuelas and in candidate bags and at team meetings
2. Distributes and receives candidate applications.
3. Reviews applications for completeness according to the Policies and Procedures.
4. Maintains a dated list of applications and keeps applications on file.
5. Sends letters of invitation to candidates.
6. Sends confirmation letters to sponsors.
7. Follows up on invitations with candidates and sponsors until candidates are confirmed.
8. Monitors candidate status in a timely fashion to ensure that the maximum number of candidates will attend the weekend.
9. Prepares and distributes candidate list and team list at send off.
10. Receives payment information before send-off regarding candidate payment status.
11. Presides as master of ceremonies at send-off.

F.) WEEKEND:

1. Acts as liaison with the onsite campground director in partnership with the Chairperson.
2. Identifies Pescadores to serve on set-up and takedown crews to help with the set-up and takedown of all equipment, and the cleaning of the facility at the close of the weekend.
3. Arranges the transportation of equipment to and from the weekend site.

4. Is responsible for the storage trailer & inventory in between weekends.

G.) SUPPLY AND PROCUREMENT:

1. Coordinates with weekend position for transportation of supplies to weekends and storage of supplies after weekends.
2. Maintains a master supply and equipment list, with an inventory of assets.

I.) PALANCA:

1. Sends general Palanca letter to the weekends of other communities/movements.
2. Requests and receives general Palanca letters for weekend from other communities.
3. Maintains a photo log of all donated community banners.
4. Emails TDI a year in advance of upcoming weekend dates for purposes of publication on their website.

J.) FOURTH DAY:

1. Prepares Fourth Day packet including:
 - Tres Dias introductory brochure/Essentials of Tres Dias
 - Fourth Day CD
 - Information about the MCTD website
 - A current newsletter
 - Sponsor responsibilities
 - Candidate Application Forms
 - Vida Nueva information
 - Other information as appropriate
2. Schedules Secuelas on a regular basis.
3. Provides a resource table at Secuelas.
4. Recruits Secuela hosts and provides them with supplies and Secuela outline.
5. Works with Head Chas from previous weekend to assure all Secuela details are complete.

K.) SPIRITUAL DIRECTOR:

1. Prayerfully oversees the spiritual direction of MCTD activities.

2. Works as the primary advisor and source of spiritual counsel to the Secretariat to assure that they are acting in obedience to God's Word.

3. Works as primary liaison with the weekend Spiritual Directors and provides them with their weekend materials.

4. Selects weekend Spiritual Directors after taking into consideration the preferences of the Rectors and the Men's and Women's Leaders.

5. Works as the primary liaison with other clergy regarding matters related to the weekend and Fourth Day activities.

). **DATA MANAGEMENT:**

1. Maintains current documents in Microsoft Word or Microsoft Excel:

- By-Laws
- Policies and Procedures
- Service descriptions of each position
- Rector Script
- Talk outlines
- Rector's Orientation Manual
- Pescadore work history
- Pescadore Secretariat service
- Meeting minutes
- Other documents as appropriate

M). **MEN'S REUNION GROUP/WOMEN'S REUNION GROUP:**

1. Responsible for the establishment of Reunion Groups.

2. Communicates to candidates and Pescadores the function and purpose of a Reunion Group.

3. Be the driving force in encouraging Pescadores to belong to a Reunion Group.

4. 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.

5. Be a member of a Reunion Group and attend as many other Reunion Group meetings as

possible.

6. Encourages the flow of meetings with focus on prayer, fellowship and accountability to piety (Christ-likeness), study and action.

7. Develops and maintain a list of all existing Reunion Groups and their attendees.

N.) NEW COMMUNITY COORDINATOR:

1. Maintain awareness of need and/or desire of local group to begin a new community
2. Help determine feasibility by providing the existing TDI requirements and time-line for developing and starting new community
3. Meet with new community leaders to discuss and pray about the process as outlined by TDI
4. Report to MCTD Secretariat and determine interest in and ability to sponsor new community

4.0 AMENDMENTS:

These By-Laws may be amended by affirmation of 75% of the voting positions present at any Secretariat meeting provided that the proposed modifications have been presented in written and/or electronic form at a prior meeting of the Secretariat. The proposed changes shall be submitted individually and show current language as well as the reason for the modification. The Secretary shall log all proposed changes and approved results and forward them to Data Management to amend this document. Notice of approved amendments shall be published in the newsletter and a pdf file of the By-Laws shall be available via e-mail to any Pescadores who requests a copy.