

# PALANCA CHA JOB DESCRIPTION

## OVERVIEW

Palanca is introduced on Friday afternoon during the Divine Aid and the Holy Spirit Rollo. Palanca is described as a lever and in its many forms is defined as one of those aid's given by God to soften the hearts of the Candidates.

Palanca Chas's are the only Cha's on the weekends, which are introduced during a Rollo to do a specific task, this being to deliver Palanca. Palanca Cha's then must take care to closely balance brevity and reverence during their visits to the Rollo room.

You all remember your own weekend when Palanca was introduced. You wanted to hear every word of the notes and letters written and you wanted to see what someone had spent time preparing for you. These Candidates are no different.

Palanca is not to be delivered until after the table discussions have concluded and the posters have begun. When delivering Palanca, a good policy to follow is for each of the Palanca Cha's to first read the notes while showing what is being given. After all of the notes have been read then ask the Table Cha's to help with distribution of the Palanca. You want the Candidates to hear every message. Remember, you are the messenger and the Palanca is the message. Palanca is the focus not the Palanca Cha's.

Once each day the Palanca team *may* conduct a skit. This skit should not be longer than 10 minutes and must be coordinated with the Rector, Head Cha and Assistant Head Cha so the time schedule can be adjusted accordingly. It is not recommended to distribute Palanca during this "skit" visit. The skit is your Palanca to the Candidates in this case.

There are times during the weekend that laughter is warranted, however, these times of brevity should be coordinated with events of the weekend. The Head Palanca Cha should coordinate closely with the Rector/Head Cha and Head Spiritual Director for those uplifting times as well as those times when laughter should be set aside.

Prior to the Holy Spirit Rollo the Head Palanca Cha is to coordinate with the Head Spiritual Director what items should be delivered. First there are General Palanca Letters and letters from the other communities around the world. Then the Head Spiritual Director introduces Banner Palanca at which time the weekend banner should be brought in. Finally Table Palanca is introduced. It is at this time the Palanca Chas get to introduce their selves and tell everyone what their real weekend title is. This first Palanca run is low key. Remember, you are the messenger and the Palanca is the message.

## ***TYPES OF PALANCA***

Banners

Table Palanca (one item to be shared by an entire table, such as a fruit basket)

Pillow Palanca (individual item to be put on bed)

Rollo Room Palanca (an item for each Candidate and Professor)

Kitchen Palanca (Palanca placed at every place in the Dining Hall)

Individual letter for palanca bags – team and candidates

Rollista palanca

Team palanca

## ***NUMBERS REQUIRED***

Banners -(only **new** banners are presented in the Rollo Room). All banners should be 3 feet by 5 feet.

Table Palanca - 6

Pillow Palanca for Candidates – 36 - 40

Rollo Room (for Candidates and Professors) – 48 - 50

Kitchen Palanca - 125

Individual letter for palanca bags, candidates – 36 – 40 , team is optional

Rollista palanca – optional

Team palanca – optional

## ***TEAM MEETINGS***

Have a basket on the back table for Palanca notes to Team members. Distribute before Team meeting begins.

Present any Team Palanca according to Rector's instructions. You may do this as a group at the podium so each palanca cha has a chance to “practice” and get used to doing it for the weekend. Let rector know (or head cha if instructed) whenever you have any to present.

Beginning at the second team meeting the Head Palanca Cha should discuss the following from the podium:

1. Writing letters to the Candidates before the weekend to avoid the last minute rush. There will not be time to write them on the weekend. Remind the Team to bring the same ink pen on the weekend to fill in the Candidate's names and to alphabetize the letters before bringing them to the Palanca room. Set a deadline on the weekend so you won't be overwhelmed with letters on Sunday. Suggest that they write 40 letters rather than 36 to allow for mistakes in writing their names on them during the weekend or for extra candidates. Give reminders at subsequent team meetings.

2. Discuss General Palanca Letters and request that they be turned in to you by the sixth Team meeting. Give reminders at subsequent meetings. (Bringing in blank stationary for

procrastinators might "inspire" them!) Also, if there is a general palanca letter example in the team book, draw their attention to it so that new team members have something to go by. If there is not one, then you should provide one as an example. Please note that with the rector's permission you may explain that it is not necessary for professors to write a general palanca letter since most of them will not have been revealed at the time that these are presented.

3. For the benefit of new team members, explain that Pillow Palanca can be given to other team members on the weekend **if** they feel lead to do so. Assure everyone that this is entirely optional and not expected. It does not need to be elaborate or expensive! In fact a personal note is very often the perfect thing to do. Remind them to notate on the palanca which night you want it put out. Otherwise it will go into that team member's bag on Sunday. The Set-Up Team gets Palanca bags, too. Please remember them with a thank-you note or other Palanca. Married Team members may want to especially remember the single Team members with Pillow Palanca. Remember new team members too! In addition, some Spiritual Directors give two talks. Encouraging notes or Palanca is nice to give and receive!

4. Ask rectors if at all possible to distribute their own pillow palanca for team members on the weekend. In your announcement about this, make sure that professors know that you do not expect this from them since they are occupied at their tables all day and that it may also be difficult for table chas. This will greatly alleviate the pressure on the palanca chas and dorm chas.

Let rector know each week prior to the meeting when you plan to make these announcements so that she can plan accordingly.

Check with the rector in advance about her preferences on how palanca should be distributed on the weekend. It can be done in two different ways. The "Whisper of Love" presents Palanca in a quiet and gentle way. This is done either by placing the palanca on the rollo room tables when they are not there and reading the notes later or by presenting it in a serious and sweet manner and reading the notes at that time. However, if the Rector would like a little humor, you could ask former Palanca Chas for ideas for mini skits (approx. two minutes) and costume ideas. A combination of both ways is another option for presenting Palanca. In your planning, please respect the Rector's wishes and be sensitive to the Holy Spirit's leading. Too many skits can be disruptive and interfere with the table dynamics as well as the schedule.

### ***THINGS TO DO AND PREPARE BEFORE THE WEEKEND***

1. Call rollista's spouse (reunion group if unmarried) to arrange for corsage/boutonniere. Remember the spiritual directors' spouses or reunion groups too!

2. Palanca bags (125 will provide enough for all Team members, Candidates plus a few extra). The Tres Dias Weekend Couple usually purchases white bags for us to use. Please double check with them to be sure. Bags should be differentiated in some way between Chas, Kitchen, Professors, and Candidates for easier distribution at the weekend (i.e. different color ribbons or nametags).

3. Name Tags for Palanca bags (Team members can be made in advance so include some extras in case of team changes and mistakes), **OR** names could be written directly on the bags once you are on the weekend.
4. Large shopping bags or other containers to carry each rollista's palanca to her bed for her Rollo. (Nine for speaking professors, one or two **per** spiritual director, one for Rector) and three for sorting Pillow Palanca by dorm room each night. There are a few laundry baskets at the campground for sorting as well.
5. Check with the Weekend Couple about what is in the Palanca Room cabinets. Do they supply pens, markers, scotch tape, rubber bands, notepaper, and scissors? If not, you will need to bring your own.
6. A bag, folder or container for Palanca letters and notes to be given to Rector at the close of the weekend. These are the notes that were read as Palanca was given out.
7. A wagon is helpful for distributing Palanca.
8. Any costumes or props for skits you have planned.
9. Decide in advance which two palanca chas will be at send off to collect palanca brought there. You will need a couple of vans or SUV's (vans hold more) since you will be transporting banners and trays of oven palanca that cannot be stacked, in addition to letter and other palanca. If you have a shortage of large vehicles, you could check with the dorm chas to see which of them is coming to send off and if they will have any room in their vehicles. Palanca chas at send off should arrange in advance to have their bedding and other items already at the campground to allow room in their vehicles for the palanca.
10. Labels for mail sorters for each team member and candidate. Type or print all labels before coming to the weekend. (Get a tentative Candidate list from the Tres Dias Pre-Weekend Couple a few days before the weekend.) Type **H/C/F/S** in one corner (for husband, children, family, and sponsor). Once this mail is received, you can mark off the appropriate letter. **Go ahead and mark off any that does not apply (ex. H for all single women)** so you won't be looking for a letter that doesn't exist! This way you will know at a glance whose family letters are missing. Bring blank labels for last minute changes.
11. Head Palanca Cha obtain a copy of weekend schedule and highlight everything that pertains to Palanca Chas so that it can be posted on wall in palanca room.

### ***WEDNESDAY/THURSDAY SET-UP***

Weekend couple will be there on Wednesday night only. The Head Palanca Cha should check at that time to be sure all the supplies that they agreed to provide are actually there and let them know if there is anything missing.

Sweep and organize the Palanca Room. The tables and two sets of mail sorters (pigeonholes) will be set up for you by the Set-Up Team on Wednesday evening.

Have three long tables set up for Rollo Room Palanca. Label each table for a different day of the weekend. Pillow Palanca for Candidates can be placed under the tables.

Designate a separate place for Pillow Palanca for the team and separate by Thursday, Friday, and Saturday night. Make a list of Team members by dorm room for easier distribution of Team Pillow Palanca. Use laundry baskets for sorting

Designate another place for Rollista Palanca (including Spiritual Directors, Rector and Rector's spouse). The shopping bags you bring or other large containers labeled with each person's name work well in accumulating and carrying each Rollista's Palanca.

Sort through the letters that have already been turned in. Place team letters and other palanca that are marked with a specific day and time for delivery (e.g. "Friday Pillow" or "Before Rollo") in their proper place as indicated above. **REMEMBER NO INDIVIDUAL PALANCA FOR ANY ONE CANDIDATE. ALL CANDIDATES ARE TREATED THE SAME.**

Tape the pages of the weekend schedule on the wall for easy reference. There will be speakers set up so you can hear the Rollos and follow what is happening on the schedule. Check the schedule frequently to know when you must be ready for action!

Make a note of when you are scheduled for Prayer Palanca.

**After send-off,** place labels with Candidate's names on one set of mail sorters and label the other set for the Team. Keep each set in alphabetical order. (It seems to work best to put the labels **down the side** of each pigeonhole.) Select **one** Cha to be in charge of sorting letters because it can be confusing otherwise. Let her use her own system if it is easier for her.

### ***THE WEEKEND***

Sort letters continually and find out which Candidates do not have family letters. You should receive a finalized Candidate list with name of sponsor and marital status on Thursday evening. Make a list of what letters are still needed and contact the sponsor if you do not receive them by Friday evening or Saturday morning. Check with Assistant Head Cha to see if there is a long distance calling card obtained for the weekend.

Keep family letters in a rubber band at one side of each pigeonhole. Put them in the Palanca bags **LAST** and **ON TOP**.

Make sure names are on all Palanca bags. (Bags and tags should be made before the weekend begins. All you should need to do on the weekend is to write the Candidates names on them.

During the weekend, leave the Palanca Box outside the Palanca Room door. Check periodically for new additions. It may be helpful to have a Palanca drop box or basket in each Team room to prevent extra traffic in and out of the Palanca Room.

Plan to let the Kitchen use some Community Palanca on the tables at meals. They can use anything of which there are 120 or more (enough for all the Team, including the Spiritual Directors and the Candidates). Discuss with the Head Kitchen.

Two of our Dorm Chas will be in the Candidate's room. They are unable to receive any special Palanca for them as individuals. You will need to give their Palanca to the Head Dorm Cha for her to distribute.

On Saturday evening after Serenade, be sure all “family” letters are in. **Call sponsor/husband immediately if letters have not been received**

**Remember to line the halls at appropriate times.**

### ***ROLLISTA PALANCA***

Make sure that each Rollista/Spiritual Director has a corsage or boutonniere.

See that all Palanca and corsage/boutonniere is placed on his/her bed **BEFORE** they are pulled to dress. The Palanca should be placed on the bed and the bag placed beside the bed. **Do not go into the Spiritual Director's Room under any circumstance.** You can either place the bag by the door or have another Spiritual Director take it into the room and place it on the bed for you. It is a good idea to assign this responsibility to one Palanca Cha.

### ***INTRODUCTION OF PALANCA - FRIDAY AFTERNOON.***

Palanca is introduced during the Holy Spirit Rollo on Friday Afternoon. The Spiritual Director will usually begin by introducing Letter Palanca. On Thursday night, the Head Palanca Cha should give him all the General Palanca Letters (first pulling any unrevealed Professors) so he can pick some to read during his Rollo on Friday. When he gives them back to you, he may keep the ones he wants to read or he may ask you to hold them for him until his Rollo.

He will also introduce other types of Palanca. Be prepared with a Banner and Table Palanca. (Check ahead of time with Rector on which she wants to use.) Be just outside Rollo Room door and ready to carry them into the Rollo Room when the Spiritual Director ask for them. Do not keep him waiting!

At the end of the Holy Spirit Rollo, Candidates will be taken to the chapel. While gone, hang General Palanca Letters on lines provided on wall by the Camp of Colors. Table, Storeroom and Floater/Supply Chas will help. This is a very brief chapel visit, so work fast! Be sure to get the ones that the spiritual director used in his Holy Spirit Rollo and hang those on the wall later.

## ***ROLLO ROOM PALANCA***

Bring Palanca into the Rollo Room according to previous instructions from the Rector. Palanca is normally brought in while Candidates are working on posters, **never during table discussions**. However, there are also times indicated in the weekend schedule that may work as well. **Always** check with the Assistant Head Cha to make sure that it would be a good time to bring in Palanca. Plan to bring in Palanca about three times a day, but **BE FLEXIBLE!**

**All** Palanca **MUST** be given out on the weekend . . . none may be carried over to the next weekend. Please do everything possible to honor the giver's request as to when it should be given, unless completely unreasonable.

Put aside one of each Palanca for the Rector. If you have extra of a Palanca, the extra can be given to the Set-Up Team or placed on a Team member's bed that doesn't have any/much.

The Table Chas will provide you with six baskets to be used in the distribution of Palanca in the Rollo Room. You will need to put Palanca for the table and any individual Palanca that is to be passed out in the baskets before you come into the Rollo Room. Each Table Cha will pick up her basket and give the Palanca to the people at her table. This will save time in the Rollo Room.

Try to mix several different types of Palanca each time (ie. A banner, a Table Palanca, and individual Palanca at each place. ) Put the notes for that Palanca on the podium.

Make sure that each note is labeled with a description of the Palanca to avoid mix-ups and for later reference.

The Rector may want to read the notes or she may have you do so. In either case, **make sure that the name of an unrevealed Professor is not read**. Flag such instances for yourself and Rector so neither of you will forget and read the name. On Sunday, you will read the list of Palanca that was given by "special sisters" and reveal them. **Be sure to do this.**

**Important:** To distribute any Palanca in the Rollo Room there must be enough for Professors as well as Candidates (ie., number of Candidates plus 12). **Count before you begin!** If there are a couple of extras, give to Rector, Head Cha, Head Kitchen, etc.

Palanca is fun and lends itself to funny skits. However, please be sensitive to the Holy Spirit -- don't present a very serious Palanca in a funny way.

After delivering Palanca to the Rollo Room, always get your next load of Palanca ready right away to save on last minute rush!

## ***PILLOW PALANCA***

You may ask the Dorm Chas to help you distribute pillow palanca for both team and candidates. Candidate Pillow Palanca should **not** be put out until **after** Decuria begins on Friday and

Saturday evenings. There must be enough for EVERY Candidate or do not put it out. There is to be no Palanca of any kind for an individual Candidate except what will go into her Palanca bag. Individual Palanca is allowed for Team members only. To avoid a rush during the evening, Pillow Palanca for **Team** can be given out during the day at less busy times.

Spiritual Directors will receive Pillow Palanca; however, you should not put it in their room. You can leave it in a bag at the door or give it to one of the Spiritual Directors to distribute.

### ***BANNERS***

Only **new** banners are presented in the Rollo Room. Begin putting out some banners in the corridors and dining hall during the Piety Rollo. Check with Head Kitchen before you hang any in dining hall. Add more every day. Try to put out **all** of the banners that are left in the palanca room for you to use. Except for the new ones, these are the ones that have been selected by the rector to use. The Dorm Chas may wish to use some as well. Also, the Kitchen may want to choose one that may be appropriate for a theme they are using for that meal. Other banners belong to the community are in the trailer.

### ***COMMUNITY***

Encourage Community to come and **go** promptly when they bring Palanca. You will need to encourage people to leave because of the "tight quarters" in the Palanca Room. Also this is a cloistered weekend.

**Do not let anyone other than Team sit in the Palanca Room to listen to Rollos.** Make sure speakers are disconnected before the Rector's Rollo.

Write a description on a log sheet of all Community Palanca as it arrives.

**BEFORE THE SERENADE, make sure to place Palanca Box at front of building under the covered area for Community to leave Palanca.**

**Make sure outside palanca door is locked during Serenade.**

### ***SUNDAY PALANCA BAGS***

Palanca for a particular Candidate must fit into her Palanca bag. If someone brings a large gift, nicely inform him or her that you are not allowed to give it to the candidate. Suggest he/she give the gift to the Candidate on the way home or after the weekend is over. The obvious reason for this rule is that we don't want any other Candidate to feel left out. All should be treated with an equal amount of love. If a large gift is left and you are unaware of the giver, please pack the gift in the Candidate's luggage.



Palanca bags will be distributed after the Rector's Rollo, when she returns to the Rollo Room. The bags should be organized by Table and Team. Each Table Cha should take her table's bags. Storeroom, Floater/Supply and Gopher Chas should help with the Team Bags. **Have a training session ahead of time and make sure everyone knows the words to the song, "It was on a Thursday..."** You will enter the room singing the that song. Sing through several verses, weaving among the tables, before handing out the bags.

### ***MISCELLANEOUS***

It is generally inappropriate to put out Palanca during the Sacred Moments of Grace rollo and Crucifixion Chapel Saturday morning.

You may consider distributing all Palanca by the end of the evening on Saturday, trusting the Lord to provide new Palanca on Saturday night for use on Sunday. In this way you can avoid having too much to give out Sunday, which takes up time.

Check the Palanca box frequently of new arrivals.

Wear your most comfortable shoes with a lot of arch support! This is a busy job... keeping ahead helps tremendously.

Collect all garbage in a box and empty regularly.

It would be a good idea to do aerobics as Palanca to get everyone up and moving around.

Make sure the owner's name is on Palanca containers that they want back after use.

One Palanca Cha should be in the Palanca Room at all times to receive Palanca except at meals and during presentation of Palanca in Rollo Room.

Return six baskets to Table Chas.

Make sure the Palanca Room is swept and cleaned of debris for the benefit of the Take-Down Chas before you leave to hear the Rector's Rollo.

After the Rector's Rollo, remove the letters from the Rollo Room wall and put with other notes you have collected to give to rector.

***PALANCA ROOM TAKE-DOWN LIST***

**Before leaving your area for the weekend, please do the following:**

- \_\_\_\_\_ 1. If containers are to be left at the Camp, put them on the top of the shelves. If someone wants them back, leave them on the tables.
- \_\_\_\_\_ 2. Lock outside door.
- \_\_\_\_\_ 3. Take all trash to the dumpster.
- \_\_\_\_\_ 4. Turn off fans.
- \_\_\_\_\_ 5. Clean out refrigerator. **Nothing is to be left in it!**
- \_\_\_\_\_ 6. **Assistant Head Cha initial here.**

PALANCA LOG FOR TRES DIAS # \_\_\_\_\_

<u>ITEM</u>	<u>FROM</u>	<u>QUANTITY</u>	<u>RECEIVED</u>	<u>USED</u>

**Make several copies of this page. Place in binder or staple together and use in Palanca Room during the weekend to log incoming palanca.**