

HEAD PALANCA CHA

First and foremost your role as Head is to model "group reunion" with your section. You should begin and end each break out session and each day of the weekend with group prayer. Share with the section members how the Lord is leading you in the areas of Piety, Study and Action. Encourage other members to share as well. Reunion groups are the lifeblood of the 4th day experience. Please encourage "grouping" activities.

Head Palanca Cha is in charge of both pre-Weekend and Weekend Palanca for the Vida Nueva weekend. This includes organizing, giving directions, delegating responsibility, studying the schedule, checking on progress, and answering questions regarding Palanca. If the Director chooses, you may also be responsible for planning, creating and organizing multiple skits for the Weekend.

BEFORE THE WEEKEND

1. Team Meetings

- Pray together as a section during each section meeting.
- At each team meeting give out small, inexpensive Palanca to the entire team with a note of encouragement to go with it. Each member of the Palanca section should take turns providing this palanca.
- You will be expected to read palanca notes that will come in from team members. It's a good idea to read these notes ahead of time to make sure you can read the handwriting.
 - Save these notes to be given to the Director after the Weekend
- Notes will be given to the Speakers before they give their practice Talks. Please bring a basket, bag, or other container in which team members can place their notes to the Speakers.
- Lead Section Meetings
 - Review details about the responsibilities of the section. Many details appear in the Heads description that team members do not see; it is helpful to review these in advance
 - Make sure each section member has access to their position description
 - Plan for how these responsibilities will be carried out
 - If a Cha in your section misses a meeting, contact them to review details about both the team meeting and section meeting.

2. Collect General Palanca Letters for the Weekend

- Make announcements about this at team meetings

3. Gathering Supplies and Preparing Materials

- Palanca Bags for Team and Candidates
 - Check with the Weekend Couple to make sure there are plenty of palanca bags in the Weekend inventory. Do this early in case the bags need to be ordered.
 - Decorate large bags for Candidates with logo. Wait until the Weekend to put names on the bags.
- Labels for mailboxes
 - Check with the Weekend Couple for the mailboxes. *Option: you may want to sort Team letters right into their bags rather than using mailboxes.*
- Signs for organizing palanca
 - Signs with Speaker, Spiritual Director, Director and Director's spouse names and the time for "before Talk" Palanca to be given out. You will find times on the Weekend schedule.
 - Signs to be placed on beds or tables to sort palanca that read
 - i. "Saturday Table Palanca" - list times to be given out

- ii. "Saturday Bed Palanca" - Candidates and/or Team
- iii. "Sunday Table Palanca" - list times to be given out
- Boxes or bags for palanca collection
 - It may be helpful to label these Team Letters, Candidate Letters, Table Palanca, Kitchen Palanca, Bed Palanca, etc.
- Optional: costumes / props for Weekend skits
 - Before purchasing or making costumes, as the Weekend Couple to let you see what is already in the collection of items stored for the palanca section
- The cart is very helpful in delivering palanca.
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- 4. Planning for Skits
 - It is the Director's responsibility to choose whether or not skits will be used during the Weekend. If skits will be used, consult with the Director in advance to determine the number and type of skits requested for the Weekend. It is your responsibility to plan, create/script and direct the skits.
- 5. Coordinate with the Palanca Couple on the VN council. Prayer banner, prayer token list, Bible palanca etc. is to be handled at every team meeting. Find out if they will be present at the team meetings to handle these items or if you are to handle them. They might handle them at the first team meeting only and expect you to take it from there. State what plans are made to the Head and Assistant Head chas. Have a back-up plan in place. This is crucial. Do not wait until the last minute or night before the team meeting to do this.
- 6. If you have any music or anything requiring sound equipment for your skits, it is your responsibility to communicate that to the Communications cha in detail before the weekend. It is also suggested you let the Communications cha know ahead of time if you plan to use a CD or tape at a team meeting. This will help avoid much confusion.
- 7. You are accountable to the Head and Assistant Head chas. If you need to change a job responsibility for any reason, you need to check with them first and have it ok'd.

DURING THE WEEKEND

1. Arriving at the Campground
 - Please make sure to arrive early
 - Check in with the Head Cha upon arrival to see if/what you have been assigned to do
 - Clean and prepare the palanca area
 - Tape pages of the weekend schedule on the wall for easy reference
 - Organizing Palanca
 - You will need to arrange the palanca room to facilitate sorting. You will need to have places set up to sort the following kinds of palanca:
 - i. Letters for Candidates and Team. The Set-up Crew will set up the mailboxes.
 - ii. Bed palanca for Candidates and Team on Saturday afternoon. in. Spiritual Directors' bed palanca (*Young Women's only; never go into a male S.D.'s dorm room alone, or while they are still present; leave it outside their room*)
 - iv. Table palanca (Sat. & Sun.)
 - v. You'll probably need three separate tables/ beds to hold table palanca.
 - Paper grocery bags or boxes to hold each Speakers, Director's, Director's spouse, and each Spiritual Director's "before Talk" palanca.
 - i. Letters can be sorted in the mailboxes with the candidate letters
 - ii. "Before Talk" palanca is usually provided by the Gopher Chas
 - iii. "Before Talk" palanca is delivered by the Gopher Chas

- Place palanca collection boxes in each of the team dorm rooms
 - Once you get the final Candidate list, put their names on mailbox labels and attach to the mailboxes. Write "F" and "S" (Family and Sponsor) in one corner of each Candidate's label.
 - **IMPORTANT:** a gift of palanca cannot be distributed to a group unless there is enough for everyone.
2. At Send-over, at least two Palanca Chas should be stationed in the area to collect and sort palanca.
 3. Log in palanca - what it is and from whom, so the Director will have a record from the Weekend. If you have enough, save one item from each group.
 4. Introduction of Palanca
 - Palanca is introduced during the "God – Community of Love" Talk on Saturday morning. The Spiritual Director will usually begin by introducing letter palanca. Give them the General Palanca letters on Friday night so that he can select some to read during his Talk. He will give them back to you so that they can be put up later.
 - The Head Cha will bring the General Palanca letters to the Weekend
 - The Palanca Couple from the Council will bring palanca letters received from other Communities.
 - The Palanca Couple will bring the 24-hour prayer list that has been enlarged for hanging in the chapel. Make sure this is given to the Head Chapel Cha early on Saturday so that it is ready for when the Spiritual Director asks for it.
 - The Spiritual Director will also introduce other types of palanca. Be prepared with the Weekend banner and table palanca (check with the Director/Youth Director before the Weekend on which to use). Be ready to carry them into the Conference Room when the Spiritual Director asks for them.
 - At the end of the "God - Community of Love" Talk, the candidates are taken to the chapel. At this time, you will put up all the General Palanca letters
 - Tape some on the Conf. Room walls, some in the bathrooms by the Conf. Room, and some at the dorms (give to Dorm Chas to put up at a specific time). Table Chas, Supply Chas, and others in the Conf. Room will help put up the letters
 5. Table Palanca
 - Check to see how many times you will put out table palanca each day.
 - Divide the table palanca for each day into the number of times it will be given out. Try to give a variety of types of palanca each time (sweet, craft, salty, etc.) Some palanca will be labeled as to the time it is to be given out.
 - Give out most of the food palanca by Sunday morning. In the past much of the food given out on Sunday afternoon was not eaten. Not only does this help avoid leftovers, but also facilitates clean up.
 6. Conference Room Palanca
 - **IMPORTANT** - To distribute any palanca in the Conf. Room, there must be enough for all Table Leaders as well as Candidates. Count before you begin! If there are a couple of extras, give to the Director, Youth Director, Spiritual Directors, etc.
 - Don't pass out any palanca until ALL notes have been read. Once you start passing out palanca, you lose people's attention.
 7. Bed Palanca
 - You will distribute bed palanca for both Team and Candidates.

- Keep in mind that Candidates are given long breaks during which time they are permitted to return to their dorm. Plan your distributions accordingly. Stay in touch with the Head Cha to make sure of timing of these breaks.
- A wagon is helpful in distributing palanca in the dorms.
- You may partner with the Dorm Chas to distribute bed palanca if are rushed.

8. Kitchen Palanca

- Partner with Head Kitchen to determine which palanca should be used in the dining room.
- Use anything of which there are enough for **both** Candidates and Team. This can be determined on Friday and delivered to the kitchen's palanca storage area

9. Banner Palanca

- The Weekend banner gets hung in the Conf. Room.
- Add more banners (as are available) before each meal, break, etc in the Dining Hall

10. Weekend Palanca

- Mugs, t-shirts, bags, etc. are given out at a time the Director's chooses. Ask before the Weekend when to distribute. If breakables, such as mugs, are given, wrapping materials should be provided to the Table Chas in order to assist the candidates in packing them.

11. Speaker Palanca

- Insure that each Speaker has a corsage or boutonniere for their Talk. Contact parents, friends, or family of the Speaker to obtain these
- Put corsages/boutonnieres in the Staff House refrigerator
- Make sure all "Before Talk" palanca is in a designated place for the Gopher Chas to pick up before the Speaker is pulled.

12. Reading Palanca Notes

- The Director may want to read the notes, or have the Palanca Chas do so. Make sure each note is labeled with a description or example of the palanca.
- Keep all of the notes for the Director to have after the Weekend.

13. Mail Call

- It's a good idea to begin putting sorted mail into the mailbags no later than 3 hours prior to the time they are to be delivered on Sunday afternoon.
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- Encourage Team to get their mail in by Friday night or, at the latest, on the day before it is to be delivered.
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- You'll need a copy of the Conf. Room seating chart in order to sort bags by tables. You will probably get a copy of this on Saturday morning (if not, get one from the Head Cha and ask them to let you know if there are any seating changes).
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- As soon as possible, make a list of Candidate's missing letters. Contact their sponsor at Serenade or call them early in the Weekend to have them provide letters for Sunday afternoon.

14. Check the schedule frequently to know when you must be ready for action! Usually table Palanca is delivered each time the candidates leave the Conf. Room (after it has been introduced on Saturday morning), or according to directions from the Director and Youth Director.

15. Pick up palanca from the team dorms each day.
16. Team bags should be placed along the back wall of the Conf. Room for them to pick up at Closing (unless they are placed on their beds). Place them in alphabetical order. To make differentiating the team bags from the candidate bags easier, you can use colored tags or stickers on them.
17. Weekend Packets.
 - Pictures, 4th Day booklets, applications to serve and sponsor, and Weekend directories are placed in envelopes. This may be partially done by the 4th Day Couple when they deliver the Weekend directories.
 - These envelopes will be given to the candidates on Sunday at their tables
 - *make sure to have enough for Candidates, Table Leaders, Director, Youth Director and S. D. 's.*
 - It is not necessary to put their names on them.
 - Give a Weekend packet to the Head Cha to make corrections for the Secretariat
18. Line the walks when the candidates move from one place to another. The Head Cha will tell you when.
19. Send a Palanca cha to the serenade practice to collect any last minute letters or palanca from the community. If this is not a good time to "lose" one of your chas, simply request that the team members going to serenade collect palanca for you and deliver it to you when they come back to the campground.
20. Delegate, delegate. Let the youthful legs run all over the campground instead of you doing it all yourself

A SUGGESTED WAY TO ORGANIZE RESPONSIBILITY FOR PALANCA CHAS

1. One Cha in charge of table palanca for Conf. Room
 - organize table palanca on two tables beds, first according to days and then to the number of times it is given out).
2. One Cha in charge of bed palanca
 - arranged according to Candidates or Team for Sat. or Sun
 - collecting Director's, Director's spouse's, Speakers's and Spiritual Director's "before Talk" palanca.
 - o It may be helpful to partner with the Gopher Chas to coordinate timing and placement of Speaker palanca
3. Two Chas in charge of sorting mail into mailboxes
 - Letters should be sorted into two boxes labeled "Candidates" or "Team". MAIL SHOULD BE CHECKED TO SEE IF IT'S BEEN SORTED CORRECTLY BEFORE BEING PUT INTO BAGS.
 - Family and other mail collected by each Candidate's sponsor should be kept in a rubber band
 - o family, friends, etc. mail standing up and rubber banded on one side of

- the mailbox and mail from Team on the other side
- When you are ready to put the candidate's letters into their palanca bags, put the family letters on top. Any individual letter palanca for Team members should go into their Weekend bag

PALANCA CHA GUIDELINES

1. Please do not put out Palanca unless there is enough for every Candidate. Be sure to set out bed palanca systematically so that nobody is missed. There is to be no palanca of any kind given to any individual Candidate except what will go in his/her Palanca bag. This is so that all Candidates are treated with an equal amount of love. If anyone brings an individual gift for a candidate, suggest that the gift be given to the candidate on the way home or after the Weekend.
2. All Team letters should be sorted after the candidate's letters since the team doesn't get their bags until after closing on Sunday.
3. Wear comfortable shoes with a lot of arch support! This is a busy job. 4. Bring an alarm to assist in your section wake up.
5. You will receive a prayer palanca schedule before the weekend begins. If a team member from your section is scheduled for prayer palanca at a time that conflicts with the preparations in your section, it is your responsibility to find a replacement (possibly from another section - check with their Head) and communicate that change to the Head Gopher.
6. All Palanca Chas should help with the delivery and setting out of Conf. Room palanca and bed palanca.
7. When doing skits or waiting to deliver palanca, please avoid congregating in the Supply Area. That is a small area to work in, made smaller by more Chas. Please help the Table and Supply Chas get their tasks done by staying out of their paths.
8. All Palanca Chas should help with other jobs when they have finished with their area of responsibility.