SONSHINE NORTH Via de CRISTO
2156 Loch Rane Boulevard
Orange Park, Florida 32073
An affiliate of the National Lutheran Secretariat

POLICIES AND PROCEDURES

(REVISED July 2024)

SECRETARIAT:

This shall be the governing body of the movement. All members will be actively engaged in grouping and all other Via de Cristo activities. Since Via de Cristo is a Lutheran expression of the Catholic Crusillo movement, there shall be at least one member of the Secretariat who is a practicing Lutheran. A Secretariat meeting quorum is eight secretariat members; a vote can be passed by a simple majority.

The membership will consist of the following:

1. Lay Director/President
2. Assistant Lay Director/Vice President
3. National Lutheran Secretariat Delegate (Non-Voting)
4. Spiritual Director
5. Secretary
6. Treasurer
7. Palanca Chair
8. Pre-Via de Cristo Chair
9. Physical Arrangements Chair
    - Physical Arrangements Co-Chair
10. Post-Via de Cristo Chair
11. Outreach Chair
12. Communications Chair
    - Webmaster
    - Newsletter
    - Social Media
    - Forms Management
13. Leadership (Team) Training Chair
    - Team Binder Maintenance
14. Database Administrator (Non-Voting)

TERMS OF OFFICE FOR THE SECRETARIAT:

The length of term for a Secretariat member will be 36 months, with the possibility of an additional 36 months for a maximum of a 72-month term. Before the end of their term, the retiring member will present a minimum of two (2) names to the Secretariat for approval, **BEFORE** discussing the position with these individuals. If the names are approved by the Secretariat, the retiring Secretariat member will begin with the first choice and continue until

acceptance has been obtained for Secretariat membership from one of the approved members. The retiring member must work with the incoming member through the following weekend's Team/Pilgrim Reunion.

- The length of term for the Lay Director will be two (2) years.
- The length of term for the Assistant Lay Director will be two (2) years. After two (2) years, the Assistant Lay Director will assume the duties of the Lay Director for a two (2) term.
- The length of term for the National Lutheran Secretariat Delegate will be two (2) years. The National Lutheran Secretariat Delegate will be a non-voting member of the local Secretariat and act in a consultant status for the current Lay Director and the Assistant Lay Director.
- The length of term for the Database Administrator and the Webmaster is indefinite due to the technical nature of their jobs. They will hold their positions until removed by a vote of the Secretariat or they voluntary resign from their position.

No more than one half (1/2) of the membership should turn over at one time.

It is understood that the work of the Secretariat often involves discussions of individuals. This creates a need for absolute confidentiality and people with exceptional leadership and decision-making skills.

The Secretariat is totally responsible for decisions regarding people and procedures. All requests for alterations or variations to the approved materials by the Rector/Rectora must be approved by the Secretariat. Refusal to comply with approved materials or recommendations necessitates that individual coming to the Secretariat to explain their cause and accepting the decision of the Secretariat on their entitlement to continue in their current position.

It has always been policy with Sonshine North Via de Cristo to keep the movement exclusively unto itself. No other types of Christian activity are to be incorporated into weekend activities, such as charismatic pursuits or gestures or any other worship practices.

QUALIFICATIONS FOR SECRETARIAT MEMBERSHIP

LAY DIRECTOR / ASSISTANT LAY DIRECTOR:

1. Must be currently active in all aspects of the Via de Cristo movement.
2. Must have served as a Rector or Rectora.
3. Must have been a previous or current Secretariat member or sit on the Secretariat for a minimum of six (6) months before taking over as Lay Director.
4. Must exhibit organizational and leadership qualities through other areas of responsibility with the Via de Cristo and within their own church.
5. Must be an active participant within their own congregation.

SPIRITUAL DIRECTOR:

1. Preferred to be an ordained LUTHERAN pastor under call or retired.
2. Must be currently active in all aspects of Via de Cristo.
3. Must have served on a minimum of four (4) teams.
4. Should sit on the Secretariat for a minimum of six (6) months before taking over the position.

ALL OTHER BOARD MEMBERS:

1. Must be currently active in all aspects of Sonshine North Via de Cristo.
2. Must have served in a minimum of three positions on team.
3. Should exhibit organizational/decision making abilities from other Via de Cristo activities or work within their own church.

TEAM SELECTION GUIDELINES

CRITERIA FOR SELECTION OF RECTOR(A):

This individual must have:

1. Committed to attending Leadership training sessions for Rector / Rectora.
2. Served on a minimum of six (6) teams.
3. Have given at least two (2) Rollos.
4. Have worked as a Cha-Cha, both inside the Rollo Room and outside the Rollo Room.
5. Held at least two (2) of the following positions:
   a. Head Cha-Cha
   b. Head Rollo Room Cha-Cha
   c. Head Chapel Cha-Cha
   d. Head Server
   e. Head Outside Cha-Cha
   (*Serving in a "Co" Head position on a Co-Ed weekend serves as having served in any of the positions listed above*).
6. Display leadership/organizational qualities and skills, both within the Via de Cristo community and in their own church.
7. A willingness to follow the guidelines for team selection and preparation, as well as for the weekend format and post-Via de Cristo activities with approval by the Lay Director.
8. A majority vote of the Secretariat. A quorum is eight (8) members present.

CRITERIA FOR SELECTION OF HEAD CHA-CHA:

The first team member chosen by a Rector / Rectora should be the Head Cha-Cha. The Lay Director should provide a list of member names who are eligible to serve as Head Cha-Cha. ***THE RECTOR(a) (ELECT) SHOULD PRESENT A NAME OF A QUALIFIED PERSON FROM THIS LIST TO THE LAY DIRECTOR BEFORE APPROACHING THAT PERSON REGARDING THIS POSITION***.

This list will be provided by the Database Administrator.

The qualifications for Head Cha-Cha are as follows:

- Must have organizational skills.
- Must have served on a minimum of four (4) teams.
- Must have served in at least one of the following positions:
  1. Head Rollo Room Cha-Cha
  2. Head Chapel Cha-Cha
  3. Head Server
  4. Head Outside Cha-Cha

  (*Serving in a "Co" Head position on a Co-Ed weekend serves as having served in any of the positions listed above*).
- Must have given at least 1 Rollo.
- Must have good people skills.
- Should be someone the Rector / Rectora feels very comfortable spending time with.

SELECTION OF SPIRITUAL DIRECTORS:

The next consideration should be Spiritual Directors. This will be accomplished through dialogue between the Lay Director and the Spiritual Director(s) of the movement. The Spiritual Director will be responsible for selection of Spiritual Directors for the weekend. Ordained pastors must be under call or retired and in good standing. Pastors must be under their own denominational guidelines for serving their church and in good standing.

NO RECTOR / RECTORA SHOULD APPROACH A PASTOR REGARDING SERVING ON A TEAM. THIS IS NOT THEIR RESPONSIBILITY.

CRITERIA FOR SELECTION OF REMAINING TEAM MEMBERS:

Once the Rector / Rectora has a Head Cha-Cha and Spiritual Director, the rest of the team selection process should begin. This is accomplished as follows:

1. All team members must have attended or commit to attendance at Leadership Team Training in order to serve on team.
2. Attendance at Ultreyas is expected from all team members as this not only helps with bonding of the team but sets an example to be followed by others.
3. New Pilgrims, who made the previous weekend, but are not yet grouping, may serve on team.
4. A recommended goal of team selection will be divided according to church and experience as follows:
   a. 1/3 should be new pilgrims or members with little experience (1 previous team).
   b. 1/3 should have worked on at least 2 or 3 teams previously.
   c. 1/3 should be well experienced previous team members.

Acceptable positions for new team members are:

a. Associate (Silent) Professors. *(Use discretion as to whether that new team member would be an acceptable choice in this position).*
b. Rollo Room (Table) Cha-Cha

c. Outside Cha-Cha
d. Assistant Mail and Snack Cha.
e. A/V Cha

Acceptable positions for team members with some, but limited, experience are:

a. Associate Professor (with a Rollo).
b. Assistant Server
c. Assistant Chapel Cha-Cha
d. Snack Cha-Cha

Acceptable positions for experienced team members are:

a. Back-up Rector(a). Must have served in the Rector(a) position.
b. Head Cha-Cha
c. Head Rollo Room Cha-Cha
d. Head Outside Cha-Cha
e. Lead Professor
f. Head Chapel Cha-Cha
g. Mailroom Cha-Cha
h. Outside Community Cha

Lead positions for Co-ed weekends should be understood as implicit in the position title.

(IT IS ESSENTIAL THAT THE TEAM HAVE A WIDELY DIVERSIFIED CHURCH REPRESENTATION).

The first commitments to acquire after the Head Cha-Cha are the experienced team members, followed by the six (6) lead professors, then the rest of the team.

Using the team selection form, ***ALL NAMES AND INTENDED TEAM POSITIONS SHOULD BE DISCUSSED WITH THE LAY DIRECTOR BEFORE ANY PROSPECTIVE TEAM MEMBER IS CONTACTED***. Any additions or changes must be handled in the same manner.

CRITERIA FOR TEAM MEMBERSHIP:

A team member should:

1. Be actively grouping and engaged in all aspects of Sonshine North Via de Cristo activity.
2. Commit to attend **ALL** team meetings.
   a. One (1) absence may be approved by the Rector / Rectora
   b. Two (2) absences require that the Lay Director be notified. If a team member misses over two (2) team meetings, that person may be dropped from the team and a replacement will be chosen by the Rector(a) with guidance from the Lay Director and the Back-Up Rector(a).

c. Attendance at **ALL** team meetings is mandatory for all persons serving in a "lead" position.
3. Must commit to all weekend activities from Send-Off to Closing. Any request for variances must be reviewed and approved by the Lay Director.
4. Must commit to the Team / Pilgrim Reunion and the first Ultreya after the weekend.
5. Must be willing to serve in any capacity according to the guidelines provided by the Secretariat and under the direction of the Rector / Rectora.

PILGRIM APPLICATIONS:

All applications must be filled out completely and accompanied by the sponsor's Statement of Commitment and dated when received. The Pre-Via de Cristo Secretariat member is responsible for notifying the Lay Director regarding all applications, especially applications of individuals that contain potential problems. The possibility does exist that certain individuals may not be appropriate pilgrims for a Via de Cristo weekend. This decision ultimately rests with the Secretariat upon recommendations of the Lay Director.

WEEKEND FORMAT:

All materials to be shared with the pilgrims and the time schedules will come from the material provided by the Secretariat, **with no exceptions**. Re-writing the schedule to pursue a personal agenda will not be permitted without permission from the Secretariat.

Individual situations occurring on a weekend, such as the illness of either a team member or pilgrim, will be handled by the Head Cha-Cha, Back-Up Rector(a) and Spiritual Director of the weekend.

Both wine and grape juice will be offered at all communions.

The send-off may be held at any church that has the facilities to accommodate this event. The closing will be held at Advent Lutheran Church, if available.

SERENADE:

This will take place following the Saturday evening meal. The songs for serenade will be approved by the Secretariat and any additional guidelines as determined by the Secretariat will be followed. Men will serenade on the women's weekends, and women will serenade on men's weekends. On Co-ed weekends, men and women may serenade.

PALANCA:

The emphasis is first on prayer palanca, secondly on general palanca and lastly on individual palanca.

For individual palanca, it is recommended that there be mostly table palanca to be used in the dining room, which requires enough for everyone on the weekend to receive the same item. Handmade palanca is preferred.

The Rector / Rectora is responsible for acknowledging palanca. It is recommended that only first names of the providers be used. Once names are read the first time, they will not be repeated. Instead some phrase such as "brothers or sisters in Christ" will be used.

It is also recommended that palanca in the form of letters, be no larger than the size of the mailbox. Gifts from sponsors, family or table professors can be given at closing or at the Team/Pilgrim reunion.

FOOD:

Major variations to the menu for any given weekend are not acceptable. In the event of a food allergy or special diet, it may be necessary for the team member to provide their own supplies. Pilgrims with special dietary needs should state this on their application, and these needs will be handled by the kitchen staff on an individual basis.

DINING ROOM:

Outside community is welcome to be in the dining room to assist the Head Server with set-up, serving meals and clean-up. During the men's weekend, It is preferred that only men are allowed to serve meals. The same restriction applies during the women's weekend and is preferred that only women are allowed to serve. On Co-ed weekends, men and women are encouraged to serve when able.

CHAPEL:

The Head Chapel Cha-Cha will direct people in and out of the chapel. The chapel will be open to outside community anytime unless pilgrims are present.

DECORATIONS:

All decorations, whether inside or outside, should reflect Via de Cristo colors or symbols only. Exceptions must be approved be the Secretariat.

THE WEEKENDS ARE FOR THE PILGRIMS. WE WILL ENDEAVOR TO MAINTAIN THE HIGHEST STANDARDS IN CONFIDENTIALITY AND IN PROVIDING EACH PILGRIM WITH A MINIMUM OF INTERFERENCE AND A MAXIMUM OF GOD'S GRACE THROUGH PREPARATION, PRESENTATION AND SERVICE.