

PALANCA CHA –

You have been selected for a very special purpose. As a Palanca Cha your primary purpose in all that you do is Pray. God will use you in wondrous and mighty ways before, during and after the weekend. This overview will give you a guideline and walk you through the steps in preparing for the weekend and set ups during the weekend.

Team Building Dates

- Love Notes to Rollist/Rollista
- Pass out Palanca Sign Up Sheets

Thursday of the Weekend:

- Help unload the trailer, place bins in proper location.
- Prayer Walk- all team.
- Wear a Cha apron.
- Set Up Palanca room
- Bed banners and door signs
- Set up check in table for pilgrims
- Check in pilgrims as they arrive
- Take photos of pilgrims
- Set up Meet and Greet / pilgrims
- Greet pilgrims upon arrival and help unload luggage (if needed)
- Gather palanca notes that are dropped off

Thursday of the Weekend (cont.):

- Place food palanca in designated area
- Place “silence” notes on pilgrims bed during welcome
- Attend Stations if able
- Take bibles to Rollo Room.
- Reset Rollo Room (table tents, notebooks, markers, tissue and bibles)
- Team meeting
- If no Rollo Room Cha – ensure coffee is set up, snack table ready to go

Friday of the Weekend:

- Organize the palanca bags
- Assist Kitchen Chas when needed with skits
- Pray over Rollist/Rollista in Prayer Chapel before they speak throughout the day
- Read Community letters (once introduced)
- Deliver palanca bags to the Rollo Room / cabins
- Help Chapel set up Footwashing
- Place bed palanca in cabins
- Prepare wash tubs for washer
- Rinse and sanitize – repeat
- Clean Up after footwashing
- Attend Poster Party (Rollo Room)
- Sign bibles in Rollo Room

Friday of the Weekend (cont.):

- Team Meeting
- If no Rollo Room Cha – ensure coffee is set up, snack table ready to go
- Tidy up Rollo Room
- Organize the devotionals for pilgrims

Saturday of the Weekend:

- Prepare second palanca bags
- Assist Kitchen Chas when needed with skits
- Deliver Devotional Books to Rollo Room
- Help Chapel set up for Dying Moments
- Pray over Rollist/Rollista in Prayer Chapel before they speak throughout the day
 - Attend Dying Moments
 - Help clean up
- Deliver palanca bags to cabins
- Read more Community letters
- Assist with Serving Agape Dinner
- Attend Poster Party (Rollo Room)
- Sign bibles in Rollo Room
- Team Meeting
- Assemble the 4th Day Bags
- If no Rollo Room Cha – ensure coffee is set up, snack table ready to go
- Tidy up the Rollo Room

Sunday of the Weekend:

- Celebrate Mananitas
- Finalize the 4th Day Bags
- Pray over Rollist/Rollista in Prayer Chapel / or other location before they speak throughout the day
- Break down palanca room and load the trailer
- Deliver 4th Day bags to Rollo Room and then take to Clausura area
- Break down Rollo Room
- Gather all Community letters for the Rectors
- Set Up for Clausura
- Move remaining snacks to Clausura area
- Attend Rector/Rectora's talk
- Men attend Closed Clausura
- Help welcome in the pilgrims at the Clausura!!!
- Assist with final loading of trailer and do a final sweep of all cabins and help pick up the room where we did the Clausura!

After the Clausura it is important that you help pick up and put things back where we need to. We would like to keep the camp we are using in the same or better shape than when we arrived on Thursday. Please be willing to offer a helping hand in the end so that everyone can leave the retreat in a timely manner. God's blessings on your time serving HIM as a Palanca Cha!

CHA CHECKLIST – WHAT TO BRING

- A Servant's Heart
- Bible
- Pilgrim Guide
- Name tag (plain bologna and decorated)
- Cross necklace (for Open Clausura)
- Personal items (toothbrush, paste, soap, chap stick)
- Medications / vitamins
- Towel & washcloth
- Bedding (pillow, sheets, blankets, sleeping bag)
- Alarm clock
- Agape clothes (white shirt, dark pants/skirt, comfortable shoes)
- DeColores clothing
- Apron
- Flashlight (for walking to chapel on Thursday night)
- Jacket / sweater/ raincoat
- Palanca for pilgrims and lastly team (notes, food, etc.)

Please ensure that palanca is complete before the weekend.



Palanca Cha

Quick Reference Brochure