

INTERNAL PALANCA CHAIRPERSON

Secretariat Approved May 15, 2004

1. General Information

- ⑩ Active in 4th Day
- ⑩ Committee Chair of the Secretariat
- ⑩ Does not have to be a member of the Secretariat
- ⑩ Serves for an unspecified length of time at the discretion of the Lay Director
- ⑩ Encouraged to regularly attend Secretariat meetings

2. Job Description

- ⑩ Maintains 150 count on Automatic Palanca including:
 - ⑩ DeColores/Meal Blessing
 - ⑩ Mananitas Cards
 - ⑩ Membership Cards
 - ⑩ Morning Offering Cards
 - ⑩ Reunion Cards
 - ⑩ Service Sheets
- ⑩ Maintains 250 count on Cursillo Crosses
- ⑩ Maintains 150 count on optional items including:
 - ⑩ Our Fourth Day
 - ⑩ About Confession
 - ⑩ Be Still and Know That I Am God
 - ⑩ Cross in My Pocket with card
 - ⑩ Forward Movement Prayer
 - ⑩ My Morning Prayer
 - ⑩ Prayer of the Chalice
 - ⑩ Self-Examination
 - ⑩ There Was A Man
 - ⑩ Think of Our Lord
 - ⑩ Using the Jesus Prayer
 - ⑩ Where Do I Find It In The Bible?
 - ⑩ Your Daily Quite Time
- ⑩ Forward vendor bills to Treasurer to be paid or for reimbursement
- ⑩ Verify that bills are paid in a timely order

3. Attend the Rector/Rectora Training which is held in the 3rd or 4th quarter of each year and inform participants about:

- ⑩ Ordering information
 - ⑩ Automatic (note: lanyards are separate)
 - ⑩ Optional
 - ⑩ limited to 5 selections
 - ⑩ Our Fourth Day - one per couple
- ⑩ Receiving Palanca for the weekend