

SERVICE 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 Contact person for scheduling Service Palanca for DOT Cursillo weekends
- ⑩ Serves for an unspecified length of time at the discretion of the Lay Director
- ⑩ Has voice

2. Job Description

- ⑩ Gives his/her contact information for Cursillistas wishing to serve as service palanca to Rector(a) early enough to be included on weekend flyer
- ⑩ Schedules people for service
 - ⑩ By E-mail or phone
 - ⑩ Schedules no more than 8 people per noon or evening meal
 - ⑩ Informs server(s) of duties and time of arrival for duty
 - ⑩ Sponsors may NOT serve before Sunday noon as they do not enter the weekend until Las Mananitas
- ⑩ Provide list of server(s) to Kitchen Cha Cha before Friday noon meal