

SOUTHERN ARIZONA LUTHERAN

VIA DE CRISTO

ADOPTED POLICIES

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SALVDC ADOPTED POLICY DETAILS

#1 Participant Selection Process (Approved 7/15/96)

Policy goal is to select participants in a way that distributes decuria seats evenly and fairly while still giving priority to small communities and old applications. Thus the selection process should achieve these objectives:

- Pastors and their wives should not be included in a church's participant count.
- No church can have a second participant slot until all churches have a first slot, and so on.
- Applications will be grouped as follows to facilitate selection:
 - o All applications from small communities (less than 10 members)
 - o Old applications (over 6 months old) from large communities
 - o Remaining applications from large communities

(within each group, applications will be placed in chronological order.)

Procedure

Select participants in the following order:

1. (round 1) – Pastors and their spouses. Limit number to one pastor per decuria (with 42 participants, or 7 tables, there would be a limit of 7 pastors. With 42 participants at 8 tables, there would be a limit of 8 pastors.)
2. (round 2) – First applicant from each small church
3. (round 3) – First applicant with old application from each large church
4. (round 4) – First applicant from each remaining large church
5. (round 5) – Second applicant from each small church
6. (round 6) – Second application with old application from each large church
7. (round 7) – Second applicant from each remaining large church
8. Continue round selection until all participant slots are filled.

Special considerations

- a. Selection for paired weekends (men's followed by women's), will be based totally on filling the men's slots first. The women's weekend will be filled with spouses until the men's weekend is filled. Then single women will be selected until the women's slots are filled.
- b. Any community can team a single man with a single woman for selection as a couple. However, for selection purposes, the later of the two application dates will apply to both.
- c. Spouses of community members will be given the same selection advantage as an applicant from a small church.
- d. Parish rep coordinator (Pre-VDC member on VDC Secretariat) will fill vacated slots on weekends using the same selection process, except that couple vacancies will be filled by couples, single women by single women, etc. Vacancies can be filled up to two weeks before the weekend, at which time registration will be closed.

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#2 Secretariat will select persons to give the “Sermon on the Amount” (Approved 8/12/96)

Secretariat voted to change the wording of this policy as noted below (Approved 3/26/11)

The Rector/Rectora ~~Secretariat~~ will pick who gives the Sermon on the Amount.

#3 Spousal Guidelines (Approved 8/19/96)

The Secretariat of SALC supports the marital community. If husband/wife wishes to go on a weekend with one or the other, the Spiritual Director will review the application and give it to the couple’s pastor for counseling. It will then be discussed with that pastor and the Spiritual Director before being presented before the board for approval. As applications come in the board of SALC should be in prayer for all the people that want to experience a VDC weekend.

#4 Guidelines for weekend participants (Approved 8/26/96)

Secretariat voted to change the wording of this policy as noted below (Approved 3/26/11)

Secretariat voted to change the starting age limit to 18 instead of 21 (Approved 8/12/13)

To be eligible to attend a Lutheran VDC, applicants must be 18 ~~21~~ years of age or older, baptized, and active members of a Christian Lutheran congregation. Applicants may be either married or single. As you know, the VDC policy for married couples has been for both the husband and wife to attend VDC. This has been a hardship for some people who could not go to VDC because their spouse could not or would not attend.

The Secretariat would like to encourage all interested married couples and single people to apply. In the case of married couples, if one person wishes to attend VDC and their spouse does not, the interested spouse may still apply. If we receive an application from a married person whose spouse is ineligible or uninterested in VDC we will review the application and make decisions on a case-by-case basis. We cannot say that we will approve the application, but we will prayerfully consider it, following this procedure:

1. The application must first be approved and signed by the applicant’s pastor (this is already required on the application form). The pastor should discuss with the applicant any potential problems or reservations regarding the applicant’s participation in VDC before signing the application.
2. In the event of the request for an exception to the policy regarding couples (i.e., that both husband and wife attend the same pair of weekends), that request will be reviewed by the Spiritual Director for Secretariat, who will contact the applicant’s pastor to discuss the applicant’s situation and the appropriateness of them attending VDC.

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3. The Spiritual Director will make a recommendation to the Secretariat regarding the application, while respecting the need for keeping confidential any private details pertaining to the applicant's situation. After prayer deliberation, the Secretariat will vote on whether or not to approve the application. The Spiritual Director for Secretariat will then notify the applicant's pastor of the Secretariat's decision and either the pastor or the Spiritual Director will personally convey the decision to the applicant.

#5 Acknowledgement of gifts of \$250 or more (Approved 8/26/96)

A single gift of \$250 or goods donated shall be acknowledged in a letter to the donor, by SALC's treasurer. Upon request and satisfactory written statements given to the Secretariat, separate cumulative gifts of \$250 or more, within January 1 – December 31 of any tax year, will be acknowledged in a letter to the donor by the treasurer of SALC.

#6 Requirements for serving on Secretariat (Approved 12/2/96)

Secretariat voted to add wording bolded and italicized. (Approved 3/26/11)

The requirements to serve on Secretariat are: **You must be a baptized member of a Christian congregation.** Parish pastor's blessing and to be actively grouping.

#7 Choosing a Rector (Approved 1/6/97)

Criteria to help choose the Rector(a):

- A. That we draw from VDC experience first over Tirosh
- B. That the person should be a Co-rector(a) at least once
- C. The position of Head Cook is to be considered a Co-Rector(a)

#8 Number of Co-rector/as (Approved 2/17/97)

The choice of whether to have two or three Co-rector(a)s should be left up to the Rector/a.

#9 Publicizing names of core team (Approved 3/24/97)

Discussion on the subject of communication of team formation:

- A. The passing of the crosses to the rector(a) be done by an appointed VDC representative, and that this would happen at an appropriate time and place announced by Secretariat.
- B. Any announcement of core team to community will take place after first being presented to VDC Secretariat.

This policy is intended to ensure that core team member's names not be released on a piecemeal basis, but that a complete list of core team be presented to the community at one time.

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#10 Choice of materials used on weekend (Approved 5/19/97)

Secretariat directs the rector(a) to utilize the Lutheran talk manuals provided by Secretariat (from the 1995 disks). Any other materials of choice will need approval by Secretariat.

#11 Fundraisers (No vote indicated in records)

Fundraisers should be in the spirit of what we believe and do. Fundraisers should be brought to the attention of Secretariat or the Lay Director of the Secretariat for guidance. If there is not enough time to hold a special meeting and if there is a concern, then the Lay Director can take a telephone poll of the Secretariat.

#12 Payment to church for hosting Secretariat meetings (Approved 2/16/98)

Secretariat will not pay rent to host church for monthly meetings.

#13 Qualifications for Head Spiritual Director (Approved 2/16/98)

In order for a pastor to serve as VDC head spiritual director he or she must have served on at least two teams as a spiritual director. Tirosh experience is included.

#14 Emergency money on a weekend (No vote indicated in records)

The treasurer now has the authority by the Secretariat to provide the rector(a) or head cook a payment or payments equaling \$300 for emergencies on their weekend.

#15 Donations at ultreyas (Approved 5/18/98)

Secretariat voted to change the wording of this policy as noted below (Approved 5/11/13)

Parish reps are directed to collect ~~have baskets for~~ donations for Southern Arizona Lutheran Via de Cristo at all tables during an each ultreya.

#16 Eligibility to serve on team (Approved 5/18/98)

Secretariat voted to change Lutheran to Christian church (Approved 8/12/13)

Team members must be active in a Christian ~~Lutheran~~ church; exceptions must be approved through Secretariat.

#17 \$5 will be charged for replacing a name tag (No vote indicated in records)

\$5 charge for a new name tag is mentioned in the minutes from May 19, 1997 and October 19, 1998.

SALVDC ADOPTED POLICY DETAILS

#18 Guidelines for selecting teams (Approved 8/9/99)

(see attachment for original wording)

Approved adoption of the revised guidelines dated May 21, 1999 inserting the words “right now” after the phrase “aware of anything” in Question 5.

Secretariat voted to change the wording of this policy as noted below (Approved 3/26/11)

Addition on page 2 under “The Process of Selecting Team Members” at the end of the first paragraph, the last sentence “All those to be considered for team service must have completed participation in a 3-day movement weekend retreat”. The other change was on page 3, paragraph 3. Have you attended Servant School?

Secretariat voted to change the wording of this policy as noted below (Approved 5/11/13)

Secretariat voted to remove the statement of “Mary Magdalene – a former prostitute” from page 1, paragraph 4.

#19 Priority in selection to attend a weekend (Approved 10/4/99)

Applications are to be considered in chronological order according to the date the applicant signed the application. Selection process approved 7/15/96 is reaffirmed as written.

#20 Addition Participant Selection Process (No vote indicated in records)

Secretariat voted to change the wording of this policy as noted below (Approved 3/26/11)

Add to rules of “Participant Selection Process”: ~~If the husband is not willing to attend a weekend and no good reason is given, then the application should not even be presented to Secretariat. Pre-VDC can turn down the application automatically.~~ All completed applications must be submitted to the Pre-Weekend representative. All applications that require the granting of an exception must be forwarded to Secretariat for consideration.

SALVDC ADOPTED POLICY DETAILS

#21 Suggested weekend position requirements (No vote indicated in records)

Rector(a)

- Must have served on Cook Team
- Must have given a primary Rollo
- Must have been a Co-Rector(a) or Head Cook

Co-Rector(a)

- Must have served on Cook Team
- Must have given a primary Rollo
- Must have been a table leader

Head Cook (Same as Co-Rector(a) or

- Must have been a cook
- Must have served in Rollo Room
- Must have given a primary Rollo

Head Spiritual Director

- Must have been an Assistant Spiritual Director (manual says 2x)

Rollista

- Must have been a cook
- Must have given a backup talk before a primary talk can be assigned.

Co-Cook (suggested)

- Served on cook team

Cook

- No requirement except grouping, attend Ultreyas, and Leaders School

Consideration can be given for experience on Tirosh teams

#22 Terminology (Approved 8/14/00)

We will use the term "pilgrim" and/or "participant" in place of "Cursillista".

SALVDC ADOPTED POLICY DETAILS

#23 Exceptions meeting must be convened (Amendment to Bylaws Approved 1/25/02)

Article VI, Section 15: All participant exceptions must be addressed at a convened Secretariat meeting. A quorum must be present. A request for an exception must be submitted in written form from the pastor of the sponsoring congregation. In addition, the aforementioned pastor is encouraged to attend the meeting. Notice of the final decision will be given to the requesting pastor, who will notify the participant.

#24 Applicants from St. Matthew's Episcopal Church (Approved 9/9/02)

Members of St. Matthew's Episcopal Church may apply to attend our weekends, with first priority going to the Lutheran community.

#25 Monthly schedule of Secretariat meetings (Approved 4/14/03)

Secretariat will have monthly meetings, except in July and November, unless it is determined that a meeting during a particular month is not needed.

#26 Policy on advertisements (Approved 12/8/03)

The support of the Community is appreciated, yet Secretariat is not able to support any private advertising in our newsletter.

#27 Exceptions and ecumenism (Approved 4/26/04)

Discussion Question on Exceptions and Ecumenism (see attached)

#28 Application with interim pastor's signature (No vote indicated in records)

From the Office of the Synod Bishop: The Spiritual Director's signature is also required whenever an interim pastor or pastor of a non-Lutheran congregation signs a Via de Cristo application. It is up to the parish rep to make sure the candidate is qualified to attend.

#29 Permission to hold a music leadership school (Approved 10/4/04)

Permission is given for a music leadership school.

#30 Prepayment to Communications person: (No vote indicated in records)

The treasurer may prepay an amount not to exceed \$200 to the communications person(s) for publication, printing and distribution of the newsletter.

#31 Community involvement on the weekend: (Approved 10/10/05)

The document "Community Involvement on the Weekend" was approved. (see attached)

SALVDC ADOPTED POLICY DETAILS

#32 Regular attendance at Secretariat meetings (Approved 5/9/05 and 1/27/06)

Bylaws amended to include Article VI, Section 15. This amendment, concerning regular attendance at Secretariat meetings, was approved by the Secretariat on May 9, 2005. Approved on 1/27/06 by the community at the annual meeting.

#33 NSF check procedure (Approved 4/10/06)

In the event that a check written to SALVdC is returned for insufficient funds, the check will be returned to its writer with a letter from SALVdC.

#34 Attendance as Pilgrim to either a Tirosh or Via de Cristo weekend (Approved 8/12/13)

Due to the change in the SALVDC Bylaws of the membership age limit to 18 and older, anyone age 18-20 wishing to attend a 3 day weekend should be informed that they may either attend the Tirosh weekend or the VDC weekend. They cannot serve on team for the VDC weekend until they've attended a VDC weekend or waived their right to do so after attending a Tirosh weekend. They must also attend Servant School before serving on a VDC weekend.

#35 Via de Cristo membership (Approved 8/12/13)

Tirosh participants need to apply to Via de Cristo Secretariat for membership in Via de Cristo if they do not attend a VDC weekend as a participant.

#36 Rector/Rectora written reports (Approved 8/12/13)

Rectors and Rectoras are expected to give a written and oral report to the Secretariat within 3 months of serving in that position on a 3 day weekend. These reports are to be kept in a binder that is to be made available to the next Rector/Rectora for review as they are planning a 3 day weekend. A short summary of the report should be put in the next outgoing newsletter.

#37 Medical forms for the VDC weekend (Approved 8/12/13)

The Head Cook for each VDC weekend shall keep the medical forms in their possession during a 3 day weekend. At the close of the weekend the medical forms shall be either returned to the participant or team member or shredded.