

Palanca Coordinator Duties

Loraine Boyer

Key Responsibilities of a Palanca Coordinator:

- **Spirituality & Support:**
- Acts as a servant leader to ensure the weekends align with the Via de Cristo's movement that is focused on Christ.

Duties and Responsibilities:

1. Create our Palanca letter by the beginning of each year and submit it to the Secretariat for approval. Once approved, signatures of the Secretariat and other members of the SC Via de Cristo should be added to letter. See samples attached.
2. Upload Palanca letter on the national site: <https://viadecristo.org>. Click on "Weekends" located at top of page then select "Palanca" from drop down. You can either select Upload Palanca so it will be visible on the national site and/or download to retrieve another Region's Palanca letter. Please note that not everyone uses this feature so you will still need to send out an email to others in their region and request their Palancas as well. Documents work best in PDF format.
3. Monitor national site for Regions 1-7 weekend events. On the national site <https://viadecristo.org>, click on "Weekends" at top of page, select "Upcoming events" on drop down. Listed are all weekends posted to date. Clicking on any weekend will take you to another page where you find contact info and email address for the Palanca contact for the specific weekend. Note that this must be monitored on a regular basis to ensure you have captured each weekend as it is posted since it is constantly changing.
4. Email our Palanca letter with a note to the Palanca contact in each region supporting their upcoming weekend. Request a copy of their Palanca letter. Maintain a log in Excel listing name of weekend, Palanca contact info and date our Palanca letter was sent. See sample email attached.
5. Visit sites outside the Lutheran Via de Cristo where we can support each other on our weekends. Compose letter for Sherry to distribute to the community requesting all to lift them up in prayers, leading up to and during their weekends. Sample list of suggested organizations attached.
6. Email our Palanca letter and/or request a Palanca to the contacts you find at each organization above.
7. List the SC Via de Cristo Weekend on the national website as soon as it has determined and approved. Go to <https://viadecristo.org>, click on "Weekends" at top of page and select "List a Weekend" from the drop down. Click on highlighted "List a Weekend" to complete and submit form. It will take approximately 7 days to appear. Visit the site periodically to verify that it is showing. If after 10 days, it does not show, go to the national site, <https://viadecristo.org>, select "Contact" at top of page which will take you to a form to be completed with your name, contact information and the reason for your request. Hit submit.
8. Four months prior to the SC Via de Cristo weekend create a Prayer Vigil using: <https://www.signupgenius.com/>, <https://www.prayervigils.net/>, <https://signup.com/prayer-circle-signups>, etc. Prayer requests are in hourly increments that begin at 2:00 pm on Thursday and end on Sunday at 7:00 pm. The time selections include times for prayers during the hours of the Pilgrims and Sponsors/Drivers travel and arrival as well as all in their return travels on Sunday.

9. Forward prayer vigil link to the Webmaster for posting on our website. Follow up with the Webmaster on regular basis so they know the progress of signups. 1st communication should be blasted out to the community 90 days prior to the weekend scheduled. 60 days prior to weekend, request that the Webmaster send out every 2 weeks. 30 days out, send blast once per week with the last week being sent daily. Should prayer banner be filled at any point, let the Webmaster know so they can discontinue the email blast. Frequency of blast can be adjusted depending on the responses or lack of responses received.
10. Go to the national site and select “Weekend” at the top of the page. Select “List a Weekend” then select “Add prayer vigils to existing listing” highlighted in blue. Complete form, enter the link to our weekend and click on submit.
11. Collaborate with Chapel Cha with design considerations and layout recommendations for the Prayer banner that will be exhibited during the scheduled weekend.
12. Print or send electronically all Palancas letters received from other regions along with the SCVdC Palanca letter to Chapel Cha one week prior to scheduled weekend.
13. Post all dates of our Ultreya’s on national website.
14. Participate in and attend Ultreya’s whenever possible.
15. Attend monthly Secretariat meetings and provide updates on the ongoing Palanca activities.
16. Ensure all Palanca materials are organized, documented, and properly stored or distributed, including maintaining lists of weekenders for prayer coverage.
17. Work together with the Rector/Rectora, Weekend Team members, and other Secretariat members to ensure all planned activities and requirements are being met.

Loraine Boyer
603-812-7468
Boyer.loraine@gmail.com