



Duties and Responsibilities of the Anglican 4th Day Parish Coordinator



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Responsibilities

The 4th Day Coordinator is responsible for overseeing and promoting all 4th Day functions in his church. He or she is the primary contact for any parishioner who is interested in joining the 4th Day Movement. He or she is the heart and soul of the Movement. Coordinators are responsible for encouraging Pilgrims to join the program, arranging sponsors and looking after them when they return. The parish 4th Day Coordinator is appointed by the parish rector.

Encourages New Pilgrims

First and foremost among the duties of the Anglican 4th Day Coordinator is to pray for and encourage new Pilgrims. The Coordinator is to pray God will help he or she find the right people at the right time for them to join the 4th Day Movement. As is often said, 4th Day is not for everyone and the Coordinator must be aware of this at all times.

The time for a potential Pilgrim to go is also critical. Sometimes it is years before God decides that now is the time for them to go. The Coordinator should be maintaining his Rule of Life and living the 4th Day life of Piety, Study and Action. He should be grouping weekly and attending all Ultreyas.

Educates About 4th Day

The 4th Day Movement is designed to help Christians to live what is fundamental as a Christian in the word of God and “bring your friend to Christ.” Its purpose can be simply stated in our motto, “**equipping disciples for Christ.**”

Without Pilgrims and sponsors, the Movement would soon die. It is essential that new and younger parishioners be brought into the program. Without growth, any worthwhile endeavor beings to decline.

Grouping

Perhaps the foremost duty of the church Coordinator is grouping. First, the Coordinator must be grouping. He/she must set an example for all the 4th Dayers in his parish. Obviously, if the church Coordinator is not grouping himself and goes not believe in grouping, it is difficult to persuade others to group. He/she should encourage others to group by maintaining a record of all 4th Day groups in his church. This record should include the names of each group as well as the time and place they meet. By maintaining a record of each person’s group, he can assist those who do not group to find a group that meets their needs as to time and relationships.



Ultreyas

Attending and encouraging others to attend Ultreyas is another important function of the parish 4th Day Coordinator. The opportunity to be with others in your church and others in your area is a wonderful way to renew your 4th Day experience. A great 4th Day talk encourages you in your walk with Christ. Most times the only Pilgrims we get to spend much time with are our fellow grouping partners. It is not often that we get to spend time with 4th Dayers from other churches.

To encourage attendance Ultreya meeting times and events should be published in the church bulletin, by e-mail and on the church website.

Ultreyas are scheduled at various times at various churches in your area. Each church should host an Ultreya at least once a year. The 4th Day church Coordinator is responsible for all phases of hosting and Ultreyas. This includes:

1. Selects the 4th Day Speaker
2. Arranging for Clergy
3. Arranging for food
4. Arranging for music
5. Scheduling with the church

Sponsors

After a potential Pilgrim indicates a desire to go on a 4th Day weekend, the Coordinator is responsible for finding the Pilgrim a sponsor. This is usually a close friend, but not necessarily. It could be someone entirely new to the Pilgrim. This is an excellent way to introduce the Pilgrims to someone in the 4th Day community.

Sponsors should be chosen very carefully because they have many responsibilities for the Pilgrim and are the key to the Pilgrims having a successful weekend. They should be trained according to the method set out in the Sponsor Training booklet.

Pilgrim Orientation

Approximately two weeks before the 4th Day weekend, the coordinator should hold a meeting with all Pilgrims going on the weekend. The Pilgrims should be shown the PowerPoint orientation presentation. This will make the Pilgrims aware of what is expected on them on the weekend, what clothes to bring, when the weekend starts and other logistical matters. Time should be allowed for any questions the Pilgrims may have. This meeting will also serve to allay any concerns they may have.

Palanca

Another major duty of the Coordinator is Palanca for the Pilgrims. Palanca is defined as prayers and sacrifice for the Pilgrims. Praying for the Pilgrims before, during and after the weekend is essential for the spiritual guidance and



well being of the Pilgrim. Sacrifices, such as giving up something the sponsor dearly loves, or sleeping on the floor are excellent examples of 4th Day Palanca. Letters, crosses, bookmarks are simply evidence of these prayers and sacrifices and are not in of themselves Palanca.

Recordkeeping

A complete, accurate up to date roster of all 4th Dayers in the parish is essential for all 4th Day activities in the church. The roster should include complete information on each Pilgrim's address, phone number(s) and e-mail. This information is needed to communicate with 4th Dayers about 4th Day activities in his/her church. It also is used as a source of sponsors. The roster is sent to the Anglican Council from time to time when it is updated.

The Coordinator also maintains a record of all potential Pilgrims and their possible sponsors. This list is sent out from periodically to all 4th Dayers in the parish to encourage possible Pilgrims and sponsors.

The Coordinator should know the personal situation of the Pilgrim and be aware of any circumstances that might affect the experience of the Pilgrim.

Scholarships

The costs of the weekends keep going up and it has been necessary to raise the fees accordingly. This makes it difficult if not impossible for some couples to pay the weekend fees. Scholarships are available, either from your church or from the 4th Day Council. The church should provide funds for scholarships if possible. Your church 4th Day Council should have fund raising activities to cover the cost for your Pilgrims. It is the responsibility of the church Coordinator to work with the Pilgrims to make sure they understand the fees and, if necessary, help them get a scholarship.

It is also the responsibility of the Coordinator help raise money for scholarships. The Coordinator should request money from the church budget each year for 4th Day Scholarships.

Communications

Communication if essential to the success of any program, especially 4th Day. There are several good ways to stay in touch with your fellow 4th Dayers. Frequent notices in the church bulletin or newsletter are a must to keep everyone informed. In today's electronic world almost everyone has an e-mail address and this is the most cost efficient way to do it. An electronic newsletter is a great attention getter! Also, all churches now have a website and there should be a permanent link on your site to the 4th Day site www.anglican4thday.com.

For special and very important occasions the phone tree is a must. A phone call indicates to the receiver the importance of your event!



Parish 4th Day Council

By now you are no doubt overwhelmed by all the responsibilities and tasks expected of a Parish Coordinator. Obviously you cannot do a good job as a Coordinator by yourself. Get Help! It is recommended that each church establish an Anglican 4th Day Council. The purpose of this council is to oversee all activities associated with 4th Day.

The parish 4th Day Council should/may consist of the following committees:

Grouping

The Grouping committee maintains a record of all groups in the church and in the area. It also encourages grouping by those who do not have a group and helps them find a group.

Utreyas

This committee (group) is to schedule the Utreyas, provide clergy and lay ministers, obtain a 4th Day speaker, arrange for handling the food, arrange for music and for clean up after the Ultreya.

Sponsorship

The sponsorship committee is responsible for helping to select and train all sponsors from his/her church. Obviously, the selection of a sponsor for a particular Pilgrim is crucial to a Pilgrim's success on the weekend. Training is required of all sponsors and should be according to the Sponsor's Training Manual.

Communications

Another important aspect of the Coordinator's duties is communication with the 4th Dayers in his church. They must know what is happening in your church, area and the diocese. This can be done through the church newsletter or bulletin, by e-mail, regular mail or on the church website. Each parishioner should also be aware of the national 4th Day website www.anglican4thday.com.

Transportation

This committee is responsible for assisting with transportation to all 4th Day functions. If the church has a bus, everyone should be notified of the scheduled leave and return time, the cost of gas for the bus and who would do



the driving. If the church does not have a van or bus, the committee helps arrange for car-pooling.

Palanca

The Palanca Committee is responsible for all general Palanca from the parish. Examples of general palanca prayers are placemats, posters and banners. The committee is also responsible for encouraging Palanca prayers from throughout the parish.

Committee Organization

Ideally, a reunion group would volunteer to serve as one of these committees. The reunion groups know each other's skills and can work together on a regular basis. In smaller churches, these committees could be combined.

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