

Sonbeam Via de Cristo  
**Community Communication Directory**  
**WHO to Contact about WHAT**

**Clear Communication is crucial to the Spiritual Health of the Sonbeam Via de Cristo Community. It keeps everyone on the “same page” and prevents the spreading of rumors or inaccurate information with the community. Please use this directory to find the right person to contact for information or other community tasks or needs.**

	<b>Concern</b>	<b>Source or Secretariat Contact Person</b>	<b>Action Needed</b>	<b>Timeframe</b>
1	Change/Correction of Address, phone, e-mail, etc.	Communications Chair	Check out <a href="http://www.sonbeamvdc.org/">http://www.sonbeamvdc.org/</a> E-mail/mail new information	Immediately
2	Team Service	Pre-Via De Cristo Chair	Submit Service Application Form	ASAP; update every two years
3	Secretariat service	Secretariat Lay Director Sonbeam VDC Bylaws	Submit name for nomination	Prior to Annual Meeting
4	Events (to find or submit information)	Vdc-2; Sonbeam VDC Website	Check out Community Calendar <a href="http://www.viadecristo.org/index2.htm">http://www.viadecristo.org/index2.htm</a> <u>Send to:</u> <a href="mailto:sonbeamvdc2@yahoogroups.com">sonbeamvdc2@yahoogroups.com</a>	Immediately
5	Rollo Preparation (How to write and present a Rollo)	Rector/Rectora Leaders Chair Past Rollistas	Check out <a href="http://www.sonbeamvdc.org/">http://www.sonbeamvdc.org/</a> Follow Team Meeting Schedules	
6	Team Assignments (Who is assigned what job, or how to do the job)	Assistant Head Cha, Leaders Chair Past Job Holders VDC Website	<a href="http://www.sonbeamvdc.org/">http://www.sonbeamvdc.org/</a>	
7	Sonbeam VDC Website (to find or submit information)	Webmaster	<a href="http://www.sonbeamvdc.org/">http://www.sonbeamvdc.org/</a>	
8	Procedures & Policies	Secretariat Lay Leader Sonbeam By-Laws	Check out <a href="http://www.sonbeamvdc.org/">http://www.sonbeamvdc.org/</a>	
9	Ultreyas (Location, Time, Format)	Post Via De Cristo Chair Community Calendar	Check out Community Calendar <a href="http://www.sonbeamvdc.org/">http://www.sonbeamvdc.org/</a>	
10	Newsletter (How to get it, where to find it, how to submit information)	Communication Chair	Send e-mail to <a href="mailto:currentcommunicationschair">current communications chair</a>	
11	Palanca for Weekends	Local Palanca Chair	Check out Community Calendar <a href="http://www.sonbeamvdc.org/">http://www.sonbeamvdc.org/</a>	Bring to Send-off
12	Sponsoring Candidates	Pre-Via De Cristo Chair	Submit Candidate Registration and Sponsor Form; Solicit Letters Follow Instructions on the forms	Submit by One Week before Weekend
13	Serenades	Rector/Rectora	Check out Community Calendar <a href="http://www.sonbeamvdc.org/">http://www.sonbeamvdc.org/</a>	Arrive at camp by 6:00 pm
14	Letters for Candidates	Pre-Via De Cristo Chair	Handwritten if at all possible	Deliver to Camp by Serenade
15	Chrysalis (Teen Weekend)	Outreach Chair Chrysalis Coordinator	<a href="http://www.heartofsuncoastchrysalis.org/">http://www.heartofsuncoastchrysalis.org/</a>	
1	Babysitting	Post Via De Cristo Chair	Provided by VDC for 5 & Younger	

1 7	Kitchen help at the Camp	Purchasing Agent	Complete Safety training	
1 8	Reunion Groups	Post Via De Cristo Chair	Check out Community Calendar <a href="http://www.sonbeamvdc.org/">http://www.sonbeamvdc.org/</a>	
1 9	Leaders Workshops	Leaders Chair	Rector/Rectora Workshop must be re-taken every two years to maintain eligibility	Workshops are conducted twice a year (Feb, Sept)
2 0	Directions to Churches	Sonbeam VDC Website	Check out <a href="http://www.sonbeamvdc.org/">http://www.sonbeamvdc.org/</a>	
2 1	Adiaphorous Elements of VDC	Secretariat Lay Leader		
2 2	Closings	Post-Via de Cristo Chair Sonbeam VDC Website	Check out <a href="http://www.sonbeamvdc.org/">http://www.sonbeamvdc.org/</a>	Arrive by 6:00 pm
2 3	Set-up at Camp	Physical Arrangements Weekend Hat Person	Check out <a href="http://www.sonbeamvdc.org/">http://www.sonbeamvdc.org/</a>	Arrive by 7:00 am Thursday
2 4	Tear-down at Camp	Physical Arrangements Weekend Hat Person	Check out <a href="http://www.sonbeamvdc.org/">http://www.sonbeamvdc.org/</a>	Arrive by 1:00 pm Sunday
2 5	Rector/a eligibility	Secretariat Lay Director Sonbeam VDC Bylaws	Must take the Rector/a Workshop within two years, worked 5 teams, Given 2 Rollos & active in a Reunion group	Voted at Commishing Ultreyas
2 6	Community at Camp	Secretariat Lay Director Weekend Hat Person	Check in at the Kitchen or with the Hat Person upon arrival at Camp Rotary	
2 7	Cursillo and other 3-day program (Locations and Weekend schedules)	Extended Palanca Chair	Check out <a href="http://www.sonbeamvdc.org/">http://www.sonbeamvdc.org/</a>	
2 8	National Lutheran Secretariat	Secretariat Lay Director NLS Website	Check out <a href="http://www.viadecristo.org/index2.htm">http://www.viadecristo.org/index2.htm</a>	
2 9	Prayer Chapel at Camp	Physical Arrangements Team Head Prayer Cha Weekend Hat Person	Check out Community Calendar <a href="http://www.sonbeamvdc.org/">http://www.sonbeamvdc.org/</a>	
3 0	Fourth Day Talks	Post Via De Cristo Chair	Teams set schedule	
3 1	Transportation to the Camp	Team Head Cha Pre-Via de Cristo Chair		Make arrangements one week ahead
3 2	Luggage transport to the Camp	Physical Arrangements Team Head Cha	Normally handled by Sponsors	
3 3	Lost and Found	Physical Arrangement	Check out Community Calendar <a href="http://www.sonbeamvdc.org/">http://www.sonbeamvdc.org/</a>	
3 4	Conflicts in the Sonbeam Community	Secretariat Spiritual Directors Secretariat Lay Director		Immediately
3 5	Secrets, surprises, and "staving covered"	Sonbeam VDC Bylaws Team Manual Secretariat Lay Director		Immediately
3 6	Inappropriate behavior at Camp	Secretariat Spiritual Directors Secretariat Lay Director Weekend Hat Person	Maintain appropriate confidentiality	As Occurs
3 7	Staying overnight at the Camp	Team Head Cha Weekend Hat Person		Make arrangements one week ahead

3 8	Candidate approval to make a VDC Weekend	Candidate's Pastor Pre-Via De Cristo Chair	All Applications need to be submitted & Fees need to be Paid in full	Per the rules stated on applications
3 9	Pastors and VDC (Questions or objections)	Secretariat Spiritual Directors Outreach Chair		
4 0	Palanca for Candidates, Team	Local Palanca Chair	Submit by start of weekend and provide proper forms	Bring to Send-off
4 1	Diets, special	Purchasing Agent Team Head Cook	State needs on application and inform sponsor	Per the rules for applications
4 2	Medical needs	Team Head Cha	State needs on application and inform sponsor	Per the rules for applications
4 3	Handicapped accommodations	Physical Arrangements Team Head Cha Weekend Hat Person	State needs on application and inform sponsor	Per the rules for applications
4 4	Piety or Service Cards	Leaders Chair	Purchased and delivered	Start of weekend
4 5	Pilgrim Guides	Leaders Chair	Purchased and delivered	Start of weekend
4 6	Crosses	Leaders Chair	Purchased and delivered	Start of weekend
4 7	Via de Cristo supplies	Leaders Chair	Purchased and delivered	Start of weekend
4 8	Via de Cristo promotional items (bumper stickers, clothes, etc)	Leaders Chair	Purchased and delivered	Start of weekend
4 9	Songbooks	Leaders Chair	Purchased and delivered	Start of weekend
5 0	Team Manuals & CD	Leaders Chair	Purchased and delivered	Start of weekend
5 1	Prayer Requests	VDC-1 Prayer Chain Coordinator	Send e-mail to <a href="mailto:sonbeamvdc@yahoo.com">sonbeamvdc@yahoo.com</a>	Immediately
5 2	Spiritual Direction	Secretariat Spiritual Directors		
5 3	Candidate Selection and Criteria	Pre-Via De Cristo Chair Leaders Chair		
5 4	Non-Cursillistas at VDC events	Secretariat Lay Director Weekend Hat Person		
5 5	Non-Christians as Candidates	Secretariat Lay Director Secretariat Spiritual Directors		
5 6	Age Requirements for Candidates	Secretariat Lay Director Sonbeam VDC Bylaws	Must be 18 years of age	
5 7	Babe Chick Husbands attending serenade	Weekend Hat Person		
5 8	Husbands attending VDC before wives	Secretariat Lay Director Sonbeam VDC Bylaws		
5 9	Out-of-State VDC Weekends	Extended Palanca Chair		