

Guidelines/Policies for EDUSC Cursillo

Council

Guidelines for Selection of Council Members

In general, Council members should be elected from the Cursillo community with an eye to variety and balance of spiritual gifts, representation throughout the diocese, Cursillo experience and Council responsibilities.

Ref: The Process for Selection of Council members is in the Bylaws, Article IV. Ref: Bylaws, Article IV. "Council members are to be active in Group Reunion, Ultreya, and Day of Deeper Understanding."

Council

Guidelines for Selection of Council Spiritual Directors

Council Spiritual Directors should have been in the Diocese at least one year and have served on at least one DUSC Cursillo weekend staff.

Reference: Bylaws, Article IV, Council Spiritual Directors

Council

Communications Coordinator

A Communications Coordinator will be appointed by the Council President to facilitate electronic and other communications within the EDUSC Cursillo Community, the ECM Council and other entities. The Communications Coordinator Responsibilities are in the Appendix to the Guidelines/Policies.

Reference: Bylaws, Article VII

“Welcome Back”

Each Cursillo weekend reunion will be held as a “Welcome Back” approximately a month after the weekend. The date and location for the Welcome Back is decided by the Council President and weekend Lay Rector and announced to the Cursillo Community. All are invited to attend.

The Weekend Lay Rector and Council President will coordinate the schedule. A suggested schedule is provided in the Appendix to the Policies/Guidelines.

Financial Guidelines

Weekend Lay Rectors

Lay Rectors will be allotted a budget of \$500 for Weekend expenditures (to cover expenses involved in planning the weekend, such as mailing, copies, telephone expenses, not extras such as weekend T- shirts). Questions about reimbursements should be directed to the Council Treasurer. Expense requests will be given to the Council Treasurer, who will forward them to the Council President for approval and then the Diocesan office for reimbursement. Lay Rectors should keep an account of weekend expenditures, whether or not they are reimbursed, and provide this to the council for informational purposes.

Financial Guidelines

Process for Council Member Expense Reimbursement

Council Members will submit receipts to the Council Treasurer, who will request approval from the Council President and forward it to the Diocesan office for payment.

Finances

Weekend Registration Refunds

As long as the facility being used continues to charge a flat rate for the weekend, the following policy will be in effect for registration refunds:

All fees are non-refundable. This policy will be included on the appropriate registration forms. Upon receipt of a candidate's registration fee, the Registrar will also communicate this policy to the person(s) or church issuing the check. If a candidate must drop out but is able to attend a later weekend after paying the initial fee, no additional fee will be charged. If the flat rate is increased at the later weekend, only the net change in fee will be charged, at the discretion of the Council President.

Financial Guidelines

Weekend Scholarships: Process and Guidelines

Clergy members who serve on weekend staffs will be offered a full scholarship for weekend service; however, they are encouraged to contribute whenever possible.

Weekend Lay Rectors will be offered a full scholarship. Scholarships for weekend candidates or staff members can be requested from the Council through the Weekend Lay Rector, Council President or Registrar. Final approval is by the Council President. Funds are used from the Pay It Forward account. Financial support for a particular candidate can also be provided by a parish, sponsor, group reunion members or others.

Weekends

Agape

An Agape Feast is commonly referred to as a religious meal shared as a sign of God's unconditional love. As a part of the Cursillo Weekend, the Agape Feast is typically held on Saturday as the dinner meal. Throughout Saturday the focus of the weekend is on turning to the roots and basics of Christian faith. Christians are reacquainted with the fundamental ways in which Christian life is renewed and strengthened. The Agape Feast builds on the experience of early Christians who met for fellowship to revel in their relationship with Jesus, to share in a meal and to worship God in praise and awe. It embraces the message of the weekend of building community and allowing candidates to feel the reality and joy of their calling.

The Agape Feast involves a communal meal and opportunities for praise and worship. It is intended to be a relaxed time of fellowship, reflection and sharing of God's love. It should foster an atmosphere of community in the spirit of love and sharing. Care should be exercised that it remains spiritual and not become a social event or party on its own. The focus is on talking and sharing, as at a family meal, not music or singing.

It is suggested that the Agape meal follow a Mediterranean style menu. Gravatt staff will provide three vegetarian soups and will help move tables (often arranged in a "U" shape to create a family table atmosphere). We provide bread, dipping oil, olives, grapes, cheese, and other "finger foods." Tables are set with black tablecloths (provided by Gravatt), lots of candles and a few other table decorations. The Lay Rector and Head Cha will be responsible for coordinating food with Gravatt staff and arranging the outside team for the Agape decorating, food setup and clean up. Pictures of past Agape setups are available for reference.

The budget for the Agape feast should not exceed \$250. Alcoholic beverages are not served at the Agape feast or on the weekend. This \$250 is over and above the \$500 budget allowed for the weekend. The Lay Rector will be responsible for arranging the team for the Agape feast preparation and clean up.

Weekends

Closing Service

The Closing Service is the responsibility of the Council President or his/her designee. Council members are encouraged to attend. The Council President (or his/her designee) will communicate with the Weekend Lay Rector as he/she arranges with a member of the clergy to celebrate. Since one purpose of the Closing Service is to convey the message of the larger community to new Cursillistas and to help them as they enter their Fourth Day and move on from their weekend experience, it is strongly recommended that the Celebrant be a Cursillista, the Celebrant not be one of the Spiritual Directors serving on that particular weekend, and the musicians come from the larger community outside weekend staff. Weekend Spiritual Directors may assist the Celebrant. The Liturgy and printed programs for the Closing Service are the responsibility of the Council, with the approval of the Bishop or his/her representative. The Lay Witness speaker for the Closing will be invited by the Council President. Council President or his/her designee will administer the crosses to the Cursillistas after the Celebrant has celebrated the Blessing of the Crosses.

Facilitating the Altar Guild and Musicians for the Closing Service is the responsibility of the Council President in communication with the Weekend Lay Rector. Readers for scripture readings at the Closing Service are assigned by the Weekend Lay Rector (choosing new Cursillistas if possible).

Selection of Music for the Closing Service will be coordinated and communicated to musicians by the Weekend Head Music Cha and the Closing Music Leader.

Weekends

Guidelines for Selection of Weekend Lay Rectors

Nominees for Weekend Lay Rector should:

- Be a confirmed Episcopalian, active in his/her parish, Ultreya, and Group Reunion.
- Have served previously on at least two DUSC Cursillo weekend staffs (serving as Observing Lay Rector for a weekend prior to serving as Lay Rector) in a variety of positions, if possible (Table Leader, Music Cha, Head Cha, and/or Cha Cha.)
- Have attended a training approved by Council. Training should have taken place within three years of selection date.
- Be familiar with Cursillo literature (e.g. ECM library).
- Have the endorsement of the parish priest.
- Be Safe Church trained.

Weekends

Changes and Additions to the Basic Weekend Schedule

Weekends should follow the DUSC Basic Weekend Schedule based on national Cursillo specifications (shown in blue on the schedule at the end of the Guidelines), DUSC tradition (shown in black) and DUSC traditional activities left to the discretion of the Weekend Head Spiritual Director and Lay Rector (shown in green). The DUSC Basic Weekend Schedule is in the Leaders Handbook. If a Weekend Lay Rector would like to change the schedule, omit activities, or add activities (e.g., a short video, another group activity), the Lay Rector, Head Spiritual Director and Council representative serving on staff will carefully consider how the change/addition will fit into the weekend schedule progression and enhance the Cursillo message at that particular point in time. When appropriate, the entire

Council should be consulted about a significant change in schedule.

Weekends

Council Participation on Staff

Each Weekend Team should include at least one DUSC Cursillo Council member who is active at the time of the weekend, to facilitate communication and support from the Council about the progress of weekend planning.

Weekends

Communication with Gravatt Staff

If there are problems with Camp Gravatt, Weekend Lay Rectors will contact the Council President, who will work with the Executive Director of Camp Gravatt to solve the problems. A Weekend staff member will visit Camp Gravatt shortly before the weekend, to clarify requested items and check the cleanliness of the facilities. Lay Rectors will contact Gravatt Staff prior to the weekend (at least two weeks in advance) with the estimated number of staff and candidates, followed by another contact no later than the Friday before the weekend with the accurate count of staff and candidates, food allergies and other food requirements, and times of meals. Gravatt Staff will contact the Lay Rector with the daily meal menu prior to the weekend.

Weekends

Guidelines for the Role of the Bishop

The Council President will communicate the date and time of Closing to the Bishop's liaison, for inclusion on the Bishop's calendar. This should be done as soon as the Closing date is determined. The Council President will stay in continued contact with the liaison to encourage the Bishop's celebrating the Closing Eucharist.

Weekends

Process for Selection of Weekend Lay Rectors

If possible, weekend Lay Rectors will be called at least eighteen months in advance.

Events and details of each Lay Rector selection process will remain confidential. Council meeting minutes will not record nominations or results but reflect decisions only when an elected Lay Rector agrees to serve.

1. Council will review the selection process and pray to be open to guidance from the Holy Spirit throughout the process.
2. Council President (after consulting the Council) will compile a list of people eligible to serve as Weekend Lay Rector.
3. During Lay Rector selection (at an in-person meeting or via electronic communication), a Council member nominated will be given the option of participating or leaving the election process.
4. During discussion of nominees, anyone present can provide information about the nominees, especially to introduce them to those voting.
5. Council members may vote for more than one nominee (e.g., all nominees who are felt to be good candidates for Lay Rector).
6. At the discretion of the Council President, voting can be by secret ballot, acclamation, or open voting via email.
7. The Council will decide in which order to ask selected Lay Rectors.

8. Council President or his/her designee will contact selected Lay Rectors to ask them to serve.

Weekends

Process for Selection of Weekend Staff Members

Staff applications and Clergy applications are sent to the Registrar (appointed by the Council) who keeps hard and/or digital copies of applications and notifies staff applicants when applications are received. At any time during or before staff selection, the Lay Rector may ask for approval or input from the Bishop or his/her representative. When the staff has been assembled, the Lay Rector will contact the Bishop or his/her representative for approval of the entire staff.

When a Lay Rector has finished calling the staff for a weekend, he/she removes the applications for staff members of that weekend. Serving on a weekend is limited to once per year, not consecutive weekends. Exceptions may be made at the discretion of the Cursillo Council.

After updating the file of applications, the Registrar sends them to the Lay Rector for selection of staff for the next weekend.

Note: This guideline does not pertain to selection of Spiritual Directors, who do not need to complete staff applications. See "Process for Selection of Weekend Staff Spiritual Directors."

Weekends

Room Assignments

Assignment of rooms to candidates and staff is the responsibility of the Weekend Lay Rector in consultation with other staff members.

Weekends

Guidelines for Selection of Weekend Staff Members

Lay Rectors will prayerfully consider the following guidelines when selecting a weekend staff:

1. The staff member is in good standing with the Church and approved by Bishop.
2. New Cursillistas can submit a staff application as soon as they complete their Cursillo weekend. A Cursillista will be eligible to serve on a team 6 months after his or her weekend. It is expected that all staff members will be active in Group Reunion. First consideration should be given to people whose applications are dated the earliest.
3. Potential staff members should covenant that they are active in the Fourth Day community.
4. Staff members who attended weekends made in other denominations (e.g., Walk to Emmaus, Via de Cristo, Kairos, etc.) should be attending an Episcopal Church in the Diocese.
5. The weekend staff as a whole should encompass a variety and balance of people with respect to age, sex, geographical location, parish church, and Cursillo experience.
6. There should be no more than 5 staff members from the Lay Rector's Parish, if possible. This includes Lay Rector, Head Cha, and/or Spiritual Director. If potential staff members of other Parishes are not available, Lay Rector should receive approval from Council to increase the number.
7. When Staff and Spiritual Directors have been finalized, the Lay Rector will send the Bishop (or his/her representative) and the Council Head SD the Staff list, with the Weekend dedication, for final approval. This should be accomplished before the first Staff meeting.
8. The Lay Rector is encouraged to have no less than 3, planning staff meetings in the months leading up to the Weekend. All staff, Observing Lay Rector, and Spiritual Directors are encouraged to attend each meeting, as this creates community.

Weekends

Process for Selection of Weekend Staff Spiritual Directors

Lay Rectors of future weekends will work together as they approach clergy members to serve as weekend spiritual directors. For example, if one Lay Rector finds a clergy unable to serve on his/her weekend or the Lay Rector does not intend to ask a particular clergy member, the Lay Rector for the next weekend is free to approach that clergy member for a subsequent weekend. In this way, clergy members can be approached as early as possible for particular weekends with the goal of having staff SDs being asked at least a year in advance of the weekend.

Weekends

Guidelines for Selection of Weekend Staff Spiritual Directors

To serve as Head Spiritual director for a weekend, the clergy person should have served on staff for at least one prior weekend in this diocese. A clergy member could serve more than one time a year if he/she is available and willing to serve. A Clergy person does not have to attend Cursillo as a candidate prior to serving as a weekend Spiritual Director. A Clergy person must be canonically resident in the Diocese or licensed by the Bishop to serve in the Diocese.

Weekends

Balance of Attendance by Candidates

For each Cursillo weekend, the total number of candidates attending from each parish or mission will be at the discretion of the Council. It is highly recommended that attendance at Cursillo weekend be balanced within various parishes in the diocese, to facilitate confidential table discussions and help build diocesan community. The balance of candidate representation from parishes will be discussed by the weekend Lay Rector, the Head Spiritual Director, and the Council. Candidates will be considered on the weekend list in order of receipt of application by the Registrar.

Weekends

Staff Sensitivity Training

The Council or Weekend Lay Rector will designate a member of the clergy to provide a sensitivity training to the weekend staff at one of the staff meetings or prior to the weekend.

Weekends

Safe Church Training

The Weekend Lay Rector shall designate one of the Spiritual Directors to coordinate Safe Church Training. Once the staff is called by the Lay Rector, this Spiritual Director shall check with Diocesan Staff about the completion of Safe Church Training by these staff members. At the first staff meeting, this Spiritual Director shall then direct those who need what level of training (or if any). This training will be completed on-line. On the Thursday of the Weekend, this Spiritual Director shall have a time with the whole staff to review highlights of Safe Church Training, that will help staff members be aware of and sensitive to fellow members of staff, all candidates, and all employees of Camp Gravatt.

Weekends

Candidate Palanca

Written Palanca will be distributed on Friday of the weekend. Palanca above all else should be prayer. Written Palanca should be personal and simple. Small trinkets (yo-yos, stickers, etc.) can provide comic relief, but everything should fit in a business-sized envelope. Special Palanca given by any candidates' sponsor or others must fit into the Weekend Palanca bag. If this is not possible, this special Palanca would be given directly to the candidate personally after the Closing.

Weekends Gravatt Emergency Procedures

On Thursday prior to the weekend, a member of the Gravatt staff will explain emergency procedures to the weekend staff.

Weekends Sponsors Who Attended Other Denominational Weekends

Sponsors may have attended other three-day weekends (e.g., Walk to Emmaus, Catholic Cursillo, Tres Dias) if the priest of the candidate approves after considering the importance of sponsor support in the Fourth Day Community.

Weekends Use and Revision of Leaders Handbook

The Leaders Handbook is intended to be a work in progress. As procedures and resources change, the Weekend Lay Rectors Council and Servant Community Committee members will make the necessary revisions on the documents and send the revised document electronically to the Chairs of the Servant Community Weekend Committee, who will review changes and submit to the Servant Community Coordinators for inclusion in the handbook. If the Servant Community Coordinators see the need for Council input or vote, they will bring it to the Council.

The Council respects the collective judgment of Lay Rectors and Head Spiritual Directors as they make specific decisions about weekend events. The Handbook procedures and guidelines are suggestions, not rules. Lay Rectors and Head Spiritual Directors should contact the EDUSC Council for help and guidance in decision-making when necessary. The Lay Rector “script” is suggested wording, but does not necessarily need to be read verbatim. Sample weekend schedules are also suggestions. Lay Rectors and Spiritual Directors should be careful not to overload the weekend schedule with extra activities and ensure that staff and candidates have opportunities for rest, as well as times for reflection and informal fellowship. Cursillo Bylaws and Policies/Guidelines (revised by the Cursillo Council) are found on the EDUSC Cursillo web site and should be used in conjunction with the Leaders Handbook.

Below are additional requirements for Lay Rectors, not listed in the Leaders Handbook:

1. Nominated Lay Rector must commit to attending at least 75% of the pre-weekend Staff meetings when serving as Observing Lay Rector, per the Lay Rector Contract.
2. Lay Rector to make sure all weekend materials which will be stored in the Weekend Storage Shed be stored neatly in boxes, the banners rolled up and stored in order in the Banner Box and be neatly re-stored in the Weekend Storage Shed.
3. Lay Rector to be Safe Church trained.

DUSC CURSILLO WEEKEND

Red designates meals. Staff and tables assigned to do the blessings.

Blue designates National Cursillo Requirements.

Black designates “tradition” in EDUSC

Green designates activities “traditional” in EDUSC, left to the discretion of Lay Rector/Spiritual Director

Sensitivity talk/discussion by Spiritual Director
Listen Listen Love Love (Ministry of Presence) Training for Staff
Compline

WEDNESDAY

Selected staff arrive to start Gravatt setup.
Dinner not provided by Gravatt.

THURSDAY

Morning Prayer (Staff)
Breakfast
Last Staff Meeting before weekend – listen to final talks
Finish setup, if necessary
Sign Book
Staff Healing Eucharist
Candidate Arrival
Supper
Initial Meeting
First Meditation: Know Yourself
Stations of the Cross
Second Meditation: The Prodigal Son
Rule of Silence
Spiritual Direction
Staff Meeting with Prayers

FRIDAY

Third Meditation: The Three Glances of Christ
Eucharist
Breakfast
Table Assignments, Staff introductions, introductions at separate tables
Ideal Talk Grace Talk
Same/Different Activity
Noonday Prayer
Lunch – First reading of placemats
De Colores explanation – De Colores song (up to discretion of LR)

Laity Talk

Faith Talk

Lunch

Palanca

Piety Talk

Artwork at tables (LR
discretion)

Supper

Candidate introductions – big group, maybe dessert

Table explanations of Artwork if it was done

Compline

Staff Meeting with Prayers

SATURDAY

Fourth Meditation: The Person of Christ

Morning Prayer

Breakfast Study

Talk Sacraments

Talk Action Talk

Corporate Palanca

Lunch – Box Lunch

Obstacles to Grace Talk

Leaders Talk

Healing Eucharist (explanation preceding)

Rest

Agape Feast/Supper

Compline (with candles)

Staff Meeting with Prayers

SUNDAY

Staff Wakeup of Candidates with Music

Breakfast

Fifth Meditation: The Message of Christ

Morning Offering

Study Talk

Evangelism of the Environment Talk

Christian Life Talk – Explain Rule of Life and fill out cards

Christian Community in Action Talk

Bless Rule of Life Cards, Sign Book, Anoint Candidates' hands

Noonday Prayer

Lunch

Group Reunion Talk

Ultreya Talk

Candidates tell the group what they've learned to take back home

Closing Eucharist with the Cursillo Community

Staff remains to help clean up

THURSDAY: The Retreat Phase		Extras
6:00 PM	Registration	
6:30 PM	Dinner	
7:00 PM	Welcome Talk	
7:45 PM	Break	
8:00 PM	KNOW YOURSELF Meditation	
	Way of the Cross	
	PRODIGAL SON Meditation	
	Compline	
	Spiritual Direction	
10:00 PM	Team Meeting with Prayers	
FRIDAY: The Proclamation Phase (Know Yourself)		Extras
6:00 AM	Staff Wake Up	
6:15 AM	Candidate Wake Up	
6:30 AM	Coffee in Dining Hall	
7:00 AM	THE THREE GLANCES Meditation	
	Eucharist	
8:15 AM	Breakfast	
9:00 AM	Table Group Assignments	
9:25 AM	IDEAL Talk/Discussion	
9:45 AM	Break	
10:30 AM	GRACE Talk/Discussion	
11:10 AM	Explanation of Visitation	
11:20 AM	Break	
11:30 AM	Noonday Prayer	
12:00 Noon	Lunch	
1:15 PM	LAITY Talk/Discussion	
1:50 PM	FAITH Talk/Discussion	
2:20 PM	Break/Palanca	
5:00 PM	PIETY Talk/Discussion	
5:40 PM	Break	
6:30 PM	Dinner	
7:15 PM	Expanded Introductions	
8:15 PM	Table Reports on First Talks/First Day	
8:45 PM	Break	
9:00 PM	Evening Prayer	
9:20 PM	Spiritual Direction	
9:30 PM	Team Meeting with Prayers	

SATURDAY: The Conversion Phase (What To Do)		Extras
6:00 AM	Staff Wake Up	
6:15 AM	Candidate Wake Up	
6:45 AM	Coffee in Dining Hall	
7:00 AM	CHRISTS'S MESSAGE Meditation	
7:15 AM	Morning Prayer	
7:40 AM	Breakfast/Free Time	
8:25 AM	STUDY Talk/Discussion	
9:10 AM	Break	
9:20 AM	SACRAMENTS Talk/Discussion	
10:20 AM	Break	
10:45 AM	Holy Eucharist/Healing	
12:30 PM	Lunch/Free Time	
2:15 AM	ACTION Talk/Discussion	
3:00 PM	OBSTACLES TO A LIFE OF GRACE Talk/Discussion	
3:45 PM	Break	
4:15 PM	LEADERS Talk/Discussion	
5:00 PM	Dinner	
6:00 PM	Agape	
9:00 PM	Compline	
10:00 PM	Spiritual Direction/Team Meeting with Prayers	

SUNDAY: The Projection Phase (How To Do It)		
6:00 AM	Staff Wake Up	
6:45 AM	Candidate Wake Up	
7:45 AM	CHRIST'S MESSAGE Meditation	
8:15 AM	Breakfast/Free Time	
9:00 AM	EVANG. OF ENVIRONMENT Talk/Discussion	
9:45 AM	CHRISTIAN LIFE Talk/Discussion	
10:00 AM	Break	
10:15 AM	CHRISTIAN COMMUNITY IN ACTION Talk/Discussion	
11:00 AM	Noonday Prayer	
11:30 AM	Lunch/Free Time	
1:00 PM	GROUP REUNION Talk/Discussion	
1:45 PM	ULTREYA Talk/Discussion	
2:15 PM	Break	
2:30 PM	Closing Remarks	
2:50 PM	Break	
3:00 PM	Clausura	

EDUSC Cursillo Communications Coordinator Responsibilities

The Communications Coordinator can be an ex-officio member of the Council, similar to the Treasurer.

Website:

- Work with Diocesan staff to update and reorganize Cursillo website as needed
- Compose appropriate and accessible electronic content

E-Newsletters

- Using the chosen platform, send regular communications to the Cursillo Community about diocesan and national events, news, requests for information, promotion of other three-day ministries, and other resources.
- Update, solicit new names and maintain the subscriber list

Social Media

- Coordinate news sharing and communication through Facebook
- If appropriate, expand outreach through other social media (e.g., Instagram, Twitter)

National Weekend Palanca:

- Using ECM resources, send EDUSC wall Palanca to weekends

EDUSC Cursillo Event Promotion

- Create and distribute electronic flyers and pamphlets with weekend, event and information about the Cursillo ministry
- Work with diocesan staff to announce events to parishes and through diocesan newsletters

Training support people and replacements

- Search for Cursillistas with a knowledge base of electronic communications, to work as a team to facilitate and increase communications.

Suggested “Welcome Back” Schedule

9:30 - Gather

10:00 - Eucharist in the sanctuary (extra singing)

- Lay witness instead of the sermon
- Voluntary lay responses
- Clergy Response

11:00 - 144 Personal Updates in the Parish Hall

- What's one thing you did differently after the weekend?
- Have there been any surprises since you got home?
- How is your group reunion going? (or not going)
- Have you had any experiences with spiritual direction?
- What help do you need in growing the Fourth Day?

12:15 Potluck lunch

1:15 Music and/or continue discussion