



## *A Pastoral Letter to the Cursillo Community*

August 2017

Grace to you and peace, from God our Father and our Lord and friend Jesus Christ, in the Holy Spirit.

*Cursillo en Cristiandad* is, as its name proclaims, a "Short Course in Christianity." As such, it seeks to present to those who are faithful Christians the fundamentals of the Christian faith in a way that will both inspire and empower them to become leaders in living and proclaiming the faith of the community we call the Body of Christ, God's living presence in the world, loving and serving all, and transforming our environments. Fundamental tools, such as the discipline of the Tripod of Prayer, Study, and Action and the tradition of small groups of the faithful supporting and encouraging each other, are presented to participants to empower them for personal growth and transformation in the Spirit.

Furthermore, Cursillo is an official ministry of the Church, and as such it must not take a position of promoting any particular spiritual practice or methodology beyond those officially endorsed by the Church. Cursillo must, therefore, avoid the official endorsement of any particular method or spiritual practice beyond those fundamentals, which it has taught from the beginning. There are, it is true, a wide variety of spiritual practices, some old, some of recent vintage, which individual Christians have found beneficial for their personal spiritual growth and transformation. Some have greater, some have lesser foundations in the Christian faith; some have little or no grounding in Christianity yet are not inherently inimical to the faith. A partial, incomplete listing of such practices and methods might include the following:

- Alcoholics Anonymous, or other 12-step programs
- Glossalalia, or "Baptism in the Spirit"
- Labyrinth walking
- Zen meditation
- Aromatherapy
- Reiki therapy
- Crystal healing
- Enneagrammatic analysis

We do **not make any judgment as to the validity or advisability of any of these practices or** methods for any particular Christian, but we must also be careful not to endorse them as among the fundamentals of the faith, which Cursillo seeks to impart. Indeed, one of those fundamentals is a reasoned tolerance, even joy, in the rich diversity we find in our own Christian community. What works for one, however, may not work for another, and this must be recognized and accepted by all.

Therefore, while it may be appropriate for an individual team member to express, in the context of personal sharing (such as in a Rollo) the tremendous value personally experienced by particular practice-such as AA, for example, or labyrinth walking, or Reiki therapy-it is not appropriate for the Cursillo weekend experience to formally present-and thereby implicitly endorse-a particular practice or method to the Candidates as part of the

weekend experience itself. To be specific by way of example, it would not be appropriate for a team to schedule an AA meeting as part of the weekend, even if attendance were optional. On the other hand, if several members of a team want to have a private AA meeting during unscheduled times, not as part of the weekend experience as such, that is fine.

Or, to use an example of a proposal which was actually made, and ultimately rejected, for a recent weekend: It is not appropriate to schedule a Reiki therapy session as part of the Reconciliation rite, even though participation would have been "optional."

In all such matters, the good judgment of the Team as a whole, and finally the Rector/a, must be trusted to prevail; however, Rector/as should consult with the Team Spiritual Directors in determining the appropriate expression of the spiritual practices of individual Christians during the weekend. If there still are doubts, the Roman and Anglican Spiritual Directors of the General Secretariat should be consulted. To assist in making this judgment, we, the Roman and Anglican Spiritual Directors of the General Secretariat, ask that this letter be included in the official Cursillo Guidelines for the instruction and guidance of Rectors/as, Team Spiritual Directors, and Core and Team members, and carefully enforced by all Secretariats.

Your servants in Christ,

The Rev. Martin Mager, Roman Catholic Spiritual Director

The Rev. Vincent Jang, Episcopal Spiritual Director

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## **PHILOSOPHY OF CURSILLO**

Philosophy of Cursillo is the general principles of thought on which Cursillo was founded; principles that apply as much today as they did when the first Cursillo Weekend was held in the late 1940's.

Our founding fathers had a wonderful idea and that was to Christianize their environment by linking together small groups of Christian men. Starting with a Core group of Christians they would reach out and invite others in the small group reunions. The small groups came first and then the Weekend followed, not quite like we do it today.

Cursillo has three main concepts:

1. Cursillo is a movement of the church in the world; it is a means not an end. If the weekend is our goal we have missed the mark, for Cursillo is an apostolate of the laity. It does not end.
2. Cursillo strategy is to go out into our existing environment to nurture and rekindle one another's faith through witness, words and work, thereby Christianizing our environment.
3. The method we use to Christianize our environment is the same one we use to sustain our own faith. Piety, Study and Action-the Cursillo tripod, which is the basis of the Small Group Reunion.

The entire Cursillo movement is made up of three parts also.

1. PRE CURSILLO, where we actively seek Candidates, nurture and love them to prepare them for the weekend.
2. CURSILLO PROPER, the weekend itself where the Candidates receive the joyful proclamation that they are loved unconditionally by God and are introduced to the idea that Cursillo is a movement of the laity to live this Good News in their daily lives and bring Christ into their environments.
3. POST CURSILLO, where we sustain ourselves by meeting in small groups and in Ultreyas so we can strengthen our resolve to live out the Christian Principles and bring light into an unhappy world. The Cursillista then seeks out others to bring into the apostolate and the cycle continues.

Does it work? You betcha! The Cursillo Movement started with a small handful of men, now there are over 3 million men and women who are in the movement all over the world. In the Bay Area alone there are at least 16,000 people who have been through the weekend. Where are they? Some have moved, some are with God and some ONLY made the weekend.

Perhaps it is time for our movement in the Bay Area to get back to our founding fathers broader vision. Cursillo is not a weekend but a way of life. It is a calling to prayer, study and action, living in a way that witnesses to others that God is with us, bringing hope to others that they too are loved. We are the ones who will change the world, one person at a time. Through us God's love is made known when we become the willing instrument of his grace.

## **STRATEGY OF CURSILLO**

The founders of the Cursillo movement shared a vision of the possibility of Christianizing the structures of our society and our individual environments. They assessed that several possible strategies could be used to tackle that task. One possibility was the evangelizing and conversion of the nonbeliever. Such a strategy would be essentially apologetic and catechetical. The other possibility was the revitalization of the faith of dormant Christians, who the founders felt were, unfortunately, the majority of Christians. This Second strategy would have to be kerugmatik: that is, the joyful proclamation of the message of Christ to those who had the beginnings of faith, or whose faith could be revived. Its sights would be set on the living of the Pascal Mystery.

It should be obvious to us that the latter strategy was chosen. The founders devised the Cursillo Movement as a proclamation to the believer. Cursillo is not catechetical, it is not intended to instruct; Cursillo is not apologetic, it is intended to add depth and brilliance to the faith of people already Christian. This is why the Cursillo weekend assumes some faith on the part of the participants, at least a dormant faith. There are no Rollos addressed to the essential and real questions of the nonbeliever, nor does the Cursillo address its Rollos to catechetical instruction.

Instead, the Cursillo chooses Candidates who are, at least potentially, capable of being an evangelical leaven in their environments, and proclaims to them in a vital and powerful way the Good News of the gospel message. It hopes to help them discover for themselves their personal calling or vocation as Christians, so that they might accomplish it in and for the community (both the secular community and the Church).

### **Personal Freedom in Cursillo**

Respect for individual liberty must always be one of the concerns of the Cursillo movement. Proclamation of the message should be given all its inherent impact, while always respecting the liberty of the Candidates.

Within the Cursillo, everything we do should be normal and never contrived or artificial. Even the most insignificant details should reflect our daily life apart from the Weekend. We must not invent tricks to win the Candidates or in any way coerce them through psychological pressure or physical strain. Nor must we spend time in our team meetings trying to “psych out” the Candidates. We cannot substitute psychological pressure; the wearing down of resistance through physical exhaustion, or the denial of liberty, for to do so would destroy the true meaning of the Cursillo.

### **Heterogeneity and Ecumenism**

A healthy amount of heterogeneity needs to be both within the Team and among the Candidates, a mixture of peoples of differing social and economic classes, occupations, educational backgrounds, and religious experience. This blending is a logical consequence of the essence and purpose of the Cursillo Movement: the living and sharing of what is fundamental for being a Christian which is, and should be, available to all races and classes. This mixture allows us to share both our diversity and what we have in common as Christians. It is something simple and at the same time dynamic. We proclaim a Christian fellowship and a human solidarity, and at the same time, have a tangible experience of what is proclaimed.

The chosen People of God are one, one Lord, one Faith, one Baptism (Eph 4:5). As members, they share a common dignity from their rebirth in Christ. They have the same filial grace and the same vocation to perfection. They possess in common one salvation one hope and one undivided charity.

### **The Liturgy of Eucharist in Ecumenical Cursillo**

In Ecumenical Cursillo, the discipline of the Roman Catholic Church will require separate Liturgies, and respect for the Roman teaching that bans intercommunion until corporate unity has been achieved. This may put a burden upon the Team in order not to de-emphasize the importance of the Eucharist, on the one hand, or to create an unnecessary division, on the other hand. We also suggest that these liturgies be prepared in common, using the same songs and reading if possible.

## FOURTH DAY AND GROUP REUNION

We do weekends very well. After years of experience, we know that, with a sufficient amount of preparation, our weekends run smoothly. The Rollistas cover their assigned topics satisfactorily, the meals are generous and appetizing, and most Candidates and team members come away on Sunday evening thoroughly refreshed in the Spirit with a greater understanding of their commitment to Christ. The Weekend, taken by itself, is our most successful product. But what next? Is the three-day weekend the sum-total of the Cursillo experience: For many Cursillistas, the answer is, unfortunately, yes.

*If Fourth Day is not foremost in our participation in the Cursillo movement, then we are remiss in our understanding of the Cursillo method.* A brief investigation of the history of the movement immediately shows us that Cursillo began with Fourth Day. From a small gathering of concerned men, whose lives were firmly rooted in prayer, study and apostolic action, was born the realization that they must be about Christianizing their environments. As the circle grew, a concern for training others in Christian witness developed. The Weekends were held, then, as training sessions to focus on what is fundamental for being a Christian. Those attending the weekend were carefully chosen for their leadership abilities and/or potential. These new “Cursillistas” then returned to their environments and the small group “reunions” and began the process anew. Suffice it to say that in Cursillo, it is “FOURTH DAY FIRST.”

An examination of our own Cursillo experience will tell many of us that this has not been a predominant theme in our participation in the Movement. Our language alone betrays our misunderstanding. How many times have we said or heard, “I made my Cursillo on such and such a date.” Unfortunately, for many, the experience did end right there. We leaders in the movement have not been diligent in portraying the scope of the movement and the method. Changing our language is but a first step in changing our attitudes. Cursillo is not something we do; rather it is something we LIVE!

Cursillo has a goal – to change the world, to remake the world in Christ, to restore all things to Christ. And the Cursillo has a strategy, the strategy of structuring Christian Life, of providing a backbone for Christian life in every environment, not yet a movement.

In our efforts to change the world, we are faced with four options.

1. Create more Structures.
2. Transform existing Structures.
3. Transform individuals.
4. Redirect individuals who influence those structures already in place.

The Cursillo mentality is the fourth option. We in the Bay Area have landed on the third option and have stuck there.

There are three Stages in the Cursillo Movement.

1. Pre Cursillo
2. The Three-Day Weekend
3. Group Reunion and Ultreya

The process is a circular one, each stage relying on the previous stage and the following stage. Herein we offer some thoughts and suggestions on each of the stages individually, with the understanding that each is interdependent and is rooted in FOURTH DAY.

## Pre Cursillo

It is not inconceivable but rather encouraged, that non-Cursillistas be involved in Group Reunions. What better way to share with others the goals of the movement and to identify other leaders and Candidates for the weekend? This could be our primary method in preserving and furthering the movement. (Example – Many Cursillistas have been sponsored by someone in their Prayer group or Renew group.) As an aside, we can do much in dispelling the myth that Cursillo is some mystical society. There are no secrets in the movement. Candidates emerging from Group Reunions (aka Fourth Day groups) would know, prior to their participation on the weekend, exactly what Cursillo is about and how great a commitment is expected of them.

Sponsorship is the key to candidate participation in FOURTH DAY. If we as sponsors are not fully grounded in FOURTH DAY, if we are not active participants in Group Reunion, it is simply not feasible to expect our Candidates will be. The weekend team is not fully responsible for imparting the nature of the movement and instilling fervor and the fundamental value of living FOURTH DAY. As Candidates should be chosen carefully, so also should be sponsors. Sponsors must fully understand his or her responsibilities. This is the reason that our Secretariat has adopted the rule that each sponsor must attend a Sponsorship Workshop. If a sponsor does not fully understand his or her responsibilities, then we as leaders and team members must be prepared to make some difficult decisions.

Please note, no one needs to make a Cursillo Weekend. How many times have you heard, “So and So really needs to make a Cursillo,” or “I think S/he is ready now.” Let’s examine these statements.

There are three categories of Candidates for the Weekend.

1. Those who are backbones of their environments, who are responsible, mature, able to make their own decisions and are concerned about social conditions. Those who are easily identifiable as natural leaders.
2. Those who are ordinary Christians, folks who are trying to live Christian lives.
3. Those who may not or should not go – psychologically or emotionally disturbed; drinking, drug, or moral problems, and those who have recently undergone crises in their lives.

Cursillo is not a people mill. It is not our purpose to process as many people as possible through the weekends. The weekend was never intended to be a conversion experience for anyone. It was never intended to solve anyone’s problems. The weekend IS for Candidates who know the purpose of the movement and are ready and able to make a commitment. If a commitment is not possible, then those people do not belong in Cursillo.

## The Weekend

The purpose of Cursillo is FOURTH DAY and should be emphasized from the beginning of the three days. The first time Fourth Day is mentioned on the weekend, an explanation of what Fourth Day is should be given. Fourth Day needs to be mentioned throughout the weekend. The Group Reunion and Ultreya Rollo given on Sunday should come as no surprise; instead it would give the Candidates the tools they need to live out FOURTH DAY. It needs to be explained to the Candidates that their table discussions are a form of Group Reunions, if not precisely structured as such. To facilitate our efforts in candidate participation in Group Reunion, consider placing the candidates at geographic tables at some point during the weekend, perhaps at the Sunday lunch. An explanation could be given that this was a deliberate choice the team made and why. They may be seated with others from their same neighborhood, church, and even the same organizations.

Clausura is the beginning of Cursillo experience, not the end! Therefore, let the Rector/Rectora emphasize this fact in the closing talk. The weekend they just experienced is just the beginning of Fourth Day, which is the rest of their lives. They now need to go forth and be Christ in their environments. Group Reunions and Ultreya are the tools they will need to persevere. Remember that the weekend experience is nothing if not directed to returning to their environment and making a difference. (You may be surprised that team members also need to hear this!)

## **Group Reunion**

The Fourth Day Group Reunion is a meeting of individuals who share their lives, joys, struggles, hopes, shortcomings, sorrows and successes in living the Christian life. They share their experience in Prayer, Study and Action. It is a group who prays together and is mutually accountable for one another in the quest for oneness in Christ. The Group Reunion has structure and a sample of that is contained in the service card that is in the Fourth Day Packet given to each new Cursillistas. However, the reunion group should feel free to move away from the structure whenever necessary and let the Holy Spirit guide them. The size of the group is not relevant, for the Group Reunion is a gathering of leaders, enabling each other to continue to live as Christ in the world. Fourth Day Group Reunions are fundamental and essential to the Cursillo method. It is in the Group Reunions that we find support, nourishment and life to continue to be a witness at large. It is the Group Reunion that is fundamental to the Cursillo methods of Christianizing the environment.

There are three ingredients to a vital 4<sup>th</sup> Day Group.

1. Personal Growth – discovery of yourself as a person. Your gifts, strengths and weaknesses.
2. Group Building – a community of love, trust and acceptance. A group is not a group simply by deciding to sit down together and talking. It takes time, caring, sharing, forgiving and affirmation of each other. It takes praying with and for each other
3. Tasks or mission – Taking responsible action individually and collectively to share one's life with others.

Participation in a 4<sup>th</sup> Day Group Reunion is not optional if we are to live our lives according to the Cursillo method of Christianizing the environment. In Cursillo, it is FOURTH DAY first and always.

# ELECTION OF RECTORS AND RECTORAS

The SF/SM Cursillo Secretariat will regularly publish the requirements for becoming a Rector or Rectora and, based on these requirements, will recruit Candidates from the whole Cursillo community.

## CRITERIA FOR SELECTION OF RECTORS AND RECTORAS

1. S/he must be active in a Christian faith community other than the Cursillo movement. [Note: If a Rector/Rectora candidate's faith community is not Roman Catholic or Episcopal, S/he will require approval of the General Secretariat Spiritual Directors. The Vice-Chairperson of the Rector/Rectora Development Committee is charged with seeking this approval.]
2. S/he must be active in a Fourth Day Group.
3. S/he must have served on at least three (3) Cursillo team formations and weekends.
4. S/he must have a minimum of four (4) references, one must be from his/her clergy and another must be from a Rector/Rectora with whom S/he has served.
5. S/he must have served as both a Cook and Table Leader.
6. S/he must have served on two (2) Core Teams. The applicant must have served as either two (2) roles from column A or one (1) from column A and one (1) from column B. [Note: Special Assistant and Assistant MOSSAF roles do not qualify.]

### Core – Column A

Assistant Rector/a  
Head Cook  
Music Director  
MOSSAF

### Core – Column B

Assistant Head Cook  
Assistant Music Director  
Assistant Spiritual Directors

7. S/he must have given at least one (1) spoken rollo.
8. S/he must have attended a Leadership Workshop.

*\*Criteria 6 & 7 were revised by in the bylaws in March 2016.*

When applications are received, they will be screened against the published requirements and the input of the applicant's references will be requested in writing.

If an applicant does not meet all of the published requirements, the Secretariat will attempt to assist the applicant in correcting those deficiencies before further processing the application.

When an applicant meets all the requirements, a copy of his or her application and references will be presented to the full body of the Secretariat one (1) month before it is to be voted on.

The Secretariat will vote on the eligibility of the candidate to be a Rector or Rectora. Should any member vote against a candidate, he or she will be required to indicate in writing the reason for this vote, so that the candidate may be informed of the problem and take appropriate corrective action.

When a candidate is approved by the vote of the Secretariat, his or her name will be placed in a "Queue" in the order in which the application was received. Rectors and Rectoras will be selected from the Queue, the person currently able to serve whose name has been longest in the Queue will be appointed for the next available slot. A person currently serving on a team may be elected into the Rector/Rectora Queue. If the person comes up in the Queue while they are still serving on a team, their name will be held in the Queue until their duties on the team are completed at the conclusion of the weekend. The next person in Queue will be offered the available slot.

## **ROLE OF THE RECTOR/RECTORA**

You have just said, “Yes” to one of the most exciting and challenging ministries. Your next question might be “Now what?” What follow are policies, which have been provided in a spirit of support to you. You will find firm rules as well as flexible suggestions, but they all reflect a consensus of many former Rectors and Rectoras. Please accept them in that spirit. You will also be given a binder by the Secretariat, which provides you with more in-depth information on policies and guidelines. Policies need to be followed, whereas guidelines can be adjusted.

The Secretariat must approve any team’s request to deviate from the Rector/Rectora Policy statements. When a team wishes to deviate from the Policies, a written request must be made to the Secretariat at least six weeks prior to the proposed deviation. The Secretariat’s main concern is the health and progress of the Cursillo movement. If something an individual team wants to do should threaten the movement, it must be avoided.

You will become a part of the Secretariat on accepting this leadership role and will be asked to give a report on your team’s progress at each monthly meeting. This is to support you as you progress through team formation. Further support is offered by the Secretariat through the Rector/Rectora committee meeting held prior to the Secretariat meeting. You will serve another year on the Secretariat after your Cursillo Weekend and will be asked to serve on two of the standing committees. One of the committees will be the Rector/Rectora Support committee. It is more fun than work, as you support the upcoming Rector/Rectora.

### **Choosing Spiritual Directors**

Your first responsibility is to choose your Spiritual Directors. You are asked to refrain from asking other team members until you have your Spiritual Directors confirmed, as without approved Spiritual Directors, a weekend cannot be held. To preside over the sacraments shared on the weekend (Reconciliation and Eucharist), and deliver the Sacrament talk on Saturday, and they must be ordained Clergy (priest or deacon) of the Roman Catholic and Episcopal faiths (or with the ELCA Lutheran Church) and approved by Fr. Marty Mager and Deacon Vince Jang.

The General Secretariat has also deemed it possible that an Lay Assistant Spiritual Director (LASD) may be selected to serve the team during formation meetings and on the weekend, provided s/he has a formal approval from Fr. Marty and Dn. Vince, which will be based in part on theological knowledge and Cursillo experience. The LASD should be selected in consultation with the ordained Spiritual Director(s) on your team. The General Secretariat has a list in development of Spiritual Directors who have the needed experience/approval to serve; you’re welcomed to engage them in a discussion as needed. Anyone seeking to be considered for a LASD role, must contact Fr. Marty and Dn. Vince.

### **Choosing Your Core Team**

Once you have your Spiritual Directors’ commitment, you can begin to select your Core Team. When selecting the Core Team, keep these three items in mind.

1. People who can be future leaders in the movement.
2. People whom you feel comfortable working with.
3. People who the Secretariat is developing for future leaders who may need Core Team experience.

Before calling your prospective Core team members you need to make some decisions. Will you set the dates for all the Core team meetings and meeting dates or will you ask the Core team to help in that capacity? If you are selecting the dates, then you can give the dates when you call, if not then you can let the prospective Core member know that this will be the first decision the Core team will make. Do you have a theme and theme song in mind or will that be a Core team decision? If you have selected the theme let them know your theme immediately. You need to have at least one date in mind for the first Core team meeting, as you will want to first meet with them so they can help with the selection process.

Cursillo experience, a deep spiritual purpose and a comfortable honesty are needed in this important nucleus to ensure that Core people are not only supportive, but can give honest feedback. You will be working closest with your Assistant and Head Cook. The assistant needs to be someone who compliments your style, (if you are goal-oriented you need someone who is spontaneous.) S/he will be able to be honest with you when they feel you need constructive criticism yet will do this in a supportive way. You can trust this person to help handle whatever crisis may arise. The Head Cook needs to be a person who will take charge of the kitchen, a decision-maker with organizing skills. The Head Cook needs to be the kind of person who can keep cool when things get hectic or crises arise. S/he also needs to be spiritual; an individual who can give hugs and have a light humorous side. The person you select will have total responsibility of the kitchen team, just as you have total responsibility of the team.

### **Choosing the Music Director**

In selecting the Music Director keep in mind that this person must be able to, and comfortable with, leading groups in singing, and be able to change the mood of the team and Candidates with various music selections. This person needs to be flexible, as you may need to add or skip certain music on the weekend and during team formation. A guitarist is not the only person available to lead the music. The Keyboard, accordion or voice can be used to lead Music. Music is extremely important; it can make the team formation and the weekend a joyous experience for the Candidates and team. Use it as often as possible. Keep in mind when choosing the rest of the team to have Roman and Anglican musicians so there is music for both liturgies.

### **Choosing the MOSSAF**

The main duty of the Minister of Safety, Security and Facility is hospitality. S/he should make all feel welcome and secure. The MOSSAF should become very familiar with the facility. S/he must take their responsibility very seriously; as s/he is the one you depend on to guard the team, candidates and facility against any harm. For example, if a fire inspection is called by the local fire department during the Cursillo Weekend, it will be this person who will deal with the officials (and/or the facility's onsite personnel).

### **Team Selection**

Okay, the Core team is complete, now what? Assistants to the Core team. Just as you selected your assistant, the other Core team members should be allowed to select their assistants for the same reasons.

The By-laws of the Secretariat state: "Team members finishing a weekend should not begin team formation on another Cursillo team for one year, and except when called on to serve as a Core Team member, may not begin team formation on another team prior to six months after serving on a team." This same rule applies to new Cursillistas with a slight variation. One year should pass from the time they made their weekend until they serve on a team, and in no case, may they start in a team formation prior to six months. **Under no circumstances should a team member serve on back-to-back consecutive weekends.** A rested person tends to have more energy and there is less chance for burnout. Also, this rule allows more of us to share the joy of serving on a team. We want to ask as many as possible that wish to serve God's call in this way. As for new Cursillistas they need at least that amount of time to absorb all that happened on their weekend.

The average team has 32 members. There are usually 12 Cooks, 8-10 Table Leaders, 8-10 Core Team (if assistants are included) and 3-4 Palanca Angels. It is important to be aware of the limits on beds/rooms in the facility where the weekend will be held. In consideration of the space constraints, Palanca Angels should go home at night.

The Guidelines suggest that at least 1/3 of the team be made up of new team members, 1/3 of those who have served only once or twice or have not served for five or more years, and 1/3 of seasoned Cursillistas. You need to consider ecumenical balance, ethnic balance, and community balance. Now with all this in mind, you trust the one

who is really in charge to provide you with the team God has selected. You do your part and let God do God's part.

When you begin making your calls, have the dates and times for each meeting, the overnight, the weekend dates, team critique date and Clean-up date. \* Prospective team members will then be able to determine if they can make the commitment you that are asking of them. When a prospective team member needs time to make the decision, give them time, but set a decision date. They may need to check their calendars, or see if they can get the time off work, etc. Balance this with your need to get the team together and come up with a decision date. Also, confirm all contact information for each member (to build an accurate roster) and verify if letters may be sent via email.

**Now you have your team and the hard part of your responsibility is done!** (almost☺)

\*In our community's tradition, the team/candidates make themselves available to help the next weekend with Sunday afternoon clean-up/pack-out; these demands depend upon the facility requirements, but the palanca of service is requested by our Secretariat.

### **Core Team Meetings**

Community needs to be developed and nurtured in this group. At the first Core team meeting, spend some time talking about their concerns and expectations. You might consider having two Core team meetings before Team Formation begins. The first one would be devoted to community building. The second would then be devoted to logistical material. You and your assistant will need to develop the Core Team Agenda. To set this agenda, you will need to have in mind what needs to be accomplished before and at each team meeting. Therefore, an overview of team formation can be drawn up and discussed at the logistical meeting. That way when planning the agenda for each meeting you collectively will know what needs to be accomplished during each consecutive team meeting. When planning the Core Team agenda allow time for members to express any special needs or concerns that need to be addressed. It is a good idea to have a tentative schedule for the team meeting so the Core team has a starting point from which to work. They can then add or delete from that schedule. **MAKE SURE THAT THEY UNDERSTAND THAT THE SCHEDULE IS JUST A STARTING POINT.** Their input is needed and important. (Trust us you will go home with a different schedule)

The Core team will help make the following decisions.

1. Agendas for team meetings.
2. Work assignments (Cooks & Table Leaders)
3. Rollo assignments.
4. Address any problems or concerns about team development.

Suggestion: Core Team meetings should allow some time for a community building activity. It can be a short service, or a quick "catch up," what's been happening in your life since we last met. It is a temptation to move right into the work that needs to be accomplished, but community building needs to continue at the Core team level, just as it does at the team meetings.

### **Letters for Meetings**

Letters should be sent, via email or post, to all team members one week before each of the meetings, setting the date, time place and something of the agenda which will be covered. It is also helpful if a map and directions to the facility or home is included. A team roster can be included or handed out at the first meeting. Suggestion: Ask any members without access to email to bring 6 or 7 self-addressed stamped envelopes (#10 letter-sized) for future letters.

The first letter should include the following:

1. Welcome
2. Team roster
3. List of all meeting dates, dates of the weekend, Sponsors' Night date
4. Directions to the Meeting
5. Application to serve on a Cursillo Team

Note: All these things can be done quickly and wonderfully through e-mail. Use e-mail as much as possible since it is quick and inexpensive. E-mail addresses should be included in the Team roster.

### **Team Meetings**

A location should be established for each Team Meeting, generally a few months in advance of the actual meeting. Rector/as are encouraged, if the facility's schedule permits, to schedule one to two meetings where the weekend will be held so the entire team will be familiar and comfortable with the facility before the Cursillo Weekend. Time is essential in building community. Make sure you have time to share in both the large and small groups. Most team meetings are now held on Saturday, beginning around 9:00 AM until 3:00 or 4:00 PM. Most meetings open with a Prayer Service and/or a meditation. Once your Liturgy Committee is together you might want to turn this over to them.

The morning hours are usually devoted to team building activities with the afternoons devoted to cooks/leaders' meetings, major committee meetings, (Art, Music and Liturgy) and minor committee meetings. Encourage all team members to use their special gifts and to begin developing new ones. Encourage them to be creative and to be open to new creative ideas. Allow them to express any apprehension or concerns they may have about working on the team. Talking about it helps to dispel the fear. Express your appreciation to the team for all their hard work. Yes, they are servants of God but they are also human and a word of praise and encouragement is giving them a mental hug. The meeting usually ends with either Agapé and/or a Prayer.

### **Palanca Angels**

With the amount of Palanca that is now being distributed during the Cursillo weekend, you will find that the task has grown to a point where you will need assistance beyond your regular team members to cover this task. These gracious Christians will help you with Palanca, kitchen support and other errands during the Cursillo Weekend. Because Palanca Angels are "outside community," (especially if differently gendered) and not members of the team, they need not be present at team meetings; rather they will be there on the weekend to give the team assistance. Some teams invite these outside community to visit a meeting (commissioning, first/last) to bond with the team members during music/meals, but they should not be imposed upon the team's formation and business. Using a former Rector/Rectora or two as Palanca Angels can bring valuable experience to the team and allow for a quick replacement if a team member should withdraw.

### **Team Commissioning**

A Commissioning Service is provided by the Secretariat. It is important for the team to be aware that our Secretariat is here to support them during the formation and the Cursillo Weekend. Members of the outside community are encouraged to join in this beautiful service. A Commissioning service can be done at the first meeting or at some other appropriate time during team formation, perhaps at a joint team meeting. It is up to you and the Core team to decide what time is best for you.

### **Forms to be completed during formation**

1. Application to work a team: It is very important that each team member fill out a new work application for future Rectors/Rectoras. It is recommended that they be completed at the first team meeting. In the interest of saving time at the team meeting they can be mailed out with the first letter. You might want to have your Assistant collect these forms and keep track of who has or has not handed them in.

2. Assignment preference forms. At the first or second meeting, you might want the Head Cook and Assistant Rector/a to give a short talk on the table leaders' role and the cooks' role. The team members can then complete a preference form.
3. Committee assignment forms are usually completed at the Third Meeting. Each member usually selects 1<sup>st</sup> and 2<sup>nd</sup> choice for the Major committees and 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice for the minor committees. This can also be done at the 2<sup>nd</sup> meeting. [Some core teams link specific minor committees with the majors; ask advice on pros/cons.]
4. If you and the Core team have decided to have each member select and write a short paragraph for the 3 Rollos they might be willing to present you may want to have them turn this in by the fourth meeting as the Rollos need to be assigned by the 5<sup>th</sup> meeting.

All the above time lines are simply suggestions. The Core team will determine the timing for when these tasks need to be accomplished.

## **Selection of Cooks and Table Leaders**

The Core team will select cooks and table leaders after taking into consideration each member's preference, which might also denote a fulfillment requirement for a future Rector/a, or a physical limitation to consider. There are generally 4-5 tables in the Rollo room so there will be 8-10 Table Leaders. Usually there are between 12 – 14 cooks, including Head Cook and Assistant Head Cook. Following are some things the Core might take into consideration as they make their selections.

Cooks:

- This person has worked several Cursillos, but has never worked the kitchen.
- The person has a great sense of humor (for skits) or likes to be physically active.
- It is a good idea to have some rookies among the cooks, but you also need experienced people.

Table Leaders:

- A good listener and capable of drawing out responses from the Candidates.
- Willing to share their own stories (modeling) with the intent to help the Candidates begin to trust, but wise enough to be quiet and listen when the Candidates are ready to share.

After the table leaders are chosen, have met as a group at least once, they will need to be paired up. Consider balance at each table and try to put Roman with a Protestant, a rookie with an experienced person, people with personalities that complement each other.

## **Overnight**

The overnight can begin on either Friday night or Saturday morning and continue into the next day. \* The main purpose of the overnight is to complete team formation. All rollos and meditations should be given, including Spiritual Directors, as the schedule allows (any not presented must be reviewed by a Spiritual Director prior to the weekend). You will need to have critique forms available. With your core team, decide upon a process for delivering feedback to each speaker. It's advised to have table leader partners lead any critique discussion with other team and then written critiques may be delivered to the Rollistas, optimally by the Spiritual Directors. The agenda needs to allow time for a final cooks and table leaders meeting and committee meetings. Committee Chairpersons need to give a final report if this was not done at the last meeting. There also needs to be social time built into the agenda. Music is essential! It lightens the heart and brings smiles and laughter to the overnight.

The overnight is the time to come together as a bonded unit. You are building community.

\*Scheduling an affordable facility with overnight accommodations is challenging, so tackle this task early. If no overnight lodging is available, you may break the "overnight" into two separate meetings.

## **Weekend Scheduling**

Some Rector/as may choose to use a generic schedule that has been passed on from previous teams. This is a real-time saver, but you should review the schedule at the Core team meeting, as adjustments may be needed. It is wise to have three coordinated schedules, one for the Rollo Room, one for the Cooks and one for the Musicians. The cooks and music schedule should be explicit and detail the duties and people assigned with specific time notes. The Cooks Schedule should be posted in the kitchen. Each music person should have their own schedule with where they need to set up and the music they will be using.

**Final Note**, the Secretariat will provide you with a Guidebook, including a list of current policies. Please adhere to them.

## Rector/Rectora Checklist

The responsibilities of the Rector/Rectora are multiple and varied. They are detailed in the section “The Role of the Rector/Rectora.” These are merely sample checklists to help you get organized.

These dates need to be scheduled before selecting your team, so those prospective team members can commit to the meetings.

TASK/ITEM	WHO?	COMPLETED <input type="checkbox"/>
Set Core Team meeting dates	Rector/Rectora	
Arrange Core Team meeting locations	Rector/Rectora (help from Core Team)	
Set Team meeting dates	Rector/Rectora (Core Team?)	
Arrange Team meeting locations	Rector/Rectora (help from Core Team)	
Set the Date for the Ultreya	With Core Team	
Set Team overnight date	Rector/Rectora	
Arrange overnight location	Rector/Rectora (Core Team)	

Next: Select and get commitments from your Spiritual Directors, then choose your Core Team and then your Team. Ask for suggestions from the Core Team. It is a good idea to allow the Head Cook and Music Director to select their own assistants but not mandatory.

TASK/ITEM	WHO?	COMPLETED <input type="checkbox"/>
Select and get commitment from Roman Spiritual Director	Rector/Rectora	
Select and get commitment from Anglican Spiritual Director	Rector/Rectora	
Choose Assistant Rector/Rectora	Rector/Rectora	
Choose Head Cook (and Assistant), Music Director (and Assistant), MOSSAF (and Assistant)	Rector/Rectora (Assistants may be chosen by Core persons)	
Choose Team; providing all dates of commitment and a deadline when inviting.	Rector/Rectora (with help from Core Team) and Assistant Rector/Rectora	
Choose Palanca Angels	Rector/Rectoras (with help from Core Team)	
Create the Team roster		
Send roster to Canta El Gallo		
Give Team roster to Secretariat		

## Everything Else

TASK/ITEM	WHO?	COMPLETED <input type="checkbox"/>
Team Assignments	Core Team	
Committee Assignments	Core Team	
Committee Chairpersons	Rector/Rectora and/or Core Team	
Arrange for Weekend Photo	Rector/Rectora or Core Team	
Obtain/Arrange for Crosses for team and Candidates	Rector/Rectora or Core Team	
Arrange Agapé	Head Cook	
Welcome Letter to Candidates and Sponsors	Rector/Rectora	
Checklist of what to bring	Welcoming Committee	
Flowers for weekend and Mañanitas	Rector/Rectora and/or Head Cook	
Send roster, mtg/location info, theme, song & candidate info for webpage set up	Rector/Rectora or Assistant	
Invitation of Clown Ministry for Sunday breakfast	Head Cook	
Assign a volunteer to prepare and deliver a "Pass It On" talk for Sunday afternoon (lunch)	Rector/Rectora or Assistant	

**On the Weekend:**

TASK/ITEM	WHO?	COMPLETED <input type="checkbox"/>
Prepare final candidate roster for inclusion in Fourth Day packet	Rector/Rectora and/or Fourth Day Committee (Someone from the outside could be asked to do this for you)	
Candidate registration (if needed)		
Weekend Agenda for all Team members	Rector/Rectora and Core Team	
Overall time Schedule	Assistant Rector/Rectora	
Cooks' Schedule	Head Cook	
Room assignments for Team	Assistant Rector/Rectora	
Room assignments for Candidates	Rector/Rectora and/or Core Team	
Open/set up facility	Head Cook or MOSSAF	
Welcome Talk	Rector/Rectora	
Notes for introductions of Rollistas (if needed)	Rector/Rectora	
Rollo #15: The Fourth Day	Rector/Rectora	Keep it short. Read the guidelines.

NOW THE TEAM TAKES OVER BECAUSE YOU WILL BE VERY BUSY LOVING, HUGGING, LISTENING, AND WATCHING MIRACLES HAPPEN BEFORE YOUR VERY EYES!!!

**Post Weekend:**

TASK/ITEM	WHO?	COMPLETED <input type="checkbox"/>
Send letter of welcome and thank you to all team members and new Cursillistas	Rector/Rectora	
Send email roster to BARBWire to get everyone on mailing list	Rector/Rectora or Assistant	
Give roster to Secretariat's Development Chair	Rector/Rectora	
Select new Cursillista(s) for Ultreya Rollo	Rector/Rectora and Assistant	
Attend Bridge meetings	Everyone	
Attend Ultreya	Everyone	
Give a list of potential Rectors/Rectoras to the Secretariat.		
Send letter to Team and candidates reminding them to attend clean-up for next team	Rector/Rectora	

# Cursillo and Stewardship

## **Purpose:**

Cursillo is a volunteer, not for profit organization and, as such, depends on the generosity of its members. Cursillo is an offering of love, time, talents and treasures. These offerings come in many different forms and combinations, but they are required for the movement to continue the fantastic success we have seen over the past 40 years.

## **History:**

While at St. Benedict's, a Cursillo was never complete without a talk from Fr. Rollie Jones. This was referred to as the "Sermon on the Amount." Many people were moved by his ability to make the seemingly obvious so visible to everyone. His manner and mysticism made this a very enjoyable presentation for most Cursillistas. The move to St. Thomas More began a new era. Not only was there a new facility, but also Fr. Jones was not able to provide those talks and, as a result, they faded into the memory of those who were fortunate enough to have heard them. Now that we have long-since moved from St. Thomas More, SFTS *and* CASA, where we were secure in the cost-structure for a weekend, there is an increased effort placed on bringing back the talk of Fr. Jones. Although no one can replace the man, another must take his place in instructing the candidates about how stewardship applies to the Cursillo movement.

Because of the potentially negative reaction to the title "Sermon on the Amount", the title of the presentation was changed to "Pass It On." This simply asks the candidate to take what they have been given and "Pass It On."

## **Methods:**

Money obviously springs to mind when stewardship is mentioned, and it is the continued giving of many Cursillistas that has kept the movement alive and well. But there are many other forms of stewardship as well, such as volunteering, praying, witnessing, sponsorship and palanca, just to name a few. All of these are valuable sources of stewardship and should be valued equally. It takes all of them to keep the movement going forward.

## **Introducing the Stewardship Plan (Rooster Boosters)**

It is suggested that a representative of the secretariat meet with the core team, at their initial meeting, to explain the need for stewardship and the details of this plan. Providing a vehicle for communications is important in the early stages of formation so that no surprises or misunderstandings occur during this process or the subsequent weekend. The representative should be available to present the information to the entire team, if asked.

We are all asked to be good stewards. God has given us so many gifts and we should be willing to share those with others. Happy and blessed is the one who gives in the name of the Lord. The importance of this cannot be stressed enough. It is very important that the focus of stewardship be on the giving of *all our gifts*: time, talent and treasure, and not just an appeal for money.

Self-addressed (Bay Area Rooster Boosters) envelopes should be placed in each 4<sup>th</sup> Day packet, whether the talk is given or not. This will allow the candidate to participate if they wish.

## **Presentations**

### *Before the weekend*

The initial presentation should be made to the rector/a during their meeting with the secretariat. This will allow understanding of the need for the presentation and will allow the rector/a to tailor the presentation to the needs of the team.

A presentation of the plan and guidelines should be made to the team at their first meeting. This sets the expectation and allows team members to fully understand the purpose and process of providing the talk during the weekend. Here, again, any fine-tuning of the process can be requested.

The talk itself should be presented to the team during the overnight. The speaker should solicit feedback and carefully consider modifying the talk to reflect those comments.

#### *During the weekend*

The “Pass It On” presentation could be presented on Sunday of the weekend, after lunch and before the final rollo. The exact time will be determined by the core team of the weekend.

#### *After the weekend*

If the talk is given during the weekend, a follow-up presentation should be provided at the team’s Ultreya. This will allow everyone another opportunity to consider entering stewardship with the Cursillo movement. If the talk is not given on the actual weekend, this would be an excellent time to present the talk.

A representative of the secretariat could be present with detailed information about the Rooster Booster program, if requested. The materials could also be supplied to a representative of the teams participating in the Ultreya.

### **“Pass It On”**

#### *Content*

The “Pass It On” presentation should talk about stewardship and the need for all Christians to be good stewards. It should contain bible passages about stewardship. There should be examples of the various forms of stewardship and how each person’s gifts are equally valuable. *An invitation* should be made to each Cursillista present to join in the community of Christ and the fellowship of Cursillo. “Make a friend, be a friend, bring that friend to Christ.” Issue a challenge to each Cursillista to begin 4<sup>th</sup> day with action. Let them know that it is okay to begin now and explain the blessings to be received by giving of one’s self.

#### *Mood*

This is a very pleasantly serious talk and should be presented as such. Allowing everyone the opportunity to get seated and comfortable in his or her seats would be highly advisable.

#### *Delivery*

Presentation is critical. It is important not to lose the audience by repeatedly mentioning money. It is important that the speaker convey the importance of the talk and the resulting actions that should occur once the audience receives it.

#### *Additional Items*

The speaker should have copies of any current Rooster Booster pledge forms, envelopes addressed to the Bay Area Rooster Boosters and a box in which items can be placed. This box should be left for the candidates and/or team members to deposit any forms they wish, and should be present at the Ultreya for the follow-up presentation.

## Sample “Pass It On” Talk

This is a revised sample of a “Pass It On” presentation and is only to be used as a guideline. Each speaker should try to “make it their own” by adding personal touches.

### “Pass It On”

This afternoon you will come to the end of your three-day journey, so perhaps it is fitting to ask if any changes have occurred since you arrived here. As I look around this room, it certainly has changed. I see evidence covering the walls of lots of love pouring in from the outside community, as well as your posters from Friday, expressions of your own thoughts and feelings.

More significant though are the changes in each of us that will be used to change our environments as we continue this walk of faith. Remember the Rollo “Being Christ In Our Environment”? There was a message as to how we should move from this safe, wonderful place, back into our everyday lives. A message of how we can be AS CHRIST in our environment.

*Cursillo has made an enormous change in my life. I was a regular, active member of my church and was a good partner, parent and citizen in my community, but something just seemed to be missing. What was missing was the unconditional love of a large group of individuals who simply loved me for who I was at that moment, God’s love. Well, Cursillo certainly changed all of that. It has shown me how important it is to be guided by, and express, my feelings and thoughts as well. It has taught me to love everyone I meet unconditionally, with my whole heart and to see the face of Christ in everyone. Since my Cursillo, life has been far more joyous than ever before, and feedback tells me that I, in turn, have made others feel better as well.*

Each team member, in his or her own way, has contributed energy toward making this one of the most love filled weekends possible, and each of you has responded in your own way to complete the picture of an ideal Christ community. This is truly what it is all about.

This afternoon you will walk away from this facility. If you’re like most candidates, however, you will never separate from the experience you have just been given. And, to the extent you change course toward a life centered in Christ, the world around you will become a far better place.

So, how did this weekend come to be? Cursillo is not a club, like Rotary or Kiwanis, with dues paying members. It is a not-for-profit movement based on the love and teachings of Jesus Christ, our Lord and Savior. This team was assembled and self-trained over the past year just for this weekend. It will never be re-assembled and the presentations and information you received will never be disseminated in quite the same way again. Much of what you have seen and eaten during this weekend was donated. It is palanca that has been provided by the Cursillo community, those who have come before you. It is a weekend that gives a gift of love to you from the gifts of love received from others.

Each of you has now been given a three-day holiday, complete with great meals, lodging and weekend entertainment that is second to none (well, almost). You have received mail, now known as palanca, from many brothers and sisters in Christ who don’t know you, but love you just the way you are.

What is the value of a weekend like this? I wouldn’t venture a guess. Have you priced a life-changing weekend lately? What is the value of this Cursillo experience in your life? No one can place a price tag on that. All I can say is that my experience was priceless.

What we do ask is that you seriously consider how you can be a good steward of the love you have received this weekend and “Pass It On.” This is a real and effective way to be a light in the darkness. It is what keeps Cursillo moving forward and it is a fellowship in which we would like to invite you to share.

There are many ways to be a “Rooster Booster.” This is our program of stewardship, a program that will allow you to designate a pledge of time, talent and treasure to the support of our movement. In time, you will have the opportunity to commit your heart and time and talents into serving on a Cursillo team, sharing in the service of care, and your faith with new candidates. You are also always welcome to join in the practice of Palanca, perhaps serving meals, helping with chores or tasks, or with the writing and delivery of palanca messages and posters. You can consider joining our local secretariat, and learn more about the committees of folks who work toward the development of leaders. And, of course, you may also hear the calling of sponsorship, and may take the opportunity to share this experience and invite other friends and loved ones into the movement.

As for sharing your treasure, the Bay Area Rooster Boosters is a non-profit entity created originally to manage facility and scholarship funding. Donations to BARB help to ensure the continuing growth of our community, making it possible to support teams and candidates serving weekends like this one. We have provided contact information and an envelope to BARB. Think it over, and, if you wish to make a commitment to the work of our secretariat, put it in the envelope and mail it in during the next few days.

Remember that those who came before you have helped to produce this weekend. Now you have a chance to help unite others in the Holy Spirit through this incredible movement.

The Apostle Paul summed it up well in his first letter to the people of Corinth:

“There are different kinds of spiritual gifts, but the same Spirit gives them. There are different ways of serving, but the same Lord is served. There are different abilities to perform service, but the same God gives ability to everyone for their service. The Spirit’s presence is shown in some way to each one, for the good of all.”

God bless you, De Colores and Ultreya!

## ROLE OF THE ASSISTANT RECTOR/RECTORA

Since the combination of Rector/a and the Assistant Rector/a is always different, these guidelines are offered as a base from which to draw, as the needs/wants of each Rector/a varies greatly due to each one's own unique personality. The ultimate goal is to ensure an Assistant is selected to serve as a complement to the Rector/a.

The Assistant Rector/Rectora is a Core Team position. The primary job of the Assistant is to help the Rector/a spiritually and physically plan for the Cursillo Weekend, and during the weekend, to keep it on time and running smoothly. Loving support and hard work during team selection/formation, the weekend, and 4<sup>th</sup> Day are essential.

Before the work of the weekend ever begins, meet with the Rector/Rectora. Discuss their ideas, hopes, and dreams for the weekend. Together center yourselves in the Lord and above all pray together through both team formation and periodically during the weekend.

During Team Selection, your duties may include helping the Rector/a with team selection in any way they see fit. Researching "Applications to Work a Team," which should be available from the Secretariat may do this, phoning prospective team members, etc. Along with the rest of the Core Team you will meet to discuss possible team members, schedule Core and Team meeting dates, and possibly arrange for the team overnight. You might be asked to be the Treasurer for the weekend. You will probably be asked to help with correspondence to the team during formation.

**Team Meetings:** You will meet with the Core Team to plan the meetings. Before the first team meeting you might be asked to prepare a Team list or roster to be distributed at the first meeting. During team formation, this list may have to be updated. You might be asked to perform any/all secretarial duties that might be required. You will need to be aware of the details involved in each meeting and in any way possible relieve the Rector/a of these details so that s/he can concentrate on the primary job of community building.

If the Rector/a chooses, Table Leader Training could be your responsibility. Just as the cooks have time to meet during team meetings to plan and share, it is essential that the Table Leaders do so as well. During these meetings ask them to share their feelings and experiences about being a Table Leader. Have resources available for them, do some role-playing, and pray together. After they have been matched as table partners give them time together, to talk, plan and pray.

**Time Keeping** – This is the primary area of responsibility. It can also be the most difficult. Early in Team Formation, solicit the cooperation of the team members by explaining the importance of keeping on schedule as much as possible. Team meetings and the Team Overnight are good opportunities to practice your time keeping skills. It is important to ensure that the team and the Candidates have enough energy to live the Cursillo message during the weekend. If Friday and Saturday are too long, there is no energy left for Sunday and the crucial message of Fourth Day gets lost. In essence, receptivity to the Fourth Day message is in your hands. So, we recommend that on the overnight, or the last meeting before the weekend, you once again seek the cooperation of the team to help you with this task. They can do this by quickly quieting down, moving on when asked, joining in the singing when it starts, etc. thus modeling the desired behavior for the Candidates. While managing the schedule is an important task for a successful weekend, an Assistant should always remember to engage the team's cooperation with kindness.

Be aware of and be sensitive to the moment (among team in formation and on the weekend). Try not to interfere with the flow of love and community building (leave room for the working of the Spirit). But it is also essential that you do not allow Rollos, discussions or other activities to rob precious time from the rest of the Cursillo weekend. (Extra time taken by Rollistas is sharing time taken from the Candidates). Discuss the timing of rollos on the overnight and arrange a firm, but loving, signal you might share if any Rollista speaks over that time on the weekend.



## ROLE OF THE HEAD COOK

The role of the cooks is to feed the Candidates both physically and spiritually. Outlandish costumes, overdone skits, exotic foods, expensive decorations are nice, but they are things, and although they may be presented with love, it is still not the true spirit of the Cursillo weekend. Love and prayer will be your role and ministry for the weekend.

The Head Cook is a Core team position. The sources of information for the planning of the weekend that would be useful to you are, your own prior experience as a cook on a weekend, discussion with former Head Cooks, and the “Nuts and Bolts” and “Role of the Cooks” (in this section).

Spirituality is the purpose of the Cursillo Weekend, so start building community as soon as the Cooks’ Team is selected. As Head Cook your role is not cooking, but one of supervising. A supervisor is one who accomplishes the desired results through others. So be ready to assign and then let go.

Kitchen community is not only essential, but it is fun. Start at your first cooks’ meeting to build community. Bring the cooks together spiritually before becoming concerned about menus, music, skits, assignments and other worldly things. Ways this may be put into action is to:

1. Open the group’s initial meeting with a personal check-in on life – big/little stresses – ways to support
2. Share thoughts about goals/concerns of serving as a cook – experienced and rookies
3. Work together to prayerfully support the rest of the team and one another with palanca projects and prayer partners for assigned Rollistas.

The cooks’ duties will vary but some of the basic roles and assignments are:

1. The Cooks’ Blessing – each Rollista should receive the Cooks’ Blessing prior to giving his/her Rollo. This is a very moving and uplifting experience and all cooks (if possible) should be present. Sometimes new cooks will be fearful of this Blessing and what they “should,” say. One of the most powerful ways to overcome this fear is to give a Cooks’ Blessing during team formation to a Core team member or team member who may need special prayers. New cooks quickly learn that there is no right or wrong way to pray, there is just Prayer, and simply saying what is in their heart.
2. Agapé – a gift from the cooks to the candidates and team. All cooks should be involved in the “Love Feast.” It might be advisable to assign an experienced Cursillista to prepare (or assist with) this ceremony at the onset of the cooks’ team formation.
3. Lead a grace before each meal.
4. Music and Skits – Don’t forget the spirituality of the weekend, but humorous skits and musical offerings that the cooks’ team brings to the weekend is often the leaven that allows the spiritual message to be heard and felt at a deeper level. Also, much deep sharing may have happened at the table and the wonderful laughter you bring is a gift of release for both candidates and table leaders.
5. Snacks in the Rollo Room and the early morning coffee cart service at wake-up. Assign (at least) two cooks to serve the Candidates and team members. This personal service is a blessing to the candidates, obviously, but it’s also an opportunity for the cooks to spend some brief personal time with the candidates.
6. Purchasing of supplies and food in preparation of meals. Even if outside community are offering meals as palanca, there will still be supplies and supplemental food stuffs to make available.
7. Maintenance of the center during weekend by keeping bathrooms clean and stocked, floors clear of debris, the chapel clear of any debris, and of course, the kitchen and dining area. Dependent upon the facility hosting the weekend, these demands may be more/less vigorous or necessary, as onsite staff may provide services.

It is suggested to:

1. Have extra personal items for Candidates such as: Toiletries, bedding, towels, toothbrushes, toothpaste etc.
2. Be aware of any physically challenged Candidates. You share this responsibility with the MOSSAF. Also, be aware of any special diets and medications for both Candidates and team members. Assign someone to this ministry.
3. Check for a First Aid Kit available at the facility and restock what is needed.
4. Locate neighborhood stores around the facility for emergency items.
5. Have a “go for”, either a cook, a Palanca angel or someone from the outside community. Keep a list, make one trip per day and have money available (make sure receipts for team expenses are turned in).
6. Become familiar with the Garbage/Recycle/Compost Policy for each facility and abide by it as a group.
7. Make arrangements for Communion bread and juice and/or wine, checking with Liturgy Committee and/or Spiritual Directors first as they may already have plans.
8. Familiarize yourself with the center, the rules and know how to operate the kitchen equipment. Know where switches and breakers are. Have the MOSSAF assist you.
9. Coordinate with the following committees:
  - Liturgy – Will the committee provide bread and juice/wine for eucharist?
  - Music – Will the cooks request help teaching De Colores at Friday lunch or music at other meals?
  - Art – Will the committee or the cooks provide placemats/tent cards with team/candidate names?
  - Sponsors – Will the committee provide refreshments and coffee or will they need cook support?
  - Welcoming – Will the committee provide snacks and drinks for sponsors and candidates or the cooks?
10. Assign a cook to take care of the Palanca Angels; make sure they aren't overlooked for snacks/meals.
11. Extend an invitation to the Clown Ministry Coordinator (2017-2018, David Takeuchi, 510-220-6779) if you would like the Clowns to come during the Sunday breakfast; they will not be scheduled if not invited.

## The Spiritual Role of the Cooks

- **The most important role of the cooks is prayer!** Food can be provided from the outside, the love cannot.
- Prayer and spiritual support is essential during team formation.
- Prayer partners are often selected during early team formation.
- Make time for prayer during meetings
- Try to center on your true purpose during the weekend.
- Nurture team and Candidates during weekend.
- Find time for individual contact with Candidates.
- Seek out those who are troubled and may want to talk.
- Prayerfully support those who are troubled and do not wish to share.
- Remember that, at times, the weekend may be as difficult for team members as Candidates. Make yourself available.
- Cooks' Blessing for Rollistas. This is a unique gift only the cooks can bestow.
- Remember the cooks' team and Rollistas are one team before, during, and after the Rollo.
- The blessing may be in the kitchen, the dining room or the chapel, as conditions permit.
- Try to make sure that all cooks are present to share in the blessing.
- Be in a place to prayerfully support the Rollista.
- Respect the privacy of both the Rollista and Cooks. (If members of the outside community are present you may want to hold the blessing in a different place.)
- Importance of levity during the weekend.
- Mealtime entertainment helps relieve tensions that may develop during heavy soul searching.
- Music, mirth and movement should appear spontaneous and not heavily structured.
- Remember laughter and singing is a form of prayer too! Cooks are the "Clowns of God" who lighten the load for both Candidates and team.
- **Prayerful support is more important than gourmet food and dead tired cooks.**

## **ROLE OF THE COOKS “NUTS AND BOLTS”**

### Special diets and medications

- Dietary requirements usually included on Candidates application
- Plan special menus, if necessary and one or more cooks are assigned the responsibility during the weekend.
- All medications, which must be given at special times, should be reminded by a cook.

### Table decorations

- Consider meal themes when planning decorations.
- Meals may be assigned to individual cooks or cook partners.
- Package and label decorations according to meal to expedite setting.

### Miscellaneous supplies

- Extra toothbrushes, toothpaste, shampoo, and combs etc.
- Pillows, towels, wash cloths, blankets etc.
- Be aware of neighborhood stores in case of need.

### Sponsors' Committee

- Sponsors committee may request your help for refreshments
- Assist with set up for Sponsor Service.

### Welcoming Committee

- Welcoming Committee may ask for your help with coffee, tea, and cookies.
- Welcome Candidates, help locate rooms and beds, assist with luggage.
- Avoid hugging old friends as this may intimidate some Candidates. Remember how uncomfortable you might have been on Thursday night.
- Save colorful outfits for Friday afternoon.

### Facility

- Maintain cleanliness of facility during weekend.
- Be prepared to deal with minor emergencies.
- Be aware that we are guests and that others use the center also, make a note on anything you may see that is broken or needs replaced. Leave the center clean for the next incoming group.
- The previous team will palanca Sunday cleanup. Please be sure they are aware of what needs to be done in the kitchen.

### Altar Guild (often in conjunction with the Liturgy Committee)

- Check with Liturgy Committee about chapel set up for Thursday night
- Clean chapel after each use.
- Set up for services during the weekend.
- Coordinate bread and wine needs.

### Agapé preparation

- Plan Saturday activities to allow cooks time to shower and clean up.
- Plan Saturday dinner with Agapé schedule in mind.
- Setting should be meaningful rather than showy. Remember the purpose of the Agapé.
- Coordinate timing with chapel service.
- Set out the food/drink elements that will be shared in the celebration.

## **Food and Menu Planning**

### **Kitchen Facilities**

- Know the types of utensils and cookware that are available.
- Know how the stoves and dishwashers work.
- Know where dinnerware, glassware and silverware are located.
- Be prepared to provide all necessary ingredients.

### **Menus**

- Be aware of foods readily available at that time of year.
- Budget carefully.
- Meals should be light, well balanced with lots of fruits, vegetables and limited sugar.
- Themes for meals and creative serving techniques may help the weekend flow.
- Try out every recipe in advance. Some recipes do not expand well.
- Allow additional cooking time for expanded recipes.
- Do not prepare menus with critical serving times, Weekend time schedules are easily changed, delays can and will happen.
- Meals that can be put together ahead of time allow cooks time to rest and to spend time with the Candidates.

### **Purchasing Food**

- Have a complete menu and shopping list prepared well ahead of time.
- Purchase perishables at the last minute.
- Have cash on hand to purchase forgotten or last-minute items.

### **Palanca Meals for the Weekend**

- Arrange for Palanca meals well in advance of the weekend.
- Know what meals you would like to have as Palanca.
- Be flexible.
- Remember not to allow outsiders contact with the Candidates.
- Some cooks make a wish list, small items that an individual can purchase and send to the center Thursday night with a team member. (Example: Sparking Cider, milk, soft drinks, bottled water, etc.) Send list of items to webmaster to be added to team webpage.

**No food or beverages may be left on the premises. Arrangements should be made before the weekend for leftover food distribution.**

# MEAL ASSIGNMENT WORK SHEET

DAY: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Breakfast ( )

Lunch ( )

Dinner ( )

THEME: \_\_\_\_\_

DECORATIONS: \_\_\_\_\_

GRACE: \_\_\_\_\_

SKIT: \_\_\_\_\_

COSTUME: \_\_\_\_\_

MEAL CAPTAIN: \_\_\_\_\_ MEAL CAPTAIN: \_\_\_\_\_

(Kitchen)

(Table)

MENU: \_\_\_\_\_

PREPARATION: time needed \_\_\_\_\_ # of people needed: \_\_\_\_\_

WHAT NEEDS TO BE DONE: \_\_\_\_\_

SPECIAL NEEDS & DIETS \_\_\_\_\_

MENU ITEMS NEEDED & AMOUNT: \_\_\_\_\_

PALANCA MEAL? yes \_\_\_ no \_\_\_

CONTACT \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

## **ROLE OF THE SPIRITUAL DIRECTOR**

The Rector/Rectora usually chooses the Spiritual Director. Lay Assistant Spiritual Directors (LASDs), who may be other clergy, religious, or lay people, should be chosen by the Spiritual Director in consultation with the Rector/Rectora. Lay Assistant Spiritual Directors must have the basic theological training to qualify as catechists of the church. They may perform all functions except presiding at Liturgy or Sacraments or delivering the Sacraments Rollo.

A list of those approved the Roman Catholic and/or Episcopal/Lutheran Spiritual Directors in liaison with their respective Bishop/Archbishop, to serve as LASDs is maintained by the General Secretariat. For those interested in becoming an Lay Assistant Spiritual Director for either communities, prospective candidates shall contact one of the above for an interview and any discussion regarding their qualifications.

### **Specific Functions of the Spiritual Director and Assistants**

1. Before the Cursillo Weekend, provide spiritual direction and pastoral support for team members. Help to plan meetings for team formation, assist as needed in preparing team members for Rollos especially those Rollos which are under the guidance of the Spiritual Director. Help select the team members who will be doing the meditations, and assist them as needed, exercise leadership in clarifying doctrinal points, facilitating the planning of liturgies and all services on the Weekend.
2. During the Weekend, responsible for all meditations and for the following Rollos: Grace as Relationship with God, Faith, Sacraments, Obstacles to Christian Living and The Christian Life. Except for the Sacraments Rollo, *other team members may be giving these talks*. Preside at Service of Reconciliation and give homily at that service. Assist as needed at Agapé and Clausura. Preside at Liturgy/Eucharist. Be present to the Cooks and assist at Cooks Blessing. Be particularly available to Candidates for spiritual direction and pastoral counseling.

### **Ministry of Spiritual Director on the Cursillo Weekend**

1. Teaching Ministry: perhaps the greatest ministry as far as preparation time. The Spiritual Director needs to critique the Rollos, making sure theology given in Rollos is correct and the fundamental purpose of the Cursillo Movement is clear: evangelization (i.e. the Christianizing of our environment); and the awakening and/or deepening of faith.
2. Liturgical Ministry: We have all seen growth in Candidates because the Liturgy and Reconciliation Service were well planned and celebrated. The Eucharist can and should become the Core of the three-day experience.
3. Ministry of Service: The Spiritual Director is a part of a total team and as such shares functions and tasks as needed. Their special responsibility is for personal contact with the Candidates, being available for discussion, counseling, confession, etc. They also provide spiritual direction and pastoral support to the Team.

### **Spiritual Directors Rollos**

The purpose of the Rollos springs from the precise purpose of the Movement:

“Cursillo Weekends are a movement of the Church which, with its own method, makes it possible to live what is fundamental for being a Christian, in order to create nuclei of Christians (4<sup>th</sup> Day Reunion Groups) who engage in leavening their environments with the Gospel, helping to discover and achieve their personal vocations, with respect to the same.” If the Spiritual Director understands this purpose, s/he will understand why the S.D. Meditations and Rollos should contain some things and not others.

The Spiritual Director's Rollos and Meditations do not present a complete course in Christianity; nor are they intended to be a high-level catechism for adults. They do not deal directly with the problems of society, or the Church, as Lay Rollos might, but work instead to form people in the Gospel who will solve these problems. The essential theology that the Spiritual Director attempts to convey is that of "being Christian." "The Cursillo, complete and entire, is directed to having men and women live what is fundamental for being Christian. The Cursillo weekend presents the radical and basic solution of all the problems of the person who seeks happiness so that one, with one's responsibility, may make the concrete applications of the Gospel in one's life. In the Cursillo Weekend, social, family, economic and political questions, and their Christian solutions, are not treated directly; but what is treated is what is fundamental for being a Christian." The strategy of the Cursillo Weekend is to provide a backbone for living the Christian life.

There are two expectations in the presentation of the Spiritual Director's Rollos and Meditations:

The Candidates are introduced to a living experience of Christian community, and begin to live what is fundamental for being a Christian.

That the Candidates get a new vision of what is fundamental for being a Christian, and what it means to form Christian life in society. This new vision of what life can be should come chiefly through the Rollos.

#### Two Points

1. The talks have a definite purpose and should be understood and presented in that light.
2. The talks are meant to present, in a progressive way, what is fundamental for being a Christian, and how to do so with others so that Christianity is built into the world and transforms it.

The style of the Spiritual Director's Rollos should not be that of a lesson or a lecture; but they do contain the doctrinal body of the Cursillo Movement and Weekend, which gives the foundation and style of our Christian spirituality. The Spiritual Directors presents the theology of living the life of grace, and the Lay people teach the Candidates how to live that life of grace in the world.

The Meditations are an integral and essential part of the whole Cursillo Weekend experience. They complement the talks and, with them, form the total message of the Weekend. They are not primarily content oriented. Content should serve as a means toward personal reflection for the Candidates. The Meditations should help the Candidates reach a deeper self-awareness of their relationship with God. Each Meditation seeks to raise gently but firmly, questions appropriate to the participants' personal growth. Their source should be the Word of God. In summary, the Meditations should:

1. Be based on the Word of God
2. Be initiators of person reflection

The methodology of the Spiritual Directors Rollos and Meditations will follow the same progression of phases, as do the other Rollos. Please refer to the appropriate pages in the Cursillo Guidelines for this material.

## **LAY ASSISTANT SPIRITUAL DIRECTORS QUALIFICATIONS AND ROLE**

**When full participation throughout team formation and the Cursillo weekend by either an ordained Roman and/or Anglican is not possible, the Rector/a would instead secure a commitment from an ordained Roman and Anglican to, *at the minimum*:**

1. Be present for sacramental reconciliation on Friday evening.
2. Present the Sacrament Rollo on Saturday.
3. Conduct Masses on Sunday.
4. Be in regular contact with the Lay Assistant Spiritual Directors and provide direction, support and presence as needed.

**The Spiritual Director would assist the Rector/a in designating a Lay Assistant Spiritual Directors (LASDs) from an approved list who would fully participate in all aspects of team formation and the weekend.** The LASDs would agree to regularly communicate with the ordained member, (who would remain ex officio member of the Core team), providing updates on the team formation process and seek their support, advice and intervention when needed. (See attached “LASD’s Report to the Ordained Spiritual Director.”)

The goal is to make the time commitment for the priests and deacons less of an obstacle, and still have highly qualified, trained and approved lay persons as LASDs to be sure the team is on theologically sound ground and remains true to the spiritual goals and traditions of Cursillo.

### **ROLE OF THE LAY ASSISTANT SPIRITUAL DIRECTOR**

**Before the Cursillo Weekend**, the LASDs will provide spiritual direction and pastoral support for team members. The LASDs will help to plan meetings for team formation, assist as needed in preparing team members for Rollos, especially those Rollos which have traditionally been under the guidance of the Spiritual Director. The LASDs will help select the team members who will be doing the meditations, and assist them as needed, exercise leadership in clarifying doctrinal points, facilitate the planning of liturgies and all services on the Weekend, and actively participate in the Liturgy Committee.

**During the Weekend**, the LASDs will:

- Be responsible for all meditations and for the following Rollos: Grace as Relationship with God, Faith, Obstacles to Christian Living and The Christian Life.
- Assist as needed at Agapé and Clausura.
- Be present to the Cooks and assist at Cooks’ Blessings.
- Be especially available to Candidates for spiritual direction and counseling.

**Ministry of LASDs on the Cursillo Weekend:**

**1. Teaching Ministry:** The LASDs will participate in critiquing the Rollos, especially making sure theology presented in Rollos is sound and the fundamental purpose of the Cursillo Movement is clear: evangelization (i.e. the Christianizing of our environment); and the awakening and/or deepening of faith.

**2. Liturgical Ministry:** As members of the Liturgy Committee the LASD will be sure that all the liturgical services are theologically sound and consistent with the goals and traditions of Cursillo. The

LASDs should support the two Spiritual Directors in making sure the Eucharist services are at the core of the three-day experience.

**3. Ministry of Service:** The LASDs are a part of a total team and as such share functions and tasks as needed. Their special responsibility is for personal contact with the Candidates, being available for discussion and counseling. They also provide spiritual direction and support to the Team.

## **QUALIFICATIONS FOR THE LAY ASSISTANT SPIRITUAL DIRECTORS**

**These are the *suggested* qualifications for LASDs:**

1. Theological and pastoral training and experience.
2. Extensive understanding of, and experience in, Cursillo, including having served as either Rector or Rectora.
3. Demonstrated long-term involvement in, and commitment to, 4th Day.
4. Active involvement in a Christian Community (preferably a parish).
5. Deep understanding of the sacramental tradition.
6. Commitment and ability to effectively and regularly communicate with the Spiritual Directors during both formation and the Weekend.

**For the current list of approved LASDs please contact Jacque Grillo at [jacquegrillo@aol.com](mailto:jacquegrillo@aol.com).**

# THE ROLE OF THE MUSIC DIRECTOR

A Music Director's job is to be responsible for all music during team formation and on the weekend. This job is a Core Team position and your only job on the weekend. You might want to have an Assistant Music Director to help share the work. A Music Director imprints the heart, builds community, and sets the tone of the weekend. To be a Music Director you need a few skills, the most important is being able to lead and teach music to a group, sing on key, understand church liturgy, possess organizational skills and be able to do all these things with love and compassion. You need not play a musical instrument to be a Music Director.

During team formation, music choices will be made to fit the theme of the day, the mood of the meditations and the liturgy. It's best to begin with an upbeat song and then go to slow songs to quiet people down before the meeting starts. After lunch have some lively type of music. Remember – music sets the tone.

## Forming the Music Group

1. If schedules permit, it's important to have an outside music practice, not only to learn music, but also to get to know one another and form community. Music practice should be open to all team members, the more the merrier. Therefore, announce your meeting dates at each team meeting and invite others on the team to join you.
2. Keep your musicians in mind when you choose the music. Simplify for the beginners and take this opportunity to help them develop their talents.
3. Encourage others to lead the music for Agapé, serenades, etc.

## Music Director as a Resource Person

1. Plan a schedule of music for team meetings.
2. Plan a schedule of music for the weekend.
3. Work with the cooks as needed.
4. Coordinate with the Spiritual Directors for liturgical music.
5. Contact all committees about their musical needs – this is ongoing during team formation.
6. Contact each Rollista about their musical needs. Some will want a special song before or after their Rollo. Some will want silence. Some will want advice. Some may want a recorded song played. You need to be informed and sensitive to their needs. (It is suggested that you get music choices 4 to 6 weeks before the weekend.)

## Music for Team During Team Formation and on the Weekend

1. Solicit from the team songs they would like to sing.
2. Learn the new songs the team members like.
3. Encourage team members who want to use their gift of music.
4. Keep things moving, when needed. Be aware of when to fill spaces with music and when not to (silence is also a powerful tool)
5. Be prepared for the Assistant Rector/a to ask you to play another song, or to end the music quickly. Understand that their responsibility and sensitivity must be focused on timing and not on what has been planned.

## Music and Song Books

The use of a published songbook (such as the one available from Songs and Creation) provides you with a legitimate source of music for which copyright permission has been obtained. The Secretariat will order/supply the books you need for the weekend (and invoice the team). You may also create a supplement songbook and reprint the words to any song, if you make only enough copies for the participants in one event, and don't sell them. On the front page put the following notice using your own Cursillo Number.

"Notice: The music included herein is intended solely as an educational aid for Cursillo # \_\_\_\_\_ under provisions of Section 107 of the Copyright Law."

## SAMPLE OF MUSIC SCHEDULES

**Team Meetings**    Social Gathering  
Music to start meeting – 2-3 songs, 1-2 lively, 1 quiet  
Meditation  
Break  
After break music to re-gather, 2-3 songs – 1-2 lively, 1 quiet  
Business, etc.  
Break  
Gathering songs (see #5 above)  
Agapé and/or closing music.

### **The Holy Eucharist**

Opening song – Groups divide-processional song  
Gloria

#### *Liturgy of the Word*

First Reading  
Responsorial Psalm  
Second Reading  
Sequence song / Gospel Acclamation / Alleluia  
Gospel  
Homily  
Creed  
Prayers of the People / General Intercessions

#### *Liturgy of the Eucharist*

Offertory Song  
Eucharistic Acclamations: Sanctus, Memorial Acclamation, and Great Amen (as applicable)  
Lord's Prayer  
Agnus Dei / Lamb of God  
Communion Song  
Post Communion (Possibly sing while waiting for groups to rejoin)  
Closing song.

### **Weekend Schedule Outline**

Use Rector/a's schedule and develop a music focused schedule for your use.

Decide on Thursday night music. Since this is the retreat phase, this might be a time to limit music to quiet solos for meditation, instrumental music, etc. A lively sing-along can be reserved for after breakfast on Friday morning, and the theme song can be taught at that time. Each team will want to decide based on needs.

- ❖ Music for Meditations (consult with persons giving the meditations).
- ❖ Music for chapel services (check with Liturgy Committee).
- ❖ Plan the nightly serenades – you may want to use outside people (Palanca) and/or have the music group do this. Three songs for each serenade are sufficient; encourage the team to take a break and listen, too.
- ❖ Wake-up songs for Friday and Saturday.
- ❖ Music to begin each day in the Rollo Room.
- ❖ Sing one song before or after a Rollo. (Consult with Rollista).
- ❖ Have music after the breaks. Remember each song takes about three minutes.
- ❖ Use the theme song frequently. Ask the Rector/Rectora to explain the theme song.
- ❖ Write a list of all the songs you plan to use and check them off as you go. In this way when the schedule is changed, you will know what songs haven't been sung yet. At the same time, be prepared to let go and follow the Spirit; it is okay if you don't sing every song on the weekend that you sang in team formation. Have fun!

## ROLE OF THE MOSSAF – Minister Of Safety, Security And Facility

The MOSSAF is a very important job. In fact, it is so important, you have your own manual to read, absorb and understand. You assure the safety and security of the team and Candidates. You oversee the facility on the overnight for the team (which is good practice) and then for the team and Candidates on the 3-day weekend. The Candidates are our guests. Set the tone in your talk on Thursday night that you are doing everything feasible to make their stay comfortable and safe. If the facility needs attention while you are there, you, the MOSSAF are responsible for getting it taken care of.

### JOB DESCRIPTION

As the Minister of Safety, Security and Facilities, your focus is the safety and well-being of the team and candidates. It is a responsibility that must be taken very seriously.

- During **team formation**, your job is anything that the Rector/a wants you to do!
- **On the Weekend, be readily available** to the Rector/a, the Assistant Rector/a and the Head Cook – they are the key people who will be making requests of your time and giving you instructions throughout the weekend.
- You are not the team “runner” (ex. making trips to the grocery store, etc.) – you should **be on the premises and available always**.
- As MOSSAF, it is your responsibility to be the **first to arrive and the last to leave** from any facility the team is utilizing during formation or the weekend (with the host and possibly Assistant or Rector/a).
- Act as contact/coordinator for the **Clean Up Group** of outside community, reaching out first to the previous team’s Rector/a and/or MOSSAF; ensure they have a copy of the Clean Up Outline; meet the group on Sunday when they arrive.
- In the event of a medical emergency/injury, complete an **Incident Report** (sample located in the MOSSAF Manual) and forward it immediately to the Secretariat’s facility liaison/chairperson.
- Your job can be approached in a fun and loving way, but always keep in mind that your job, the example that you set, and the instructions that you give are extremely important. You need to be sure that your instructions are given clearly, that they are heard clearly, that everyone’s questions are answered fully, and that all rules, regulations and instructions are adhered to by both the team and the candidates – their safety and security are in your hands.

### Responsibilities:

Give a brief “nuts and bolts” talk the first night of the weekend, advising both team and Candidates of all the fire exits, fire extinguishers, etc. Remind them that there is no smoking inside the facility. Tell them there will be 1 & possibly 2 fire drills on the weekend, and indicate how they will be alerted when there is a need to evacuate, i.e. bell, whistle. Advise of any limitations with the facilities and any boundaries. [See the MOSSAF Manual for details.]

It is suggested to hold 2 fire drills so 1 can be from the sleeping area, and the other from a crowded area, i.e. Rollo room, chapel. The first fire drill should be held on the first night of Cursillo after you have given your talk. If you hold a 2<sup>nd</sup> drill, a suggested time is immediately after Saturday lunch from a crowded area. After everyone gathers outside, be sure you have some process for assuring everyone is accounted for. Don’t forget to mention about fire drills on the overnight.

You are responsible for securing all doors at night, and making sure that there are no lit candles left unattended. Also, be sure you have an emergency cell phone number to give out to sponsors and team family.

**Be sure to schedule a tour of HRRC with your Secretariat Facility Liaison.**

## **MOSSAF PROCEDURES ~ OVERNIGHT AND WEEKEND**

### **When You Arrive:**

1. Obtain keys for facility. It is your job to manage keys and control access to the facility.
2. Conduct a walk-through of the facility. Notify host/staff immediately if you discover a problem. Check: Smoke detectors, Fire extinguishers, Emergency Exit signs, Condition of electrical cords, Elevator, if installed.
3. At HRRC “Ashtray” and “smoking zone” is outside the garage-side door or the outdoor patio space; ensure the windows and doors are closed to not allow smoke to blow back into the rooms and bother others.

### **Thursday Night:**

1. Team Fire Drill and Safety talk:
  - Point out exits
  - Point out smoking areas
  - Discuss off limits areas and any limitations with the facilities.
  - Candidates meet up with Table Leaders after evacuating the building.
  - Cooks (and Palanca angels) meet up with Head Cook
  - Remaining Core Team meet up with MOSSAF
2. Remind team members to secure vehicles. Let the team know where to park.

### **Every Day and Night of weekend:**

1. Assist cooks as needed.
2. Conduct walk-around facility and check security.
3. Report to the Asst. Rector/Rectora any facility problems or suspicious persons.

### **Sunday afternoon:**

1. Final Walkthrough and Inspection. Make sure all belongings are removed, clean-up outline tasks have been completed and reports of any issues to host staff.

For any issues of concern or questions about HRRC, contact the Secretariat’s Facility Liaison, Darold Gonzales at 925-998-3688 (daroldg@danda.us).

## THE ROLE OF THE TABLE LEADER

The Cursillo team is a Christian community in action. Each member of the community has an important role to play, but no person is more important to the Candidate than his/her Table Leader. The Table Leader has daily, direct contact with the people assigned to their table. Her/his loving concern greatly affects the impressions the Candidates form of the Cursillo weekend. Like every other team member, the table leader is there to SERVE the Candidates. The welfare of the people at his/her table must be his/her first concern always.

### **Relating to the people in our care:**

Be friendly and available to all the people at your table. It is only human to find some individuals more attractive than others, but it is your duty as a table leader to make each person at the table feel that you are there to serve him/her and that you are sincerely interested in his/her welfare.

Be yourself. The Candidates may be ill at ease; especially the first day, but S/he will usually relax if they see that you are natural and genuine.

It is one thing to be available to a person who needs you; it is a very different thing to create a problem because of your own needs to play amateur counselor. You are not their mother or father; you are their friend, ready to listen to whatever they have to say.

Remember that the Lord has a unique gift or message for each person who makes the Weekend; therefore, you would expect a different response than your own was during the Cursillo. Allow each person the freedom to be completely him/herself. Allow the Lord to work in His own way to bring each person to Himself. The candidate you worry about, the one who “doesn’t seem to be responding the right way,” may be deeply touched by the Lord’s love, so deeply touched but S/he simply does not show it the same way that others do.

Finally, you can’t go wrong if you “LISTEN, LISTEN, LOVE, LOVE!”

### **The work at the table**

Think about some open-ended questions that you can use to start discussions. An open question usually begins with “What” or “How.” (ex: What do you think the Rollista meant when she said that an ideal is something that makes life worth living? How have you overcome obstacles to living your Christian life? What do you think is the most important aspect of genuine piety?) Ask no “Why” questions as they are usually discussion stoppers. Try to avoid questions that can be answered by a simple “yes” or “no.” They lead nowhere. (ex: Don’t you think it is important to have a plan in your life? Someone says yes, everyone else nods wisely, and the table is in silence!)

Have a grasp of the Rollos before the Cursillo weekend begins. Be aware of how they tie together. Take good notes as the Rollos are given. This is beneficial in two ways. Your own notes help you to get a good discussion started. And if the Candidates see you taking notes they usually do, too. Then they have more to add to the discussion.

Participate in the discussions, but don’t dominate them. If the discussion gets too far off the subject, and it seems to be a dead end, redirect the discussion by asking an open question relating to some major point of the Rollo.

If one person seems to be dominating the discussion, try to get others to participate by directing questions to them. (ex: How do the rest of you feel about that? I’d like to hear what some of the others think about that.)

Some people are comfortable being silent. Don’t push people unnecessarily. But be alert for the person who would like to talk and can’t quite seem to get started. Ask an open question and look directly at him/her.

Pause; don't turn away. Sometimes that is all the encouragement needed. Reach out to that person during breaks and meals. Sometimes people are more comfortable talking one on one.

Encourage the people to change places at the table twice a day. Sit near different people each time. If someone is silent, be sure to sit next to that person. Your presence nearby may be the help needed to participate.

### **Serving the Candidates**

When refreshments are brought in from the kitchen, get up and serve the people at your table. You are here to serve and help with any special needs. One of the table leaders should be at your table at all times. Pray for and with the people at your table.

### **Your relationship to the rest of the team**

Facilitate access to the Spiritual Directors. Don't try to solve Spiritual problems yourself. Make sure the Candidates know that the Spiritual Directors are there to serve also. NEVER, NEVER, NEVER discuss a table member's problem with others without their permission, and then only if there is a real reason and some purpose can be served by it. Avoid talking about other Cursillo experiences as examples or as compared to this one.

### **Suggestions for Table Participants:**

(On the Weekend, these suggestions could be shared with the Candidates before the first talk on Friday morning.)

1. CONFIDENTIALITY WILL BE PRESERVED. What is said at this table stays at this table.
2. All comments are welcome and valid.
3. Try to use each other's names. Names help us to get in touch with that person in a very special way. We all like to hear our own name and have others know who we are.
4. Be careful not to monopolize the discussion time. There are others at your tables that need to be heard.
5. Silences will happen at times as the group collects its thoughts. Feel comfortable and let the Spirit lead the discussion. Please do not feel like you must jump in simply to end the silence.
6. Watch body language around you. Be conscious of someone who has been waiting to say something.
7. Take the risk to expose your vulnerability, your feelings as it will give others permission to do so.
8. The table discussions are one of the most important elements of the weekend. In them we not only summarize the talks, but also share the gift of each other and our Cursillo experience.

### **Helpful Suggestions for Table Leaders**

1. Aim for Permissive Leadership (non-directive and participate). This is the ideal type of leadership conducive to a climate of acceptance.
2. Your goal is to get members to talk to each other, not to you.
3. Perhaps, alternating leadership responsibilities between you and your partner: One person takes verbal leadership, directs the flow of discussion, while the other watches the non-verbal signals and asserts her/himself on behalf of other group members when necessary.
4. At an appropriate time, suggest that members of the group write down relevant questions to pose to the group. This encourages them to take more responsibility for their Cursillo experience and thereby gradually turning the table leadership over to them.
5. Use ACTIVE listening skills when appropriate. Feeding back ideas or feeling as you heard them often creates a much clearer understanding of what is being discussed at that time.
6. Avoid process comments. Avoid mentioning your own Cursillo, or comparing the dynamics at your table with other tables.
7. Be sure that each person who speaks is acknowledged in some way.
8. Avoid situations where several members are talking to each other instead of involving the whole group.
9. Asking "position statements" is an excellent way of drawing every member into the group discussion. (Always leave the option to pass.)

10. Let the group know that, because of the nature of the Weekend schedule, there will be times that the discussion will be interrupted, but that you can continue the discussion at the next opportunity.
11. At Cursillo we do not imitate the methodology used at sensitivity training, rather we share feelings in a supportive, loving atmosphere.
12. What is shared at the table stays at the table. **It is confidential.**
13. Guard against one on one dialogue with the leader. Which is when a question is thrown out to the group and the member directs the response to the leader. Your goal is to promote group discussion and to discourage an authoritarian atmosphere.
14. Guard against allowing one candidate to monopolize a whole discussion session except when necessary.
15. Allow priests, nuns, ministers and brothers who are Candidates to be themselves. If a person with great knowledge in a particular field comes on very abstract and theoretical, that is part of their identity but try to get them to share on a feeling level.
16. If the quiet participants are truly being good listeners, they may find the atmosphere receptive and non-threatening enough to say something. Be conscious of their presence, their body language, and make room for them when they are ready to speak.

In all these suggestions, you must find the words that fit your style, your personality. Believe in your own gifts of relating to people. You must be yourself and express yourself honestly. There is no magic “canned formula.” If you just Love them they will feel it. Remember the Lord is present with you and will guide you with His Spirit.

### **Preparing for the Candidates**

Before the weekend, Table Leaders will meet with the Assistant and/or Rector/a and prepare for the weekend at the tables. Take advantage of the materials shared on group dynamics and communication, discussions on various table scenarios (candidates and personalities) and the time getting to bond with your co-table leader. You’ll likely be given the opportunity to select a theme/name for your table, and perhaps select and organize supplies for the candidates to use at the table (some folks listen better when their hands are busy so drawing/coloring or fidgeting with a project helps them focus).

At the sponsors’ meeting, the co-table leaders will meet with the sponsors of the candidates assigned to their table. Take this opportunity to review information about the candidate from their application and from questioning the sponsor directly (a hand-out with questions will likely be provided). You’ll want to learn just a little bit about personality, communication style, recent life events, his/her faith journey, along with logistical things like physical needs, special dietary concerns, or if s/he is a smoker. **It will be important to pass along whatever logistical concerns arise with the Assistant and/or Head Cook before the weekend.**

After the sponsors’ meeting, the Table Leaders should take the opportunity to call the candidates assigned to their table and offer a brief introduction and welcome. Be sure to ask the candidate about his/her expectations for the weekend, including logistics, and clarify anything that is incorrect or of concern. Often a Table Leader will learn more by asking direct questions than a sponsor remembers to share. Make this a very brief exchange and save the more personal interactions for the weekend. *After the weekend*, the Table Leaders, with whom the candidates have bonded most directly, are encouraged to reach out to the candidates and follow up on their experience and encourage them to attend the Bridge to Fourth Day meetings and the Ultreya; reiterate that the blessing of Cursillo only began with the weekend and that activity with group reunions will bless their lives to come.

## OVERVIEW OF THE WEEKEND ROLLO INTERRELATIONSHIPS

Interaction of each day's Rollos on this chart should be studied horizontally as well as vertically. For example, Rollo #3 lays a foundation for #8 and #13 in addition to fitting into the progression of Friday's talks. In preparing a Rollo, be conscious of the "Foundation" and "future" related talks.

**PRE-CURSILLO**  
 Environment Study  
 Candidate Selection  
 Sponsorship

### THURSDAY EVENING

- Greeting / Opening
- Retreat
- "KNOW YOURSELF" (Meditation)
- "THE PRODIGAL SON" (Meditation) or "WOMAN AT THE WELL"

**FRIDAY – FAITH**  
 Proclamation of the Word

**SATURDAY – LOVE**  
 Conversion

**SUNDAY – HOPE**  
 Projection to Environment

THE THREE GLANCES OF CHRIST (Meditation)	THE FIGURE OF CHRIST (Meditation)	CHRIST'S MESSAGE TO THE CURSILLITAS (Meditation)
#1 THE CALL TO BE FULLY HUMAN	#6 STUDY	#11 BEING CHRIST IN OUR ENVIRONMENTS
#2 GRACE	#7 SACRAMENTS (Spiritual Director) #7A MARRIAGE AND OTHER RELATIONSHIPS*	#12 THE CHRISTIAN LIFE
#3 LAYPERSON AS CHURCH IN THE WORLD	#8 ACTION	#13 CHRISTIAN COMMUNITY IN ACTION
#4 FAITH #4A PLANCA	#9 OBSTACLES TO LIVING THE CHRISTIAN LIFE	#14 GROUP REUNION AND ULTREYA
#5 PIETY: LIVING THE CHRISTIAN LIFE	#10 LEADERS	#15 THE FOURTH DAY

Reconciliation Service

Workshops  
Agapé

Clausura

Under the Guidance of the Spiritual Director –Rollo can be included in Sacrament Rollo.

**POST-CURSILLO**

- Living Your Faith in your relationships
- Group Reunions: Piety-Study-Action
- Ultreya
- Back to Pre-Cursillo

# OVERVIEW OF THE CURSILLO TALKS

## FRIDAY – Day of Faith

The first five talks of the Weekend deal with the Life of Grace as the Christian ideal.

### The Call to Be Fully Human

Lays the foundation for the weekend by asking, “What are we doing with our lives”?

#### Purpose

- Convince Candidates they need a conscious direction in life.
- Inspire them to find their current direction.
- Prepare them to ask what it means to have Christian direction in their lives.
- Talk is primarily designed to ask questions. (Dynamic/keynote, yet short w/minimal witness sharing)

### Grace as a Relationship with God

Responds to questions of the previous Rollo.

#### Purpose

- To illustrate Grace as a personal, intimate conscious relationship with God.
- God is someone nearby and from within.
- This Rollo is the joyful proclamation of God’s love and His desire to communicate with us.
- Should be illustrated by a witness of accepted grace.

### Lay Person as Church in the World

Proclaims gospel messages that the ideal of grace is lived not alone, but in community. This talk is the base for the Action Rollo on Saturday and Christian Community in Action on Sunday.

#### Purpose

- Christ intended to save not only individuals, but also to save the world.
- Church (community) is to continue this message.
- Lay People have a specific mission. I, you, and we are the church bringing Christ to all.
- This is still a "head" talk more than a "heart" talk -- pointing out the responsibility given each person through baptism and confirmation.

### Faith

Proclaims that Faith is our response to God’s Grace; an acceptance of God’s plan for our lives.

#### Purpose

- Calls Candidates out of the familiar and comfortable to the unknown.
- Responding to God by accepting his plan for us.
- A personal testimony talk about trying to live the Christian ideal.

### Palanca

Palanca represents the reality of living faith communities and its strength for the Cursillo Weekend, for prayer and sacrifice are essential, not just a nicety. [This talk is traditionally assigned to the Head Cook.]

- Spanish for “lever” – “to raise up”
- Many people and communities whom we do not know are sacrificing and praying for us on this weekend.
- An example of all that has been said in the Faith Rollo.

## **Piety: Living the Christian Life**

Witnesses to the following of Christ's example, and although still being fully human, seeking better relationships in the ordinary world of work, family and social life.

### **Purpose**

- This talk sums up the talks for the first day.
- To define piety, genuine piety; its aspects & characteristics.
- A personal response to the Christian ideal.
- Addresses the ongoing struggle to be a Christian and emphasizes not turning away from those who seek God's truth.
- The chief impact of this rollo comes from the personal testimony of the speaker who lives an authentic life of grace.

## **SATURDAY – Day of Love**

### **Study**

Gives the Candidates the tools they need to continue to grow in their faith relationship with God in their Fourth Day.

### **Purpose**

- Emphasizes learning more about God through prayer, study and discussions with others.
- Emphasizes study in order to build a foundation for action.
- A “how to” talk, clear and explanatory, inclusive of practical study, not just intellectual.
- Aggressively challenges Candidates to move forward in the study of Christ.

### **Sacraments (SD)**

Presents the Sacraments as encounters with Christ and the church, which makes possible the fullness of Christian life and love. Marriage as a Sacrament witnesses how to live the Sacraments daily. (If Marriage is given as sub Rollo)

### **Purpose**

- All of the Sacrament Rollos are presented by the Spiritual Directors. A team member or team couple can give the Sacrament of Marriage.
- It follows the study talk as it calls us to understand and perhaps change our mental attitude.
- The Marriage Rollo if given is a witness talk of the personal experiences of people committed to a sacramental relationship.
- Response to these talks is often a renewal of Baptism Vows, an anointing, washing of the feet, (Spiritual Directors and/or Liturgy Committee decide)

### **Action**

Makes us aware that Christians, strengthened by love and their encounter with God's Unconditional Love, cannot live passively and must spread this love to others.

### **Purpose**

- Talks about the need to “Be” Christian, to use whatever gifts we may have to reach out to others.
- Moves a candidate to believing in their heart that they can make a difference in the world by their actions.
- Third part of the Cursillo Tripod and demonstrates that action is the natural result of Piety and Study.
- Prepares Candidates for Sunday's talks by giving examples of apostolic action; restrained enthusiasm that will come in Sunday's talks.

## **Obstacles to Living a Christian Life**

Discusses barriers that exist which prevent attainment of the vision, which can be overcome.

### **Purpose**

- The talk is designed to bring the Candidates back to the reality of being fully human, and the problems they will encounter again and again.
- Reminds the Candidates that they can forget or, give up, when obstacles are in their way.
- Offers a climate of hope and presents concept of sin from the viewpoint of a basic choice of how one will live.
- Serves as an introduction to the Day of Hope and the choices we can make in grace.

## **Leaders**

Helps us look at our talents and to use them as we Christianize our environment.

### **Purpose**

- Challenges Candidates to form themselves into Christian leaders.
- All can be leaders, for when you follow Christ others follow you.
- Can be rewarding, but difficult.
- Leaders are those who influence through works, words and actions.
- A talk of inspiration, presenting a clear picture of the leader each person can become.

## **SUNDAY – Day of Hope**

### **Being Christ in Our Environment**

Presents the strategy of the Cursillo movement for the transformation of the world.

### **Purpose**

- Begins by asking Candidates to assert their will.
- Will give them the spiritual and practical tools with which to transform others.
- Talk style needs to be personal, powerful, confident, and to the point.
- The idea of the talk is that of reaching ourselves, others, and those in our environment, to change people not the environment.

### **The Christian Life**

Presents the need for the progressive growth of the individual, through living and sharing what is fundamental for being a Christian.

### **Purpose**

- This is a “How to” talk, how to live Christ in the world every day.
- Should allow them to discover that there is a personal practical plan to grow in Christ.
- This Rollo needs to incorporate the overall weekend theme of Cursillo. We can make a difference.
- Convincing, practical and instructional; reflects on “ideals questions” from Friday; creates a climate of hope.

### **Christian Community in Action**

Presents the Church as the servant of the world and of humanity, also, the need for our own spiritual nourishment that the Church gives us.

### **Purpose**

- Primarily a witness talk on “church” and involvement in church.
- Establishes the reality that we are a Community of Christians.

- Needs examples of Community working together.
- Tells Candidates what comes next after the weekend is over.
- (A scripted “Heart Mime” is often used.)

### **Group Reunion and Ultreya**

Gives the Candidates a method to help them sustain the new relationship they have established with the Lord and continue to grow in Faith.

#### **Purpose**

- Emphasizes the follow through of the weekend with the group reunions as the method.
- Personal witness of the effectiveness of the Cursillo experience through the method of 4<sup>th</sup> day group reunion.
- Needs to address the importance of having others who will help us to persevere when the going gets rough in Fourth Day.
- The support and love you share sustains you; talk should inspire confidence to counter any creeping insecurity. Visual examples or shared suggestions can support this goal.

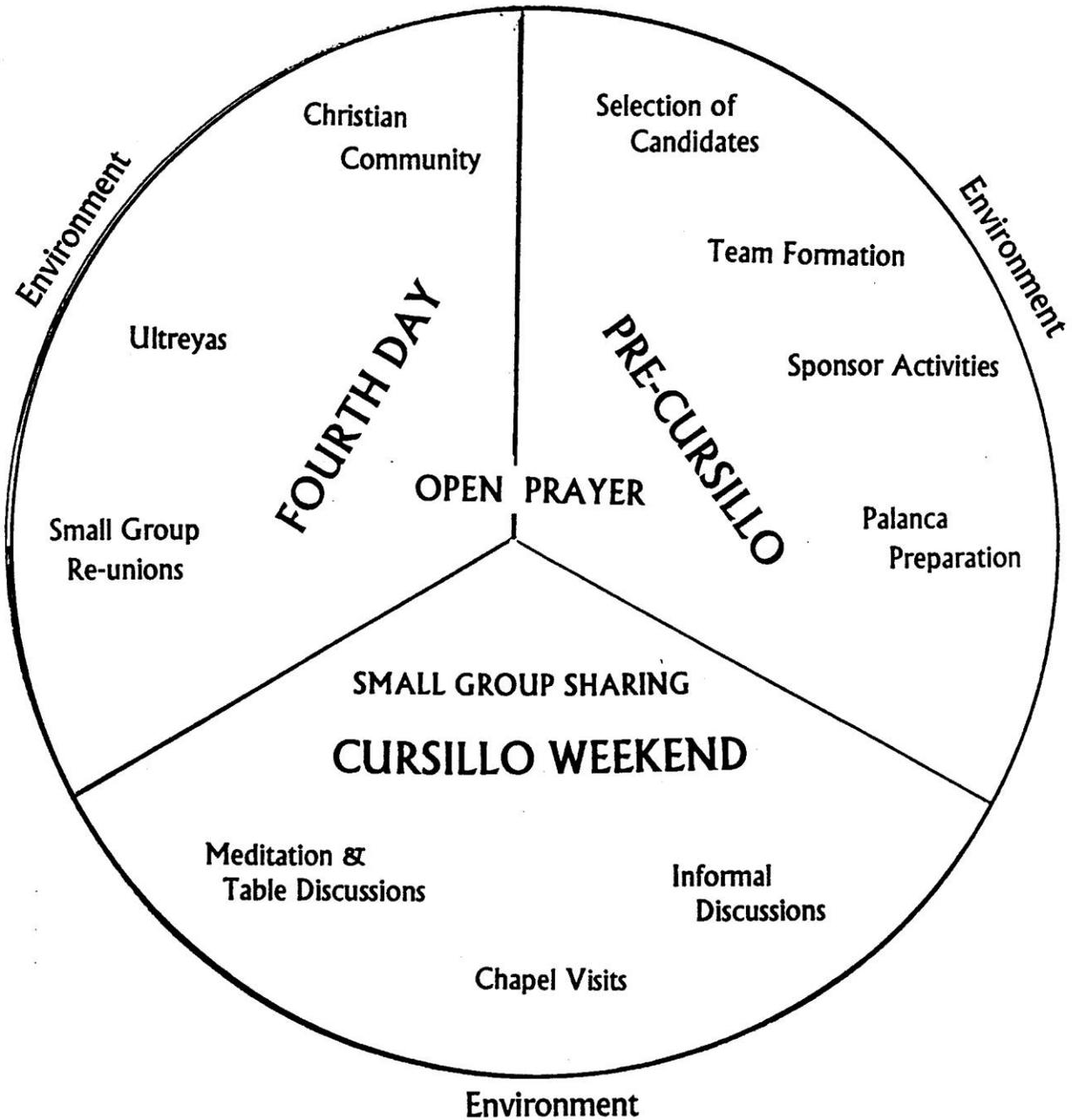
### **The Fourth Day**

Given by the Rector/a, Cursillo is lived the rest of your life; the weekend is just the beginning.

#### **Purpose**

- Summarizes the weekend.
- Emphasizes that Cursillo is a way of life not a weekend.
- Needs to address the importance of having others who will help us to persevere when the going gets rough in Fourth Day. Small group reunions can sustain us.

# CURSILLO MOVEMENT AND METHOD



## HOW TO FINANCE YOUR WEEKEND

*The fee, as determined by the Secretariat, for the weekend is \$165.00, for team and candidates alike. The Secretariat treasurer will prepare and provide the most recent information regarding team budgets, financing, fundraising and scholarships available at the start of each team's formation.*

The team account is advanced \$350.00 to begin team building. This amount is to cover postage, photocopying, and other initial expenses. This is considered a "loan" to help with team formation so that there is no financial inconvenience. THIS must be repaid by the END OF THE WEEKEND.

Always state the cost of the weekend to prospective team members when selecting your team. *Partial scholarships can be made available through your team budget, and an additional amount may be available from the Secretariat for teams in need.* However, they should be applied for well in advance of the weekend. Spiritual Directors are considered to be on Scholarship (though many insist on paying the full amount). Begin collecting money from your team as it is forming, as this is your operating capital. Asking team members to pay a certain portion of the total at each team meeting is a good way to lighten the financial load.

Working a team should never be a financial hardship to anyone. Anyone can ask for scholarships based on their personal situation and this should be respected. It is also suggested that you request palanca of additional amount from anyone that can offset scholarships. Everyone brings a different quantity and nature of gifts to a weekend. Care should be taken to keep scholarships and additional palanca private. Only the Rector(a) and team treasurer need to know this information.

Each Rector/Rectora should appoint someone from the team as Team Treasurer. The name of that person should be given to the Treasurer of the Secretariat. Likewise, the name, address, and phone number of the Secretariat treasurer should be given to the Team Treasurer. See your Secretariat Treasurer for a copy of a computerized spreadsheet on disk, especially designed for Team Treasurers. These spreadsheets can be very efficient for those who are familiar with such computerized methods. *Each Rector/Rectora is required to give a report on the team finances at the monthly meetings of the Secretariat, so keeping apprised of the team's financial status is important.*

Every team should be working within a budget. First, potential income/revenue should be calculated based on income from team members and the number of expected candidates. Your budget will need to be adjusted as the number of expected candidates change. You will either need to cut back on some expenses, do additional fund raising or request additional palanca from team or outside community. Expenses should not ever exceed income. There are some authorized and unauthorized expenses associated with the Cursillo weekend. Authorized expenses consist of food and serving staples, kitchen and cleaning supplies, table supplies (for Rollo Room), art, and workshop supplies. Palanca can help to keep you within budget. An example of unauthorized expenses would be gifts of a personal nature. "Keep it simple" is an excellent guideline for staying within your budget.

ALL money not used for the weekend and Ultreya *must* be returned to the Secretariat Treasurer no later than 3 weeks after the Ultreya. Also, a final financial report is due at this time. The format of the report can vary, and it can be done by hand or computerized. See Team Treasurer Documents provided by the Secretariat. Any excess monies should be returned to the Secretariat which will then be used to underwrite activities such as: Ultreyas, Sponsorship Workshops, Scholarships, newsletter printing and postage, and necessary administration costs associated with the Cursillo movement.

While Cursillo weekends are not meant to be "profit making," they are meant to be financially responsible and to meet their expenses. The Secretariat is not in a financial position to cover losses. Therefore, it is advisable to have the help of Palanca wherever possible: meals, drinks, snacks, aprons, palanca bags, crosses, paper goods, etc. Fund-raising during team formation has also become a key component of filling the need. It is important that fundraising activities do not detract or distract anyone from the important work at team meetings. This should all be handled before or after the meeting, or during lunch, if it is not a working lunch. Also, participation in fundraisers by team members should absolutely be optional.

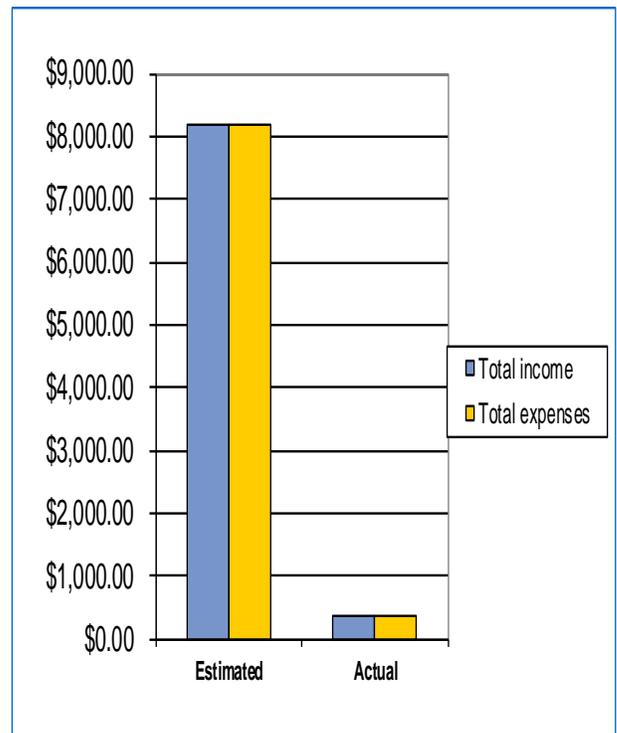
The following documents are **samples only**; see the current Team Treasurer Documents provided by the Secretariat for the most current practices and recommended amounts.

**Sample Budget Summary**

**Cursillo Budget Sample**

**Surplus - Deficit Summary**

	Estimated	Actual
Total income	\$8,180.00	\$350.00
Total expenses	\$8,180.00	\$350.00
<b>Total surplus (or deficit)</b>	<b>\$0.00</b>	<b>\$0.00</b>



## Sample Budget Income

### Cursillo Estimated Budget

#### Income

	Estimated	Pledged	Actual
Total income	\$8,180.00		\$350.00

#### Participants/Amend based upon actual applications

Estimated	Actual		Estimated	Pledged	Actual	
27	\$ -	Team @	\$165.00	\$4,455.00	\$ -	\$0.00
5	\$ -	Team Scholarship@	\$80.00	\$400.00		
15	\$ -	Candidates @	\$165.00	\$2,475.00		\$0.00
5	\$ -	Candidate Scholarships @	\$100.00	\$500.00		
				<b>\$7,830.00</b>		<b>\$0.00</b>

#### Fundraising

1		General Secretariat		\$0.00		
		(type)		\$0.00		\$0.00
		(type)		\$0.00		\$0.00
				<b>\$0.00</b>		<b>\$0.00</b>

#### Donations

		Sec Loan	\$350.00	\$350.00		\$350.00
		Items @		\$0.00		
		Items @		\$0.00		\$0.00
		Items @		\$0.00		\$0.00
				<b>\$350.00</b>		<b>\$350.00</b>

Each team will need to evaluate their projected income based upon number of team members paying the full fee, pledging a little extra, or needing a partial scholarship (and in what amount). Then fundraising decisions can be made and projects pursued (along with adjustments to expenses planned).

## Sample Budget Expenses

# Cursillo Estimated Budget

## Expenses

	Estimated	Actual
<b>Total Expenses</b>	<b>\$8,180.00</b>	<b>\$350.00</b>

	Estimated	Actual
<b>Site</b>		
Sample: @ HRRC		
Weekend Housing (incl insurance)	\$2,700.00	
Assembly Hall @ HRRC	\$1,300.00	
Clausura Site		
Ultreya Site		
Bridge Meeting Site(s)		
Add'l Team Meeting Site(s)		
<b>Totals</b>	<b>\$4,000.00</b>	<b>\$0.00</b>

	Estimated	Actual
<b>Kitchen/Based primarily on Palanca'd meals</b>		
Food	\$350.00	
Drinks	\$100.00	
Snacks	\$75.00	
Paper Goods	\$85.00	
Aprons	\$200.00	
Agape		
Misc / Petty Cash	\$200.00	
<b>Totals</b>	<b>\$1,010.00</b>	<b>\$0.00</b>

	Estimated	Actual
<b>Traditional Items/options</b>		
Flowers		
Candles		
Prayer Stoles/Headgear		
Group Photo	\$300.00	
Songbooks @ \$18 each	\$360.00	
Stationery supplies		
Team Crosses/option		
Mugs/souvenir	\$500.00	
<b>Totals</b>	<b>\$1,160.00</b>	<b>\$0.00</b>

	Estimated	Actual
<b>Committees/Amend amounts based on expected income</b>		
Art (supplies, program, printing, etc)	\$200.00	
Music (supplements/copies)	\$50.00	
4th Day (printing, refreshments)	\$75.00	
Liturgy (environment; reconc)	\$50.00	
Palanca (bags/sorting/writing supplies)	\$50.00	
Sponsors (copies, snacks, candles)	\$100.00	
Welcoming (photo paper, ink)	\$75.00	
Mananitas (buckets, labeling, refreshments)	\$50.00	
Clausura (copies, refreshments)	\$35.00	
Ultreya (copies, supplies, rent)	\$75.00	
Misc		
<b>Totals</b>	<b>\$760.00</b>	<b>\$0.00</b>

	Estimated	Actual
<b>Publicity</b>		
Graphics/Artwork		
Photocopying/Printing		
Postage		
<b>Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>

	Estimated	Actual
<b>Miscellaneous</b>		
Sec Loan	\$350.00	\$350.00
Scholarships	\$900.00	\$0.00
Misc		
<b>Totals</b>	<b>\$1,250.00</b>	<b>\$350.00</b>

*Use whatever detail titles you like. These are just for display purposes. Please do not change the category titles.*

Each team will need to evaluate their projected expenses based upon income and any unique expenses, like facilities fees for an Ultreya or team crosses that cannot be donated. For the most part, any donations or palanca'd expenses for a committee are going to prove immensely valuable.

Team \_\_\_\_\_ # \_\_\_\_\_

**Monthly Finance Report**

**FOR THE MONTH OF** \_\_\_\_\_

CASH BALANCE BEGINNING OF MONTH \_\_\_\_\_

RECEIPTS

Team	_____
Candidates	_____
Other	_____

**TOTAL RECEIPTS** \$ \_\_\_\_\_ -

Current EXPENTITURES- Checks cleared by bank

	Ck #	Amt
Meeting Site fee	_____	_____
Facility Fee	_____	_____
Food	_____	_____
Liturgy	_____	_____
Art	_____	_____
Songbooks	_____	_____
Photos	_____	_____
Flowers	_____	_____
Supplies	_____	_____
Postage	_____	_____
Printing	_____	_____
Candles	_____	_____
Aprons	_____	_____
Other:	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL Checks Cleared this month \$ \_\_\_\_\_ -

**CASH BALANCE - PER BANK STATEMENT** \$ \_\_\_\_\_ -

Checks written but not yet Cashed by bank

Ck #	Amt
_____	_____
_____	_____
_____	_____

less Total Checks not cleared \$ \_\_\_\_\_ -

**CASH BALANCE PER REGISTER** \$ \_\_\_\_\_ -

**SUBMITTED BY:**

\_\_\_\_\_  
TEAM TREASURER (signature)

## HOLY REDEEMER RETREAT CENTER

Holy Redeemer Retreat Center is currently our host facility for SF/SM Cursillo Weekends. The Center is located at 8945 Golf Links Road, Oakland CA 94605. Fr. Pat O'Brien is the center's director and an active participant in the Cursillo community. The Catholic Cursillo (of Oakland Diocese) and Episcopal Cursillo weekends also share this facility.

We encourage Cursillo Teams to use HRRC for their meetings when schedules permit as it helps the team become familiar with the facility prior to their weekend.

The HRRC has several buildings that Cursillo may make use of, pending reservation. The Mission House is the 3-story main building with bedrooms and bath facilities on the 2<sup>nd</sup> and 3<sup>rd</sup> floors and a chapel, kitchen and dining/meeting space on the first floor. The center also leases a nearby large Assembly Hall space with a kitchen and breakout meeting rooms. In the older section of the campus, a larger chapel space is accessible to group during a weekend (for example, Saturday night's agapé celebration), as availability permits. If a team leases only the Mission House, be aware that the Center can/will rent out the Assembly Hall to outside groups to use on Friday/Saturday (and their programming can/will create a noisy interruption to the weekend).

2017-2018 Rental Fees are (they're subject to change; **always** confirm pricing with the Secretariat):

Cursillo Weekend:

Mission House only - \$2700

Mission House and Assembly Hall - \$4000

Any Day Use (Sponsors' or Team Meetings) may incur a fee, dependent upon availability.

The rental fee includes facility maintenance and clean-up after the weekend (see MOSSAF information for details on team/community responsibilities).

Rental Use Agreements are coordinated with the team's Rector/a and the Secretariat's Facility Liaison. For the 2017-2018 term, **Darold Gonzales** ([daroldg@danda.us](mailto:daroldg@danda.us) or 925-998-3688) is **servicing that role and should be contacted about any reservations to be made with the HRRC.**

[The leasing of any other facility for a Cursillo weekend must be coordinated with our Secretariat leadership.]

# SECRETARIAT

San Francisco/San Mateo Cursillo Secretariat, adopted December 2017

## **Our Purpose:**

SF/SM Secretariat is a unifying body for our Cursillo community and we are servants for the Kingdom of God; to love, to serve, to encourage and support, to bring the Good News to all, as the Body of Christ.

## **Our Mission Statement:**

To actively identify, develop and support Rectors and Rectoras in leading Cursillo experiences, while continually praying, loving, supporting, serving and being a resource to their Teams, as we strive to strengthen and build up our Cursillo movement for many others to be blessed beyond measure to receive the infinite blessing and gift from God of Cursillo!

## **What is the Secretariat?**

The Secretariat is like a Cursillo team, whose sole purpose is to support and develop Rector/as and to support the Cursillo teams that are being formed, and in formation.

The Secretariat is made up of both male and female members who are active in the Cursillo community. Having 18 regular members and 6 or more Rectors and Rectoras who are active on the Secretariat at all times if possible.

The Rector/as are usually in active team formation in the year preceding their weekend and continue serving as a support group in support of the upcoming R/R (example: January 2018 R/R will serve on the Secretariat from January 2017 until January 2019).

The Secretariat meets on the 2<sup>nd</sup> Tuesday of every month except July and August. During the June meeting, new officers are elected. The officers consist of a Chairperson, 2 Vice Chairpersons, a Secretary and a Treasurer.

The Secretariat meetings are open to all the Cursillo community. Other functions of the Secretariat include the following committees, and Cursillistas do not have to join Secretariat to serve many of the committees:

- Rector/Rectora Development / Secretariat Membership
- Rector/Rectora Support
- Sponsorship
- Candidate Application Review
- Fourth Day First / Fourth Day/Outreach / Grand Ultreya
- Commissioning / Palanca
- Kairos Liaison
- Communications (Website and BARBWire Newsletter) / Library/archive
- By Laws
- Finance Committee
- Spiritual Director Development
- Leadership Workshop / Secretariat Retreat

Some of the activities of the Secretariat community are the commissioning of teams before the Cursillo weekend, providing dinner for the team on Thursday night, just before the Cursillo weekend begins, and any other type of support the team may need. Rector/Rectora support is provided by the Secretariat for R/R's in team formation.

Leadership Workshops are planned annually, to provide training for any Cursillistas who may want to learn more about the functions of a Cursillo weekend. Attendance at least once is required for election as Rector/a.

The Palanca committee keeps in contact with over 160 other Cursillo communities throughout the world, to share Palanca in both directions.

The Bay Area Rooster Boosters (a registered non-profit, therefore donations are tax deductible) and our General Secretariat support the Cursillo Movement in the Bay Area. Funds collected have been used to manage and maintain a facility hosting the Cursillo weekends for several years. Currently, the group is meeting less often (as we don't lease our own facility year-round), but they have funded scholarships for weekends, allowing people to serve/attend who might not otherwise be able to afford it.

## TEAM COMMITTEES

Committees are the fuel for preparing the weekend. All activity leading to the events of the weekend are performed by committees and, as such, are very important in the formation process.

There are two groups of committees, major and minor.

### The Major Committees are:

Art  
Music  
Liturgy  
Fourth Day\*

### The Minor Committees are:

Sponsors' Night  
Welcoming  
Palanca\*\*  
Mañanitas  
Clausura  
Ultreya

\*Fourth Day has more recently been managed as a Minor Committee

\*\*Palanca has more recently been managed by the Outside Community (Angels selected by Rector/a and under the guidance of the Head Cook).

## Cursillo Committees: Brief Description of Responsibilities

The **Art Committee** is responsible for the development of a team logo to be used on various arts and crafts such as: name tags, bed tags, signs, and decorations for the Cursillo facility, and a sign for the group picture. The committee may consult with the whole team for logo design suggestions or support. The Committee also helps the Candidates with the art workshop.

The **Liturgy Committee** is responsible for many liturgical functions during team formation and the weekend. This includes the Reconciliation Service and Eucharistic liturgies (e.g., ), the assignment of meditations (unless otherwise assigned by the core), and facilitation of the liturgy workshop. This Committee works closely with the Music Committee. This Committee also helps the Candidates with the Liturgy workshop.

The **Music Committee** is responsible for the music used during team formation and on the weekend. This includes music for liturgies, sing-a-longs, serenades, Mañanitas, skits, and Rollo accompaniment. This Committee works closely with the Liturgy Committee. This Committee also helps the Candidates with the Music workshop.

The **Fourth Day Committee** produces the Fourth Day Packet for Candidates and arranges/attends Fourth Day Reunion Groups (Bridge Meetings) in the weeks following the Cursillo to encourage the candidates' involvement.

The **Sponsors' Night Committee** handles all arrangements for Sponsors' Night, including writing a letter inviting the Sponsors, designing a program for the evening (and purchasing needed supplies, i.e. candles), and providing snacks and drinks.

The **Welcome Committee** takes care of the Candidates and Sponsors when they come to the Cursillo Weekend on Thursday night. Their responsibilities include writing a letter to the Candidates prior to the weekend, setting up the registration table, directing Candidates and Sponsors to their room, and to the Rollo Room. They will also provide snacks and drinks for everyone.

The **Palanca Committee** is responsible for soliciting and organizing Palanca for the weekend.

The **Mañanitas Committee** will arrange for the smooth flow of Mañanitas at 6:00 AM. They will provide snacks and coffee for everyone. They will ensure that containers are provided for the candidates' flowers and support cleaning up afterwards.

The **Clausura Committee** plans the closing ceremony and will plan for a pot-luck-dinner or other food, as well as music to enhance the celebration with the outside community following the Cursillo Weekend.

The **Ultreya Committee** arranges for an Ultreya to take place a couple of weeks after the Cursillo. They will plan the program, organize potluck refreshments, set up/clean up, and invite the larger community to join in music, etc., all in conjunction with the brother/sister team (where possible). They will work with the Rector/a to invite speakers to share their experience of and after the weekend.

The Rollo Room Monitors are responsible for providing for such table needs as centerpieces, notebooks, tissues, and will keep the room tidy during the weekend. The Assistant Rector/a and table facilitators often focus on the environment while the cooks' group supports maintenance of the room and refreshments throughout the weekend.

**Following is a description of the committee responsibilities and sample checklists to help you complete your tasks.**

# ART

## Responsibilities:

The responsibilities of the Art Committee are multiple and varied and do not require you to be an “artist.” All that is required is a desire to take part in creating the visual elements of the weekend.

- Summon design suggestions (from the team/committee) and design/develop a team logo
- Create name tags (for Team and Candidates) and bed tags (for Candidates)
- Table Sign and art supplies for each Rollo Room table (Table Leaders may do this)
- Create name/place cards or place mats at dining tables. (Optional)
- Create poster for group picture.
- Create bed chart for Mañanitas (Also displayed on Thursday night).
- Design a logo illustrating the theme of the weekend. (Rectora may choose to have input in this).
- Facilitate the Art Workshop.
- Create Palanca bags (if Palanca Committee wishes)
- Create Prayer Chart (need to have by Sponsors’ Night)
- Create Ultreya Flyers (Check with Ultreya Committee, they will probably handle) \

## ART COMMITTEE CHECKLIST

TASK/ITEM	ASSIGNED TO	COMPLETED
Create logo – send a copy to each committee and the Head Cook for their use.		
Name tags and Bed tags		
Podium frontal – Faith, Love, Hope Banners		
Rollo Room table name signs		
Place cards/place mats for dining room – check with cooks		
Art supplies for Rollo Room		
Art supplies for workshops		
Consultant for Art Workshop		
Poster (Rector/a will hold for photograph)		
Bed chart		
Prayer chart Must be ready for Sponsor’s Night		
Palanca bags- decide with Palanca Committee who will be responsible		
Logo for aprons – check with Head Cook for who is doing and if needed		

# MUSIC

## Responsibilities:

Music directs, leads, transitions, and enlivens the Team and the Candidates. The Music Committee members do not need to be expert musicians, only persons who enjoy “making a joyful noise unto the Lord” and helping others to do so too. The responsibilities of the committee are:

- Leading music at team meetings, at the overnight and during the Cursillo weekend.
- Providing songbooks or sheet music as needed.
- Providing music for Rollista, if requested.
- Serenades in evenings (may be done by outside groups).
- Music to wake Candidates.
- Music for Catholic and Episcopal masses (to be planned before the weekend and coordinated with Spiritual Directors and Liturgy Committee).
- Assigning musicians to the Catholic mass and to the Episcopal mass.
- Providing music to accompany exercise, if requested.
- Facilitating the Music Workshop.

## MUSIC CHECKLIST

ITEM/TASK	ASSIGNED TO	COMPLETED
Song Books/Sheets for Weekend		
Copies of Las Mañanitas Song for Mañanitas		
Copies of Theme Song for Team, Candidates, Sponsors' Night, Clausura.		
Coordinator for Rollistas		
Coordinator for Cooks		
Coordinator for Liturgy Committee		
Select all Music for Meetings		
Select all Music for Weekend		
Select Extra Music		
Arrange for serenades (from Team members and outside community, if desired)		
Music Stands 1 for Rollo Room and 1 for Chapel		
Lights for Music Stands, bring to Chapel and for Agapé		

# LITURGY

## Responsibilities:

The Liturgy Committee is crucial to the Cursillo experience requires people having many different and unique talents. The basic responsibilities are:

- Coordinating all activities that involve Spiritual Directors during the weekend.
- Coordinating Meditations – Thursday night, Friday, Saturday, and Sunday – including some liturgical presentation after the Workshops on Saturday night (the Core Team or Spiritual Directors may assign the meditations). The Liturgy Committee may want to assign a member to be a coordinator for the Spiritual Directors’ physical set up needs and/or be a mentor to them.
- Reconciliation service on Friday night.
- Liturgy for both Roman Catholic and Episcopal Eucharist.
- Prayers during the weekend, except for grace at meals.
- A written liturgy schedule of weekend activities.
- Coordinating with the Music Director on all meditations and services that will use music. This needs to be completed early on in planning. **KEEP THE MUSIC DIRECTOR IN THE LOOP!** Failure to do so may result in a dearth of music.
- Facilitating the Liturgy Workshop.
- The Liturgy Committee works closely with the Spiritual Directors and may be called upon for other assignments, for example, planning a special service, e.g., , renewal of Baptismal vows, after the Sacraments Talk.
- The committee will also need to have a plan prepared to extend Saturday night service if the cooks need more time to prepare for the Agapé. Keep in mind that the Candidates will be going to Agapé, so whatever is planned should be low key and meditative. After all your plans, this may not be needed, so be prepared to LET GO.

## LITURGY COMMITTEE CHECKLIST

ITEM/TASK	ASSIGNED TO	COMPLETED
Team Meeting Agapé, if desired		
Weekend liturgy schedule		
Coordinate with musicians all services		
Friday night Reconciliation Service	Everyone	
Roman Sacristan		
Episcopal Sacristan		
Altar Clothes to cover altar		
Liturgical vessels		
Candles		
Wine/Grape Juice & Bread for Eucharist		
Confirm musicians from music group for Roman and Episcopal Eucharist		
Saturday night Liturgy Workshop Consultant		
Saturday night coordinator with cooks		
Liturgy following workshop presentations for transition to Agapé. <sup>1</sup>		

<sup>1</sup> The committee will also need to have a plan prepared to extend the Saturday night service if the Cooks need more time to prepare for the Agapé. Keep in mind that the Candidates will be going to the Agapé, so whatever is planned should be low-key and meditative. After all your plans, this may not be needed so be prepared to LET GO.

## FOURTH DAY

### Responsibilities:

There are two primary responsibilities of this committee:

- Prepare the Fourth Day packet
- Arrange and supervise at least three Fourth Day Bridge meetings to be held following the Cursillo weekend.

Pick dates, locations, times, etc. It is helpful if there is a Bridge meeting in at least 2 or 3 different locations. Try to involve as much of the team as possible. These meetings are of prime importance not only as a “bridge” from the weekend to Fourth Day, but also to encourage the new Cursillistas to join or begin their own Small Group Reunion. Additionally, it is an opportunity for the community to review the weekend. The Bridge meetings are not “optional.” They are considered an integral part of the Cursillo experience and are necessary for the continuation of the goals of Cursillo. It is understood that Team members WILL attend Bridge meetings to the greatest extent possible. Again, **they are not “optional.”**

### FOURTH DAY COMMITTEE CHECKLIST

TASK/ITEM	ASSIGNED TO	COMPLETED
Prepare Fourth Day Packet materials		
Arrange for Bridge Meetings; find locations for Bridge Meetings, confirm locations and times. Arrange for snacks and clean up at the Bridge Meetings.		
Leader for first Bridge Meeting		
Leader for second Bridge Meeting		
Leader for third Bridge Meeting		
Arrange for the committee to call the Candidates and Sponsors before the Bridge Meetings.		
Prepare flyer detailing dates, times, and locations of Bridge Meetings (to be passed out at Sponsors’ Night, Thursday arrival, Clausura, and included in Fourth Day Packets)		
Finalize Fourth Day Packets on weekend (add pictures, etc.)		

## **What to Include In the 4th Day Packet**

Fourth Day Bridge Meetings: Dates, Places, and Times

Fourth Day Information

“Christ is Counting on You” (Small Group Reunion Guide)

History of Cursillo

Cursillo Terms

Mañanitas Song

De Colores Song

List of Study Books (Check with Study Rollista for help)

Workers Guidelines

Information about Canta El Gallo Website & BARBWire E-list

Team and Candidate Roster

Sponsors Guidelines

Ultreya Flyer

Picture

Any other poems, writings, stories that you think are appropriate.

Application to Serve

Application to Attend

**You can find a sample 4<sup>th</sup> Day packet on the website’s Resources Page at**

**<http://www.cantaelgallo.com/resources.html>**

## SPONSORS' COMMITTEE

### Responsibilities:

- In conjunction with the Rector/Rectora, draft letters to the accepted Candidates.
- In conjunction with the Rector/Rectora, draft sponsors' letter (examples available).
- Coordinate and facilitate Sponsors' Night.
- Plan a liturgical service to commission the sponsors. This may take place on Sponsor's Night or Thursday of the Cursillo.
- Arrange for candles for Sponsors' Commissioning if they are going to be used.
- Have Prayer Chart available at Sponsors'
- Arrange for refreshments for Sponsors (This may be a palanca or you may ask the cooks for help.)

### SPONSORS' COMMITTEE CHECKLIST

ITEM	ASSIGNED TO	COMPLETED
Prepare Letter for Sponsor under Rector/a's direction		
Get List of Candidates and Sponsors		
Prepare Program for Sponsors' Night		
Give Program to Team before Sponsors' Night		
Provide snacks and drinks		
Have a cleanup committee		
Leader for Sponsors' Night (Master of Ceremonies)		
Coordinate Team Speakers Speakers need to be prepared <sup>2</sup>		
Coordinator with Music Committee to select music for the evening		
Copies of Agenda for Sponsors (Have extra for Team)		
Prepare Commissioning service (This may be done at Sponsor's Night or on Thursday night of the Cursillo Weekend)		
Prepare Closing Service		
Have Prayer chart at Sponsors' Night		

### IMPORTANT:

- Begin on time, there is much to cover in a very short time period.
- At the last team meeting before Sponsors' Night, hand out the program and go over it with the team. Solicit the cooperation of the team members for beginning on time. It is always tempting to wait for late arrivals, try to avoid this pitfall unless traffic is bad or weather is a factor. Should you have a reason to delay the start time, inform those who are there the reason for the delay. Ask the music team to be prepared with a few extra-opening songs – JUST IN CASE.

<sup>2</sup>Welcoming Committee, Clausura Committee, Ultreya Committee, Mañanitas Committee, Palanca Committee

## WELCOMING COMMITTEE

### Responsibilities:

The Welcoming Committee members are the first Team members the Candidates meet. You are important to their feelings of well-being, excitement, and security. Your responsibilities are:

- Setting up registration table.
- Arrive early to welcome and register Candidates as they arrive.
- Arrange for snacks and drinks.
- Have the committee on hand early to welcome, register, and direct/escort candidates to their rooms. You may want to ask someone not on the team to welcome people who arrive early. (A Secretariat member may be available for this task after team dinner.)
- Guide/Direct Candidates to their rooms and give direction of next activity (rollo room).
- Have Prayer Chart available for Sponsors and community to complete – out of sight of the candidates.
- Coordinate palanca drop off and songbook logistics with Palanca and Music committees.

### WELCOMING COMMITTEE CHECKLIST

ITEM	ASSIGNED TO	COMPLETED
Set up Registration Table		
Prepare Checklist of Candidates		
Prepare Registration Form (If Applicable)		
Make Decisions on: <ul style="list-style-type: none"> <li>• Guiding Candidates on arrival</li> <li>• Photographs for Bed Chart/Kitchen reference</li> <li>• Ensuring sponsors' drop palanca, sign songbook</li> <li>• Snacks &amp; Drinks</li> </ul>		
Speaker for Sponsors' Night		
Be prepared to collect fees from those who have not paid.	Treasurer	

Be prepared to inform the team at last team meeting the plans for how Candidates will be Welcomed. There are many ways to handle the opening, so the team needs to know your plans and what is expected of them.

# PALANCA

## Responsibilities:

The responsibilities for this committee will require close coordination with the Palanca Angels:

- Decide on a clear policy regarding Palanca for the weekend. (Check with Core Team) Be prepared to advise sponsors on Sponsors’ Night what that policy is.)
- Contact 4<sup>th</sup> Day Groups for palanca. Friends of team members are also good sources. The Secretariat will solicit general Palanca from Cursillo groups from around the world.
- Collect and organize the general Palanca as it comes in, so that it will be easy to use on the weekend.
- Develop a system for cataloging and distributing personal Palanca on the weekend. Either the committee or the Palanca Angels or both may do this task. Check sorting supplies.
- Arrange for Palanca Bags. Let the Art Committee know if you will need their assistance and/or ask if they have ideas or wish to make these.

## PALANCA COMMITTEE CHECKLIST

TASK/ITEM	ASSIGNED TO	COMPLETED
Palanca policy	Everyone	
Check in with Secretariat Palanca Coordinator		
Collect and organize general Palanca		
Develop/provide supplies for cataloguing Palanca on weekend (work with Angels)		
Liaison with Art Committee (or arrange to make Palanca bags)		
Collect extra Palanca supplies (e.g., notepaper, cards, etc.) to have on hand for outside community to write Palanca.		
Coordinate with Angels for reception and distribution of Palanca.		
Speaker for Sponsors’ Night		

# MAÑANITAS

## Responsibilities:

Primary responsibilities for this Committee take place on Sunday morning, early. They are:

- Consult with Rector/Rectora as to which room will be the Gathering Space for the Outside Community.
- Arrange a traffic pattern that will ensure a “dream-like” experience for the Candidates, not an intrusion into the weekend.
- Arrange for outdoor guides with flashlights and music sheets for team and guests.
- Provide containers for Candidates’ flowers.
- Arrange for cooks’ prayer service in chapel or other appropriate location if desired.
- Arrange for coffee and snacks for the sponsors and visitors. This is NOT the responsibilities of the cooks.
- The music Director can be included on this committee.
- Speaker for Sponsors’ night to advise sponsors of plans for Mañanitas

## MAÑANITAS COMMITTEE CHECKLIST

ITEM/TASK	ASSIGNED TO	COMPLETED
Determine traffic pattern for outside community		
Music sheets (check with musicians)		
Containers for flowers (do you want logo labels?)		
Cooks’ prayer service, if desired		
Arrange for Food and Drink		
Liaison with Music Director		
Speaker for Sponsors’ Night		

# CLAUSURA

## Responsibilities:

For the Clausura, most of the details must be handled by outside community because team will be with the Candidates in the Chapel. Consequently, it is important to arrange for someone from the outside community to provide music and to organize the people attending Clausura.

Most often, Clausura involves some waiting time for family and friends of the new Cursillistas and so it is important to provide music and some sort of “munchies.” The Clausura committee needs to recruit an outside committee to provide food set up and clean up at the Clausura. Sponsors may be asked to bring food also. Additionally, often the team decides to ask the community to have finger foods or a potluck dinner to welcome the new Cursillistas back to their sponsoring communities. This must be arranged well in advance of the weekend and the outside community needs to take charge. Also, it is important to have someone from the outside community act as liaison to the team to coordinate the timing of the new Cursillistas’ return, e.g., , to have the music ready, etc. The Committee frequently develops a short ceremony to welcome the new Cursillistas.

## CLAUSURA COMMITTEE CHECKLIST

ITEM/TASK	ASSIGNED TO	COMPLETED
Speaker for Sponsors’ Night		
Prepare flyers for Sponsors with details about Clausura		
Arrange for outside community musicians for Clausura		
Arrange for outside community liaison to team		
Arrange for setup from outside group		
Coordinator w/ Rector/a for welcoming new Cursillistas		
Arrange for cleanup after Clausura -- <b>This is a separate responsibility and not the responsibility of the prior team cleaning up after the weekend.</b>		
Arrange for either finger foods or potluck food for Sponsors and outside community to bring		
If potluck is away from weekend facility, arrange for that location. You will need a setup and cleanup committee that a Fourth Day or other outside community can provide for you.		

# ULTREYA

## Responsibilities:

The responsibilities of the Ultreya Committee are:

- Work with the Ultreya Committee of the sister/brother team to set up a joint Ultreya.
- Find a facility and set the date as soon as possible.
- Prepare flyers for the team, the 4<sup>th</sup> Day packet, for Sponsors, and outside community.
- Send the details to Dolores de Colores/BARBWire for announcement via email (pwandersen@mac.com).
- Plan the program: speakers, liturgy, and music.
- Arrange for a Sponsors' workshop to be held during the Ultreya.
- If a potluck is planned, arrange set-up and clean-up committees as well as service items.

## ULTREYA COMMITTEE CHECKLIST

*\*\*\*MEN'S AND WOMEN'S TEAM WORK TOGETHER ON ALL ITEMS!*

TASK/ITEM	ASSIGNED TO	COMPLETED
Set date (if not already done)		
Arrange for location		
Liaison to contact Partner team		
Prepare flyers (for Sponsors' Night, Clausura, and Fourth Day packet) (coordinate with partner team); notify BARBWire with details so that the outside community can be notified via email.		
Speaker for Sponsors' Night		
Ask Rector/Rectora to select speaker; advise cooks to arrange speakers' blessings.		
Arrange or a Sponsors' workshop	Contact Secretariat	
Plan pot luck (food for ten people)		
Plan set up		
Plan clean up		
Prepare Agenda	Work with Rector/Rectora	
Arrange for paper plates, forks, spoons, napkins, drinks, coffee		

# SAMPLE ULTREYA AGENDA

For

CURSILLO \_\_\_\_ and CURSILLO \_\_\_\_

“\_\_\_\_\_” and “\_\_\_\_\_”

Date: \_\_\_\_\_

- 11:00 AM Gathering Music
- 11:25 AM Opening Prayer
- 11:30 AM Welcome...Introduce Rectora- \_\_\_\_\_ & Rector \_\_\_\_\_  
Sing theme songs.  
Rector and Rectora may give a talk about their perspective weekends...and may call up their team & Candidates
- 11:55 AM Announcements: Sponsors Workshop will be held at \_\_\_\_\_ PM upstairs by the Secretariat Leadership Workshop information??
- 12:00 Noon Lunch
- 12:45 PM Sponsor's Workshop
- 1:30 PM Women's theme song ... Blessing and Rollo by \_\_\_\_\_
- 1:50 PM Men's theme song... Blessing and Rollo by \_\_\_\_\_
- 2:10 PM Group Discussions...break up in small groups
- 2:30 PM Music
- 2:45 PM Closing Prayer.... and Clean Up
- 3:00 PM Thank You for Coming and De Colores

# OVERNIGHT SCHEDULE

CURSILLO #\_\_\_: {Insert Team Name Here}

## NOTES

### **Table Arrangements:**

Five tables: Table leaders team up in the same pairs as for the weekend; other team members fill in the other chairs. As on the weekend, we will keep these table groupings for the entire Overnight. Ensure a copy of the guidelines are available for each group.

### Rollo Feedback:

After the Rollo is presented, the Rollista and his assigned prayer partner (cook) leave the room and go for a walk, to the chapel, etc. The tables then discuss the Rollo (see guidelines for **team members and Rollistas on reverse** side of this sheet). A scribe at each table records the key points on the form provided for this purpose. A separate form is also available on the tables for those team members who wish to convey additional feedback to the Rollista privately. These will be collected and given to the Rollista (by way of the Spiritual Director, most likely).

25 minutes total time is allowed for each Rollo (10 minutes for the presentation of the Rollo, and the remaining time for table discussion and summary writing).

### Meditations:

The meditations will be presented in the chapel. The Spiritual Directors are responsible for giving feedback to the presenters. 15 minutes will be allowed for each meditation.

### **Rationale:**

It is important that we train ourselves to observe and follow the schedule, so that we don't fall behind on the weekend. When we gather on Friday night, we will have everyone synchronize their watches with that of the Assistant Rector/a. Everyone will be responsible for making sure that we stay on time. On the weekend, we will have to rely on the Assistant to keep us on track.

The table leaders will be responsible for facilitating the Rollo feedback discussions, ensuring that all members can give input, and being aware of the time. The table leaders need not be the scribes themselves, but they need to be sure that the summary gets written. The Assistant (or designee) will notify the tables when there are 5 minutes left, so that tables can wrap up discussion and make sure the summaries are written.

# OVERVIEW OF TEAM FORMATION

## Initial planning

Given to each Core team member before the first Core team meeting

- 1      Theme:        The theme of the weekend & why it was chosen  
      Goal:        Getting acquainted  
      Tasks:       Rector/a shares vision for on team formation; paperwork needs; Core/team introductions,  
                      Why on team - reasons from team members and from Rector/a
  
2.      Theme:        Building community  
      Goal:        Community building through group sharing  
      Tasks:       Sharing who we are and our life experiences  
                      Prayer partners explained and chosen  
                      Present roles of cooks and table leaders; fill out preference forms
  
3.      Theme:        Day of Faith - God the Father  
      Goal:        Understanding the Day of Faith and our relationship with God  
      Tasks:       Group sharing  
                      Give focus to the rollos of the weekend (Fri-Sat)  
                      Present major and minor committees; fill out preference forms  
                      Assignment of cooks and table leaders  
                      Cooks and table leaders meet
  
4.      Theme:        Day of Love - God the Son  
      Goal:        Understanding the Day of Love and our relationship with Jesus  
      Tasks:       Group Sharing  
                      Give focus to the rollos of the weekend (Sat-Sun); collect submissions  
                      Cooks/table leaders meet  
                      Committee Assignments; committees meet
  
5.      Theme:        Day of Hope - God the Holy Spirit  
      Goal:        Understanding the Day of Love and our relationship with the spirit  
      Tasks:       Group sharing  
                      Rollo assignments  
                      Committee meetings  
                      Joint lunch with brother/sister team (as appropriate)  
                      Cooks and table leaders meet
  
6.      Theme:        Commissioning  
      Goal:        Group sharing and final questions and concerns - Tying up loose ends  
      Tasks:       Bringing our focus to the Candidates and our outside community  
                      Committee meetings  
                      Cooks and table leaders meet  
                      Secretariat/outside community present Commissioning Service
  
7.      Theme:        Overnight - the dress rehearsal  
      Goal:        Learning about each other in depth  
      Tasks:       Listen lovingly to talks and meditations / music / fun  
                      Committee meetings  
                      Cooks and table leaders wrap up

# **ROLLO FEEDBACK**

## **GUIDELINES FOR TEAM MEMBERS**

### **PURPOSE OF GIVING FEEDBACK TO ROLLISTA:**

To help the Rollista deliver God's message effectively.

### **GUIDELINES:**

1. Be fair and sensitive; the Rollistas are sharing their stories.
2. Review Rollo guidelines to see if the Rollistas are covering the outline.
3. Focus on important points, such as:
  - Can you hear the Rollista? (projection)
  - Is each point clearly presented?
  - Is the Rollo appropriate in length?
4. When you discuss an area that needs improvement be sure to offer specific suggestions as to how the Rollista can improve his presentation.

### **GUIDELINES TO ROLLISTAS FOR REVIEWING FEEDBACK**

1. When reviewing feedback, look for recurring themes or patterns, such as:
  - Rollo is too long or too short
  - Could not understand a particular point
  - Tone and volume and pacing of presentation
  - Eye contact is appropriate.
2. Consult with the Spiritual Directors or other Core team members if you have need assistance in evaluating feedback.

CONGRATULATIONS!

You are a fully trained leader - bless you for  
Choosing to Serve!!

Alleluia

## APPENDIX

Please refer to the website for all forms, scripts and other required resources not listed here.

If you do not have an Internet connection, please contact someone on your team who does.

You can find all the available resources on line at:

<http://www.cantaelgallo.com/resources.html>

[Application to Experience Cursillo](#)  
[Application to Serve on a Cursillo](#)  
[Application for Secretariat Membership](#)  
[Application to Lead a Cursillo](#)  
[Application for Leadership Workshop](#)

[MOSSAF Manual](#)

[4th Day Packet](#)  
[Agapé Celebration \(I Bring Bread\)](#)  
[Agapé Celebration \(A Short Service\)](#)  
[Emergency Medical Information](#)  
[Mime Script](#)  
[Sample Rollos](#)  
[Praying the Prayer Vigil](#)

[Group Reunion Guidelines](#)  
[Group Reunion Card](#)

[Pass It On \(Stewardship\)](#)  
[Team Commissioning Script](#)

[10 Commandments of Rollo Preparation](#)  
[Stone Soup Story & Recipe](#)  
[Leadership Workshop Flyer](#)  
[Stations of the Cross Links](#)  
[Glossary of Cursillo Terms](#)

BARBWire/Dolores DeColores: [pwandersen@mac.com](mailto:pwandersen@mac.com)

## RESPONSIBLE SPONSORSHIP – A LOVE COMMITMENT

### Before the weekend:

- ♥ **Talk to God about your candidate...and talk to your candidate about God.**
- ♥ Review the format and facility basics with your candidate. Teach them the word “Cursillo” and its definition as a “short course” on Christian living. Talk about Rollos, small group sharing, meditations and services. Advise them about the room situation, the shower situation and the stairs. Be honest (no starving)! **There is no reason not to share these basics; it will alleviate anxieties and help the candidate feel receptive to the experience.**
- ♥ Explain to your candidate about 4<sup>th</sup> day, bridge meetings, the Ultreya and other opportunities; allow them to plan their calendars and get excited to participate.
- ♥ Identify and plan to attend to any of the candidates’ family or home needs during the weekend – **pets, kids needing rides, expected or emergency calls, etc.** Encourage him/her to **take Monday off.**
- ♥ Prepare Palanca and solicit it from family and community. (Call it a Valentine, love-note, offer of prayer/good wishes.)
- ♥ Attend the Sponsors’ Meeting (about a week beforehand) and bring payment (or explain arrangements as you have made them with your candidate; the current fee for the weekend is \$165). After that meeting, check-in with the candidate and ensure he/she has their packing list (and knows what to leave at home – watch, phone, valuables – remind them to trust its God’s time).
- ♥ If necessary, **bring in a co-sponsor, meet with the candidate together**, and establish a rapport.
- ♥ Arrange for transportation and dinner for your candidate on Thursday night of the weekend – **allow time for traffic and creating a peaceful transition into the weekend.**
- ♥ If there is a spouse or loved one that might be interested in attending, ensure they have an application and help with obtaining sponsorship.

### During the weekend:

- ♥ Deliver Palanca for your Candidate, and maybe some for his/her roommate, too!
- ♥ Pray, pray, pray....and sign up on the prayer chart for some time during the weekend, it’s a very powerful symbol.
- ♥ Make plans to attend the Sunday Mañanitas service (Arrive by 5:45am) with flowers for the whole candidate group, and invite the family to join in the closing Clausura party. No one wants to come into the party and not find a face they know in the crowd; be on time, early, or call the MOSSAF to advise!

### After the weekend:

- ♥ Help your candidate transition home again on Sunday – dinner? Debrief? Prepare the family for a “difference” in their loved one?
- ♥ Keep in close contact with your Candidate, showing the same level of interest and concern as you did before their Cursillo. Call and check in on Monday, don’t wait!
- ♥ Review the Fourth Day Packet with your new Cursillista; point out events and resources. Make sure they know about [www.cantaelgallo.com](http://www.cantaelgallo.com) and the BARBWire email list-serve.
- ♥ Take your Candidate to the “Bridge” 4th Day meetings the first few times.
- ♥ Take your Candidate (and his/her family) to Ultreya; show them the community you promised them!
- ♥ When the next weekend comes along, invite your candidate to participate in Mananitas (you’ll probably have to remind them what that is, of course). Be a bridge between your candidate and the larger Cursillo community.
- ♥ When the time is right, encourage your Candidate to Serve, Sponsor or Palanca in the Cursillo community; Encourage your candidate to affect his/her environments; that is what Cursillo is all about!!!

# SPONSORS' MEETING – TABLE LEADER CHEAT SHEET

Candidate Name \_\_\_\_\_

Describe your candidate. Is s/he an extrovert, introvert, etc.?

Has your candidate had any significant emotional issues in the past year – like marriage, birth, divorce, substance recovery, or death?

Does your candidate have any special needs to bring to our attention, (i.e. diet, medications, physical limitations, sleeping equipment, smoker)?

Where is your candidate in their spiritual journey?

What kind of community will your candidate return to for their 4th day?

How does your candidate feel about coming to the weekend?

Will you take the names of the table of candidates and write palanca to them?

Remind the Sponsors to get love letters from their candidates' families ... spouse, children, Pastor, etc. as palanca.

Find out if the candidate plays a musical instrument. If so invite them to bring it if it is a practical thing to do, and advise the music director.

# LASD REPORT

## Lay Assistant Spiritual Director's Report to the Ordained Spiritual Director

Team Name and/or Number: \_\_\_\_\_

Rector/a: \_\_\_\_\_

Ordained Spiritual Director: \_\_\_\_\_

Date of Team Formation Meeting: \_\_\_\_\_

### General Overview of Team Formation

Yes No Have you noticed any topics or discussions that might raise some concerns, now or later, regarding the teachings of the Church? If so, please explain:

Yes No Have you noticed any practices, during formation or that are in the planning stage for the weekend, that might cause some concern to the prelates of either of the two diocese that sanction our Cursillo movement? If so, please explain:

Yes No Have you noticed any specific challenges the team is facing of which the ordained spiritual directors should be aware or in which they might be able to offer some assistance and/or guidance? If so, please explain:

## General Overview of the Weekend Planning

*Keeping the ordained clergy apprised of the plans for the weekend, allows them time to plan for the role they will play during the weekend. Providing them with an account of the planning as it evolves, enables them time to weigh matters of importance to them and direct the team accordingly. Please summarize for the ordained clergy the plans at this stage for:*

Reconciliation:

Agapé:

Sunday Eucharist:

Other Spiritual Exercises (e.g., candidates or team members that might be daily communicants):

*As lay spiritual directors, you are the eyes and ears, the heart and soul, of your ordained counterpart. Be sure to be fair to him or her. Your signature on your report signifies your role and your obligations.*

---

Lay Spiritual Director (Please print your name)

---

Lay Spiritual Director (Signature)

---

Date

## ROLLO/MEDITATION CRITIQUE

Rollo/Meditation Name: \_\_\_\_\_

What I liked most about your talk: \_\_\_\_\_

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What I didn't find comfortable or appropriate: \_\_\_\_\_

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Suggestions: \_\_\_\_\_

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## ROLLO/MEDITATION CRITIQUE

### Rollo Feedback Form

#/Title of Rollo \_\_\_\_\_ Rollista \_\_\_\_\_

What was particularly good, strong, powerful, or effective about this Rollo?

Did the Rollo cover the key points in the guidelines? Yes No

The following points need to be included or emphasized:

What could be added, deleted, or changed to enhance this Rollo?

Comments on style of presentation: What advice would you give the Rollista?  
(Speech pattern, volume, eye contact, etc)

Any other comments to help this Rollista be a channel for the Spirit?

# COMMITTEE PREFERENCES

Name: \_\_\_\_\_

Please rank your preference for Major Committee 1 – 4 (1= most desirable)

ART \_\_\_\_\_

LITURGY \_\_\_\_\_

FOURTH DAY \_\_\_\_\_

MUSIC \_\_\_\_\_

Please rank your preference for Minor Committees 1 – 4 (1= most desirable)

SPONSORS' NIGHT \_\_\_\_\_

WELCOMING \_\_\_\_\_

MAÑANITAS \_\_\_\_\_

PALANCA \_\_\_\_\_

CLAUSURA \_\_\_\_\_

ULTREYA \_\_\_\_\_

## CANDIDATE CHECKLIST (sample)

Sleeping Gear: Sleeping bag or sheets and blanket  
Pillow

Personal Items:  
Towels, washcloth  
Toiletries (soap, toothpaste, shampoo, etc.)  
Shower cap  
Shower slippers  
Contact lens & solution, eyeglasses  
Medications  
Sweater or light jacket  
Pajamas  
Bathrobe  
Slippers  
Earplugs

A list of necessary medications, prescription drugs and emergency notification information.

Flashlight  
Any musical instrument that you play  
Bible/Study material

We want you to enjoy the Cursillo experience without distractions, so please leave at home:

Watch	Pagers
Cash/Credit Cards	Computers
Tape/CD Players	Beepers
All valuables	Telephones
PDA's	Video Games

If you feel uncomfortable that you cannot be reached during the weekend, the emergency phone number during the weekend will be (xxx) xxx-xxxx. Please ask that it be used only in case of emergency. Thank you, we look forward to seeing you.

# PLANNING SHEET FOR TEAM MEETING

Theme:

Goal:

Major Tasks:

Agenda Items:

    Scripture/Meditation

Sharing Question(s):

Rollo/Presentation:

Business:

Liturgy (to end meeting):

Other:

Music Ideas:

Handouts:

Props/Materials:

Homework Assignment:

Letter:

    Thought Questions:

Homework Due:

Things to Bring:

# THE 10 COMMANDMENTS OF ROLLO PREP

as assembled by Cursillo # 816  
“My Gift To You Is My Life”  
Tina Reinke, Rectora  
October, 1998

(1) PRAY!!

(2) There is no such thing as the “perfect” Rollo, so let go of your fear that yours won’t be perfect. Don’t worry - the Holy Spirit will guide you.

(3) Rollos are not meant to be free-form - follow the Guidelines. The Cursillo method and the flow of the weekend work as long as you stick to the guidelines.

(4) You don’t have to do this by yourself - don’t be afraid to ask others for help.

(5) Rollos don’t have to be tear-jerkers, but it is okay if people (or you) cry during your Rollo.

(6) Not all Rollos call for a personal witness story (consult the guidelines). But do make sure that you are in what you say, and how you say it. The Candidates deserve to hear your words, not some formal script that you borrowed from some other source. A few quotes are okay, but don’t overdo it.

(7) Give the Rollo that you were assigned to give - don’t give the Rollo someone else has been assigned to give. Because the flow of the weekend is designed to have one topic flowing into another, you need to be sure that you are writing the correct Rollo. Consult the Guidelines for the Rollo that comes before yours, and the one after yours, to be sure that you aren’t writing those Rollos instead. (Ex. after I had written a “Leaders” Rollo, I consulted the Guidelines and realized that what I had written was better suited as a “Being Christ In Your Environment” Rollo - I had “stepped on the toes” of the rollista who would speak after me.)

(8) Keep it simple. Use words that everyone will be able to understand. Avoid theology.

(9) Keep it short - 7-8 minutes. Be sure to practice it out loud, and time yourself. If your Rollo is too long, you cheat the Candidates out of their time for discussion.

(10) PRAY!!

## A few other pointers:

- PRAY!!

- Don't use the word “should” - we’re not here to preach

- Use “we” vs “I”

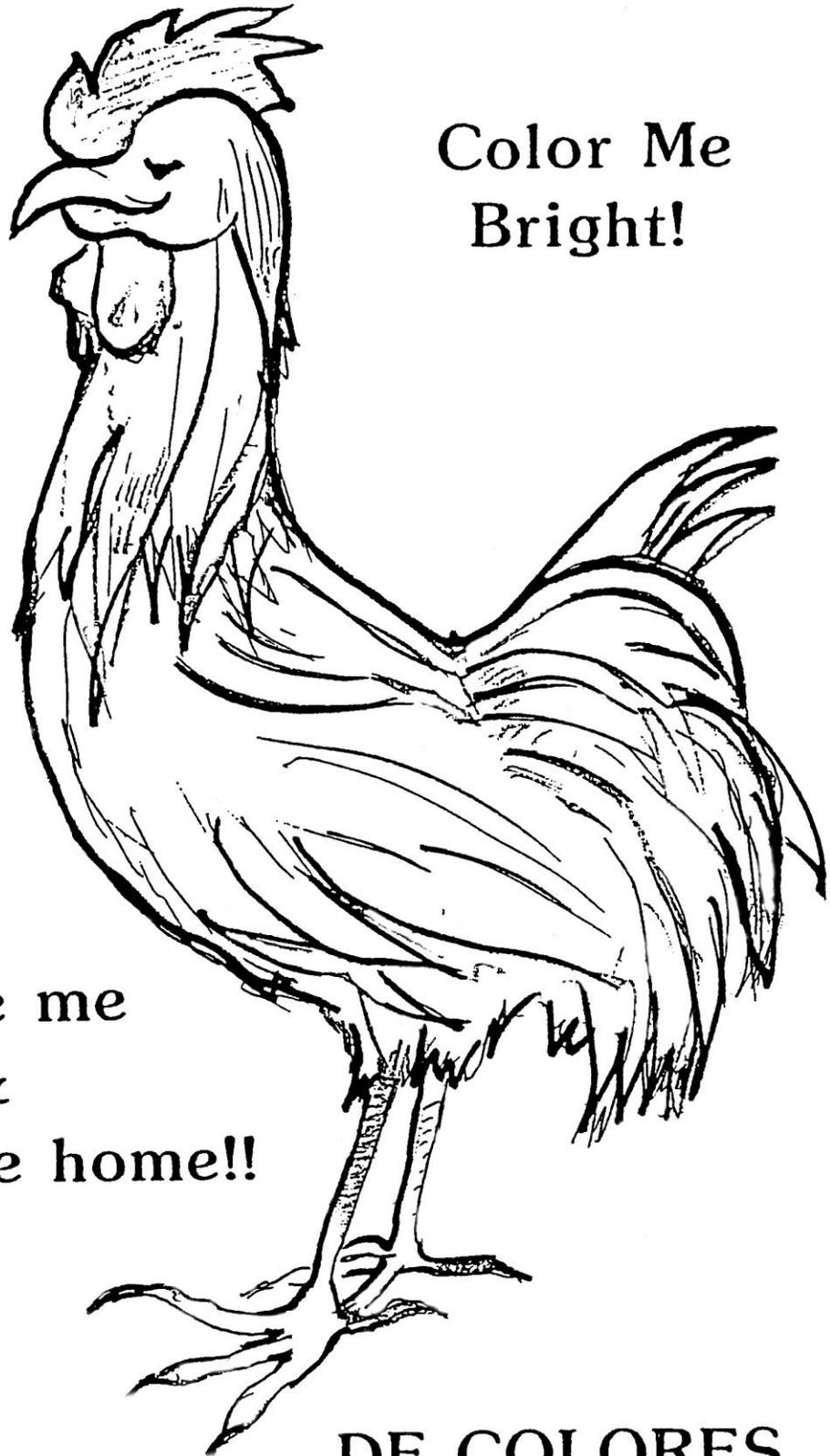
- Use questions vs declarations

- We are all; team and Candidates, on equal footing - not teachers vs students - don’t lecture or seem to have all the answers

- DO include the theme of the weekend and the topic of 4th day somewhere in your Rollo.

- PRAY!!

Trust the Holy Spirit! “That is the miracle of grace ... it never comes too late.” BUT - it had better come to you before the Overnight!!



Color Me  
Bright!

Love me  
&  
take me home!!

Name \_\_\_\_\_

DE COLORES