

The Cursillo Secretariat of
The Episcopal Diocese of Southwest Florida

Policies and Rules of Procedure

I
General

1. The primary purpose of Cursillo is to foster, encourage, and develop lay leadership by having “Christians learn and live what is fundamental as a *Christian*, and to help these same Christians to discover and live out a personal vocation.” (National Episcopal Cursillo (NEC) Library, *What is Cursillo?* 2010.).
2. The Secretariat requests that the clergy of the Diocese of Southwest Florida do not send their parishioners to a Cursillo Weekend that is not sponsored by the Diocese.
3. A person, who has moved to the Diocese of Southwest Florida, after having attended a Cursillo Weekend or a recognized 3 day/15 talk weekend (e.g. Walk to Emmaus, Via de Christo, Tres Dias, Kairos, The Great Banquet and others), may become a listed member of the Cursillo Community of the Diocese of Southwest Florida in the Cursillo Roster. His/her priest, clergy member, or his/her parish representative shall supply his/her name, address, telephone number and specific details of the Weekend attended to the person in charge of the Cursillo Roster.
4. A parish is open to Cursillo (which means that the parish may send candidates to Cursillo Weekends) only if the parish priest or his/her designated clergy member has attended a Cursillo Weekend. A parish with no clergy member who has attended a Cursillo weekend (even a previously open parish) will remain closed until a clergy member (including a supply or interim member) is available who has attended a Cursillo weekend.
5. Unless otherwise agreed to, monthly meetings of the Cursillo Secretariat are held on the second Saturday of each month. The Lay Director establishes the Agenda which should include (1) Prayer or Meditation, (2) Reports, (3) Old Business, (4) New Business and (5) Pending Action Items. No business shall be conducted without a quorum of five (5) out of nine (9) voting members present in the room. Meetings are open to any member of the Diocese.
6. These policies and rules of procedure may be amended by a majority vote at any meeting of the Secretariat. Advanced written copies of any revisions must be forwarded to all Secretariat members fifteen (15) days prior to that meeting. These policies and rules of procedures will be reviewed in total by the Secretariat every five (5) years or as needed. However in the interim for immediate reference, significant policy and procedure changes voted upon by the Secretariat shall be added as attached dated addenda clearly identifying the date of Secretariat approval. A copy of the approved document and any addenda shall be maintained in the Secretariat Drop Box or similar such electronic storage option.

II Cursillo Secretariat

1. Lay Director

- a. The Lay Director shall be in charge of the meetings and have all privileges and responsibilities normally associated with this position.
- b. After approval by the Secretariat, it shall be the responsibility of the Lay Director to invite a Cursillista to be Rector of an upcoming Weekend and to inform the Cursillista of his/her responsibilities.
- c. The Lay Director shall ensure that the objectives of a current Pastoral Plan are being met as well as ensure that Pastoral Plan updates are periodically made as needed and filed timely with the Bishop's Office. (See NEC Library, *Pastoral Plan*.)

2. Pre-Cursillo Chair

- a. The Pre-Cursillo Chair oversees the Registrar and shall be responsible for ensuring that all policies established by the Cursillo Secretariat concerning partial scholarships and the applications of prospective candidates are followed.
- b. The Cursillo Registrar reports directly to the Pre-Cursillo Chair.
- c. The Pre-Cursillo Chair shall be responsible to ensure that all Weekend information is added to the Cursillo Roster and to appropriate Data Lists.
- d. The Pre-Cursillo Chair shall select a person to be responsible for the maintenance of the Cursillo Roster of names of Cursillistas. This person shall report to the Pre-Cursillo Chair.
- e. In questionable situations, the Pre-Cursillo Chair shall consult with the Secretariat.

3. Fourth-Day Chair

- a. The Fourth Day Chair oversees the 4th Day Gathering Coordinator, the Book Table Coordinator and the Clausura Coordinator and shall be responsible for ensuring that all policies established by the Cursillo Secretariat concerning 4th Day activities and events are followed.
- b. All Diocesan Cursillo events shall be coordinated through the Fourth Day Chair in conjunction with the Cursillo Secretariat.
- c. Regional or Diocesan Ultreyas shall normally be scheduled for the third (3rd) Saturday of the month before a Weekend and may coincide with the last Team meeting for that Weekend.

4. Communications Chair

- a. The Communications Chair shall be responsible for the regular publication of the DeColores Newsletter.
- b. The Communications Chair shall select a person who shall be responsible for the Cursillo Website. This person, known as the Website Coordinator, shall report directly to the Communications Chair.
- c. The Communications Chair shall monitor and provide support for the activities of the Parish Representatives Coordinator.

5. Music Chair

- a. The Music Chair shall be responsible for all the music aspects of Cursillo and shall organize and present music workshops for prospective musicians. Music Directors for a weekend must be approved as qualified by the Music Chair. Music Directors must have worked a team as an Assistant Music Director.

- b. The Music Chair shall be responsible for ensuring the renewal of the CCLI License on an annual basis.
- c. In order to fulfill copyright obligations, Cursillo Songbooks (*Cursillo Sings!*) may not be loaned to parishes or any other entity for non Cursillo events, nor may they be copied or reproduced in any manner without permission of the Music Chair.
- d. The Music Chair shall monitor the distribution and keep a record of the assignment of the Cursillo Songbooks to each Keeper of the Songbooks for the various Deaneries.
- e. The Music Chair must approve the use of all music for a Weekend that is not included in the Cursillo Songbook (*Cursillo Sings!*) prior to the first team meeting.
- f. If necessary, the Music Chair may consult with the Secretariat prior to making a decision to add such music to a Weekend.

6. Three Day Weekend Chair

- a. The Three Day Weekend Chair shall be responsible for the review and exploration of changes for the Cursillo Weekend and will routinely report proposed changes to the Secretariat for discussion.
- b. The Three Day Weekend Chair shall be responsible for the Weekend Leadership Books, an electronic copy of each is now maintained in the Drop Box. Following the Weekend, any suggested revisions shall be given to the Three Day Weekend Chair who will review these, consult with specific Secretariat Chairs and update the content after action by the Secretariat.
- c. The Three Day Weekend Chair shall be responsible for timely emailing these Books to the Leadership for the next Weekend.

7. Spiritual Directors

- a. The two (2) Spiritual Directors may be two (2) priests or one (1) priest and one (1) deacon as the Bishop desires and shall be responsible for the Spiritual direction of the Secretariat and the Cursillo Movement of the Diocese.
- b. The Spiritual Directors shall be available to work with the Rector to select the Spiritual Director for the Weekend.
- c. Spiritual Directors for a Weekend shall be a priest. Assistant Spiritual Directors for a weekend may be priests or deacons.
- d. All clergy talks for a Cursillo Weekend shall be given by the Spiritual Director or Assistant Spiritual Directors of that Weekend, or by the Bishop.
- e. A Spiritual Director will be appointed by the Secretariat to be the key contact on behalf of the Secretariat with the Bishop's Office.

8. Secretary

- a. The Secretary shall be responsible for all secretarial and reporting requirements of the Secretariat.
- b. The Secretary shall be responsible for recording monthly attendance and whether an absence is excused or not.
- c. The Secretary shall be responsible for determining if a quorum is present and recording the number and names of voting members present at each meeting.
- d. The Secretary shall be responsible for posting both pending and approved monthly meeting minutes in the Drop Box along with any appropriate attachments.

9. Treasurer

- a. Treasurer shall be responsible for all the normal duties of Treasurer including preparation of a proposed annual budget for review no later than November of each year.
- b. As reasonably practical, all monies shall be forwarded for deposit to the Treasurer, whether in cash or check, and all invoices shall be paid from the Cursillo bank account, so as to facilitate maintenance of proper accounting of income and expenditures.
- c. The Treasurer shall use an integrated accounting software package to maintain the books and provide monthly and quarterly reports to the Secretariat.
- d. The monthly Treasurer's Report will include, at a minimum, a Profit and Loss Statement, a Balance Sheet and summary reports that clearly identify sources of revenue and descriptions of expenses incurred. This information shall also be provided as a composite report for each quarter.
- e. The Treasurer shall make funds available as needed. The Treasurer shall advise all persons of the correct procedures required for handling of money and expenditures for Cursillo weekends, especially green palanca.

10. Member at Large

- a. The Member at Large serves for a term of two (2) years.
- b. The position was designed to provide an opportunity for general service on the Secretariat and to be assigned special projects and duties as needed.
- c. Additionally, the Member at Large will provide assistance to other Chairs as needed.

11. Servant Community

- a. The purpose of the Servant Community is to implement the Cursillo Method. It does so from the Secretariat through the Community committees. The Movement is strong because the Secretariat and Servant Community support each other.
- b. A Servant Community term shall be for six (6) years. The current Cursillistas in servant positions are grandfathered in to their positions as of the March 9, 2013 approval of this document. To ensure that the Cursillo Movement continues to grow, the Servant Community is encouraged to mentor future leaders.
- c. The Servant Community will meet annually with the Secretariat in December if practical.
- d. The Servant Community shall include, but not be limited to:
 1. Logistics Coordinator who shall be responsible for NEC supplies and needs.
 2. Parish Representative Coordinator who shall work with parish clergy and parish representatives, as well as promote parish Ultreyas, and encourage an annual Deanery Ultreya to be held.
 3. Palanca Coordinator who coordinates all palanca except green palanca.
 4. Clausura Coordinator who coordinates the Clausura.
 5. Newsletter Editor who is responsible for the bi-monthly newsletter.
 6. Website Coordinator who is responsible for maintaining the Cursillo Website.
 7. 4th Day Gathering Coordinator who is responsible for all aspects of the 4th Day Gathering via close coordination with the 4th Day Chair.
 8. Songbook Coordinator who is responsible for the development and supervision of the Diocesan songbook via close coordination with the Music Chair. He/she also assists in the coordination of copyright issues.

III Nomination of the Weekend Rector

1. A Rector shall be a lay person with the following qualifications:
 - a. He/She shall be an active communicant of the Episcopal Church in the Diocese of Southwest Florida who is committed to Christ and is active in witnessing his/her faith and actively grouping.
 - b. He/She shall have served on a team within the last two (2) years and served on a minimum of four (4) teams.
 - c. He/She shall have served in at least two (2) leadership positions (i.e. specifically Bellringer, Set-Up Chair or Co-Set-up Chair, Servant Chair or Music Chair).
 - d. He/She shall have given at least two (2) Rollos.
 - e. The Secretariat shall have two (2) named Rectors in place at all times.
 - f. A Member of the Secretariat can not serve as a Rector and Member simultaneously.
2. Rectors for weekends shall be selected by the Secretariat. The Secretariat shall review a list of qualified candidates for Rector.

IV Weekends

1. The Cursillo format to be used in this Diocese shall be the authentic Cursillo format, as approved by the National Episcopal Cursillo Committee (NECC). The Rector SHALL read and study the most current copy of the pamphlet ***The Authentic Three Day Weekend***, which is part of the NEC Library, for further information prior to making any decisions about the Weekend. The Three Day Weekend Chair shall provide this NEC pamphlet.
2. The Rector will meet with the Secretariat prior to choosing any team members in order to ensure that the Data List is reviewed.
 - a. The Rector and the Secretariat Spiritual Directors will work together to determine who should be called for the position of Weekend Spiritual Director.
 - b. The Assistant Spiritual Directors are chosen by the Spiritual Director, with the input of the Rector.
 - c. There may be one poster per day, after the last talk on Friday and Saturday.
 - d. The Clausura will begin at 4 PM on Sunday.
3. The Cursillo Weekend is a Christ-centered weekend for the candidates. It is not intended to be a 4th Day experience for the team.
4. The theme song may be chosen by the Rector from the Cursillo Songbook (*Cursillo Sings!*) or one approved by the Secretariat with prior consultation of the Music Chair.
5. The Weekend theme and design for the logo for the weekend is chosen by the Rector.
6. Team Formation
 - a. When calling the team, the Rector should emphasize the importance of team meetings, the entire Weekend, and the 4th Day Gathering, obtaining a commitment from each team member to participate in those activities.

- b. The Bishop of the Diocese of Southwest Florida has directed that the Spiritual Director for the Weekend discuss issues of sexual misconduct with the team, during the team meetings.
 - c. To ensure that all Cursillistas have an opportunity to participate in a Weekend Team Experience if they desire to, no team member is to serve on more than one (1) team per year, based on a two (2) per year Weekend schedule or on two (2) per year if based on a three (3) Weekend per year schedule. Permission to serve on consecutive teams must be approved by the Secretariat.
- 7. The Rector and Lay Director shall meet with the Director of DaySpring or his/her representative to discuss the coordination of facilities and times of various functions throughout the Weekend. The Director of DaySpring shall send a follow-up letter to the Rector and Lay Director outlining the agreements reached at the meeting. All documents shall be stored in the Secretariat Drop Box or other such similar electronic storage option.
- 8. The Rector shall report, in person or written format, the progress of plans for the Weekend to the Secretariat at its monthly meetings, held on the second Saturday of each month.
- 9. It is recommended, but not required, that there be a maximum of thirty-six (36) candidates for each Weekend.
 - a. Candidates on Cursillo Weekends must be active Episcopalians who have been approved by their Parish Rector/Vicar and have submitted the current approved Cursillo application form.
 - b. Candidates on Cursillo Weekends must be nineteen (19) years of age or older.
 - c. A lay person must be sponsored by a Cursillista (lay or clergy) who attends the same church and is actively grouping.
 - d. A priest or deacon may be sponsored by Cursillistas from his/her church, who are actively grouping, or by a priest of the Diocese of Southwest Florida, who is a Cursillista.
- 10. In addition to the information in the NEC Library, especially the pamphlet ***The Authentic Three Day Weekend***, the Rector shall note the following guidelines.
 - a. Holy Eucharist at Cursillo functions will be celebrated, according to *The Book of Common Prayer*, as authorized by the Bishop of Southwest Florida.
 - b. The Saturday night Serenade will start at approximately 7:30 PM. The method and location of the Serenade is the option of the Rector. The Director of DaySpring shall be notified of the Serenade plans.
 - c. Candidates are to be brought to DaySpring by their sponsors, between 6:00 and 6:30 PM on Thursday night. After registering their candidates, sponsors are asked to go to St. Thomas Chapel for prayer before leaving DaySpring.
 - d. Determine, with the Spiritual Directors, how clergy are to be addressed.
 - e. Ensure that the Bellringer is prepared to give "time remaining" signals to all Rollistas.
 - f. Be conscious of using inclusive language during all phases of the Weekend.
 - g. Assure that Spiritual Direction is defined and emphasize that it is available all Weekend.

- h. Bring Christ into every decision, asking yourself: What would Jesus do? Is it for the team or for the Candidates? (It must be for the Candidates.) How will it benefit the Candidates?*
11. Funds shall be made available to each Rector, upon proper written request to the Treasurer, in advance of the Cursillo Weekend. Proper accounting of these funds and of all funds spent on the Weekend shall be provided to the Treasurer and Lay Director by the Rector, immediately following each Weekend. The Observing Rector shall assist with managing the use of the funds on the Weekend and shall be designated to receive, record, and be accountable for all monies received either via check or cash during the Weekend.
12. Fees for attendance at a Weekend shall be set by the Secretariat.
13. If designated scholarship funds are available at the Secretariat level, the Pre-Cursillo Chair will receive written scholarship application requests for partial scholarships, which will be reviewed by and approved by the Secretariat. A scholarship application form and instructions will be established by the Secretariat.

Revised July 2006, Comprehensive Revisions March 2013.
Approved by the Cursillo Secretariat on March 9, 2013.