

BY-LAWS
and
POLICY MANUAL
of the
CURSILLO COMMUNITY OF
EASTERN OREGON

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Structure Chart

Secretariat (two-year terms allowing for re-election)

President

Vice President

Recording Secretary

Treasurer

Clergy Advisor

Pre-Cursillo Chair

Post-Cursillo Chair

Supply Coordinator

Palanca Communicator

Historian

Communications and Database Manager

→ Newsletter Publisher: Appointed by the Secretariat. No term-limit.

→ Nominating Committee: Appointed by the Secretariat prior to the Annual Meeting, a minimum of 5 persons of Community Members at Large. (Annual Meeting notification requirements are 60 days prior to the meeting.)

→ Rector – Rectora Selection:
Immediate Past Rector
Immediate Past Rectora
Second Past Rector
Second Past Rectora
One Spiritual Team Member

→ Committees: Any committee assigned to serve by Secretariat
Committee Chair
Lay Representative
Lay Representative
Clergy Advisor

→ Cursillo:
Pre-Cursillo Chair
Weekend
Post-Cursillo Chair

Personal and Corporate Palanca of Prayer and Sacrifice

BY-LAWS
of the
CURSILLO COMMUNITY OF EASTERN OREGON

Purpose

- 1) The purpose of the Cursillo Community of Eastern Oregon, is to be an ecumenical community of faith, love and hope, that supports and energizes individuals in our search for discovery of and renewal in Christ, using the three-fold Cursillo method of Pre-Cursillo, the Weekend, and Post-Cursillo, recognizing that the Pre-Cursillo and Weekends exist to provide support for the Post-Cursillo (Fourth Day) period.
- 2) The Cursillo Community of Eastern Oregon is under the jurisdiction of and is operated and supervised by the Episcopal Diocese of Eastern Oregon, a diocese of the Episcopal Church.

Qualification of Membership

- 1) General Membership: General membership in the Cursillo Community of Eastern Oregon consists of those persons who have made a Cursillo Weekend.

Annual Meeting

- 1) Purpose: An annual meeting shall be held for the purpose of establishing a budget, electing Secretariat members, establishing the program for the coming year, receiving reports from the Secretariat and committees, and conducting such other business as may come before the Community.
- 2) Date Set: The annual meeting date shall be set by the Secretariat and the Secretariat shall be responsible for determining that the meeting is properly designed.
- 3) Notice: Notice of the annual meeting shall be made in writing, by the Secretariat, to all members of the Cursillo Community of Eastern Oregon no less than sixty (60) days prior to the meeting.
- 4) Quorum: Business may be conducted at the annual meeting provided one-half of the membership of the Secretariat and ten members of the Community are in attendance.

Finance

- 1) Annual Gifts: The Secretariat will seek an annual monetary gift for the purpose of providing for the expenses of the Community's activities. The annual gift request will be held in January of each year. The request for funds will be sent to Community members through letters, the Bantam, community e-mail and the Cursillo Community of Eastern Oregon social media platform.
- 2) Sustainable Giving: The Secretariat will provide the community with a "Sustainable Giving" option through the Eastern Oregon Diocese of the Episcopal Church.
- 3) Palanca Gifts: The weekends normally shall be financed by registration fees and palanca gifts.

- 4) Other Gifts: Other gifts having monetary value such as Publicly Traded Securities, Closely Held Securities, Real Estate, Life Insurance, Tangible Personal Property and other Deferred Gifts shall adhere to Section E “Gift Acceptance Policy” of the By-Laws of the Episcopal Diocese of Eastern Oregon, a diocese of the Episcopal Church. These gifts will be managed on behalf of the Cursillo Community of Eastern Oregon by the Diocese of Eastern Oregon.

Secretariat

- 1) The purpose of the Secretariat is to be the executive board of the Cursillo Community of Eastern Oregon. The Secretariat shall direct the business and activities of the community between annual meetings of the community.
- 2) Board Membership: The Secretariat shall consist of the following voting members: President, Vice President, Recording Secretary, Treasurer, Clergy Advisor, Pre-Cursillo Chair, Post-Cursillo Chair, Supply Coordinator, Palanca Communicator, Historian, and Communications and Database Manager. The Clergy Advisor will have been ordained in the Episcopal Church.
- 3) Bishop Ex-officio: The Bishop of the Episcopal Diocese of Eastern Oregon, if a Cursillista, is an ex-officio member of the Secretariat.
- 4) Qualifications: Members of the Secretariat shall be Cursillistas who have made a Cursillo no less than one (1) year prior to election.

Secretariat Election

- 1) Secretariat Member Selection: Secretariat members shall be selected for their skills as related to the job descriptions for each office, for their ability to participate in making group decisions, and be actively involved in a Christian Fellowship. Secretariat members should be people committed to the Cursillo Method, who live out the Fourth Day, grow the understanding of the Cursillo Ministry as a whole, and who value relationships, evangelism, and reconciliation in the world.
- 2) Majority Vote: The Secretariat members shall be elected at the annual meeting of the Community, by a majority vote of those members of the Community in attendance at the meeting.
- 3) Nominating Committee: A Nominating Committee shall be a minimum of five (5) persons appointed by the Secretariat and shall consist of members of the Cursillo Community of Eastern Oregon at large. The committee shall present its recommendations to the Secretariat for ratification and subsequent presentation to the annual meeting.
- 4) Terms: Secretariat members shall be elected to two-year terms.
- 5) Re-election to the Secretariat: A member of the Secretariat may continue to serve by a majority vote at the Annual Meeting of the Cursillo Community.
- 6) Filling of Vacancies: The Secretariat shall replace, immediately, by majority vote, a board vacancy, such replacement to fill the unexpired term of the board member. Such replacement may stand for election to a full term.

- 7) Missed Meetings: If a Secretariat member misses two consecutive board meetings, without notification and just cause, the Secretariat shall declare the board position vacant, and shall appoint someone to fill such vacancy. Such replacement may stand for election to a full term.
- 8) Resignation from the Secretariat: Resignations from the Secretariat shall be submitted in writing to the board President stating the reason for the resignation and the date the resignation becomes effective.

Board Finance

- 1) Resources: Activities of the Secretariat will be financed through the options established in the “Finance” section of these By-Laws.
- 2) Records Open to the Community: All financial records of the Secretariat shall be open for inspections by members of the Community.
 - a) Annual Report: An annual report of the finances of the Community shall be made at the annual meeting.
 - b) Annual Audit: The President shall appoint an audit committee annually to review the financial records. An audit shall be conducted prior to each annual meeting.
 - c) Treasurer Bonded: The Treasurer shall be bonded at the discretion of the Secretariat.

Duties of the Secretariat.

- 1) President: The President shall preside over all meetings of the Secretariat and the Community, and the President is responsible for preparing an agenda for each meeting.
- 2) Vice President: The Vice President shall act on behalf of the President when absent and shall supervise the community newsletter.
- 3) Recording Secretary: The Recording Secretary shall keep minutes of all meetings of the Secretariat and shall provide Secretariat members copies of the minutes. The Recording Secretary shall also keep minutes of all annual meetings and shall make them available to the members of the Community. The Recording Secretary will be provided a list of the members of the Community, including addresses, telephone numbers, and team experience by the Communications and Database Manager.
- 4) Treasurer: The Treasurer shall maintain the Community’s financial records.
- 5) Clergy advisor: The Clergy Advisor shall serve the spiritual and sacramental needs of the Secretariat and the Community at their meetings. The Clergy Advisor will select an emissary to be present at the Secretariat and Community meetings, in the event of an absence, when requested by the President.

- 6) Pre-Cursillo Chair:
 - a) The Pre-Cursillo Chair is responsible for designing, as needed, Cursillo weekend applications, to be approved by the Secretariat.
 - b) Will maintain a file of application forms and ensuring that they are easily available to the members of the Community.
 - c) Is responsible for promoting the continual recruitment of candidates.
 - d) Will keep an up-to-date file of applicants from year to year.
 - e) Is responsible for notifying applicants of their acceptance for a weekend.
 - f) Notify sponsors of their duties, with special emphasis being given to appropriate palanca for the candidate.
 - g) Shall work with the Secretariat in determining whether applications which deviate from the standards are to be accepted.

- 7) Post-Cursillo Chair:
 - a) Will encourage group reunions in each geographical area and shall educate each group reunion to the proper use of the service sheet, which shall be the standard model in the Cursillo Community of Eastern Oregon.
 - b) Should be sure each group reunion has a source of Fourth Day materials.
 - c) Shall make sure that each new Cursillista is invited to a group reunion, and if none is available, shall assist in forming a group, working with the individual's sponsor.
 - d) Coordinate Fourth Day materials for the Weekend with the Supply Coordinator.
 - e) Shall be responsible for seeing that Ultreyas are formed in each geographical area, and that a monthly Ultreya is encouraged.
 - f) Shall recruit an Ultreya Coordinator in each geographical area, who shall be responsible for submitting Ultreya news to the newsletter and for scheduling Ultreyas in their area.

- 8) Supply Coordinator: The coordinator shall maintain a current inventory of all physical supplies belonging to the Community, to include:
 - a) Palanca, Cha Cha, Agape, music, crosses, rollo outlines, all Weekend notebooks, handbooks and written materials for the Weekend. (Pilgrim's Guides, Service Sheets, Way of the Cross booklets, training materials, etc.)
 - b) The coordinator may appoint an assistant to help with this job but the coordinator has final responsibility for carrying out these duties.
 - c) The coordinator shall make or approve all purchases for the Weekend. Any purchases of non-budgeted items over \$20.00 must have the approval of the Treasurer.
 - d) All emergency Weekend purchases for non-budgeted items must be approved by the Rector or Rectora.
 - e) Receipts for purchases must be submitted to the Treasurer noting the purpose for which the purchase was made.
 - f) The Coordinator orders all printed materials for the community: service sheets, Way of the Cross booklets, song books, Pilgrim's Guides, crosses, etc.
 - g) The coordinator will be responsible for providing the upcoming Rector and Rectora with the necessary documents to begin the next Weekend including a complete inventory of supplies and notebooks.

- h) All supplies belonging to the Cursillo Community of Eastern Oregon will be returned to the Supplies Coordinator (or a designated substitute) at the conclusion of each Weekend. All supplies are to be taken to one central location for storage. The coordinator will assign access to the storage to a back-up approved by the Secretariat.
 - i) The coordinator is responsible for preparing a complete written inventory of all supplies. Copies of this inventory shall be given to the Secretariat President within two weeks following each Weekend.
- 9) Palanca Communicator: The Palanca Communicator is responsible for requesting palanca from other Cursillo Communities for our Weekends. The Palanca Communicator is also responsible for responding to requests for Palanca from other Cursillo Communities.
- a) National Episcopal Cursillo Center: The name and complete mailing address of the Community's Palanca Communicator shall be on the file at the headquarters of the National Episcopal Cursillo Center, PO Box 460506, Aurora, CO. 80046.
 - b) True Palanca: The Palanca Communicator should be aware that posters, letters, etc., do not constitute "true palanca", but that "true palanca" consists of prayers and sacrifices made by members of the Community for the intention of the Weekends and for the intention of the Cursillo movement daily.
 - c) Develop Concepts: Some methods for enabling the palanca offers of the Community to be more in keeping with the concept of true palanca, as seen by the founders of the movement, should be developed by the Palanca Communicator.
 - d) Weekend Chair: The Palanca Communicator is responsible for giving a list of posters, banners, etc. to the Weekend Palanca Chair.
- 10) Historian: The Historian maintains the history books and photo albums.
- a) History Books shall include:
 - A List of active and non-active Cursillistas, a list of Candidates by year and the corresponding team for that year with the group picture.
 - A list of specific Rollos for each year, the presenting Cursillista and their back-up.
 - History of Service forms are to be provided at team meetings and Grand Ultreya to document each Cursillistas individual work history.
 - b) Photo Albums: The Historian maintains photo albums with pictures that have either been taken by the Historian at the "Weekend" and Grand Ultreya or have been donated by the Cursillo Community at large.
 - c) Provides Access to History Books and Photo Albums: The Historian will make arrangements for the History Books and Photo Albums to be at Grand Ultreya, Clausura at each "Weekend" and any other event deemed appropriate.
- 11) Communications and Database Manager: The Communications and Database manager is responsible for communications and the maintenance and safekeeping of the Community's database, social media platform and e-mail platform. All communication activities will be directed by the Secretariat.
- a) The Database: Will maintain the database of the Community members including name, address, phone numbers, date of Cursillo, team experience and 5th Day members.
 - b) Data Platform: The database will be maintained in an Excel document.
 - c) Access: The database will be accessible to the Secretariat, Area Representatives and any person deemed appropriate by the Secretariat for the achievement of their correspondence duties.

- d) Sustainability: The database manager will provide a copy of the database to the Episcopal Diocese of Eastern Oregon, in January of each year, to protect the information for future use.
- e) Area Representatives: Will maintain a database of the Area Representatives and disburse information to them as requested by the Secretariat.
- f) Correspondence: Will prepare and send correspondence and notices to the Community as directed by the Secretariat.
- g) Resources: The Secretariat shall make or approve all purchases necessary to conduct the communication activities.
- h) Communications Platforms: Will manage the Community's social media platform (Facebook - Cursillo Community of Eastern Oregon) and the e-mail platform (Constant Contact). The manager will seek Community members, with the appropriate skills, to assist in the administration of these platforms and to maintain sustainability of the platform. The manager will provide the Secretariat with a list of names and contact information for the Facebook and Constant Contact administrators.
- i) Appropriate material for publication: Each platform administrator will seek to ensure the appropriateness of materials submitted for publication under the guidance of the Secretariat and will have authority to deny any publication deemed inappropriate.

Meetings of the Secretariat

- 1) **Meetings**: The Secretariat shall meet at least three times a year on dates to be determined by the Secretariat annually. One meeting may be the Annual Meeting.
- 2) **Convening Meetings**: Meetings shall be convened by the President of the Secretariat or by any other two Secretariat members.
- 3) **Open to Community**: Secretariat meetings shall be open to members of the Community.
- 4) **Executive Sessions**. The Secretariat may go into executive sessions for any purpose, but all decisions shall be made in open session.

Newsletter Editor:

The newsletter editor is responsible for the creation and publication of the Community newsletter, the Bantam Quarterly.

- 1) **Purpose**: The purpose of the newsletter of the Cursillo Community of Eastern Oregon (Bantam Quarterly) is to aid the development of community by providing communication among its members.
- 2) **Contents**:
 - a) **General**: The newsletter should be reflective of the life of the community in terms of Ultreya news, educational items, inspirational writing, palanca requests, etc.
 - b) **Secretariat**: Each issue of the newsletter should contain the names, addresses and telephone numbers of the Secretariat members.

- c) Weekends: Notices of candidates, team membership, and other information regarding the Weekends, shall not be considered as a newsletter publication, although such information may be included with the newsletter mailings, for economic reasons. Candidate lists and team information will be done on an “as needed” basis, and should be done with the assistance of the Pre-Cursillo Chair and the Rector/Rectora.
- 3) Budget: The newsletter expense is a budgeted item, and the editor shall work within the parameters of the budget.
 - 4) Publication Dates: Publication dates for the newsletter are to be set by the Secretariat, and these dates are to be strictly followed. If a deadline is missed, it is the obligation of the Vice President to contact the editor within two (2) days of the deadline. If the editor foresees a delay of more than two (2) days, it’s the Editor’s responsibility to notify the Vice President of such a delay.
 - 5) Other Communities: Effort shall be made to include other Cursillo Communities on our mailing lists, to further inter-community communication.

Committee(s):

A committee exists to provide assistance to the Secretariat and to the Community in the structure and implementation of Cursillo.

- a) A committee serves, when requested, as an advisory board to the Secretariat in dealing with any concerns with which the Secretariat wishes assistance.
- b) A committee may serve at the request of any of the following: The Secretariat President, the Cursillo Community, the Ultreya units, Weekend core teams. (for example: in dealing with proposed changes in the design and structure of the Weekends.)
- c) A committee may initiate concerns pertinent to the welfare of the Cursillo community with the approval of the Secretariat.
- d) Any request to a committee must be directed through the Secretariat.
- e) A committee shall be composed of a Committee Chair, two or more lay representatives and a Clergy Advisor.
- f) Any committee may be appointed by the incoming Secretariat President at the beginning of their term of office with the approval of the Secretariat for the purposes stated above.
- g) Members will be chosen for their over-all understanding of the Cursillo movement.
- h) A committee Chair shall attend Secretariat meetings as a non-voting facilitator upon the request of the President.
- i) A committee Chair shall arrange for a clergy Cursillista to be in attendance at each meeting of the committee.

- j) The committee will make a written report of its recommendations to the Secretariat for consideration by the board.

Standards

- 1) Operational Standards: It is necessary that we recognize the “Gift of Cursillo” as a ministry and the Weekend as a gift of God, freely given; that we as a community be responsible and disciplined; that the other operational activities of the community also be governed in an appropriate and business-like manner.
- 2) National Episcopal Cursillo Organization: Participation in the National Episcopal Cursillo Organizations is encouraged. One person should be designated as the Community liaison person with the National Episcopal Cursillo organization, at the discretion of the Secretariat.
- 3) Cursillo Method: Effort should be made, continually, to educate the members of the community in matters relating to the Cursillo method, appropriate palanca, standards and norms which are in effect.
- 4) Crosses: Crosses will be approved by the Secretariat.
- 5) Mailing Lists: Mailing lists of the members of this community will not be given to anyone outside of the community without express consent of the Secretariat.
- 6) Budgets: Budgets shall be set by the Secretariat prior to each Weekend. This should include telephone, food, postage and materials expenses.
- 7) Vice Rector/Rectora: The position of Vice-Rector and Rectora is not necessarily a stepping stone to the rectorship.

Amendments

These By-Laws may be amended by majority vote of the members at the Annual Meeting or at any special meeting of the Community called for the specific purpose of amending these By-Laws. No amendment may be adopted without thirty (30) days written notice to the membership.

Policy Manual – “The Weekend”

Weekend Models

Two Models

The Cursillo Community of Eastern Oregon offers two models for the Weekend experience. These models are: singles (i.e. women and men attending separate Weekends) and the co-ed model (i.e. men and women attending the same Weekend).

Co-ed Model

The co-ed is not to be seen as a “couples Weekend”, although wives and husbands may experience the Weekend together. Single persons (widowed, divorced, unmarried) will be encouraged to attend. The Secretariat will set standards as to the ratio of men and women to be sought for a co-ed Weekend.

Changes in Model

No changes in the basic model of the Weekend(s) are to be made without prior approval of the Secretariat.

Innovations

Any innovations during the Weekend shall occur only with the approval of the Core Team.

Secretariat Informed

In all cases possible, the Secretariat should be informed of any minor changes to be made.

Budgets

Budgets shall be set by the Secretariat prior to each Weekend. These budgets are to be prepared by the Supply Chair and the Treasurer, then transmitted to the Rector and Rectora. Budgets should include telephone, mailing, food, physical supplies, printing costs.

Responsibility

Each person involved in the Weekend should be advised by the Rector and Rectora to the amount budgeted for their position, and each person must understand that the Community cannot be responsible for expenditures above the budgeted amount.

Co-Ed Weekend Schedule

Thursday

3:00 Team Meeting
4:00 Team Eucharist
5:00 Team Supper (Cooks furnish)
7:00 Team Gathers to greet Candidates
7:30 Registration and Reception
8:15 introduction to Cursillo
9:00 Retreat – Way of the Cross (Chapel)
10:00 Team Meeting (Kimsey Commons)

Friday (Day of Faith)

5:30 Team Wake Up
6:00 General Wake Up
6:30 Chapel
7:30 Breakfast Introductions
9:00 Rollo Room – Table Assignments
9:20 Singing
9:30 Ideals Rollo
9:45 Response to Questions
9:55 Discussion, Summary, Poster
10:20 Short Break (No Snacks)
10:25 Singing
10:30 Grace Rollo – Clergy
10:45 Faith Rollo
11:00 Discussion, Summary, Poster
11:25 Singing (Learn Blessing Song)
11:30 Palanca Drop #1 (Rollo Room)
12:30 Lunch (sing Blessing)
1:30 Pictures (Weather Permitting)
1:55 Singing
2:00 Piety Rollo
2:15 Discussion, Summary, Poster
2:40 Singing (Learn De Colores)
2:45 Break (Light Snack)
3:15 Aids to Devotion Introduction (Chapel)
3:45 Aids to Devotion Groups
4:45 Free Time
6:00 Dinner (singing)
7:00 response Sharing Party
8:00 DeCuria “Saints” Skits
9:00 Chapel
9:30 Team Meeting (Kimsey Commons)

Saturday (Day of Love)

5:30 Team Wake Up
6:00 General Wake Up
6:30 Chapel

7:00 Breakfast
8:00 Study Rollo
8:15 Discussion, Summary, Response (Book Lists)
8:40 Singing
8:45 Action Rollo
9:00 Discussion, Summary, Response
9:20 Break (Light Snack)
9:55 Singing
10:00 Sacraments Rollo – Clergy
10:15 Sacraments Rollo – Lay
10:30 Discussion, Summary, Poster
11:00 Singing
11:05 Palanca Drop #2
11:15 Break Until Lunch
12:00 Lunch
12:45 DeCuria Sharing Groups
1:55 Singing
2:00 Obstacles to Grace Rollo
2:15 Discussion, Summary, Response (Flash Paper)
2:45 Nail Flash Paper to Cross
3:00 Healing Service & Eucharist
4:30 Free Time
5:30 Feast
7:00 Fiesta
9:00 Agape
10:30 Team Meeting (Kimsey Commons)

Sunday (Day of Hope)

5:00 Team Wake Up
5:30 Mananitas
6:30 Coffee and Juice to Candidates
6:30 Team Packs
7:30 Chapel
8:00 Birthday Party Breakfast
9:00 Cursillista in Community Rollo El Pio Talk
9:15 Discussion, Summary, Response
9:45 Break (No Snack)
10:00 Singing
10:15 Support Systems Rollo
10:35 Discussion, Summary (Group Reunions)
11:00 Palanca Drop #3
11:30 Lunch – DeCuria Tables sit together
12:15 Pack Up, Clean Up Time
1:00 Chapel- Singing, 4th Day Rollo, Eucharist, Sharing, Cross Ceremony, Team Dismissal
3:00 Clausura (Dining Room)

Schedule for A Typical Cursillo Weekend

Thursday

7:30 pm Registration & Reception
Introduction to Cursillo
Chapel

Friday

Chapel
Breakfast
Table Assignments
Talk – Ideals
Response to Talk
Break
Talks – Grace Faith (Clergy & Lay)
Response to Talk
Singing
Lunch
Pictures (If approved by Secretariat)
Talk- Piety
Response to Talk
Singing and Break
Games (Optional)
Break
Free Time
Dinner
Response to Sharing
Chapel

Saturday

Chapel
Breakfast
Talk – Study
Response to Talk
Talk – Action
Response to Talk
Break
Singing
Talk – Sacraments – Clergy
Response to Talk
Talk – Sacraments – Lay
Response to Talk
Break – Singing
Lunch
Prayer Groups
Talk – Obstacles to Grace
Response to Talk
Break
Chapel
Dinner
Fiesta
Chapel
Agape

Sunday

Mananitas
Chapel
Pack Up Time
Breakfast
Talks – Cursillista in the Community
& El Pio
Response to Talks
Singing
Talk – Support Systems
Break
Lunch
Pack Up Time
Closing Chapel
Talk – Fourth Day
3:00pm Clausura

Rector and Rectora Selection

The selection of Rectors and Rectoras will be done in the following manner:

Selection Committee

A selection committee shall consist of the two immediate past Rectors and the two immediate past Rectoras, plus a member of a past spiritual team to be chosen by the Selection Committee.

Clergy Approval:

The Secretariat President shall approve the past spiritual team member chosen to serve on the Selection Committee.

Notice

When possible, the Secretariat President will notify the members of the selection committee at least ten months prior to the next scheduled Cursillo Weekend and request a Chair of the Selection Committee be appointed by consensus of the Selection Committee that communicates with the Secretariat.

Direction

The committee will meet for the purpose of selecting Rectors and Rectoras for the next Cursillo Weekend as directed by the Secretariat.

Type of Cursillo Planned

Consideration should be given to the qualifications of Rector/Rectora candidates and to the type of Cursillo being planned.

Qualifications

Qualifications include active membership in the Cursillo Community of Eastern Oregon and service as a team member of at least two Weekend teams.

Process Confidential

The process of selection is confidential within the committee.

Number Selected

The committee will provide a list of possible candidates for Rector and for Rectora to the Secretariat. The Secretariat will select the final candidates and contact them for their acceptance of the appointment.

Executive Session

The names selected are presented to the Secretariat, which shall meet in executive session for this purpose.

2/3 Majority

The Secretariat accepts or rejects the names presented to it. Acceptance or rejection shall be by a 2/3 majority.

Board Rejection

In the event that the Board rejects all proposed Rector or Rectora candidates, the committee will reconvene for the purpose of selecting more names.

Notice

Once the selection is made the President of the Secretariat will contact the person or persons in writing or by phone with the date of the Weekend and the model to be used.

Response

The persons asked to serve as Rector or Rectora shall give their response to the President of the Secretariat, in writing or by phone, within two weeks.

Announcement

The announcement of the selection of the Rector and/or Rectora will be given in conjunction with the Annual Meeting prior to the next Weekend.

Confidentiality

The Secretariat President will provide the Rector and Rectora, of the last Cursillo Weekend, with the names selected and they will be asked to respect the confidentiality of the information.

Team Standards

Team Meetings

There will be a minimum of two team meetings prior to each Weekend.

Opening Day

In addition, there will be a team meeting on the afternoon of the opening day of each Weekend.

Meeting Announcements

Rectors and Rectoras will announce the dates, locations and times of the team meetings at least 30 days prior to each meeting date.

Attendance Requirements

Team members must attend all team meetings, including the opening Weekend meeting. Team members who do not attend all meetings must show good cause to miss a meeting or they will be replaced on the team. Exceptions will be made by the Rector/Rectora only in the case of emergency. In the case of a Rollista being replaced on the team, the back-up for that rollo will become the Rollista, and a substitute back-up will be named if possible.

Entire Meeting

All team persons, including Kitchen team and the Palanca crew, must attend the entire opening team meeting of the Weekend.

Team Expenses

Team members are requested to help defray their expenses during the Weekend, in the amount suggested by the Secretariat.

Team Membership

- Core Team – Rector/ Rectora and the Vice Rector Vice Rectora.
- Team Chairs: Cha Cha Chair, Music Director and Assistant Music Director, Lead Spiritual Advisor and two Assistant Spiritual Advisors, the Kitchen Chair and the Palanca Chair.

- Rollistas and Team Members: In addition, the team shall consist of Rollistas, Back-Ups, Kitchen Team and Palanca Team.
- Agape and Clean Up – An Agape team and a Clean Up (Sunday Angels) crew from the outside community may be named by the Rector and Rectora.

Core Team

Definition

- The Core Team is defined as the Rector/Rectora and the Vice Rector/Vice Rectora.

Reports

- Contents–Due – Within two weeks after each Weekend, each Core Team shall submit a full report of their activities, both of the planning stages and of the Weekend events.
- To Whom Submitted – This report shall be submitted to the Secretariat President.
- File Maintained – Copies of these reports shall be maintained in a permanent file which is to be kept by the Recording Secretary as part of the minutes.

Rector/Rectora Responsibility

The Rector and Rectora are responsible for overseeing the activities of the Weekend, for selecting the Vice Rector and Vice Rectora, and the Lead Spiritual Advisor.

Team Chairs

The Rector and Rectora will select the Team Chairs: Cha Cha Chair, Music Director and Assistant Music Director, Lead Spiritual Advisor, the Kitchen Chair and the Palanca Chair. Team chairs are encouraged to mentor team members for the future viability of the teams.

Lead Spiritual Advisor

The Lead Spiritual Advisor selects, with the Rector/Rectoras approval, two other clergy persons (Assistant Spiritual Advisors) to assist for the Weekend.

Rollistas and Back-Ups

The Rector/Rectora will select the Rollistas and Back-Ups, with the assistance of the Vice Rectora/Vice Rectora.

Rollista Training

Responsibility for Rollista/Back-Up training and for rollo critiquing may be delegated to the Vice Rector/Vice Rectora.

Vice Rector/Vice Rectora

The Vice Rector/Vice Rectora is responsible for rollo room set up and clean up. Normally, the Vice Rector/Vice Rectora will be assisted by the Rollistas/Back-Ups in this function.

Team Selection

Responsibility for selecting the Kitchen Team and Palanca Team may be delegated to the Palanca Chair and the Kitchen Chair.

Inventories

Written inventories shall be made, at the conclusion of each Weekend, by the following persons: Kitchen Chair, Palanca Chair, Cha Cha Chair, Music Director. These inventories are to be given to the Supply Coordinator or the designated substitute, at the conclusion of the Weekend, along with all inventoried supplies.

Appropriate Palanca

True Palanca

Palanca may take many forms. Cursillo affirms that it is supported by the prayers and sacrifices of its brothers and sisters in Christ, and that these prayers and sacrifices are true palanca.

Written Palanca

Written palanca is also a powerful instrument in the Cursillo. Its forms may include:

- A personal note/letter to the candidate and team during the Weekend.
- Notes should be sent by the sponsor.
- The sponsor should make every effort to secure written palanca from the family of the candidate. (Spouse, children, other close relatives, and close friends)
- Posters: Individuals, group reunions and Ultreyas are encouraged to send posters to the Weekends.
- Dating of written palanca should be carefully done. Each item of palanca should be clearly marked “Faith (Day One)”, “Love (Day Two)” and “Hope (Day Three)”, keeping in mind the progression of the Weekend.
- Letters of Intention are especially appropriate. Such letters are addressed to the Weekend Cursillo Community and simply state the intentions of the sender for the Weekend, i.e. “I will be fasting on Friday for the intention of the Weekend.” These notes may or may not be signed.

All Palanca Expressions

All palanca expressions should be carefully done, keeping in mind the individual who is to receive the palanca (i.e. one should not write to a candidate that “I know you will just love Cursillo” or any other sort of message which can be construed by the candidate as manipulative.)

Team Palanca

The community should be aware that it is vitally important for team members to receive palanca, recognizing that the team, as well as the candidates, needs the spiritual blessings received through palanca.

Candidates

Candidate Search

Each Cursillista should constantly be searching his/her environment for the purpose of locating persons who would be good Cursillo candidates.

Potential Candidates

As the purpose of the Weekend is to re-affirm, to each candidate, what it is that is essential to living the Christian life, potential candidates are recognized as being persons who, with the knowledge of the Cursillo method, could be effective persons who could act as agents/apostles in certain environments to help to bring Christ into that environment.

Not Appropriate

It is not appropriate to tell the potential candidate about palanca (except in the case of a wife of a man who is a candidate), Agape, Mananitas, or Clausura. Also do not mention that there are lots of surprises!!! The expectation of the “surprises” inhibits the total experience.

Application

Applications of potential candidates should be submitted throughout the year, so that planning for Weekends may be done on the basis of candidates who are already signed up, rather than planning a Weekend with the hope that there will be enough candidates.

Recruitment

The form of recruitment should be along these lines: approach a potential applicant, tell him/her about Cursillo and give him/her an application. The Pre-Cursillo Chair will notify the candidate of the dates of the Weekend for which s/he has been selected. This, of course would have been done far enough in advance that the candidate could arrange to have time off from work or to make whatever arrangements would be necessary.

Number for Weekend

The Secretariat will determine the number of candidates (maximum and minimum) for a Weekend.

Cut-Off Date

A cut-off date, reasonably early, should be established for each weekend, so that appropriate planning, in terms of food purchasing, etc., may be done. It is recognized, however, that anyone who wishes to be a candidate for a Weekend should not be turned away simply because of a late application. Reasonable effort should be made by the community to have applications in early, to facilitate planning.

Thursday's Preparations – All Team

- 10:00 a.m. Arrive and settle in
- 11:00 a.m. Supplies down from attic, sort and distribute
- 12:00 Noon Lunch
- 1:00 p.m. Begin the following set ups. If tasks are not completed, there will be time to do so following the team meeting.

Set up courtesy tables/baskets and bath mats

- 1 in Palanca Quarters (basket)
- 1 in Rectory (basket)
- 1 in Women's Candidate dorm (table)
- 1 in Men's Candidate dorm (table)
- 1 in Women's Team dorm (table)
- 1 in Men's Team dorm (table)
- 1 in Rollo Room

Put up signs

- 3 Women's Candidate dorm
- 2 Men's Candidate dorm
- 1 Men's Team dorm
- 2 Women's Team dorm
- 2 Dining Room
- 1 Kitchen – Off Limits
- 2 Rest Rooms
- 1 Off Limits – Palanca Room
- 1 Off Limits – Remington Room
- 1 Off Limits – Office

Cover Windows

- Remington Room
- Rollo Room

Set up tree in the Dining Room

Place sand filled cans at doorway on porch and deck in back

Rollo Room tables

Cover with paper then supply with:

- Small bag taped to end for trash
- 1 box of assorted colored pencils, pens, erasers, note paper etc.
- 1 basket of candies
- 1 box Kleenex
- 1 Saint sign per table
- Cut paper for posters, roll and rubber band

Chapel (Thursday, Saturday AM, Sunday AM)

- 1 box Kleenex per pew
- Place 4-5 Pilgrim's Guides and Way of the Cross per pew
- Place the cross lumber, hammer and nails at entrance

Set up PA System

Assignment Cha Cha's

Friday:

Wake up

Men's Team Time: _____

Women's Team Time: _____

Clergy Time: _____

Palanca Team: _____

Men's Candidate Time: _____

Women's Candidate Time: _____

___ Check courtesy tables all dorms for supplies.

___ Check candidate dorms prior to sessions.

___ Check bathroom for paper towels, toilet paper.

Rollo Room: ___ Check Palanca box – Noon and evening.

Assist candidates to and from buildings.

Rollista Runner

Saturday:

Wake up

Men's Team Time: _____

Women's Team Time: _____

Clergy Time: _____

Palanca Team: _____

Men's Candidates Time: _____

Women's Candidates Time: _____

___ Juice to candidates with wake-up call.

___ Check courtesy tables all dorms for supplies.

___ Check candidate dorms prior to sessions

___ Check bathrooms for paper towels, toilet paper.

Rollo Room: _____ Check Palanca box – Noon and evening.

Assist candidates to and from buildings.

Rollista Runner

Sunday:

Wake up

Men's Team Time: _____

Women's Team Time: _____

Clergy Time: _____

Palanca Team: _____

Men's Candidates Time: _____

Women's Candidates Time: _____

___ Check dorms to make sure everyone is in bed.

___ Coffee to candidates after Mananitas.

___ Check courtesy tables all dorms for supplies.

___ Check candidate dorms prior to sessions.

___ Check bathrooms for paper towels, toilet paper.

Rollo Room: ___ Check Palanca box – Noon and evening

Assist candidates to and from buildings.

Rollista Runner

Kitchen Chair Duties

Before Weekend:

1. Create a menu that is consistent with the progression of the Weekend.
2. Coordinate all meals and expected duties with Ascension School Head Chef.
3. Make plans for Snack Attacks. Snacks and Snack tables should progress with the Weekend.
4. Request Snack Attack items to be used during the weekend.
5. Prepare and perform one Kitchen team skit during the weekend.

At the Weekend:

1. Assist in meal preparation, serving and dishes as requested by Ascension School Head Chef.
2. Ready items for Snack Attacks and serve.
3. Prepare Coffee and trays for the Cha Cha Team.
4. Assist with all other needs regarding meals and kitchen duties.
5. Perform the Kitchen team skit.
6. Assist the Palanca team with dining room preparation as requested.
7. Keep the kitchen in Coe Kerr building clean including doing the dishes and mopping the floors.
8. Assist in moving the Banners and Tree from the dining room to the rollo room as requested by the Banner/Tree Chair.

Duties of Palanca Committee Chairpeople

Palanca Co-Chair

Responsible for the organization of the entire team. Designate Palanca Team chairpeople, make sure that they understand their responsibilities, and keep track of their progress as the Weekend approaches. Work closely with each other, support each other, and assist other team members with their duties. Seek to insure the entire Palanca Team is integrated into the movement of the Weekend and that each member feels that they are a part of the community.

Registration Chair

Before Weekend:

1. Make name tags and bed tags
2. Have names on them already
3. Include blanks of each for late registrants

Thursday:

1. Set up registration table with:
 - a. Registration Cards
 - b. Name Tags
 - c. Permanent Marker
 - d. Chair Pens
 - e. Bed Tags
 - f. 3 Rolls pf (drafting) Tape
2. Act as registrar on Thursday evening
3. For each candidate and team member, verify information (name, address, phone number, email address) on registration card.
4. All Palanca crew should help direct candidates to registration area.
5. Pass updated candidate and team lists to typist
6. Make arrangements for late arrivals
7. Confer with Palanca Drop Sorting Chair to update Palanca bags.
8. Post names of last-minute registrants. Extra palanca may be necessary. Watch through Weekend for those who may be receiving little palanca. Use extras from general supplies and ask team for appropriate help.

Typist

Before Weekend:

1. Arrange for typing and duplicating equipment. Check with Palanca for amount and colors of paper needed.
2. Duplicate Cursillo Application (200) and Request to Work Form (100)

At the Weekend:

1. Type updated candidate and team list.
2. Type all information to be included in the 4th Day packets:
 - a. Candidate List (name, address, phone number)
 - b. Team List (name, address, phone number, identified by specific team job)
 - c. Picture List
 - d. Book List
 - e. Anything else thrown your way!
3. Duplicate 8 extra of the team and candidate lists. Deliver at Clausura or mail to each of the following:
 - a. Rector
 - b. Rectora
 - c. Vice-Rector
 - d. Vice-Rectora
 - e. Recording Secretary
 - f. Newsletter Editor
 - g. Pre-Cursillo Chair
 - h. Post-Cursillo Chair
4. Make sure all typing and duplicating is done by Saturday evening.

Palanca Vigil Chair

At the Weekend:

1. Vigil site is inside the Chapel at the front.
2. Vigil begins 8pm on Thursday and continues until Clausura.
3. Set up Vigil site with the following: (you will bring all of these things to the Weekend)
 - a. Lamp
 - b. Bible
 - c. Kleenex
 - d. Water
 - e. Cups
 - f. Candle
 - g. Prayer Request List
 - h. Team and Candidate List
 - i. Inspirational Books
 - j. Blanket
 - k. Tape player with soft tapes
 - l. Matches or lighter
4. Vigil Candle should remain lit all Weekend.
5. Set up Vigil Chart and see that it is filled with volunteers from the entire community. Palanca Team members maintain the Vigil during the hours that other team members have not chosen. You fill the missing slots.
6. Make sure that a meal tray is delivered to the person on Vigil at each mealtime.
7. At the end of the Weekend, clean up Vigil site. Take down chart and store. It is permanent and reusable.

Sacramentalists' Aide

Before Weekend:

1. Procure the wine and homemade bread.
2. Check with Sacramentalists for preference.

At the Weekend:

1. Help the Sacramentalists set up for the services.
2. Scheduled services are as follows:
 - Thursday
 - Team Eucharist in Remmington Room
 - Stations of the Cross
 - Friday
 - Morning Chapel
 - Evening Chapel
 - Saturday
 - Morning Chapel
 - Afternoon Healing Service and Eucharist
 - Sunday
 - Morning Chapel
 - Closing Service and Eucharist
3. Take down altar, care for linens, and keep Chapel tidy.
4. Place crosses on altar on Sunday.
5. Arrange for cleaning of the linens at the end of the Weekend.

Palanca Drop Sorting Chair

Before Weekend:

1. Obtain a list of candidates and team members.
2. Prepare, label, and alphabetize 3 sets of bags for Palanca Drops and one set of manila envelopes for 4th Day Palanca. Have extra bags and envelopes available for late registrants and team member changes
3. Prepare and label five large boxes as follows:
 - Friday (Faith)
 - Saturday (Love)
 - Sunday (Hope)
 - 4th Day
 - Misc.
4. Make a palanca mail box to collect palanca generated by team and candidates during the Weekend.

At the Weekend:

1. Set up sorting area with sorting racks, pens, pencils, paper, and room divider.
2. Sort palanca as per team schedule. Maintain order in the sorting area. This will allow more people to sort and the work will go quicker.
3. On Saturday, following the first palanca drop place the palanca mail box in the Rollo room. Ask Rector and Rectora to let candidates know it is there and that they can use it to respond to palanca they have received or to write to team members.

Drama Chair

Before Weekend:

1. Plan three skits (one to accompany each Palanca Drop in the Rollo Room.) Keep them short.
2. Decide what costumes, music, props, etc. will be needed by team members.
3. By second team meeting, be prepared to let team members know what they need to bring.

At the Weekend:

1. Introduce skit at morning team meeting and rehearse it. Check for costumes and props.
2. Lead skit presentation during Palanca Drops.

Mananitas Chair

Before Weekend:

1. Collect #10 cans for each candidate's flowers. Cover cartons with contact paper.
2. Ask all team members to bring flowers to the Weekend or sign up to purchase them.
3. Bring large containers to the Weekend for storing flowers.
4. Check to make sure that Mananitas song sheets are available. If not, have them copied.

At the Weekend:

1. Collect flowers as they arrive. Make sure Thursday flower arrivals are stored in the shade and are watered throughout the Weekend.
2. Give covered cartons to Cha-Cha's.
3. On Saturday night, if time permits, this saves time and confusion in the morning.
4. On Sunday morning, drain flowers and move them to the hall outside the dining room for easy access.
5. Distribute Mananitas song sheets. Cha-Cha's will provide candles.

Palanca Table Decorations Chair

Before Weekend:

1. Familiarize yourself with the meal themes, schedule, and table setting. Ask to see Dining Room Notebook.

At the Weekend:

1. Locate boxes for each meal so you know ahead of time where they are.
2. Arrange and decorate tables for each meal. Set tables with salt, pepper, cups or glasses (upside down), silverware, and napkins.
3. After each meal, as tables are being cleared and dining room is being cleaned, help collect table decorations and any favors left on the tables. Be sure Inventory Chair gets them.
4. On Saturday morning, the shutters can be opened during the blessing, but should be closed again and left shut until Sunday Breakfast.
5. On Sunday, just before lunch (maybe during Palanca Drop), get Saint's nameplates from the tables in the Rollo Room. Place on the tables in dining room.
6. Check with Inventory Chair to be sure that inventory sheets are complete. Place them in the Dining Room Notebook.
7. Arrange for laundering of table linens (as necessary) and their return to the Supplies Chair.

Dining Room Chair

1. After each meal, clean and sweep the dining room. Mop the floors as necessary.

Banner/Tree Chair

Before Weekend:

1. Make paper flowers for the tree if more are needed.
2. Arrange for an iron, an ironing board, and a towel for ironing banners.

At the Weekend:

1. Set up iron and board in Remmington Room.
2. Locate banners. Iron as necessary.
3. Select order of banners according to the themes of the meals. Hang them in the dining room as the Weekend progresses, adding color as the days go by.

4. Show the Cha-Cha's the location of the Faith, Love, Hope, Blessing song, and De Colores Song banners. They are responsible for hanging them in the Rollo Room.
5. Add table decorations and flowers to the tree after each meal. The tree should be located near the snack table, in the Coe-Kerr building, with latitude for movement throughout the weekend.
6. Inventory everything and pack it for storage after lunch on Sunday.

Men's and Women's Dorm Chair

At the Weekend:

1. Clean bathrooms and straighten dorms as per Palanca Team Schedule.
2. Check supplies for the candidates that are on the tables in the bathrooms. Tell Cha-Cha's if you notice a shortage. They will replenish them.

Inventory Chair

Before Weekend:

1. Familiarize yourself with the meal themes, schedule, and the table settings. Ask to see Dining Room Notebook.
2. Be sure that two blank copies of the Dining Room Inventory are available to you.
3. Check with the Palanca Team Chair/Co-Chair to see if they want you to complete the Palanca Team general Inventory also. If so, see that two blank copies are available to you. Familiarize yourself with the items on the list.

At the Weekend:

1. Locate boxes for each meal so you know ahead of time where inventoried items should be repacked.
2. After each meal, as tables are being cleared and dining room is being cleaned, you should collect, inventory, and repack the table decorations and any favors left on the tables. Discard any favors that are not in good conditions.
3. Any napkins left over at the end of the Weekend should be given to the Palanca Team Chair to take home.
4. If you have been asked to complete the Palanca Team General Inventory, be sure to locate the items (usually in the Remington Room), count them, and enter them on the inventory sheets. This is usually done on Sunday afternoon.

Sunday Angels

Please put your initials beside each task as you complete the task.

Ascension School Areas to Clean and put in Order:

Candidate and Team Dorm

- _____ Vacuum floors
- _____ Clean bathrooms and showers
- _____ Mop floors
- _____ Empty trash

Founders; Hall

Dining Room

- _____ Move tables and benches to walls
- _____ Mop floor
- _____ Clean coffee area

Hall Rest Rooms

- _____ Clean sinks and toilets
- _____ Mop floors

Hallway

- _____ Vacuum carpet

Rollo Room

- _____ Assist in stacking tables and chairs
- _____ Straighten costume closet
- _____ Help Cha-Cha's store supplies

Kimsey Commons

General: Assist Palanca and Cha Cha's Teams to store supplies in shed.

Kimsey Cleaning Check List

Please put your initials beside each task as you complete the task.

- ___ Pick up items left behind by Cursillo and put them away
- ___ Return any borrowed items
- ___ Return furniture to original places
- ___ Bring all sheets and towels from rooms upstairs to downstairs entry way
- ___ Empty garbage receptacles and replace liners

Rollo Room Cleaning Check List

Please put your initials beside each task as you complete the task.

- ___ Pick up items left behind by Cursillo and put them away
- ___ Return any borrowed items
- ___ Straighten closets
- ___ Put away all chairs and tables to their holding racks
- ___ Vacuum carpet
- ___ Sweep vinyl floors, stage and entry way – inside and outside
- ___ Mop vinyl floor
- ___ Empty garbage receptacle and replace liner

Founders Hall Cleaning Check List

Please put your initials beside each task as you complete the task.

- ___ Pick up items left behind by Cursillo and put them away
- ___ Return any borrowed items
- ___ Wipe down soap and paper towel dispensers
- ___ Using bleach cleaner and a clean rag, wash sink and counter top, then rinse with water and use polishing rag
- ___ Spray down toilets with bleach cleaner, making sure to spray base of toilets and toilet seat hinges than wipe all surfaces of the toilets with a rag, cleaning cleanest surfaces first, then moving to dirtiest areas last (Do not let bleach cleaner sit on any toilet surface)
- ___ Using toilet brush and bleach cleaner, scrub inside toilet bowl
- ___ Clean mirror with paper towel from dispenser and window cleaner
- ___ Move furniture to its original places
- ___ Sweep vinyl floors inside and use an old broom on all steps
And entry ways to outside doors
- ___ Vacuum all rugs
- ___ Mop vinyl floors, paying close attention to corners
- ___ Spot clean walls with clean, wet rag or an all-purpose cleaner and wet rag
- ___ Fill all dispensers with paper towel, TP, and soap as needed
- ___ Empty all trash receptacles, inside and outside and re-line receptacles with can liners
- ___ Report to the office any oddities or maintenance issues (broken toilet seats or windows, burn out Light bulbs, plugged toilets, etc.)
- ___ Wipe down coffee bar and put items back in original places

Chapel Cleaning Check List

Please put your initials beside each task as you complete the task.

- _____ Pick up items left behind by Cursillo and put them away
- _____ Return any borrowed items
- _____ Return furniture to original places
- _____ Vacuum carpet
- _____ Sweep vinyl floors, stage and entry way – inside and outside
- _____ Empty garbage receptacle and replace liner

Dorm Cleaning Check List

Name of Dorm: _____

Date: _____

Please put your initials beside each task as you complete the task.

- _____ Pick up items left behind by Cursillo and put them away
- _____ Return any borrowed items
- _____ Wipe down soap and paper towel dispensers
- _____ Clean mirror with window cleaner and paper towel from dispenser
- _____ Using bleach cleaner and a clean rag, wash sink and counter top, then rinse with water and use polishing rag
- _____ Spray down toilets with bleach cleaner, making sure to spray base of toilets and toilet seat hinges than wipe all surfaces of the toilets with a rag, cleaning cleanest surfaces first, then moving to dirtiest areas last (Do not let bleach cleaner sit on any toilet surface)
- _____ Scrub base of toilet with a scrub brush, then rinse with water
- _____ Using toilet brush, scrub inside toilet bowl
- _____ Sweep concrete floors inside and use old broom on all steps and entry ways to outside doors
- _____ Vacuum all rugs
- _____ Mop concrete floors
- _____ Empty all trash receptacles, inside and outside. Re-line receptacles with can liners
- _____ Place furniture in original formation as directed by staff

Please note supply, maintenance or other needs here _____

Time Line Example

Thursday p.m.

3:00 Team Meeting (Chapel)
4:00 Team Eucharist (Chapel)
5:30 Team Supper
7:00 Team gathers to greet candidates
7:30 Registration and Reception
8:15 Introduction to Cursillo
9:00 Retreat – Way of the Cross (Chapel)
10:00 Team Meeting (Kimsey Commons)

Friday (Day of Faith)

5:30 Team wake up
5:45 General wake up
6:30 Chapel
7:30 Breakfast – Introductions
9:00 Rollo Room – Table Assignments
9:20 Singing
9:25 Intro – Ideals Rollo
9:45 Response
9:55 Discussion, Summary & Poster
10:20 Short breaks with snacks
10:25 Singing
10:28 Intro – Grace Rollo – Clergy
10:45 Intro -Faith Rollo
11:00 Discussion, Summary & Poster
11:25 Singing – learn the Blessing Song
11:30 Palanca Drop #1 (Rollo Room)
12:30 Lunch (Sing Blessing)
1:30 Pictures (Chapel steps)
1:50 Singing (Rollo Room)
1:55 Intro – Piety Rollo
2:15 Discussion Summary & Poster
2:40 Singing – Learn De Colores
2:50 Break – light snack
3:00 Introduce – Aids to Devotion
3:30 Aides to Devotion – groups
4:30 Free Time
6:00 Dinner – Sing Blessing Song
7:00 Response sharing party (Rollo Room)
8:00 DeCuria “Saints” Skits
9:00 Chapel
9:30 Team Meeting

Saturday (Day of Love)

5:00 Team wake up
5:45 General wake up
6:30 Chapel
7:00 Breakfast
7:55 Singing (Rollo Room)
8:00 Intro – Study Rollo
8:15 Discussion, Summary & Response
8:35 Intro – Action Rollo
9:00 Discussion, Summary & Letter to Self

9:20 Break with snack
9:40 Singing
9:55 Clergy Sacraments Rollo
10:15 Lay Sacraments Rollo
10:30 Write a Prayer to God
10:50 Singing
11:05 Palanca Drop #2 (Rollo Room)
11:15 Break until Lunch
12:00 Lunch
12:45 Singing (Rollo Room)
12:55 DeCuria Sharing Groups
1:50 Call back to Rollo Room
1:55 Singing
2:00 Intro - Obstacles to Grace Rollo
2:15 Discussion, Summary and Response
2:25 Leave for Chapel – Flash paper, cross
2:45 Healing Service
4:30 Free time
5:30 Dinner Feast
7:00 Fiesta – Reflective time (Rollo Room)
8:00 Skit, Song Poster
8:55 Meditation
9:00 Agape
10:30 Team Meeting (Kimsey Commons)

Sunday (Day of Hope)

5:00 Team wake up
5:15 Assemble for Mananitas
5:30 Mananitas
6:30 Coffee & Juice for Candidates, pack-up
7:00 Chapel
7:30 Birthday Party Breakfast
8:30 Intro – El Pio Talk
8:45 Intro – Cursillista in the Community
9:00 Discussion & Summary
9:15 Break with snack
9:30 Intro – Reunion Group Rollo
9:50 Discussion & Summary (Reunion Groups)
10:15 Singing
10:30 Explanation/Intro of Back up Rollistas
10:45 Palanca Drop #3
11:30 Lunch (DeCuria Groups)
12:00 Pack up / Clean up
12:30 Closing, Chapel Service, Singing, Fourth Day Rollo, Eucharist, Sharing, Cross Ceremony
3:00 Clausura (Dining Room)

Music Schedule

Thursday	Time	Song
Team Meeting	3:00	De Colores Mananitas
Team Eucharist	4:00	_____
Chapel (Way of the Cross)	9:00	Old Rugged Cross
Serenade of Candidates	10:00	Jesus My Lord

Friday (Day of Faith)

Chapel	6:30	Morning Has Broken
Rollo Room (Singing)	9:20	_____
Ideals Rollista Song	9:30	_____
Rollo Room (Singing)	10:25	_____
Grace Rollista Song	10:30	_____
Faith Rollista Song	10:45	_____
Teach	11:25	Bless our Friends
Dining Room (Lunch)	12:30	Bless our Friends
Rollo Room (Singing)	1:55	_____
Piety Rollista Song	2:00	_____
Teach	2:40	De Colores
Dining Room (Dinner)	6:00	Bless our Friends
Rollo Room (Singing)	7:00	_____
Chapel (Evening Prayer)	9:00	_____
Team Meeting	3:30	Mananitas

Saturday (Day of Love)

Chapel (Morning Prayer)	6:30	Jesus My Lord
Dining Room (Breakfast)	7:00	Rise and Shine
Rollo Room (Singing)	7:55	_____
Study Rollista Song	8:00	_____
Rollo Room (Singing)	8:40	_____
Action Rollista Song	8:45	_____
Rollo Room (Singing)	9:55	_____

Sacraments Rollista Song	10:00	_____
Rollo Room (Singing)	11:00	_____
Dining Room (Lunch)	12:00	Bless our Friends
Rollo Room (Singing)	12:45	_____
Rollo Room (Singing)	1:55	_____
Obstacles Rollista Song	2:00	_____
Healing Service & Eucharist	2.45	_____

Dining Room (Dinner Feast)	6:30	Bless our Friends
Fiesta – Rollo Room	7:00	De Colores
Meditation	8:45	
Agape	9:00	Peace is Flowing
		Today or in this Very Room
Team Meeting	10:30	Mananitas

Sunday (Day of Hope)

Mananitas	5:30	Mananitas
Chapel – Morning Prayer	7:00	_____
Dining Room (Breakfast)	7:30	Bless our Friends
Rollo Room (Singing)	8:20	_____
El Pio Talk Song	8:30	Pass it On
Cursillista in the Community Rollista Song	8.45	_____
Rollo Room (Singing)	9:55	_____
Support Systems Rollista	10:00	_____
Dining Room (Lunch)	11:30	Bless our Friends
Chapel	12:30	_____
4 th Day Rollista Song		_____
Eucharist		_____
After Crosses		_____
After Team is Excused		_____
Walk to Closura		De Colores
Closura (Dining Room)		De Colores

Letter To: Rector and Rectora

Congratulations on your new servant role! Below are listed some thoughts on “what do I do now that I have accepted this awesome responsibility”.

1. In every instance, from the selection of your Vice-Rector and Rectora, Core Team (Chairs of Cha Cha, Palanca, Kitchen, Music, and Spiritual Advisor) etc., you should be in constant communications with each other! When selecting the team chair people, please do so with prayerful consideration, and keeping in mind the person’s prior work experience on that team. Coordinate all efforts. Pray for each other daily!
2. After the Vice-Rector / Vice Rectora have been selected, the four of you should work together planning and **Praying** about every aspect of the weekend.
3. As early as possible, between 5 and 6 months before the weekend, contact the people chosen by you to serve on the Core Team and have their acceptance to serve. Team Chair Leaders should have prior experience on the team they are being assigned to lead.
4. An application to work on the weekend should have been published in the Bantam Quarterly. If not, make sure one is sent to every community or published in the Bantam. After these applications are received back by you, mark large manila envelopes with the name of the various teams and the team leaders name on the front. Then pass them on to the core team person so they can contact those applying. You may need to come up with additional names of team people. However, as our community continues to grow, please also remember that not everyone applying may be able to work the weekend. Keep in mind the number of team beds available, space in the dining hall, etc. All team members should be approved by you.
5. Selection of the Rollistas should be coordinated between the Rector/Rectora and Vice-Rector/Vice Rectora. It is essential that every Rollista be approved by you **before** the people are contacted. The Vice-Rector/Vice-Rectora help make the telephone calls to the Rollistas, however. This should be done three or four months before the weekend. The Vice-Rector/Vice-Rectora will send out the informational material to the Rollistas with their rollo outline, etc. The rollos need to be reviewed and approved by one of the Spiritual Advisors. It is essential that the rollos be received from **every Rollista** by the second team meeting so they can be approved.
6. A general theme (and song if you like) should be chosen for the weekend well before the first team meeting.

7. After the team selection is fairly complete, a letter should be sent by you to the entire team informing them of the dates and times of the team meetings, expectation that they will attend the team meetings, offering your love and greetings, and mentioning the opportunity during the team meetings (at the Eucharist) to pay their annual dues and their weekend fees.
8. Several meetings should be held between the Rector/Rectora and Vice-Rector/Vice-Rectora to plan the agendas for the team meetings, go over the manuals deciding who will read what, talk about your Saturday night “skit”, etc.
9. Review previous time schedules, make one for your specific weekend and distribute to your chair people.
10. Prepare a team “prayer calendar” and team list for handing out at the first team meeting.
11. Make agendas for each team meeting (see attached examples).
12. Trust in the Lord, and your Core Team leaders. You have chosen them to do their jobs, trust that they will do so.
13. Make booklets (blank paper for notes) for DeCuria tables.

May God richly bless you with his loving **grace** in this wonderful offering!

Duties for the Vice Rector/Rectora

1. Be responsible for Rollista, Back-up and DeCuria training at the Pre-Cursillo team meetings.
 - A. Meet with Rollistas/Back-up rollo content and DeCuria procedures.
 - B. Devote some good time to developing the sensitivity skills of the Rollo room people.
(Decide which team meeting these should be presented.)
 - C. Have an understanding of the rollos and assist the Rollistas and Back-ups in understanding their rollo outlines.
 - D. The rollos need to be reviewed and approved by one of the Spiritual Advisors prior to the weekend.
2. Oversee Rollista/Back-ups during the Cursillo weekend.
 - A. Work with the Cha Chas in setting up the Rollo room Thursday afternoon. (Cha Chas are extremely busy then. May need to take this responsibility yourselves with the assistance of the Rollistas and Back-ups, i.e., cover windows, cover and arrange tables, place Saints names on tables, check operation of the PA system, etc.)
 - B. Assign responsibilities of Rollo Room clean up to the Back-ups and Rollistas. The Rollo Room should be cleaned up each evening after the general team meeting in preparation for the next morning. The Rollo Room should also be picked up after each use during the day (just a quick clean up...trash, Kleenex, coffee cups, etc.) You don't have to do the clean-up. Just make sure it is done.
 - C. Ask the Rector/Rectora if they want tables re-arranged and the Saints names changed, and when to change them.
3. Make table assignments ahead of the weekend for the candidates, Rollistas and Back-ups. Place a Rollista and a Back-up at each table (never two Rollistas or two Back-ups together.) Consider age of candidates, home town, and any other knowledge or information that is available from other Cursillistas when making Rollo Room table assignments. Husbands and wives at separate tables and no candidates at the same table as their sponsor.
 - A. Read table assignments at the Thursday night team meeting. Check with Rollistas and Back-ups for any changes that need to be made.
 - B. At each night's team meeting assign Back-ups to give the closing prayer after each meal.
(May want to use Rollistas, but it is nice to give the Back-ups something special to do.)
4. Be in charge of the Rollo Room in the absence of the Rector/Rectora.

5. Be alert to team problems. Try to free the Rector/Rectora from the in-house (Rollo Room) problems as much as possible. Refer any serious problems to the Rector/Rectora and Spiritual Advisors.
6. Select lectors for the chapel services (coordinate with the Spiritual Advisers).
7. Prepare the Fourth Day Rollo to be presented.
8. Introduce the Friday Breakfast “Get to Know Your Neighbor”. Use the idea of meeting the person on your right; ask who or what she/he would like to be if she/he could be anybody or anything; also add any other information, i.e., family, occupation, etc. that might be of general interest.
9. As the Rollos are given, collect Rollo outlines from Rollistas and Back-ups, and the DeCuria material “hand-outs” they were given. Return these to the Supplies Chair.
10. At the end of the weekend collect all manuals and notebooks from the Spiritual Advisor, Music Director, Cha Cha Chair, Palanca Chair, Kitchen Chair, Rector and Rectora, and Vice-Rector and Rectora. Return these to the Supplies Chair.

Vice-Rector/Vice-Rectora

General Outline of Team Meetings & Weekend Responsibilities

Pre-Cursillo:

Prior to the 1st team meeting:

1. Assist Rector/Rectora as requested – team selection – Team chair leaders should have prior experience on the team they are being assigned to.
2. Become familiar with rollo outlines and handout materials for Rollistas.
3. Help plan 1st team meeting
 - A. Plan training session for Rollistas & Back-ups
 - B. Have handout materials ready

First Team Meeting

1. Assist Rector/Rectora
2. Training/team building for Rollistas and backups, handouts and outlines
3. Ask for written rollos to be turned in by 2nd Team meeting

Prior to 2nd Team Meeting:

1. Prepare DeCuria (table) procedures, handouts
2. Become familiar with rollo outlines
3. Read through & become familiar with weekend “notebook”
4. Help plan 2nd Team meeting

2nd Team Meeting:

1. Assist Rector/Rectora
2. Training/team building for Rollistas & backups – handouts and outlines
3. Critique rollos
4. Answer any questions of Rollistas

Vice Rector/Vice Rectora

First Team Meeting – Rollo Room

Team building:

1. Eat lunch together (brown bag)
2. Further introductions – while eating
 - a. Name, where from, what rollo
 - b. Experience with Cursillo movement
 - c. Highlight of your weekend
3. Get name, address & phone number

Goals:

(Newsprint brainstorm)

1. Read aloud “Writing and Presenting your Rollo”
2. Read aloud “How to Give a Rollo”
3. Read aloud “Progression of Rollo”
4. Discuss Rollo outlines – contained in Lay Talk Workbook
 - a. Be familiar with all talks and where and how yours fits into the general plan
 - b. Make list of specific points required in your own talk
 - c. Talk should be 10-20 minutes in duration including any music for intro or closing

Announcements:

1. Bring completed rollo to next team meeting
2. Next team meeting is on (date, time & place)
3. We will discuss Rollo Room role, duties and go over weekend schedule at next meeting.
4. Return all copies of talk books, either lay or clergy and the notebooks containing typed guidelines.

Vice Rector/Vice Rectora

2nd Team Meeting – Rollo Room

Team building:

1. Eat lunch together (brown bag)
2. Introductions – (while eating)
3. Present “input” for spiritual up-lifting of the team

Goals:

1. Read goal/s established at last team meeting
2. State goal of this specific Team Meeting.
 - a. Critique any Rollos that Cursillistas want critiqued
 - b. Talk about table leadership
 - c. Talk about team responsibilities

Finish Old Business:

1. Critique Rollos by Rollistas (options)
2. Answer questions regarding writing & presenting rollos

New Business:

1. Read aloud “DeCuria...Advice and Technique”
2. Read aloud “Team Responsibilities”
3. Answer any questions

Announcements:

1. If Rollos have not been given/sent to Vice Rector/Vice Rectora yet, they must be mailed to them within the week.
2. See you at Cove at 1:00 pm on Thursday.

Policy Manual “The Forms”

What is Cursillo?

The word, CURSILLO (pronounced: coor-SEE-oh), comes from the Spanish and means “a short course” – that is, a course such as one would run in a race. The full title, CURSILLO IN CRISTANDAD, has been translated “short course in Christian living.”

The Cursillo is 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 who all engage in leavening their environments with the Gospel, helping to discover and achieve their personal vocation with respect to the same.

This definition tells us two things. First, that Cursillo is intended to help Christians learn and live what is fundamental as a Christian. And, secondly, having done that, to help these same Christians discover and live out a personal vocation. Another, familiar way to express the same two-fold idea is that Cursillo is intended to make saints and apostles. Saints are people who know God, who know God’s love & grace, and who have a mission to share that same knowledge with others.

Still another way to put the purpose of Cursillo is in the phrase: “For us . . . for others.” That is, it captures the Old Testament sense of the call of Abraham, “*I will bless you . . . so that you will be a blessing. (Gen. 12:2)*” Christians ARE blessed by God, although most may be only faintly aware of just HOW blessed. And yet, this blessing is for a purpose – not just to be received – “for us” – but to be handed on – “for others.”



WELCOME TO CURSILLO!!!

This application information should be of help to you in preparing to attend your Cursillo Weekend. This first page is information you may keep for your reference. The following pages, however, are your actual application which should be filled out and sent to the address found at the bottom of this page.

Do You:

- **Have a readiness to search for and understand the Gospel of Jesus Christ?**
- **Have a desire to understand better what it means to live a Christian life?**
- **Have a readiness to become more active in the renewal of Christ's Church?**
- **Realize that the weekend is focused on spiritual growth?**

Cursillo is an experience involving persons coming together to celebrate the Gospel message of Jesus Christ in today's world. The focus is on Christ and one's relationship with Him, with oneself and with others. Cursillo is a very rewarding experience; it can also be demanding. *It is not intended to provide treatment for emotional problems or marital difficulties. Those who may be experiencing a personal crisis should not make a Cursillo until they have resolved this difficulty.*

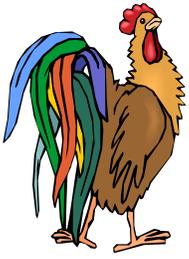
Cursillo is intended to be an individual, personal experience; however, many couples have also found the weekend is especially meaningful when it is shared.

The minimum age for persons making a Cursillo is twenty-one (21).

Cursillo provides an opportunity to share in the creative process of growing in Christianity and to discover a deeper experience and understanding of the Good News. A Cursillo weekend is three days in length, Thursday evening through Sunday afternoon. *Your attendance for the entire weekend is required.*

HOW TO APPLY FOR YOUR CURSILLO WEEKEND:

- ❖ **Fill out the attached Cursillo Weekend Application Form and return all the forms to your sponsor.**
Your sponsor will have your clergy complete the Clergy Form, and will complete their Lay Sponsor's Form, and return all copies to the Pre-Cursillo Chair at the address listed on the Lay Sponsor's Form.
- ❖ **Applications for couples should be mailed in TOGETHER.**
- ❖ **This is only an application to attend a Cursillo Weekend. When accepted, you will be sent a letter of confirmation along with any additional information you might need.**



CURSILLO WEEKEND APPLICATION
Cursillo Community of Eastern Oregon

Date: _____

Name: _____ Phone #: (____) _____

Address: _____ City: _____ State: ____ Zip: _____

E-Mail Address: _____

Male Female Age: _____ Marital Status: _____

Occupation: _____

By what name would you like to be called? _____

Medical, Allergy or Dietary needs: _____

Denomination: _____ Pastor's Name: _____

Church: _____ Church Phone: _____

Address: _____ City/State: _____ Zip: _____

Emergency Contact:

Name: _____ Phone #: (____) _____

Address: _____ City: _____ State: ____ Zip: _____

Signature of Applicant: _____

RETURN THIS APPLICATION AND YOUR
\$15 REGISTRATION FEE TO YOUR SPONSOR

Note: I usually leave the fee information off of applications that I hand out and pay it myself, continuing the "free gift" theme. Others choose to leave it on the applications on the premise that when you pay for something, you learn more from it.



CURSILLO LAY SPONSOR'S FORM
Cursillo Community of Eastern Oregon

Date: _____ -

Sponsor's Name: _____ Phone #: (____) _____

Address: _____ City: _____ State: ____ Zip: _____

E-Mail Address: _____

Candidate's Name: _____

Is your candidate actively involved in his/her church? Yes No

If yes, in what capacity? _____

Why would you like your candidate to attend Cursillo? _____

How long have you known this candidate? _____

Does your candidate have any problems the Rector/Rectora should be aware of?

HOW TO PROCESS APPLICATION:

1. Have your candidate complete the application and return it to you.
2. Forward the application along with the Clergy Form to the Candidate's Clergy to be completed. (If the candidate has no clergy, please explain. This is so the candidate will have continuing support after making their Cursillo.)
3. Complete your Sponsor Form and forward ALL THREE forms to the Pre-Cursillo Chair:

Please send to:
Sandy Holtz, Pre-Cursillo Chair
838 S.W. Sixth
Pendleton, OR 97801

Sandy_holtz@hotmail.com



CURSILLO WEEKEND APPLICATION
Cursillo Community of Eastern Oregon

CLERGY FORM

To be completed by the applicant's clergy, and then returned to the Lay Sponsor listed below.

Cursillo is an experience of persons coming together to celebrate the Gospel message of Jesus Christ in today's world. The focus is on Christ and one's relationship with Him, oneself and with others. Although immensely rewarding, a Cursillo weekend can be a very demanding experience. Cursillo is not intended to provide treatment for emotional problems or marital difficulties. Those who may be experiencing a personal crisis should not make a Cursillo until the difficulty is resolved.

Date: _____

Candidate Name: _____

Do you feel this applicant might have difficulties at a Cursillo weekend?

No Yes Explain: _____

We invite you to make any comments that may be helpful to the Team or Sacramentalists about the above candidate.

Have you made a Cursillo? _____

If not, would you like more information? _____

Signature: _____ Print Name: _____

Church: _____ Phone: _____

Please return to:

Name (Sponsor): _____ Phone #: () _____

Address: _____ City: _____ State: ____ Zip: _____

Sandy Holtz
541-966-4385
sandy_holtz@hotmail.com



CURSILLO TEAM APPLICATION AND/OR
RECORD OF TEAM WORK EXPERIENCE
Cursillo Community of Eastern Oregon

Your application is used as reference information for future teams as well as this team.
Please be as thorough as possible.

Name: _____ Phone #: _____ Age _____

Address: _____ City: _____ State: _____ Zip: _____

E-Mail Address: _____

Date and Place you made your Cursillo? _____

When you agree to work on a Cursillo team, you make a commitment to God, the team, and yourself to do your best to achieve the goals of Servitude, Dedication, Charity and Idealism. Therefore, we ask that you commit to:

1. Attending the two team meetings prior to the weekend; (Building team community in the Spirit of the Lord prior to the weekend is essential.)
2. And serving for the entire weekend. If for some reason you find you cannot fulfill these commitments, please contact the Rector or Rectora as soon as possible so they or the team chairperson can find a replacement for you.
3. A team fee of \$75.00 to work a Cursillo, payable before the weekend.

Teams are chosen by the Rector and Rectora through prayer and consideration of the team needs. Please know that every effort will be made to place you on the team of your choice. However, please be open to the power of the Holy Spirit as you are placed.

Capacity in which you would prefer to work: _____

PAST CURSILLO TEAM EXPERIENCE: (If Rollo Room, please list Rollo)

Capacity Served	Place	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please fill in information on the back of this form

Additional Cursillo Team Experience:

Special Needs:

Signature: _____ Date: _____

Please send to:
Sandy Holtz
838 S.W. Sixth
Pendleton, OR 97801
Sandy_Holtz@hotmail.com

After Rector/Rectora are announced at Grand Ultreya, please send team application to them.



CURRSILLO SPONSOR RESPONSIBILITIES
SELECTING YOUR CANDIDATE
Cursillo Community of Eastern Oregon

Select a baptized Christian, 21 years of age or over, who is committed to a parish or congregation.

Choose someone you know well.

Consider very carefully a person who is suffering marital difficulties, emotional crisis, or illness. It may be that postponing his/her Cursillo until a later date will afford the candidate a more fulfilling weekend experience.

Tell them about the quality of Cursillo and what it can mean in a person's life.

PRIOR TO THE THREE DAYS

Review with the candidate, in general, what can be expected at Cursillo.

Again, examine with the candidate the material contained in the application form. (Husbands and wives should apply together, using separate application forms.)

Arrange for personal Palanca from friends, relatives and church members. (It is essential that your candidate has personal Palanca from their family.)

Prepare your own personal and general Palanca. Palanca must be small enough to fit inside the (lunch-sized) bags. Anything too large will be given to the candidate at the end of the weekend following Clausura.

Arrange transportation for your candidate. If they will be traveling with a team member, advise Pre-Cursillo Chair so the La Grande Ultreya can be alerted to the need for hospitality.

PREPARING YOUR CANDIDATE FOR THE THREE DAYS

Tell your candidate about living, sleeping and eating arrangements at Cursillo. Mention fun, prayer, study, the close quarters, the need for a sleeping bag or sheets and blankets, pillow, toiletries and towel.

Explain the casual dress; take a warm coat and comfortable shoes.

Offer candidate assistance in arranging for baby/house/plant sitting for the three days as needed.

DURING THE THREE DAYS

Take your candidate to Cursillo or arrange for transportation/ride sharing. Be in Cove on time, 7:00 p.m.

Assist in registration, in getting settled and in socializing until the bell rings and the Rector and Rectora take over.

Send expressions of Palanca remembering the importance of quality not quantity. Consider meditation, special prayer times, study, etc. as a way of supporting your candidate.

Communicate with the candidate's spouse or family during the weekend.
Attend Mananitas, if possible, Sunday at 5:30.am. Bring flowers.

Attend Clausura, Sunday at/or about 3:00 p.m. (Remember; only Cursillistas may attend Clausura. New Cursillistas' spouses' may bring their children. New Cursillistas' families should also be encouraged to be part of this welcome.)

Take your candidate home, or arrange for a ride, and assist in their return to a normal routine.

Counsel your candidate on how to discuss Cursillo with a spouse who has not experienced Cursillo and may attend later.

Pray for your candidate.

AFTER THE THREE DAYS

Take your candidate to at least two (2) Ultreyas.

Help your candidate to get established in a Group Reunion / 4th Day Group.

Continue to pray and be supportive of your candidate.

Sponsor's Checklist

Candidate's Name:

Dates of Weekend:

√

Information to give my candidate about the weekend:

- _____ 1. What the weekend is about and what to expect
- _____ 2. What to take on the weekend: clothes, linens, toiletries, etc.
- _____ 3. Transportation arrangements to the weekend site

Help my candidate arrange for any special help that may be needed:

- _____ 1. Babysitters
- _____ 2. House sitters
- _____ 3. Pets/Mail/Newspapers
- _____ 4. Other:

Palanca

- _____ 1. List of addresses of my candidate's family and friends.
- _____ 2. Write and mail letters to each one on the list (May use template and adapt to e-mail if you wish)
- _____ 3. Request Palanca from Reunion and Ultreya groups
- _____ 4. Write **personal** Palanca for your candidate for each day.
- _____ 5. Make arrangements to get all Palanca to the weekend.
- _____ 6. Special prayers, fast, intentions, gifts, etc.
- _____ 7. Purchase and wrap a coffee mug for presentation to your candidate on Friday
- _____ 8. Optional: provide a handwritten note for each candidate.

Mananitas

- _____ 1. Make arrangements to attend, if at all possible.
- _____ 2. Arrange to have flowers to give all the candidates. To buy flowers, check with Palanca Team

Clausura

- _____ 1. Make arrangements to attend, if at all possible.
- _____ 2. Make arrangements to take candidate home, if possible.
- _____ 3. If you can't attend, make arrangements to contact your candidate by letter or by someone at the weekend.

Contact candidate within three days of the weekend !!!!

Group Reunions

- _____ 1. Pray for your candidate's response to the weekend and return to daily life.
- _____ 2. Help your candidate find a Reunion Group asap after the weekend.
- _____ 3. Or, Invite your candidate to join your Reunion Group.

Grand Ultreyas

- _____ Continue to pray for your candidate after they have returned from their weekend.
- _____ Take your candidate to at least the first one after their Cursillo weekend.



ACCEPTANCE LETTER FOR SPONSOR
Cursillo Community of Eastern Oregon

Sandy_holtz@hotmail.com
541-966-4385

Date: _____

Re: _____

Dear _____,

The acceptance letter has been sent to your candidate for the 201_ Cursillo #__ weekend
_____. If for some reason your candidate cannot attend, please notify me immediately.

A summary of your responsibilities as a sponsor are attached to this letter. Please read them and note the correct times for Mananitas and Clausura. Also enclosed is a sample "Request for Palanca" letter which you can modify/copy/use as you see fit. If you need help with connecting with family for Palanca, I have the next-of-kin listed on the original application which can help get you started.

In addition we request that you send or bring a wrapped coffee mug for your candidate. We will add their name at Cove as needed. Please clearly label the outside of the package with your candidate's name.

A Thursday evening "Soup Supper" is provided for your candidate. The "soup supper" is at St. Peter's Episcopal Church in La Grande at 6 PM, Thursday, _____. The church will be open at noon and you are welcome to use the facilities. The address is the corner of 4th and "O" Streets.

As in the past, transportation can be provided from the supper location to Ascension School in Cove.

Could you please respond to this letter by e-mail so that I can be sure you have received it?

Thank you.

In Christ's Peace and Love,

Sandy

Sandy Holtz, Pre Cursillo Chair



REQUEST FOR PALANCA LETTER
Cursillo Community of Eastern Oregon

Date: _____

Dear _____,

I am sending this letter to ask if you would do a favor for me. I am sponsoring _____ for the next Cursillo in Christianity weekend to be held _____ at Ascension School in Cove, Oregon. These weekends involve many activities including time for fellowship, worship, skits, good food, singing and sharing.

The entire weekend is a time of giving and receiving love and support in the name of Jesus Christ. One way this is accomplished is through receiving letters of affirmation and encouragement from those who are most important in our lives. Would you please write such a letter for _____? The letter(s) will be read by him/her alone.

Since I don't know all the members of _____ family and you do, would you also let others in the family and special friends know about this request. These letters from family were an important ingredient in my experience and I know it would be for _____ also.

The letter(s) can be a time for reminiscing, telling _____ how important she/he has been in your life, or whatever you are inspired to write. The letters will be delivered daily during the weekend at specially designated times. The theme for each day of the weekend is: first day – *FAITH*, second day – *LOVE*, third day – *HOPE*. You may write something for each day or just one letter.

Please send the letter(s) to me sealed, with _____ name and the day you wish the letter to be delivered on (designated by theme *FAITH, LOVE or HOPE*). I need to have the letter(s) by _____.

This weekend will be an important time in _____ life, and I know she/he will appreciate the fact that you are sharing it in this way. _____ does not know she/he will be hearing from you, so please help us keep it a SURPRISE!

Thank you for your help.

Sincerely,

Sponsor _____

Address _____



SOUP SUPPER ATTENDANCE LETTER
Cursillo Community of Eastern Oregon

Dear Sponsors,

The Core Team has just notified me about a concern relating to the soup supper. Normally St. Peter's Episcopal Church opens their doors at noon on Thursday to provide a comfortable place for sponsors who are also serving on the team to "drop off" their candidates.

In the past, however, members at St. Peter's have been prepared, but have not received any early candidates. In order to prevent lots of unnecessary work, the Core Team would like to be able to give the soup supper coordinators a firm count of those to be dropped off early and of those who will arrive closer to 6 p.m. for the supper.

Some sponsors choose to take their candidates to supper somewhere else, and this is OK, too. We need to let them know how much soup to prepare.

St. Peter's has been good enough to support Cursillo in this manner for many years, so providing a firm count would let St. Peters know that we do appreciate everything they do.

Please let me know by noon _____ if you and/or your candidate will attend the soup supper, and if your candidate will need a place to stay for the afternoon.

De Colores!

Sandy Holtz

Pre-Cursillo Chair



CANDIDATE INFORMATION LETTER
Cursillo Community of Eastern Oregon

Date:

Dear _____,

We are happy and excited to have your application for Cursillo #__ to be held at Ascension School Camp & Conference Center in Cove, Oregon, from Thursday, _____ through Sunday, _____. The weekend begins at 7:00 PM Thursday and ends at 4:00 PM Sunday. Please plan on being committed to stay for the whole weekend.

Cursillo is held in a camp setting so you will need casual, comfortable clothing and shoes. Please refer to enclosed list for further information.

Cove, located in the Grande Ronde Valley, is a beautiful area. As with most spring weather, it can be quite nice, or NOT so nice. A raincoat, umbrella and an extra pair of shoes might come in handy, and we have even awakened to a late spring snowfall so “layers” of clothing might be appropriate.

If you have any questions or concerns regarding clothing or personal items, please contact your sponsor. In fact, if you have any questions of any kind, please contact your sponsor. We are looking forward to greeting you at 7:00 PM at Ascension School on Thursday, _____. Please do not arrive before this time and please plan to stay through Sunday afternoon_____.

A Thursday evening “Soup Supper” is provided at St. Peter’s Episcopal Church in La Grande at 6 PM (The church will be open from noon until 7 PM.) The address is the corner of 4th and “O” Streets. A map is attached. If you have questions, please contact me. Transportation from St. Peter’s to Cove can be provided.

Please give me a call or send an email if you have any questions or concerns.

In Christ’s Peace,

Sandy Holtz

PreCursillo Chair

541-966-4385

sandy_holtz@hotmail.com



CANDIDATE CHECKLIST FOR CURSILLO
Cursillo Community of Eastern Oregon

- Clothes – layers – it can be cold and hot!
- Something to sleep in
- Socks and more socks
- Extra Shoes/boots?
- Warm coat/rain coat?/gloves?/umbrella?
- Towels
- Toiletries – remember your soap!
- Flashlight – **required** after dark
- Sleeping bag or bedding
- Extra Blanket?
- Pillow
- Personal medications
- Something to write on/in?
- Open mind and heart
- Readiness for new experiences