

CURSILLO HANDBOOK

DIOCESE OF CENTRAL NEWFOUNDLAND



For use by Members
of the
Secretariat and Servant Community

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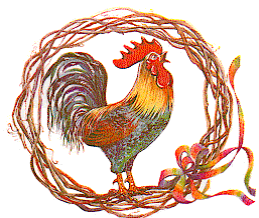
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Approved by the Secretariat

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1. PURPOSE

The Anglican Cursillo Movement in the Diocese of Central Newfoundland comes under the direction of the Bishop. Cursillo (kur-see-yo) is a Spanish word meaning a “Short Course.” Its full name is Cursillo de Christiandad, a short course in Christian living. In this Diocese, Cursillo is recognized as a method of renewal and evangelism. It’s immediate purpose is to provide an understanding and conviction concerning what is fundamental for being a Christian, and to strengthen individuals to live out that understanding supported by Christian community life..

2. BY-LAWS

- a. The Secretariat of the Cursillo Movement in the Diocese of Central Newfoundland shall be under the general direction and authorization of the Bishop.
- b. The Secretariat shall guide and coordinate all phases of the Cursillo Movement in this Diocese.
- c. Persons chosen to become members of the Secretariat should understand two things:
 - i. The Secretariat is primarily a Group Reunion of those who make Cursillo a central part of their Apostolate. They should be committed to the Cursillo Method especially the Fourth Day and have a growing understanding of the Cursillo as a whole.
 - ii. Furthermore, since Cursillo does not function independently of the Diocesan structure, the members should be active within their parish churches and supportive of the church at both the Diocesan and Parish levels.
- d. Members of the Secretariat shall be elected at the Annual Meeting of the Movement or may be appointed by the Secretariat (if positions are not filled at that time.) The term of office shall be for a three year period.

One- third of the members shall be replaced each year.
Members may be re-elected after a span of one year.

- e. Composition of the Secretariat:
 - i. Lay Director - appointed by the Bishop annually for a period not exceeding three years.
 - ii. Spiritual Director - appointed annually by the Bishop for a period not exceeding three years.
 - iii. Servant Community Director - appointed annually by the bishop for a period not exceeding three years.
 - iv. Pre-Cursillo Chair - appointed annually by the Secretariat for a period not exceeding three years.
 - v. Post-Cursillo Chair - appointed annually by the Secretariat for a period not exceeding three years.
 - vi. In addition to the above, six members shall be elected at the annual Meeting, including:
 - (1) Secretary;
 - (2) Treasurer;
 - (3) Ultreya Coordinator;
 - (4) Newsletter Editor;
 - (5) Palanca Coordinator, and
 - (6) One (1) other Member at Large
 - vii. Duties of Executive Officers
 - (1) The Lay Director shall be the Chair of the Secretariat, and Signing Officer.
 - (2) The Secretary shall:
 - (a) Keep minutes of all meetings of the Secretariat;
 - (b) Forward a copy of all meetings to individual members following each meeting;
 - (c) Handle all correspondence as directed by the Secretariat; and
 - (d) Remind Secretariat members of

upcoming meetings;

- (3) The Treasurer shall:
 - (a) Act as one of the signing officers;
 - (b) Maintain proper records of revenue and disbursements;
 - (c) Follow proper banking procedure;
 - (d) Prepare financial reports for presentation at Secretariat Meetings;
 - (e) Prepare an annual financial report for presentation at the annual Meeting;
 - (f) Arrange an annual audit for the period August 1 to July 31;
 - (g) Forward fees to National Office in April and September as recommended by the Secretariat;
 - (h) Record the account number on the back of each cheque;
 - (i) Pick up collection from each Ultreya after the Eucharist, or make alternate arrangements. Have a supply of envelopes for the offering.
 - (j) Balance the bank statement;
 - (k) Record donations of any person who requests a receipt at the end of the year;
 - (l) Obtain a Receipt Book and write receipts out in early January. Take book to Synod Office for proper signature and stamped with the Diocesan "Charitable Donation" number.
 - (m) Get a bank draft for U.S. Funds when ordering from National Episcopal Cursillo.
 - (n) For audit purposes, record bank draft in cheque book even though no cheque has been issued. The amount of draft is debited from our account at the time of

- purchase.
- (o) The Gander Co-Op Number is 12980.
- (4) The Servant Community, under the direction of the Secretariat, will be responsible for implementing the policies and decisions of the Secretariat.
- (5) The Newsletter Editor shall be chair of the Communications Committee which shall publish a Newsletter (the Fourth Day Flyer) quarterly.
- (6) The Three Day Weekend Committee under the direction of the Lay Director and/or the Weekend Rector, shall be responsible for putting a Team in place (following the guidelines for Team Selection). This committee shall direct the Team Training Weekend.
- (7) The Spiritual Team shall be selected by the Spiritual Director in consultation with the Bishop.
- viii. The Secretariat shall be responsible for setting dates and location of weekends.
- ix. Regional Ultreyas are permitted for December, January, February, and March in areas where distance deters attendance at Diocesan Ultreyas (e.g. the South Coast Deanery)
 - (1) Dates for Regional Ultreyas are not to conflict with the dates of Diocesan Ultreyas
 - (2) Regional Ultreyas may be held only with the prior approval of the Secretariat.
 - (3) The Diocesan Ultreya Co-Ordinator is to be

- informed of all Regional Ultreyas.
- (4) Offerings received at Regional Ultreyas are to be forwarded to the Treasurer of the Secretariat.
- (5) Regional Ultreyas are to follow the same format as Diocesan Ultreyas.
- x. The maximum number of Candidates for a Cursillo Weekend should not exceed Thirty-two (32). The minimum number for a Weekend is Fifteen (15) candidates.
- f. Selection of Candidates:
 - i. Open to Anglicans nineteen (19) years of age and older;
 - ii. Preference to be given to Candidates within the Diocese;
 - iii. Non-Anglicans may attend the weekend with the understanding that the Weekend is in an Anglican setting and teaches Anglican doctrine;
 - (1) The sponsor should contact the Lay Director before approaching someone of another faith;
 - (2) Accepted only if space is available;
 - (3) Not more than one non-Anglican per table group;
 - (4) Applications should be completed in writing and forwarded to the Pre-Cursillo chairperson or Lay Director;
 - (5) Non-Anglicans may not serve on Team or be Contact Persons;

3. **SECRETARIAT**

The Diocesan Secretariat is the body of leaders responsible to, and under the authority of the Bishop for developing and guiding the Cursillo Movement. The Secretariat is the administrative arm of the Diocesan Movement and should be small enough to function as a Group Reunion.

Those accepting nominations for membership on the Secretariat should consider the following:

- a. Be Active members of a Permanent Group;
- b. Be willing to read all Cursillo Literature to familiarize themselves with all aspects of the Cursillo Movement;
- c. Be committed to presenting the Authentic Cursillo;
- d. Work together to provide a spirit of love, unity, and trust;
- e. Uphold the Movement and each other in prayer;
- f. Attend all meetings of the Secretariat;
- g. Be prepared to serve on the Servant Community (Usually members chair a working group of the Servant Community);
- h. Regularly attend monthly Ultreyas;
- i. Make Cursillo a priority during their term of office;

4. **RESPONSIBILITIES OF THE SECRETARIAT**

- a. Establish policies and procedures to ensure an active Fourth Day in their Diocesan Movement.
- b. Ensure co-ordination of the movement of Palanca to and from other movements.
- c. Follow CACS Guidelines for the adequate study of local environments.
- d. Promote concern for an adequate study of local environments.
- e. Support and implement Cursillo's role in the Bishop's Pastoral Plan.
- f. Function as a Group Reunion while continuing to grow individually through their own plan of Piety, Study and Action.
- g. Identify and develop future leaders within the Servant Community.
- h. Annually evaluate the authenticity of the movement and develop a plan of action.
- i. Establish and maintain ties with the Canadian Anglican Cursillo Secretariat and ensure financial support for CACS from the Diocesan Movement.

5. **SERVANT COMMUNITY**

The Servant Community is the working arm of the Secretariat. In order for the Cursillo Movement to be effective it must have leaders. The Servant Community is made up of leaders who have given leadership in the movement and are expected to make Cursillo a Priority while serving in this capacity. They are active in the movement, are in Permanent Group reunion and attend Ultreyas regularly.

The Secretariat is the decision making body and is responsible to the Bishop. The Servant Community reports to this body. For the Cursillo Leader the Servant Community becomes an additional Group Reunion - a Leader' Group Reunion.

The Servant Community consists of a number of **Working Committees:**

- a. **Pre-Cursillo.** The initial phase is called Pre-Cursillo and its purpose is to identify and sponsor people to attend the Three Day Weekend. This committee makes preparation for the Weekend, doing such things as:
 - i. Prepare application forms for candidates and sponsors;
 - ii. Set deadline for receipt of applications;
 - iii. Receive applications, peruse them and if any questions arise concerning acceptance, contact the Lay Director or Spiritual Director;
 - iv. Present a report to the Secretariat;
 - v. Prepare form letters;
 - (1) To the candidates that he/she has been accepted or otherwise;
 - (2) To the sponsor that the applicant has been accepted and send out the duties of the sponsor;
 - (3) To the clergy informing them re: candidates sponsored in their parish;
 - (4) Send a letter and application forms to all

parishes with a request to have dates of weekends included in the church bulletin and that application forms are available;

- vi. Prepare a list of candidates for Palanca purposes.
 - vii. Prepare a list of new Cursillista's, with addresses, phone numbers, etc. for inclusions in the weekend packet. Provide a copy of the list to the following:
 - (1) Lay Director;
 - (2) Spiritual Director; and
 - (3) Fourth Day Flyer Editor.
 - viii. Appoint a Supplies Person whose duties shall include:
 - (1) Ordering supplies for the Three Day Weekend, Workshops, and other events as requested by the Secretariat;
 - (2) Keep an inventory of all supplies.
 - ix. Study all relevant literature.
- b. **THREE DAY WEEKEND**
- i. Set the Theme and Theme Song for the Cursillo Weekend;
 - ii. Responsible for Team Formation for the Cursillo Weekend;
 - iii. Do or coordinate team training;
 - iv. Study the talks for the Cursillo Weekend;
 - v. Critique talks or coordinate the critiquing of talks to be given on a specific Weekend;
 - vi. Work with the Palanca Co-ordinator to organize and encourage Palanca for the Weekend;
 - vii. See to the physical needs of the Weekend.
 - viii. Study all relevant literature;
- c. **POST - CURSILLO**
- i. Help leaders to establish Group Reunions;
 - ii. Provide guidance for Ultreyas leaders;
 - iii. Oversee the organization of the Annual Revista;
 - iv. Conduct workshops in Parishes and Deaneries;
 - v. Organize a "Day of Deeper Understanding;"

vi. Be familiar with all relevant literature;

d. **ULTREYA CO-ORDINATOR**

- i. Arrange Diocesan Ultreyas: contact parishes to host;
- ii. Inform Contact Persons in advance as to time and place;
- iii. Publish a list of places and dates in the Fourth Day Flyer;
- iv. Inform contact persons of any change;
- v. Provide Contact Persons with a list of duties;
- vi. Provide Contact persons with "Guidelines for Witness Speakers;"
- vii. Contact each Contact Person at the beginning of each year to get an update;
- viii. Study all relevant literature.

e. **COMMUNICATIONS**

- i. Publish the Fourth Day Flyer;
- ii. Inform all who have messages as to deadline;
- iii. Photocopy, address, and distribute the flyer by hand or mail;
- iv. Appoint a Registrar to keep an accurate register of member addresses, phone numbers - keep updated;
- v. Provide an article for Anglican Life;
- vi. Study and review all relevant literature;

f. **PALANCA CO-ORDINATOR**

- i. Request Palanca from other Diocesan Movements;
- ii. Provide Palanca to other Diocesan Movements with scheduled Weekends;
- iii. Advise Rector(a) re possible members for Palanca Team;
- iv. Coordinate the external Prayer Vigil;
- v. Encourage Cursillista's to provide personal Palanca for each Weekend;
- vi. Appoint a Social Concern Person who shall:

- (1) Prepare a list of prayer requests at Ultreyas and for the Fourth Day Flyers;
- (2) Send cards to Cursillista's who are in hospital and to those who are bereaved;
- vii. Study all relevant literature;

g. MUSIC DIRECTOR

- i. To oversee the formation and updating of the Cursillo Songbook;
- ii. To choose appropriate music;
- iii. See that copyright laws are obeyed;
- iv. Parish Contact Person to check with the Music Director re music for Ultreyas;
- v. To include singers on the Worship Team;
- vi. Introduce new songs/choruses (*one or two at a time*). Prior teaching advisable;
- vii. To have possession of the Cursillo Songbooks or assign this responsibility to some other member;
- viii. Have a close working relationship with the Lay Director, Weekend Rector, Spiritual Advisor, and Ultreya Leader;
- ix. Be familiar with the Cursillo Library booklet, "Music & Cursillo."

6. SPONSORS' RESPONSIBILITIES

- a. He/She should be leading an active Christian life and be a living witness to his love for Christ.
- b. The sponsor should discuss Cursillo with the prospective candidate and answer questions as fully as possible. No need to volunteer information.
- c. Inform the candidate that there are no secrets, but there are a few surprises.
- d. If the candidate is married, the sponsor should recommend that both spouses make the Weekend because the Cursillo experience is intended to be shared.
- e. The Sponsor should make sure that the Candidate has everything he/she needs for the Weekend.

- f. The Sponsor should attend the Pre-Cursillo meeting with the candidate (if one is held).
- g. The Sponsor should see that the candidate has transportation to the Weekend and, if necessary, accompany the candidate, but leave before the first session begins.
- h. The Sponsor should do personal Palanca for the Candidate.
- i. Sponsors should attend the "Closing" and other Cursillo events, especially the first Ultreya following the Weekend.
- j. Sponsors should continue to keep in touch with the Candidate and be responsible for aiding and encouraging the candidate to belong to a Permanent Group Reunion, and to attend Ultreyas. If the Sponsor is unable to fulfill this commitment, he/she should arrange for another Cursillistas to fulfill this obligation.

7. CONTACT PERSONS Duties to include:

- a. Keep an updated list of Cursillista's in the parish.
- b. Notify the registrar re Cursillista's leaving the parish or coming into the parish. This will keep the mailing list up to date.
- c. Receive and distribute the Fourth Day Flyer and other information (verbal or written) immediately upon receiving same.
- d. Be responsible for preparations for Parish Ultreyas.
 - i. Obtain use of Church and/or Hall.
 - ii. Arrange with the Rector for the celebration of the Holy Eucharist. If the rector is unavailable, ensure another priest is available.
 - iii. Arrange to have the hall ready - tables and chairs as needed.
 - iv. Arrange for a Witness Speaker - preferably someone from the local group.
 - v. Arrange for musicians
 - vi. Arrange for lunch following the Eucharist.

- vii. Notify Cursillista's in the parish about location, time, and dates of Ultreyas and encourage them to attend.
- e. Contact new Cursillista's in the parish and encourage them to join a Group Reunion.

8. TEAM & TEAM SELECTION

To be as fair as possible team members should be replaced after serving on two consecutive weekends. This should apply to all teams: Conference, Palanca, Kitchen

a. TEAM MEMBERS.

Team to be made up of men and women of the Anglican faith who:

- i. Are actually following the Cursillo Method;
- ii. Who know how vital grouping is, and who are actively involved in a Group Reunion on an ongoing basis;
- iii. Are serving Christ and His church in their environment;
- iv. Have a genuine care that their fellow - Christians find their apostolic mission in the world;
- v. Can accept love and share with other Christians in a selfless way;
- vi. Are regular in attending Ultreyas;
- vii. Attend workshops when there are available;
- viii. Commit to attend the Post-Cursillo Evaluation Meeting;
- ix. Commit to attend Team Training Sessions;
- x. Commit to be on time to attend the Team Meeting and Chapel visit (Service of Reconciliation).
- xi. Team Members are on duty from beginning to end and should be available until all the work in "taking down" has been done.

b. COMPOSITION OF TEAM MEMBERS

- i. For each weekend approximately one half (½) will be experienced and one half (½) new. This means

that half of the team will be repeats, having served on some previous weekend.

- ii. The Palanca Co-Ordinator directs the Palanca Team during the Weekend.
- iii. Experienced Leaders are those who give talks. (It is expected that those who commit as Assistant Table Leaders will be prepared to give a Talk at some future Weekend.
- iv. Proportion of Male-Female Team members: Ideally this should be on a 50-50 basis, but experienced has shown the number of female candidates exceeds the males by far, thus the numbers will be determined by the number of each gender.
- v. The Rector(a) of each Weekend (if not the Lay Director) must be experienced and have shown Leadership in the Cursillo Movement.

c. TEAM TRAINING

All Team Members must commit to attend the team Training session. The Training will take place during a weekend beginning Friday Night and ending Saturday evening. Members of all teams are to attend, including Table Leaders, Music, Palanca, and Kitchen. The Music Team should attend to provide music for worship and also to select music for the Weekend and to practice the Team Song and Mananita.

d. TEAM TRAINING OUTLINE

- i. Introduction:
- ii. Welcome by the person leading the Training Session.
- iii. Opening Prayer
- iv. Bible reading
- v. Reflection. – 10 minutes –
- vi. Floating Group Reunion (Use form for Floating Group Reunions.) – 20 Minutes –
- vii. At A Convenient Times During the Sessions,

Listen to Talks. Use Constructive Criticism: It would be helpful to have a discussion after each talk as if at a weekend

- viii. Practice Theme song and Mananita and other songs to be used at the weekend.

9. **POINTS TO BE COVERED DURING THE WEEKEND**

- a. Briefly explain the purpose of Cursillo
- b. Outline the role of Team Leader
- c. Being people of prayer
- d. Faithfully involved in the life of the church
- e. Being in group Reunion and attend Ultreyas
- f. Commit to the Cursillo Rule of Life.
- g. Commit to attend Team Training weekend
- h. Commit to attend the first Ultreya following the weekend.
- i. Encourages Candidates to attend.
- j. Keep in contact with Candidates by phone, cards, etc, at least until they are comfortable involved in Group Reunion.

10. **THINGS FOR TEAM MEMBERS TO NOTE**

- a. Be a servant;
- b. Be an example e.g. during the “Retreat Phase;”
- c. Your main responsibility is to your own table;
- d. Team meeting - be on time so as not to delay the meeting;
- e. Be on time for each session;
- f. Listen for the Bell – Notify Candidates to go to Chapel or Conference Room;
- g. Maintain CONFIDENTIALITY at all times.

11. **WHAT HAPPENS AT THE TABLE**

- a. Make the Candidates feel at ease - be a caring group but don't be artificial.
- b. First build community at your own table before expanding to include others.

- c. Encourage each one to share - but be sensitive. Don't try to force anyone to share. Let things unfold - happen naturally - e.g. during singing do so at tables first - don't rush to form larger circle.
- d. Maintain confidentiality at all times.
- e. Be careful not to do all the talking. Candidates are encouraged to share but don't coax. Allow everyone to be part of the discussion. Tactfully handle any one who dominates.
- f. Keep on track (discuss the talk)

12. **GUIDELINES FOR TABLE LEADERS**

- a. Get the discussion started as soon as possible after a short period for Cursillista's to think over what they heard in the talk. Be prepared with a few key questions to stimulate discussion.
- b. Time management is a large part of your responsibility. Table Leaders can help the whole group on schedule by being on time themselves.
- c. Everyone is encouraged to take notes during the talks. Set a good example by taking notes yourself as the talk proceeds. This may also provide you with a source of questions later.
- d. Promote a free exchange of ideas from all your table members. Watch for signs that a shy member would like to say something.
- e. Be positive. Try to reinforce participants. Paraphrase their remarks to clarify meaning. Never discourage someone who speaks no matter how naive his or her thoughts may appear to be.
- f. Be a reflector. Sometimes an effective technique is to answer a question with a question. Don't be afraid to let another member of the group come up with the answer. Let the group come naturally to its own conclusion even if they are not the same as yours.
- g. Be a summarizer: Collect the ideas of the group to assist the secretary in starting the group's conclusions.

- h. Don't be afraid of periods of silence. Often, it takes time to process new ideas, or particularly moving insights - or simply to collect one's thoughts.
- i. Don't get involved in doctrinal or theological disputes or arguments. When significant issues of dispute arise, send for one of the Spiritual advisors for his or her input.
- j. Stay on common ground. Seek consensus.

13. **GUIDELINES FOR CURSILLO PROPER**

- a. Arrival. Team members should arrive early for each weekend. Be on hand by 11 a.m. to set up the Conference Room, Chapel, and assign sleeping area and other necessary chores. Bring lunch.
- b. 2:30 p.m. Team Meeting
 - i. Opening prayer
 - ii. Rector to go over the evening's procedure
 - iii. Instructions by the Rector
 - iv. Distribute table lists (this may not be possible at this time, so Rector and assistants will do this later. Table leaders will be notified in the morning. *Candidates are not to see these lists in your possession.*)
 - v. Instruction by the Spiritual Director - assign services and readers (The Lay Director leads Night Prayers.)
 - vi. Question time
 - vii. Closing Prayer
- c. Each Evening, after Night Prayers, the team meets together to go over the day, and to prepare in the Lord, for the coming day. Please move quickly to these meetings, unassumingly, so that candidates do not wonder what is going on "in secret." **DO NOT KEEP THE RECTOR WAITING.**
- d. CHAPEL VISIT (SERVICE OF RECONCILIATION) for Team

Members (This follows the Team Meeting)

- e. 4:30 p.m. Supper for Team
- f. 6 p.m. - 7 p.m. Meet candidates when they arrive and set them at ease
 - i. Serving tea/ coffee
 - ii. Introduce candidates to team and other members
 - iii. Give physical assistance with luggage
 - iv. Guide each candidate quickly to the registration desk
 - v. Show each to the sleeping quarters
 - vi. Wear your name tag and encourage candidates to do the same.
- g. Do not put on airs because you are a Team member, but go about your task, like Christ, unassumingly. Christ must be the popular one on the weekend and not the team member.
- h. Be ready to give assistance to the Rector, if and when needed.
- i. Make sponsors welcome, however, help in seeing sponsors out when the Rector is ready to commence.
- j. Dress code for the weekend is Casual throughout, including the closing. More formal dress is encouraged when a speaker is giving his/her talk.
- k. Each Team Member can help the Rector commence on time. Much has to be accomplished on Opening Night.
- l. **THE BELL.** The bell is the voice of God calling us to the next exercise in order to meet Him in a new and specific way. Take the initiative to move along promptly and encourage the candidates to move along with you.

- i. Response to the Bell is also called for in the Conference Room. Please encourage a moment of silence when the bell rings. Each member should be conscious of the preciousness of each minute on the Cursillo as the Rector is. *This Is God's Time*. We must not waste it.
- ii. Table Leaders are responsible for Candidates at their respective tables. On hearing the bell, please encourage your table members to go to the designated area, e.g. the Chapel or the Conference Room.
- m. INTRODUCTION (Opening Night) In the conference Room - say your name and community or parish only. The next morning you will be given another opportunity to say more about yourself. On the Next Morning only, do you say that you are a Team Member.
- n. RETREAT. Silence on the Opening Night is a MUST. "The aim of the Spiritual Retreat is to awaken the moral conscience of the Cursillista and make him feel the "desire to be in God's Grace, " as a result of a careful self- examination. During the retreat time, the idea that the Candidate is there to waste time (in any way, shape, or form) if it existed, now vanishes.
- o. It is important that the *Team Members* also *Observe the Silence*. We cannot expect the candidates to use the time valuably if the Team does not set the example.
- p. Reflective Music is played during the Retreat at the Conference Room, Chapel, and Dining Room.
- q. Silence is Broken the next morning with the singing of the De Colores to Breakfast.

- r. MEDITATIONS. The first night is geared to these meditations, and to nothing else. The purpose of the evening is that we get to know ourselves and if necessary, be reconciled to God.
- s. RESPONSIBILITY. Each Team Member ought to be making the Cursillo with the candidates, therefore "I must get myself going — and not the other guy. My responsibility, as a Team Member, is to look after MY LIFE and the Life of the Candidate, in Christ.
- t. TALKS. The Leader does not say "thank you" after his/her talk.
- u. DE COLORES is said for the First Time by the person who gives the **Piety Talk**. (After the talk).
- v. Take notes constantly during the talks. Your example and enthusiasm is catching, besides you will need to take notes yourself for the discussion sessions.
- w. Pointers to follow during discussions:
 - i. Keep the discussion on the subject of the talk just presented;
 - ii. One person should speak at a time;
 - iii. Everyone should have the opportunity to speak;
 - iv. Encourage the art of listening;
 - v. Don't argue;
 - vi. Try to understand everyone's point of view;
 - vii. Do not allow yourself or anyone else in the group to be an expert or teacher, and
 - viii. Finish on time.
- x. As a Leader you should raise questions, keep the discussion moving on track and relate the remarks of the various participants to each other, to the talk and to the previous discussions and talks. **Remember**: The basic

objectives of the table groups' discussions are:

- i. to get each individual's point of view (this facilitates the personal contact work).
 - ii. To produce a summary of the talks for presentation at the end of the day - (the role of the recorder).
Once these objectives are reached, the group can disband for free time, allowing each participant to pray, meditate, be alone, socialize, receive spiritual direction, counseling or personal contact.
- y. The welfare of the Candidate must be kept in mind at all times. In the event that the office of Table Leader or Recorder is preventing candidate from making a "good" Cursillo, try rotating the responsibilities for a day at a time, or even a talk at a time. Watch that the Recorder is not overly concerned about writing to the detriment of not participating in the discussion.
- z. Do not allow the artist at the table to do all the drawing. Even if it is only a stroke, encourage each to contribute. We are trying to build table communities as well as the community at large. By helping to build community at your table; getting everyone in on the discussion; summaries and posters; the CHAPEL VISIT, with the help of God, will be more GRACE-FULL. By discovering Christ in one another, there is a better chance of encouraging HIM in the Eucharist.
- aa. MEALS. Try to avoid sitting with Team Members at the table. You can best do this if you allow the candidates to leave the Conference room together for meals. Try to carry on the topics of the Conference during meal time. Each moment of the Cursillo is given to discover Christ in it. We must use it accordingly and always with LOVE.
- bb. BEDTIME. Encourage candidates to go to bed quickly. It

is disturbing to see Candidates and/or Team Members having difficulty keeping their eyes open during the talks. Sleepy Team Members are not only losing out on themselves, but are also taking from the candidates when they have come to serve. Be mindful of the fact that everyone has to return to their families on closing night and go to work next day. It is important that team and candidates are not unnecessarily exhausted by closing time.

- cc. RISING. Team will rise at least 15 minutes earlier than the Candidates in order to be ready to assist them, if necessary.
- dd. CHAPEL VISIT (For Table Groups). Table procedure and the assignment of table chapel visits is arranged the night before at the team meeting. Team members will take care not to force the Candidates to pray aloud on the first occasion. Pass the Cross to one another.
- i. Be honest, and keep it in the spirit of the Cursillo. None has to pray aloud. Some may offer to do so. Make every effort to keep on time so that Candidates do not miss any talks. If someone needs your attention, give it as far as it is needed, but make sure the rest of the table members have returned to the Conference Room. Sometimes the best thing for the emotional release of the candidate is to get back immediately into the swing of things, and the discussion in the Conference Room. So do not delay unduly.
- ee. SPEAKERS. Go to the Chapel at least fifteen (15) minutes before giving your talk.
- i. Please do not inform the Candidates of the next and upcoming exercise. The reason why we don't place emphasis on the past exercise nor the next one is that the candidates will be free from

unnecessary anticipation and concern. Our desire is to expect and respect the activity of the Holy Spirit fully, without undue distraction in each given moment.

- ii. Be sure to write **LARGELY** if using a flip chart.
- iii. Try to project your voice to the back of the room. You need to be heard.
- iv. Do not relax after giving your talk. You are the Cursillo every moment, for the other.

ff. Cursillo Proper ends only when the last Candidate leaves. Your responsibility continues right up to the time the Candidates leave and after, but be careful not to spend your time with the veterans on the third Day. Watch for the Candidate who is alone at the closing. Ensure that all have a ride home. All team members are expected to stay until all the work is done. Many hands make the job easier.

- gg. At the closing, do not compel the Candidates to give an impression by “clapping them up.”
- i. You may offer to help another team member, *If You Have Already Fulfilled Your Own Responsibility*, but do not take over from the assigned leader, even if you have done the job once or twice before. Help only if your help is solicited and accepted, or in the event the job is not going to be done properly.

14. **POST CURSILLO RESPONSIBILITY.**

- a. Phone and/or write the candidates the **Immediate Week after the Cursillo, Otherwise it May Be Too Late.** Particularly, invite them, especially those at your table, to an upcoming Ultreya. You, as a leader, have an obligation to attend the Post-Cursillo Ultreya.
- b. **NOTE:** From the moment that you are asked to be a

Team Member, you ought to commence daily prayers for your talk, your Spiritual director, your Rector, the Bishop, the Team and yourself, as well as potential candidates. The work of the Cursillo is the work of God, and it will be as **GRACE-FULL** as we allow God to work in and through us., so we must allow God to accomplish in and through the Cursillo what He wants to. God works often in spite of us. However, the purer the instrument the clearer will be His reflection.

- c. Bring your **Cursillo Cross** with you to the Weekend.
- d. To be a Team Leader means commitment and sacrifice of time energy and talent. **We Are Called to Be Servants.**

15. **ULTREYA.**

- a. Pre-service Singing
- b. The Holy Eucharist
- c. **OUTLINE OF ULTREYA.** *The Ultreya is led by the Lay Director or Representative*
 - i. Singing
 - ii. Welcome & acknowledge any visitors
 - iii. Prayer by Lay Director or Ultreya Convener
 - iv. Singing
 - v. Floating Group Reunion (Use the Ultreya Group Reunion Card)
 - vi. Break into small groups for about 30 minutes. During this time the Spiritual Director will be available for any wishing a visit.
 - vii. Witness Speaker (Someone to pray with the Speaker.)
 - viii. Echo Response (Two people may be asked ahead of time to offer echo responses which should be one or two minutes each - response should be related to the talk.)
 - (1) Allow 10 minutes for responses from the

floor. Each response should be no more than a minute or two in length.

- ix. The Spiritual Director for the Ultreya will give a Gospel Response to the witness. (If no priest is available, a lay person may be asked to do this or the response may be extended to a discussion led by the Ultreya Convener.)
- x. Singing
- xi. Announcements
- xii. Closing. To close the Ultreya, the Lay Director or Spiritual Director may lead a brief informal prayer time.

16. ULTREYA FLOATING GROUP REUNION CARD

(This Group Reunion should not last over 30 minutes)

Say together:

Come, Holy Spirit, fill the hearts of your faithful and kindle in us the fire of your love. Send forth your Spirit and we shall be created and you shall renew the face of the earth. O God, who by the light of the Holy spirit did instruct the hearts of the faithful, grant that by the same Holy spirit we may be truly wise and ever enjoy His consolations; through Jesus Christ our Lord. Amen

Every person in the small group is now given an opportunity to share briefly and to the point in the following areas. A person may pass as desired. Everyone deals first with Piety, then Study, and then Action..

PIETY:

- 1. Share ONE spiritual aid and with which you have nourished your vital union with Christ and have it nourished this union.

- | | |
|------------------------------|-------------------------|
| A. Personal Prayer | G. Spiritual Direction |
| B. Daily Office | H. Family Prayer |
| C. Meditation | I. Group Reunion |
| D. Examination of Conscience | K. Retreat or Quiet Day |

- | | |
|---------------------------------|----------|
| E. Reconciliation of a Penitent | L. Other |
| F. Holy Eucharist | |

- 2. Share ONE moment in which you felt closest to Christ and why.

STUDY:

- 3. Share ONE thing you have done to understand better your gifts from God. What have you learned?

- | | |
|-----------------------------------------------|--------------------------|
| A. Scripture Reading | E. Christian Periodicals |
| B. Devotional Literature | F. Group Study |
| C. Theological Books | G. NBC Library |
| D. Books on Christian Living and Believing it | H. Other |

ACTION:

- 4. If you have had a specific plan for attempting to witness or serve the Lord in some particular are, share ONE success or disappointment you have experienced through this plan.
- 5. What unexpected opportunity to witness has the Lord offered you?

CLOSING PRAYER:

We give you thanks, Almighty God, for all the benefits you have given us, in Jesus Christ's name, who lives for ever and ever. Amen.

17. GUIDELINE FOR WITNESS SPEAKERS

- a. The witness talk should not be more than ten minutes long.
- b. It should be about Jesus Christ - the talk should be about how you live with Christ and how you are trying to bring others to Him. It should be about how you love

Jesus and how in loving him you try to bring all those he loves closer to Him in the ordinary circumstances of your life.

- c. It should be about a recent living experience - tell how, through prayer, study and action, you are trying to bring others with you to Jesus in the normal flow of your own life. Make just one or two points and build your talk around them. The experience should have been within the six weeks prior to the talk.
- d. It should be concrete and practical. Make your talk vivid by describing who, how, where, and when, as you tell of carrying out action, which you planned, to bring one of your environments closer to Christ. Tell what happened as a result, whether it seemed like a success or a failure. Questions you may ask yourself to help improve your talk.
 - i. Does this talk show that Christ is in my life?
 - ii. Will it show how much I want to follow Him?
 - iii. Does Jesus Himself hold the most important place in the talk?
 - iv. Will this experience I am stimulate people to think of things they might plan to do to transform their home, work, parish, recreation or other environments for Christ.

18. **GROUP REUNION**

(Friendship Group). Preamble: Jesus said, "When two or three are gathered together for my sake, there I am in their midst."

We must bear in mind that Group Reunions are not held so that there may be people to attend Cursillo Ultreya's, but Ultreya's are held so that there are people to make a Group Reunion.

a. **PURPOSE/GOAL.**

The real gift of Cursillo is Group Reunion which emphasizes the

value of personal contact and sharing with other Christians after the Weekend. The purpose of the Group Reunion is to help each one in it to reach his or her full potential in Christ. In company with sympathetic, caring, loving people we are to share and talk about our hang-ups and fears as well as our hopes and dreams.

b. **CHARACTERISTICS OF THE GROUP**

- i. **Size:** Three to five people is ideal. A group works best when it is made up of people who are already friends or who want to be friends.
- ii. **Regularly:** Weekly Group Reunion assures continuity and steady progress in Christian growth. First, there is personal growth which is discovering who you are - your unique gifts, strengths and weaknesses, your spiritual and intellectual formation into a whole person. Secondly, there is group building, becoming members of a team. A group does not become a group just by sitting down together to talk. It takes time and it takes caring, sharing, forgiving and affirming. Third, there is individual and collective actions.
- iii. **Seriousness:** Meeting and sharing is of great importance to each member. In fulfilling his or her vocation. Essential to living the Group Reunion is the desire to be saint and apostle. Saints are people who know God's love and grace, and who live their lives from this relationship. Apostles are saints who have made a mission to share that same knowledge with others.
- iv. **Sincereness:** Each member seeks to build authentic relationships by being open and honest. It is important that each person does some history making. This means giving each person a chance to share personal concern, fears, significant events,

places, and people in his or her life as well as present hurts and joys. Affirmation grows out of history-giving, where the members respond as a community of love, trust and acceptance to the particular needs, that are brought out in the sharing.

- v. Discretion: Whatever is shared in the group must be kept in confidence.
- vi. Leading: No one in the group is the leader. Each person contributes and takes responsibility for the life of the group.
- vii. A group of Cursillista's usually from the same parish or area that meet regularly to share their lives as Christians and their evangelizing efforts. The Group should meet weekly. Members should consider it a primary commitment.
- viii. The Group Reunion gives Cursillista's the opportunity to share, review, plan, and ask for the support of the group for our life in Christ.

c. How should Group reunion's be conducted?

The Group Reunion should follow the Group Reunion Service Card format. It opens and closes with prayer. Each item in Piety, Study, and Action should be taken separately. Unless the items are taken one at a time, the reunion will become mechanical. Use round-the-group sharing: first, the past week's experience in piety, then the moment each one felt most aware of Christ, then Study, and then Action.

19. GUIDELINES FOR EFFECTIVE SHARING

There are three levels of sharing.

- a. Mouth to mouth sharing is simply conversational doodling.

- b. Head to head sharing is more serious in that it is exchanging ideas and concepts, but the exchange is strictly of ideas detached from the person.
- c. Heart to heart sharing lets the other person know where you stand in relation to ideas and how you feel about them. It is the communing from which community is born.

When one person in a group takes that leap of faith and lets the others in on his or her life, the group is under a real obligation as the body of Christ to be ministering servants to this person.

- Don't interrupt. Our greatest gift is to listen and this could be all the person wants or needs.

- Don't probe. There is a thin line between listening and probing. To listen is to enable a person to say all that he or she wants to say. To probe is to make a person share their experience without telling the other person what to do.

- Don't give advice. If someone in the group has had a similar experience, he or she can share their experience without telling the other person what to do.

- Don't judge. We are all different. Some sensitive areas of disagreement in lifestyle, theology and outlook will arise. Love will be put to the test in accepting people where they are and for what they believe. Remember, to be an enabler means to call forth the best in another person, to see the best in him or her.

20. CONCLUSION:

The Group Reunion provides the forum and the impetus to actively engage in Piety, Study, and Action in a Cursillista's everyday life. We will never outgrow our need for Group Reunion, because we need to share our Christian life deeply in order to keep it growing. The Group Reunions are done for Jesus' sake. He is present at them and they should be done prayerfully that we may know, love, and serve Him better.

