

VERMONT WEEKEND HANDBOOK

UP-DATED March 2014 VERSION

Weekend Handbook

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Weekend Handbook

Forward

Thank you for agreeing to be the Rector/Rectora on the up coming Three Day Cursillo. It is a call to a special service to the Almighty God in the work of evangelization, to bring others to a full awareness of the Lord in their life.

Although it is an honor to be asked, we remind you that it is not the Rector's or the Rectora's Three Day. It is directed by the Holy Spirit. It is a total team effort. Everyone on the team is as important as the other. Each person brings something special to the Three Day. The Cursillo Three Day method has been prayerfully and carefully studied, tried and proven from it's inception by its founders. It is successful. No Rector or Rectora is to try to put his/her mark on the Three Day by trying procedures NOT APPROVED BY THE NATIONAL CURSILLO SECRETARIAT. VERMONT CURSILLO IS COMMITTED TO FOLLOWING THE PROCEDURES AND POLICIES SET FORTH BY THE NATIONAL SECRETARIAT IN THE LEADERS MANUAL AND THE 3 DAY MANUAL.

Vermont Cursillo is under the direction of the Bishop of Burlington. The spiritual advisor, the assistant spiritual advisor, if available, and the lay director are appointed by the Bishop. The diocesan Cursillo Secretariat is given the responsibility of directing the movement within the diocese.

This manual has been prepared to serve as a guide to the Rector and Rectora in his/her preparation for the Three Day Cursillo. ***Please read the entire manual from front to back before planning a meeting or selecting team members.*** This manual is intended to address primarily the administrative/housekeeping activities involved in being Rector/Rectora and not the philosophical thrust of the Cursillo movement. It does not include all matters that you will be concerned with as Rector/Rectora.

Some of the pieces of information in this manual, such as sample forms, etc., are intended to be guides. Questions not covered in this manual should be directed to the Leaders Manual, the 3 Day Manual, the Spiritual Director, or a representative appointed by the Vermont Secretariat.

SECTION ONE PREPARING FOR THE THREE DAY

The most important thing you can do as the Rector or Rectora for this Three Day planning is prayer. Prayer should be an integral part of your day. Only through constant prayer and communication with God will you receive the necessary graces to fulfill your duties.

It is important that you meet with the Spiritual Director assigned to the Three Day as early in the process as possible. If an Auxiliary has been selected and approved, he/she should be invited to the meeting.

The meeting is to:

1. Cover details of the Three Day and review the manual.
2. Review and plan the Liturgical activities, including Morning and Evening prayer services, Meditations, Rosary(s), The way of the Cross, and any details needed to assist with Mass.
3. The Spiritual parts of the Closing (opening prayer, Apostolic Commitment service, Benediction)
4. Set dates for the team meetings.
5. Review list of potential team members from the priority list on page 6 or if the team has been formed, review possible rollo assignments.
6. Discuss who will take care of creating or organizing name tags, and Cursillo banner. Be sure it will happen, and not at the last minute.

Note: Since Vermont Cursillo is committed to all or a high percentage of team members from the School of Leaders, those names will be at the top of the priority list.

REMEMBER: THE TEAM MEMBER MUST AGREE TO BE IN ATTENDANCE AT ALL TEAM MEETINGS AND TO ATTEND THE "NEXT STEP PROGRAM". This commitment helps build Christian Community, shows support for the team, Vermont Cursillo and the New Cursillistas as they enter their fourth day. As the Rector/Rectora contacts potential members of the team, dates for the team meetings should be given and followed up with a written thank you note which also includes the dates, other team member's names, addresses and phone numbers to aid in planning.

THE SPIRITUAL TEAM:

The Spiritual Team will consist of

1. A Spiritual Director selected by the Vermont Cursillo Spiritual Advisor.
2. The assistant Spiritual Director may also be selected by the Vermont Cursillo Spiritual Advisor or may ask the Spiritual Director to select an assistant.

The Assistant may be

1. Another Priest
2. An ordained permanent deacon for either Cursillo or
3. A religious sister for the women's Cursillo.

DUTIES OF SPIRITUAL DIRECTOR:

1. Meet with Rector/Rectora as soon as possible in the planning process. SEE PAGE 2
2. Team Meeting - One
 - a. After Rector/Rectora assigns rollos, (if done at meeting one, otherwise at meeting two) spiritual director gives brief synopsis of the progression of rollos and a brief summary of the content of the rollos. If for some reason the Spiritual Director cannot do this, The Rector/Rectora may do it. It is important that this be done.
 - b. Leads the prayer service and/or Eucharistic Liturgy at all meetings
 - c. Assigns spiritual directors' rollos and liturgical assignments
 - d. Gives "pep" rollo about being a team member.
3. Three Day:
 - a. Take care of the Mass supplies for the Three Day.
 - b. Set up chapel area and oversees the spiritual and liturgical activities of the Three Day. The spiritual director presides at the commitment ceremony on Sunday and gives the crosses to the candidates. The assistant spiritual director and Rector/Rectora may be asked to help.

THE TEAM AUXILIARY

The auxiliary must be active in various aspects of the Cursillo movement such as Group Reunion and Ultreya. An initial list of names approved by the leaders' school/secretariat will be supplied to the Rector/Rectora. In the event none of those can accept this responsibility, the secretariat supply for additional names.

DUTIES OF AUXILLIARY

1. Prior to the Three Day, review the manual page by page with the Rector/Rectora in preparation for the Three Day (including Appendix Form 7, the Supply check list).
2. Assist the Coordinator with details of invitations, room and group assignments.
3. Assist the Rector/Rectora in any way possible i.e., be a good listener, sounding board, do the gopher duties, and help arrange the rollo room, chapel etc. ,if required.
4. Give assigned rollos
5. Do "head counts" before any activity on the Three Day.
6. Make sure ALL supplies are on hand (at time they are needed including bibles, crosses, pilgrim guides, material for the Sabatina, material to assist in praying the Rosary, and material for "Way of the Cross" (if P.G. not used). The Red Service Sheets, the green and white Group Reunion/Ultreya sheets, the personal commitment sheets, Final list of team and candidates, listing of area Ultreyas.
7. Check with the kitchen crew on the readiness of meals.
8. To see that a complete list of candidates and addresses is sent to the newsletter editor.
9. To see that a complete list of the candidates and their sponsors along with their addresses and phone numbers are sent to the Post Cursillo Coordinator for the NEXT STEP program mailings.
10. If asked, assist the Rector/Rectora in preparing and forwarding the Rector/Rectora's report, within the 30 days, to the Secretariat.

11. BE PREPARED TO TAKE OVER FOR THE RECTOR/RECTORA, IF NECESSARY.

NOTE TO RECTOR/RECTORA: THIS PAGE SHOULD BE GIVEN TO THE NEW AUXILIARY UPON AGREEING TO ACCEPT THE TASK.

THE TEAM ROLLO MEMBER

In selecting the team, the following priorities shall be consideration:

1. Team members should be active, current members of the School of Leaders.
2. If not currently active in School of Leaders, a past member may be considered if they are active in Group reunions and or ultreya.
3. Currently active in Group reunion and or ultreya. Team members should attend SOL meetings while preparing for the three day.
4. The team should be a blend of people who have been on previous Three Days and if possible, some who are new team members having met at least one of the above three (3) criteria.
5. **A team member must have been a Cursillista at least ONE YEAR.**
6. Priests, Deacons and Religious serve only on the spiritual team as spiritual advisors.
7. In all cases, when forming the team, consider Geographical distribution. Try to have a higher percentage of School of Leaders members than non members.

THE TEAM MEMBER MUST AGREE TO BE IN ATTENDANCE AT ALL TEAM MEETINGS AND TO ATTEND THE "NEXT STEP PROGRAM".

This commitment helps build Christian Community and shows support for the rest of the team, Vermont Cursillo and the New Cursillistas as they enter their fourth day.

As the Rector/Rectora contacts potential members of the team, dates for the team meetings should be given and once the team members have accepted, a thank you note is appropriate. As a follow up include the dates of the team meetings as well as a list of the team members with addresses and phone numbers to aid the team members in planning and setting up car pools.

THE TEAM MUSIC MINISTER

Music is a significant contribution to building community, as well as generating good feeling throughout the Three Day. It is essential for all the liturgical activities of the Three Day.

1. The music minister is a team member. Ideally he/she does not have to give a rollo, but may if they are asked and are willing.
2. Candidates should not be involved in music at mass and liturgical celebrations.
3. The music minister should consult with the spiritual advisor concerning appropriate music for all liturgical celebrations.
4. Caution should be exercised in allowing team members to play music at liturgies. It prevents them from doing their duties as a team.

THE TEAM KITCHEN

DUTIES AND GUIDANCE FOR THE KITCHEN TEAM

1. The general rules or qualifications contained within the priority list on page 6 apply also to the kitchen depending upon the availability of School of Leaders members and their overall experience as team/kitchen members.
2. The Rector/Rectora, having chosen a Kitchen Chief to handle the kitchen duties, still remains responsible to oversee plans in this area, being mindful that food costs should be kept to a minimum.
3. Kitchen members should include at least one person who has previously served on a Cursillo Three Day kitchen. Meals should be kept NUTRITIOUS, APPETIZING and SIMPLE. Food donations should be solicited according to the planned menu. Heavy, rich food tends to make one lethargic and lifeless. If a special meal is to be prepared, serve it Saturday evening, Sunday is too busy.
4. Simple meals which can be prepared ahead of time and served family or buffet style allow candidates to have more free time; time for relaxation and personal contact. It also allows kitchen members to sit at the dining tables during meals to mingle with the candidates. It is important to keep in mind the purpose of the Three Day, "An encounter with Christ".
5. The kitchen chief must keep a record of menus, and food costs for the Rector's/Rectora's final report.

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6. Food unable to be kept should be available for those attending the closing.
7. The Rector/Rectora should arrange for a few people to help prepare the closing lunch and for clean-up afterward. This should not be left to a tired Rector/Rectora and team members. Preferably an Ultreya could volunteer as part of their palanca.
8. Kitchen members will still be in charge of the food at the closing.
9. If you are using a facility that does not allow your team to use the kitchen, be sure all information in this section is passed along to them. Especially the information concerning keeping the meals simple and keeping track of expenses and donations.
10. The kitchen team members should, to the extent possible, avoid contact with the Candidates

APPLICATIONS

1. A very time consuming but important part of your responsibility is the handling of applications. In some cases it works well if this entire task is turned over to the auxiliary.
2. Form # 1 (APPENDIX) or a facsimile should be sent immediately to a couple or Form # 2 (APPENDIX) to single people from whom you have been given applications held over from previous Cursillo Three Days. Please note that wives are included in the letter to the husbands.
3. The number of candidates on a Cursillo Three Day should not exceed 32, however, the site may dictate less.
4. Positive responses to Form # 1 or Form # 2 (APPENDIX) should be sent a confirmation form with information similar to that of Form # 3 (APPENDIX) as soon as possible.
5. CUT OFF DATE: It is extremely important that the Rector/Rectora send a list of team members and candidates to the NEWSLETTER editor at least three (3) weeks before the men's Cursillo.
6. It is recommended that you notify in writing those candidates you are unable to accept (due to lack of accommodations). Please state that their application will be forwarded for a reservation at the next Cursillo.
7. Confirmation to candidates whose applications are not received within the specified cut-off date should be made by telephone.
8. In case of last minute cancellations, telephone other available candidates.
9. Rector/Rectora are required to send a letter to the sponsors informing them that their candidate has accepted or refused. Remind them to send a palanca poster and attend the closing. See Form # 4
10. Remember, husbands do not have to attend /or in order for a wife to attend. In all cases both spouses need to be in agreement of one another's attendance. In no way should Cursillo be a source of dissention in the Sacrament of Marriage.

TEAM MEETINGS

SEE APPENDIX FORM #9 FOR SUGGESTED MEETING FORMAT.

It is suggested that there be six team meetings and in no case less than four. This helps build Community, aids in the Three Day plans and allows time to review all rollos, in the ORDER GIVEN during the Three Day.

FIRST MEETING

(11 to 12 weeks prior to the Three Day)

1. The first meeting is an orientation and get acquainted meeting for the team community at large. The Rector/Rectora, auxiliary and Spiritual team should have already met prior to this time.
2. One effective way of stimulating sharing and building Community is to ask each team member to share what Cursillo means to them today.
3. The first meeting may also be used to assign the rollos to the rollo members.
 - a. The Rector/Rectora will distribute the material for each individual rollo if not already done and give suggestions on the preparation of them.
 - b. Emphasize that the 3 day book OUTLINES are to be followed and that there are to be no extras.
 - c. If a song is to be used, it is done at the end of the rollo (In no case will there be more than ONE song) and it is included in the total time

NOTE: THE 3 DAY BOOKS HAVE EXPANDED OUTLINES WHICH CAN BE USED EFFECTIVELY, HOWEVER THE ROLLO SHOULD BE WRITTEN BY THE INDIVIDUAL GIVING IT AND IN THEIR OWN WORDS AS LONG AS THE OUTLINE IS FOLLOWED. THE TIMES IN THE 3 DAY BOOK ARE SUGGESTED TIMES

4. The Rector/Rectora must also assure that all rollo members are aware that the REVIEW process will begin at the second team meeting (third if rollos assigned at second).
5. The Spiritual Director, his representative or the Rector/Rectora should also cover briefly the flow of the rollos and give a short synopsis of each one. The review process is to follow that flow.

6. The Kitchen crew should use this time to review the menus, plan the solicitation of the food and any extras that they may need to include during the Three Day.

SECOND MEETING

(about a month after the first)

1. The sharing should be group reunion.(Piety, Study and Action) The team may be divided into small groups to save time. The rollo team meets to give their rollos or to begin the review process.
2. The Spiritual Director/Rector/Rectora will lead the review of each rollo and it's relation to the other rollos of the Three Day.
3. The Kitchen crew will continue with their plans.

THIRD MEETING

(about two weeks after the second, using the same format).

FOURTH MEETING

(about two weeks after third, same format)

FIFTH MEETING

(about 2 weeks after fourth meeting and finish reviews)

SIXTH MEETING

(about 2 weeks prior to the Three Day)

1. This meeting is to discuss the detailed schedule of the Three Day
2. To remind the members of the goals for the Three Day.
3. The sharing may be done by asking the team to recall how they felt prior to going on their Three Day. How did they feel when they arrived, when they returned home, etc.

ALL ROLLOS ARE TO BE REVIEWED BY NOW.THERE IS NOT TIME ON THE THREE DAY TO FINISH/REVIEW ROLLOS.

THREE DAY GOALS AND CONCERNS

1. ***The Three Day is for the candidates.***
2. No team member should be a worshipper of the Cursillo method or movement, or have it compete with any other movement, or have any other movement use Cursillo as a means to its end. ***Avoid introducing other movements into the Cursillo Three Day.***
3. Introduce all Cursillo techniques, i.e. posters, discussions, group and individual chapel visitation, prayer, jokes, group reunions, Ultreyas etc. **BUT IN NO WAY PRESSURE ANYONE!**
4. Respect for the dignity of all candidates is paramount.
 - a. Team must not pressure candidates.
 - b. Team to get to know candidates on a casual basis.
 - c. Team to give total effort to the candidates throughout the Three Day.
 - d. Liturgy for the Three Day is to be developed to include as many of the candidates as practical.
 - e. Keep in touch with the new Cursillistas from the Three Day for at least a year (notes on special occasions, Christmas, Easter, birthdays etc.)
 - f. Seek potential leaders and secretaries for the table groups.
 - g. Search out loners and make them feel comfortable.
 - h. Be aware of the needs of the candidates and respond quickly.
5. No one is to be left out of any activities. All activities are to be Cursillo oriented only.
6. Team members should be supportive of one another.
7. Communication between the Rector/Rectora and the team members is most important in order to build community within the team.

8. The prayerful attitude that prevailed during the Three Day should continue through the closing -- a time of spontaneous celebration of our faith, in prayer, thanksgiving, support and community sharing.
9. The Closing is to be totally candidate oriented. It is not a show for visitors. Keep it on a timely schedule. The Christian community should refrain from speaking out to the candidates.
10. The kitchen crew will not share at the closing.

ADVANCE PREPARATION FOR THE CLOSING

1. Speakers at the Closing are:
 - a. A "fourth day speaker" is chosen by the School of Leaders Post Cursillo committee and not the Rector/Rectora. It should be a witness rollo and should not exceed 10 minutes
 - b. Lay Director of Vermont Cursillo.
2. It is recommended that the Rector/Rectora ask someone in advance to take charge of the closing to insure a smooth running program, and should include:
 - a. Arriving early enough to set up tables and chairs and help prepare the closing .meal
 - b. Checking facilities such as; public address system, the kitchen, rest rooms, heat, etc.
 - c. Keeping friends outside doors until pre-specified time for break in.
 - d. Contacting musicians to lead the singing at the closing as well as the break in.
 - e. Making provisions for CLEANING UP the premises after the closing. From experience, this small detail is frequently overlooked and the job falls to a tired kitchen crew or Rector/Rectora. This should be coordinated with the kitchen chief.
 - f. If necessary, obtaining the telephone number of the place of closing. This number should be communicated to the newsletter editor and included in the list of candidates. This would facilitate any emergency calls.

FINANCES

1. Vermont Cursillo is financially self-supporting. Care must be exercised when spending money for, or on, a Cursillo Three Day. If the Rector/Rectora needs cash to operate (supplies, postage, etc.) or if the kitchen chief needs an advance, the Rector/Rectora should ask the treasurer of the secretariat for this advance.
2. Receipts from the Three Day must be turned over to the Treasurer of the Secretariat or his/her representative ASAP for accounting purposes. This includes unopened envelopes, donations from Goodie table, left over Kitchen receipts and other donations which come in to the Rector/Rectora/Kitchen Chief along with the source of the income.

MISCELLANEOUS

1. ROOM ASSIGNMENTS:

It is recommended that team members be mixed with the candidates for room assignments. The spiritual directors should be consulted as to their arrangements to make sure they are suitable for them.

2. GROUP ASSIGNMENTS:

Form # 5 (APPENDIX) is provided to facilitate Group assignments. Copies of this form should be given to the team members at the team meeting on Thursday afternoon. This aids them in the selection of group leaders and secretaries for their Groups.

3. PALANCA ASSIGNMENTS:

- a. Form # 6(APPENDIX) is provided to list the palanca assignments(all palanca to be done at table). A copy of it should be given to each team member.
- b. Members of the kitchen crew should be assigned palanca on the first day since it's important that the rollo members remain with their Groups before and after they have given their rollos
- c. The auxiliary or one of the spiritual advisors may be used if needed. The head spiritual advisor should not be assigned palanca. The sacraments rollo should have a minimum of four (4) palanca assignments. No team member should be assigned palanca on the same day he/she is giving his or her rollo.

4. RECTOR/RECTORA'S FINAL REPORT:

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- a. Please do not forget to make out a Rector/Rectora's report within **30 days of the Three Day**. Send a copy to the Three Day Coordinator and the Lay Director.
- b. A copy of the kitchen chief's report is to be included.

5. DISCUSSION AND POSTERS FOLLOWING ROLLOS:

Discuss that you must watch your time, during the discussions and keep everyone including the team on task. Only one poster is done by each Decuria Friday and Saturday evenings so that each group may make a daily drawing of their impressions of the message of the day as given by the five rollos presented that day.

Vermont Cursillo

Dear

The next men's Cursillo has been scheduled to begin on Thursday evening Month/Day/Year. The women's Cursillo has been scheduled to begin on Thursday evening Month/Day/Year.

We have your applications on file. Please complete the lower half of this letter and return it to my address posted below by Month/Day/Year if you are interested in attending these weekends.

Since this is not a confirmation letter, we are contacting all interested candidates. We will send you a confirmed reservation for the next Cursillo on a first-response basis.

Sincerely,
Name
Rector/a for Men's Cursillo Weekend

Address
City, State, Zip
Phone Number



_____ We would like to attend the next Cursillo to be held on Month/Day/Year.

_____ We still want to attend a Cursillo, however we cannot attend the upcoming weekends.

_____ We are no longer interested in attending a Cursillo.

Name(s) _____ Tel Number _____

Address _____

Comments: _____

Letter to Single Candidate

Vermont Cursillo

Dear

The next Cursillo has been scheduled to begin on Thursday evening Month/Day/Year.

We have your application on file. Please complete the lower half of this letter and return it to my address posted below by Month/Day/Year if you are interested in attending this weekend.

Since this is not a confirmation letter, we are contacting all interested candidates. We will send you a confirmed reservation for the next Cursillo on a first-response basis.

Sincerely,
Name
Rector/a for Men's Cursillo Weekend

Address
City, State, Zip
Phone Number

.....
_____ I would like to attend the next Cursillo to be held on Month/Day/Year.

_____ I still want to attend a Cursillo, however I cannot attend the upcoming weekend.

_____ I am no longer interested in attending a Cursillo.

Name _____ Tel Number _____

Address _____

Comments: _____

LETTER OF CONFIRMATION TO CANDIDATES

Vermont cursillo

Team Coordinator's name:

Address:

Phone #:

Dear ,

We have a reservation for you on the upcoming Cursillo on May 14 -17, 2009 to be held at _____

Registration will be at 7:00 – 7:45 PM

The Cursillo is scheduled to run until late Sunday evening.

Cost for the weekend is \$_____.00. A \$50.00 nonrefundable deposit is required upon receipt of this letter, balance is due at registration.

Please remember to bring any medications you are taking, and to let us know if you have any special dietary needs.

Directions and map are attached. Please call me if you have any questions.

Signed

_____, Team Rector (or Rectora)

LETTER TO SPONSOR

Vermont Cursillo

Dear

Whom you have sponsored as a candidate for a Cursillo Weekend has been accepted for the upcoming weekend to be held at _____ . The dates are _____ through _____ .

You should make your friend aware that the usual expense of the weekend is \$ _____. However, if he (or she) cannot afford the total cost of the weekend, please contact _____ (current Lay Director's name) of VT Cursillo at _____ (LD's phone number)

You should do palanca for your friend, not only during the weekend, but also in preparation for his (her) weekend. Please be sure to send a Palanca poster from your Ultreya or small group to the weekend. Palanca is a very important part of your role as sponsor, as well as the PostCursillo support in the Group Reunion and Ultreya

Please attend the closing of your friend's weekend which will be at 4:30 PM at _____

Please coordinate transportation to and from the weekend for your friends (you may need to drive him (her) to _____ (the location of the weekend)

Your prayers and support for the candidates and the team are deeply appreciated. May God bless you, and give you love, peace and joy.

Sincerely,

_____ Team Rector (Rectora)

Mailing address

Mailing address

Phone Number _____

GROUP ASSIGNMENTS

GROUP ASSIGNMENTS	
Group Name:	Group Name:
Group Leader	Group Leader
Group Secretary	Group Secretary
1)	1)
2)	2)
3)	3)
4)	4)
5)	5)
6)	6)
7)	7)
Group Name:	Group Name:
Group Leader	Group Leader
Group Secretary	Group Secretary
1)	1)
2)	2)
3)	3)
4)	4)
5)	5)
6)	6)
7)	7)
Group Name:	Group Name:
Group Leader	Group Leader
Group Secretary	Group Secretary
1)	1)
2)	2)
3)	3)
4)	4)
5)	5)
6)	6)
7)	7)

PALANCA ASSIGNMENTS

PALANCA ASSIGNMENTS

DAY/TALK	Individual giving Rollo	Individual to do Palanca
FIRST DAY		
IDEAL		
HABITUAL GRACE		
THE LAY PERSON IN THE CHURCH		
ACTUAL GRACE		
PIETY		
SECOND DAY		
STUDY		
SACRAMENTS I		
SACRAMENTS II		
ACTION		
OBSTACLES TO THE LIFE OF GRACE		
LEADERS		
THIRD DAY		
STUDY OF THE ENVIRONMENTS		
LIFE OF GRACE		
CHRISTIANITY IN ACTION		
THE CURSILLISTA BEYOND THE CURSILLO		
TOTAL SECURITY		

CHECKLIST OF SUPPLIES SUPPLIED BY VERMONT CURSILLO (SECRETARIAT)

CHECKLIST OF SUPPLIES SUPPLIED BY CURSILLO (SECRETARIAT)	
ITEM	PERSON RESPONSIBLE
Flip chart, tripod	
Colored Markers	
Lectern	
Pilgrim's Guides	
Bibles	
Cursillo Crosses and chains	
4 th Day Book	
First Aid Kit	
Hospitality Kits	
Masking tape	
Rollo tables	
Vermont Cursillo Banner	
Song books	
Apostolic Commitment Programs	
Three Legged Stool (Piety Study Action	
Sound System	
Red Service Sheets	
Ultreya/ Group Reunion Sheets	
Carnets	
Personal Commitment Sheets	
Alter Supplies	Check with Spiritual Advisor
	Tabernacle Cruets. Chalice Finger Bowl Purificator Finger Towels Vestments

Check with the Secretariat and verify that someone will get them to team to bring to the weekend – most of the stuff should be in the plastic boxes except the bibles.

ITEMS NORMALLY SUPPLIED BY TEAM RECTOR OR RECTORA

ITEMS NORMALLY SUPPLIED BY TEAM RECTOR OR RECTORA	
ITEM	PERSON RESPONSIBLE
Poster Boards (secretariat can get this if need be)	Check with supply person
Note Pads	
Pencils	Check with supply person
Name Tags	
Bell (if wanted)	
Alarm Clock/Flashlight	
List of Team & Candidates (with names, addresses phone numbers and email addresses)	

TEAM MEETING AGENDAS

TEAM MEETING AGENDAS	
FIRST MEETING	
	Opening Prayer
	Introduction of team members
	Small Grouping
	Dates and Location of remaining meeting
	Pass out Rollo Assignments
	Go over flow of talks and how to use outline in book but to make it in your own words
	Assign who will give their talk at each meeting
	Decide who will bring food at each meeting
	Comments from the Kitchen Crew
	Closing Prayer
	Lunch
2nd MEETING	
	Opening Prayer
	Small Group
	Updated about weekends
	Kitchen Crew splits off for their meeting
	Three Rollos are given with discussion after each
	Kitchen Crew joins group
	Clarify any issues as needed
	Closing Prayer
	Lunch
3rd MEETING	
	Opening Prayer
	Small Group
	Updated about weekends
	Kitchen Crew splits off for their meeting
	Three Rollos are given with discussion after each
	Kitchen Crew joins group
	Clarify any issues as needed
	Closing Prayer
	Lunch

TEAM MEETING AGENDAS

4 th Meeting	
	Opening Prayer
	Small Group
	Updated about weekends
	Kitchen Crew splits off for their meeting
	Three Rollos are given with discussion after each
	Kitchen Crew joins group
	Clarify any issues as needed
	Closing Prayer
	Lunch
5 th Meeting	
	Opening Prayer
	Small Group
	Updated about weekends
	Kitchen Crew splits off for their meeting
	Three Rollos are given with discussion after each
	Kitchen Crew joins group
	Clarify any issues as needed
	Closing Prayer
	Lunch
6 th Meeting	
	Opening Prayer
	Small Group
	Updated about weekends
	Kitchen Crew splits off for their meeting
	Three Rollos are given with discussion after each
	Kitchen Crew joins group
	Clarify any issues as needed
	Closing Prayer
	Lunch

ROOM ASSIGNMENTS

ROOM ASSIGNMENTS	
Room	Room
1)	1)
2)	2)
3)	3)
4)	4)
5)	5)
6)	6)
Room	Room
1)	1)
2)	2)
3)	3)
4)	4)
5)	5)
6)	6)
Room	Room
1)	1)
2)	2)
3)	3)
4)	4)
5)	5)
6)	6)
Room	Room
1)	1)
2)	2)
3)	3)
4)	4)
5)	5)
6)	6)

ROLLO MEMBER BIOGRAPHY
Rollo Member Biography

Name _____ **Nickname** _____

City you live in _____

Your Parish _____

Married? YES _____ NO _____ **If yes How long** _____

Children? YES _____ NO _____ **If yes, How many and age** _____

Occupation _____ **How many years** _____

Educations _____

Hobbies _____

Travel _____

In my spare time _____

Short History _____

THE CURSILLO LEADER AS A TABLE LEADER ON A WEEKEND GUIDANCE

As the Leaders' Manual points out, each person who comes to Cursillo is unique, possessing some very personal circumstances that are substantially different from those of others. Hopefully, all will become an integral part of the Cursillo weekend experience. Therefore, a Cursillo leader must respect this uniqueness in his personal contact and group tasks on the weekend.

The role of a Cursillo leader has already been covered in the Leaders' Manual (Chap. 7), which states that his or her primary role is one of personal contact with the group of participants that he or she is responsible for.

The Cursillo leader also has a secondary role, namely, to be a leader at his or her table. While it is true that each table group will have someone appointed to the position of table or discussion leader, and a secretary that does not mean that the Cursillo leader is to be treated or act just like one of the candidates.

While his or her role at the table is seen as a passive one, that should not mean being inactive, inattentive or silent.

Basically, it is the role of the Cursillo leader at the table to assist in achieving the purpose of the group discussion and to support the table leader and secretary in their roles.

The Purpose of the Table Group

In order to facilitate a spirit of sharing, promote an attitude of community and open the doors of friendship, the cursillistas are divided into small table groups for which team members are responsible.

These groups are service communities. In them the cursillistas not only summarize the talks but also dialogue on the message proclaimed in each talk so that by in-depth sharing of the Christian experience the weekend may help bring about a progressively mature conversion.

The groups help create an atmosphere in which the cursillistas can speak with openness. In them they verbalize their concerns and exchange and share experiences with each other.

Normally on the first day the group is simply a working team; almost~ certainly by the end of the Cursillo it will be a community of faith and love.

Discussions

Group discussion is an effective way to stimulate people with a common interest~ to share views and to gain insights.

In the 3-day Cursillo, time is given to table discussions (most time needs to be given to personal contact). It is the role of the team member at the table to assist the table leader and to give him or her some pointers to follow. Among those are:

1. One person should speak at a time.
2. Everyone should have an opportunity to speak.
3. Encourage the art of listening.
4. stick to the subject matter.
5. Don't argue.
6. Try to understand everyone's point of view.
7. Finish on time.
8. Do not allow yourself or anyone else in the group. to be an expert or teacher.

A good discussion leader raises questions~ keeps the discussion moving on track and relates the remarks of various participants to each other, to the talk and to previous discussions and talks.

Remember, the basic objectives of the table groups' discussions are:

1. To get each individual's point of view (this facilitates the personal contact work)~
2. To produce a summary of the talks for presentation at the reunion (the role of the table secretary).

THE CURSILLO LEADER AS A TABLE LEADER ON A WEEKEND GUIDANCE

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.

A Cursillo leader can always move things along by his or her comments when discussion gets bogged down. It should be remembered that one of the purposes of the group discussion is to ensure that the main points of the talks have been grasped. An effective leader should be able to briefly summarize in his or her mind the main points of each of the Cursillo talks, and understand their progressive linkage. While the discussions at the table help to build community, they also need to facilitate the educational process. A Cursillo leader will take the opportunity from time to time to reiterate the main points and underscore them from his own experience. Individuals who show difficulty in understanding certain matters should be dealt with on a one to one basis in the free time periods.

Nevertheless, there are certain characteristics present in a group that a Cursillo leader needs to be aware of:

1. Most persons are a little more willing to speak in a group because there is less chance of being held accountable.
2. Persons in a group do not respond well to a dictatorial or stubborn leader.
3. Most persons do not like to feel that they are inferior and, if they do, they are more likely to be negative and resist integration.
4. Persons, when they do not fear negative criticism, react more constructively*
5. All persons need to feel that, they are appreciated, valued and, want to be accepted for what they would like to be, not for what they really are.

How Groups Develop

Table leaders should also be aware of the process of growth that occurs in groups. One modern theory has it occurring in stages. (These stages also occur in Leaders' School.)

Polite Stage: In this stage people tend to avoid controversy and serious discussion in favor of sharing acceptable ideas. This is the "getting to know" stage, so that they can be comfortable with each other. (It is a necessary

Problem: The person who does not participate or is shy.

Solution: Between discussions, let the person know how much you appreciate their presence and how you think that they can make a valuable contribution to the group. Draw them out by addressing them from time to time. Work with the person between sessions.

Problem: The person who argues all the time.

Solution: Recognize the person's legitimate objections; involve them more by asking for clarification, and support whatever insights they offer. It usually happens that the more attention that is paid to them the less negative they become. If all else fails, ignore them or give them a job to do ~ like drawing out the shy person in the group.

Problem: The person who talks too much.

Solution: When he or she pauses, intervene with "That is worth reflecting on (provided it is). Thank you. I would like to comment on that." Do not ignore the person, but their contributions have to be controlled by the leader.

Problem: The person who has a habit of asking the table leader for his or her opinion before the discussion even starts.

Solution: Have the table leader redirect the question to the group.

Problem: The person who has a habit of holding conversations in whispers with the members on either side of him or her.

THE CURSILLO LEADER AS A TABLE LEADER ON A WEEKEND GUIDANCE

Solution: The leader should look in his or her direction and sincerely say, "I didn't hear what you said. Do you wish to share it with the group?" If this is done repeatedly by both the table leader and the Cursillo leader, the whisperer gets the message that such behavior is unacceptable.

The Posters

Posters are not meant to be works of art. It is not the objective to produce something pleasing to the eye. The main objective is to graphically represent the message of the day's talks to the candidates.

It is one more way to concretize the message in the minds of the participants. The Cursillo leader can be helpful in this process. His or her duty is not to ensure that the group does the best poster, but simply that they got the message no matter how badly it is represented on a poster.

This, the poster exercise, is a means for the Cursillo leader to recap the main point of the talks, string the ideas together, and end with the daily message. Hopefully, that will stimulate some ideas as to how to portray it on paper.

Chapel Visit

The Cursillo leader should be a leader in promoting chapel visits, and by his or her example set the tone and style of spontaneous prayer. As the participants are probably new to this, do not overwhelm them with long and elegant prayers; keep it short and simple.

Timeline for a Rector or Rectora to Prepare and Manage a Cursillo Weekend

Introduction: This is an attempt to put together a model timeline to guide Rectors/Rectoras in preparing a Cursillo Weekend. Key tasks are identified in some chronological sequence to facilitate planning. Detailed procedures can be found in the Vermont Cursillo Manual.

Approximately 4 to 5 months prior to the weekend:

- Meet with the Cursillo Spiritual Advisor to select the Spiritual Director and Deacon and to discuss the flow of the weekend
- Discuss with the School of Leaders potential team members.
- Select auxiliary
- Ascertain quantity of supplies (esp. Pilgrim Guides, Bibles and Crosses)

Approximately 3 to 4 months prior to weekend:

- Form the team (auxiliary; Rollos; music ministers; kitchen crew)
- Set the schedule for team meetings (4 to 6 meetings)
- The initial meeting should take place as early as possible to allow the Rollos time to prepare their talks
- Process applications as they occur and send letters of confirmation to the candidates approximately 1 – 2 weeks after getting an application. (this could be delegated to the auxiliary)
- Determine what food will be needed and notify Ultreyas if applicable

Approximately 1 to 2 months prior to weekend:

- Visit site to determine rooms for chapel, Rollos, sleeping etc.
- Prepare name tags
- Send list of team members and potential candidates to editor of Cornerstone

Prior to the Weekend:

- Prepare room assignments
- Prepare team palanca assignments

During the Three Day Weekend:

- Follow schedule in the 3-Day Manual (some modifications can be made by the Rector/a and the Spiritual Director)

Within 30 Days after the Weekend:

- Send a written copy of Rector/a report to the Lay Director

** Ideally, the SOL should select the Rector/a not only for the coming weekend but also for the following weekend.

TIPS FOR CURSILLO SPEAKERS

1. Know and understand your subject.
2. Meditate upon it. Put on the mind of Christ and tell His story as He would.
3. Know and memorize the main points of your talk. Bring emphasis to it by your experiences.
4. Be yourself. You are unique in the eyes of the Lord. He has chosen you for this weekend. Do not try to be like someone else even if you admire his/her style.
5. Speak from the heart. It is your talk. Try not to read it word for word— rather speak as though you were talking to your best friend.
6. Keep it simple. Speak easily and simply. It is not necessary to use “big” words unless they are part of your everyday vocabulary. The best communication technique is to tell your story in your own words.
7. Brevity —. Try not to ramble. Keep to the point in order to make your presentation most effective.
8. Give a good impression. Dress appropriately. Look friendly and smile. Maintain eye contact and speak positively. Your talk is an act of love for *God*. He is the one for whom you are speaking.
9. Rehearse. Try practicing your talk aloud, first to yourself and then, perhaps, to a friend or family member.
10. Remember your talk is one of a series in the whole story. Try to keep to your own subject so that you will not cover material to be presented in another talk. While one may refer to other talks in a general way, each talk has been developed as an important and integral part of the series. Try to develop your own story fully, but try not to step into the next one.
11. Send your message into the minds of the candidates and develop it so that it explodes in their hearts.

SECTION TWO

RECTOR/RECTORA'S REPORT

It is important that you submit the "Rector/Rectora's Report" to the Vermont Secretariat as soon as possible but no later than 30 days after the Three Day. Your comments and suggestions will be of great help to future Rectors/Rectoras and the Cursillo movement in our diocese.

Please use the attached pages for this purpose. Submit your completed report to the Lay Director & Three Day Section Coordinator

Rector/Rectora's Name _____

Location of Cursillo _____

Dates of Cursillo _____

Date Report Due _____

Please complete each section. Use additional sheets as needed.

A. Comment about the team meetings. How did you feel they went?
How was community established? What proved successful for you? What would you do differently?

B. Comment about the handling of applications. Did the process work? What are the problems, if any? How would you suggest changing the process?

C. Comment on the facilities. Were the facilities adequate? Was there sufficient space? What are the pluses, the minuses of this location?

D. Comment on the Three Day. What went particularly well? Why? Also, describe any problems encountered. Share your suggestions on how you handled them. How might a future Rector/Rectora avoid them?

E. The Rector/Rectora's Manual is a tool to guide you through the preparation to closing. What changes would you recommend, if any?

F. List potential team members from your list of candidates.

H. Attach a complete and correct list of team members' name, address and function.

I. Attach a complete and correct list of candidates' name and address and email address.

J. Explain where supplies, etc. were returned.

K. To whom were left-over applications given?

Our appreciation for your contributions to Vermont Cursillo, your acts of kindness and work have not gone unnoticed by HIM who sees all.