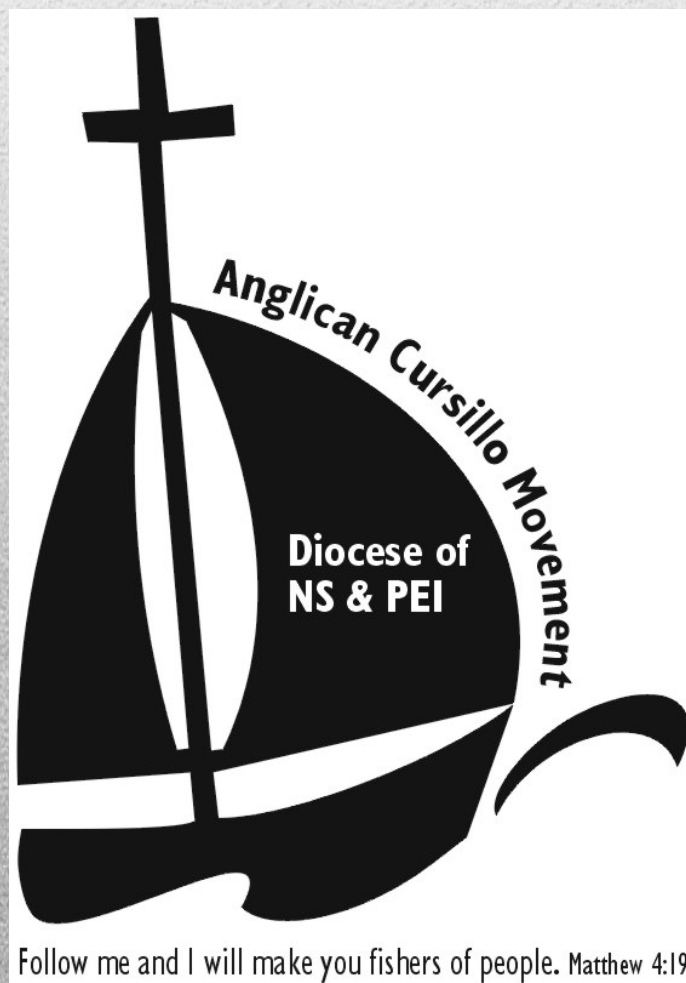


OPERATIONAL GUIDELINES

Anglican Cursillo Movement
Diocese of Nova Scotia and Prince Edward Island



ANGLICAN CURSILLO MOVEMENT
(Diocese of Nova Scotia and Prince Edward Island)

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ANGLICAN CURSILLO MOVEMENT
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OPERATIONAL GUIDELINE

Article Number 1
SECRETARIAT

1. STRUCTURE

<i>POSITION</i>	<i>SELECTION PROCESS</i>	<i>TERM</i>
Lay Director	Recommended by Secretariat and Appointed by Bishop	3 years
Assistant Lay Director *Appointed year prior to end of Lay Directors term	Recommended by Secretariat and Appointed by Bishop (to become Lay Director)	1 year
Spiritual Advisor	Suggested by Secretariat and Appointed by Bishop	3 years
Assistant Spiritual Advisor	Suggested by Secretariat and Appointed by Bishop (may move into position of Spiritual Advisor)	3 years
Secretary	Elected by Community	3 years
Treasurer	Elected by Community	3 years
Servant Community Chair	Elected by Servant Community	Yearly by rotation within Servant Committee

2. LENGTH OF TERM

- 2.1 With the exception of the Rotating Servant Community Chair, the maximum length of term in the same position is three years.
- 2.2 Except for the positions appointed by the Bishop, no one may serve on the Secretariat for more than six consecutive years before taking at least a one year absence. This does not apply to the positions of Lay Director, Assistant Lay Director, Spiritual Advisor and Assistant Spiritual Advisor as these positions are appointed by the Bishop for terms of

three years and any additional period beyond the initial appointment would be at the Bishop's discretion.

3. QUORUM/MEETINGS

- 3.1 A quorum for a Secretariat Meeting shall consist of 50% plus one. Secretariat meetings must be held at least quarterly per year.

4. RULES OF ORDER

- 4.1 Secretariat meetings will be conducted in accordance with Robert's Rules of Order.

5. NOMINATION AND ELECTION OF SECRETARIAT

- 5.1 Elections for those positions that are to become vacant, upon completion of their term, will be held at the Annual Meeting.
- 5.2 A Nominating Committee shall be appointed by the Secretariat.
- 5.3 The Nominating Committee shall request nominations and/or make nominations itself for all positions for which elections are to occur.
- 5.4 Further nominations from the floor at the time of election shall be permitted. The person being nominated must be present at the meeting or have provided their consent in writing.
- 5.5 Secretariat may make an appointment between Annual Meetings for any unfilled vacancies or those that become vacant prior to the completion of their term. The consent of the nominee (appointment) must be obtained before the person will be considered a candidate for the position.

6. TERM OF OFFICE

- 6.1 To provide continuity to the Secretariat, all persons elected or appointed to any position shall serve for a term as described in Article 1 - If Section 1. one third of secretariat shall be replaced annually.

ANGLICAN CURSILLO MOVEMENT
(Diocese of Nova Scotia and Prince Edward Island)

OPERATIONAL GUIDELINE

Article Number 2
SERVANT COMMUNITY

1. STRUCTURE

<i>POSITION</i>	<i>SELECTION PROCESS</i>	<i>TERM</i>
Communications Director	Elected by Community	3 years
Pre-Cursillo Director	Elected by Community	3 years
Post-Cursillo Director	Elected by Community	3 years
Palanca Director	Elected by Community	3 years
Supply Director	Elected by Community	3 years
Food Director	Elected by Community	3 years
Fourth Day Log Editor	Elected by Community	3 years
Rotating Chair Position	Elected by Servant Community	1 year
A Spiritual Advisor	From Secretariat Body	

2. LENGTH OF TERM

- 7.1 With the exception of the Rotating Servant Community Chair, the maximum length of term in the same position is three years.
- 2.1 Except for the position appointed by the Bishop, no one may serve on the Servant Community for more than six consecutive years before taking at least a one year absence. This does not apply to the position of Spiritual Advisor as this position is appointed by the Bishop for a term of three years and any additional period beyond the initial appointment would be at the Bishop's discretion.

3. QUORUM/MEETINGS

- 3.1 A quorum for a Servant Committee Meeting shall consist of 50% plus one. With the exception of the Summer Months, Servant Community meetings must be held at least bi-monthly.

4. RULES OF ORDER

- 4.1 Servant Community meetings will be conducted in accordance with Robert's Rules of Order.

5. NOMINATION AND ELECTION OF SERVANT COMMUNITY

- 5.1 With the exception of the Rotating Chair, elections for those positions that are to become vacant, upon completion of their term, will be held at the Annual Meeting.
- 5.2 A Nominating Committee shall be appointed by the Secretariat.
- 5.3 The Nominating Committee shall request nominations and/or make nominations itself for all positions for which elections are to occur.
- 5.4 Further nominations from the floor at the time of election shall be permitted. The person being nominated must be present at the meeting or have provided their consent in writing.
- 5.5 Secretariat may make an appointment to the Servant Community between Annual Meetings for any unfilled vacancies or those that become vacant prior to the completion of their term. The consent of the nominee (appointment) must be obtained before the person will be considered a candidate for the position.

6. TERM OF OFFICE

- 6.1 To provide continuity to the Servant Community, all persons elected or appointed to any position shall serve for a term as described in Article 2 Section 1. If possible; one third of the Servant Community shall be replaced annually.

ANGLICAN CURSILLO MOVEMENT
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OPERATIONAL GUIDELINE

Article Number 3
WEEKEND TEAMS

1. RECRUITMENT OF SPIRITUAL DIRECTORS

- 1.1. The Secretariat Spiritual Advisor shall make contact with clergy to seek their participation in the weekends as Spiritual Directors.

2. RECRUITMENT OF WEEKEND COORDINATOR AND TEAM

- 2.1 At a duly called Secretariat meeting, members will discuss the name of potential individuals for the position of Coordinator.
- 2.2 The Lay Director makes contact with the individuals recommended for Coordinator for the Weekends, in priority order as recommended by Secretariat, moving to the second name when the first cannot serve
- 2.3 The Weekend Coordinator must receive prior approval from the Lay Director for the name they put forth as their assistant.
- 2.3 The Lay Director, Spiritual Advisor and/or Assistant Spiritual Advisor and Pre-Cursillo Director then meets with the Coordinator and Assistant Coordinator to provide them with an Orientation as to the role of the weekend leaders.
- 2.4 At the Orientation, the Pre-Cursillo Director will provide the Coordinator and Assistant Coordinator with the Weekend Team Manuals, and Lay Talk Workbooks.
- 2.5 All members of Team shall be recommended by the Coordinator and Assistant Coordinator. All names must be approved by the Lay Director and Spiritual Advisor or Assistant Spiritual Advisor prior to their being asked to serve on the weekend.
- 2.6 The Coordinator and Assistant Coordinator are responsible for maintaining contact with all team members during the run up to the weekends.
- 2.7 Potential team members shall be chosen from Cursillistas who are regularly practicing the Cursillo method. Prayerful consideration should be given to those who are grouping, regularly attending Ultreyas and any other Cursillo activities. Team members giving a talk

should have personal or first-hand knowledge of or experience relevant to illustrate the talk being given.

- 2.8 Whenever possible, team members should serve in a different capacity than held previously and not serve on more than three consecutive weekends.
- 2.9 All members of Team must be committed to attend ALL team training sessions.
- 2.10 Team meeting will not be held until the required minimum number of applicants has been reached or with the permission of the Secretariat if the minimum has not been reached.
- 2.11 In selecting team members, factors such as a mix of age and marital status, experience and inexperienced team members, and parish representation should be taken into account i.e. 1/3 very experienced, 1/3 some experience and 1/3 no weekend experience.
- 2.12 The Coordinator or Assistant Coordinator for both the men's and women's weekends shall provide Team names to the Webmanager as changes take place.
- 2.13 The Coordinators and Assistant Coordinators of the Weekends must be members of the Anglican Church of Canada. (See CACS guideline Interdenominational Participation in the Anglican Cursillo Movement in Canada)
- 2.14 The Spiritual Directors must be members of the Anglican Church of Canada and non-Anglicans may serve in other roles on team to a maximum of 20% of the team membership. (See CACS guideline Interdenominational Participation in the Anglican Cursillo Movement in Canada)

ANGLICAN CURSILLO MOVEMENT
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OPERATIONAL GUIDELINE

Article Number 4
WEEKEND PROCEDURES

1. DECISION MAKING ON THE WEEKENDS

- 1.1 All decisions and responses to special requests not covered by these guidelines shall be made by the Weekend Coordinator, Assistant Coordinator and Spiritual Director.
- 1.2 It is important that the Spiritual Director, Assistant Spiritual Director(s) and Coordinator be made aware of any conflicts, difficulties or unusual situations that arise during the weekend. Upon completion of the Weekend, these will be relayed to the Lay Director of the Movement.

2. THE COMMUNITY AND THE WEEKEND TALKS

- 2.1 Usually, no one from the outside community is permitted to listen to talks as the talks can be very personal and confidential. An attendant/assistant to those candidates with special needs is permitted to be present.

3. PALANCA DROP

- 3.1 There are five Palanca drops during the weekend. The first Palanca drop on the weekend is delivered by the Palanca Team following the Faith Talk. The remaining drop times will be set by Secretariat. At the discretion of the Weekend Coordinators, the remaining drop times may be altered to accommodate unexpected circumstance which may arise during the weekend.
- 3.2 Additional drops may be delivered by either the Palanca Team or Detail Team.

4. OUTSIDE CONTACT

- 4.1 It is preferable that there be no contact between candidates and the outside community, but in cases of great importance, the Weekend Coordinator, along with the Spiritual Advisor, will take appropriate action/decision.
- 4.2 If someone from the outside community must be brought in, arrangements are made for a suitable time and meeting place, as instructed by the Lay Director.

- 4.3 An exception to this guideline will be contact with whoever has been selected to take the weekend photograph.

5. PHOTOGRAPHS

- 5.1 No photography is allowed on the weekends except for the official weekend photograph.

6. ALCOHOL

- 6.1 Outside of the Eucharistic Services and the Agape Meal, no alcohol is permitted on a Cursillo weekend.

7. ELECTRONIC DEVICE(S)

- 6.1 All Weekend Team and Candidates will be asked to turn-in any electronic devices they have brought to the weekend prior to the start of the weekend.
- 7.2 Sponsors should ensure that their candidate is aware of the request to turn-in any electronic devices.
- 7.3 If an emergency should arise from home necessitating contact with a candidate, a member of the Detail or Palanca Team shall monitor the electronic devices to enable them to be answered.
- 7.4 Exceptions may be made with the approval of the weekend Coordinators.

ANGLICAN CURSILLO MOVEMENT
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OPERATIONAL GUIDELINE

Article Number 5
MUSIC

1. LICENSING

- 1.1 Personal photocopies of any of the Cursillo music are not allowed, due to copyright laws.
- 1.2 The Treasurer of Secretariat will annually renew the Licensing Agreement with CCLI.
- 1.3 Secretariat will update the usage for our CCLI license as required.

2. REGARDING THEME SONGS FOR CURSILLO WEEKENDS

- 2.1 When choosing a theme song, it is strongly encouraged, that such songs be chosen from our current resources. There are financial and licensing implications for other choices.
- 2.2 If the weekend theme song chosen by the Weekend Coordinator/Assistant Coordinator is not found in the current resources, then the Lay Director will supply original music as covered by our CCLI license for that song. If the theme song is not covered by our CCLI license, Secretariat will then contact the license holder to obtain permission to make copies if needed. This permission must be received before any copies can be used.
- 2.3 Copies of words and overhead transparencies for the Ultreya/Weekend Music Boxes can be made under our CCLI license.
- 2.4 Songs chosen by the Cursillo team to precede their talks should be played from the original music, and should preferably be chosen from music currently available under our license.
- 2.5 There is to be only one theme song for each Cursillo weekend.
- 2.6 Weekend theme songs chosen from outside resources or our CCLI license will not automatically be added to the current resources.

ANGLICAN CURSILLO MOVEMENT
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OPERATIONAL GUIDELINE

Article Number 6
FOURTH DAY LOG NEWSLETTER

PREAMBLE

The purpose of the Fourth Day Log is to maintain, inform and assist the living community of saints in their Fourth-Day walk.

1. KEEPING THE COMMUNITY FUNCTIONING TOGETHER

- a) Messages from the Lay Director and Spiritual Advisors and other members of Secretariat
- b) Announcement of upcoming events in the community e.g. Ultreya dates, new Cursillistas impressions of the weekend and a listing of those Cursillistas who have passed on to their “Fifth Day”
- c) Dates for upcoming Weekends
- d) Prayer requests
- e) Other topics generated by the Secretariat or Servant Community

2. KEEPING THE COMMUNITY INFORMED

- a) Reference to the website for announcements of Leaders, Team Members and Themes for upcoming Weekends
- b) Details on Sponsorship and the Sponsorship’s responsibilities (before and after the Weekend)
- c) CACS news

3. KEEPING THE COMMUNITY INSPIRED

- a) Witness talks with subsequent comments and reflections
- b) Articles on Piety, Study and Action

4. KEEPING THE COMMUNITY INVOLVED

- a) Explanation of Secretariat and Servant Community purpose and works
- b) Criteria for election to Secretariat and Servant Community
- c) Of the Annual Meeting

- d) Needs of community
- e) Action opportunities
- f) f. Reminders: e.g. keeping address, e-mail address and phone numbers information current.

5. OTHER GUIDELINES

- a) Secretariat will determine the number of newsletters published and when they should be published
- b) Submission deadlines may be posted
- c) Newsletter should be distributed in the most effective and cost efficient manner possible e.g. e-mailed

ANGLICAN CURSILLO MOVEMENT
(Diocese of Nova Scotia and Prince Edward Island)

OPERATIONAL GUIDELINE

Article Number 7
WEEKEND BANNER

PREAMBLE

A weekend banner is made for each Cursillo weekend, and reflects in picture and wording the theme of the particular weekend. The banner is a gift to the Cursillo community, and as such then belongs to the Anglican Cursillo Movement of the Diocese of Nova Scotia and Prince Edward Island.

1. MAKING THE BANNER

- 1.1 The Palanca Team's gift to the weekend is the making of the banner
- 1.2 The Palanca Team will present the banner at a time to be determined in concert with the Weekend Coordinator
- 1.3 Costs for making the banner are covered by funds from the Movement

2. SIZE AND BANNER DETAILS

- 2.1 The banner should be no larger than 24"x 36" and no smaller than 24"x 24".
- 2.2 The banner must have a "sleeve" or loops in order to suspend it from dowelling. It will also require cording attached to each end of the dowel in order to hook the banner on to a display support mechanism. (Because fishing line will break, please use cording or heavy, narrow, ribbon.)
- 2.3 The Weekend Banner must show the following:
 - a) The Theme for the Weekend, prominently
 - b) The Biblical reference for the Theme
 - c) The Weekend Number, Date and Gender
- 2.4 The materials used must be sturdy and very well secured in order for the weekend banner to withstand the strains associated with storage, frequent handling and travelling to Cursillo venues.

3. STORAGE

- 3.1 The Banners are stored wherever the Supply Director has all other materials belonging to the Cursillo Movement.
- 3.2 All banners should be stored in a protective cover – material, plastic, etc. while in storage.

4. LOAN OF BANNERS

- 4.1 The banners may be loaned for display in other churches with prior permission from Secretariat. A normal loan period is up to one month, but extensions are negotiable. Banners may not be signed out over the Cursillo Weekends.
- 4.2 The banners must be signed in and out after permission from Secretariat is given. The person signing the banner out is responsible for the care of the banner while on loan and for its condition when returned.
- 4.3 The Supply Director is responsible for the care of stored banners, which will include arranging for minor repairs or cleaning, as needed.
- 4.4 The Supply Director will ensure that a register to sign banners in and out is maintained. The register must show the following:
 - a) The name and phone number of the person signing out the banner
 - b) The title of the banner being borrowed e.g. Women's Weekend #xx; Men's Weekend #xx
 - c) The location where the banner will be on display
 - d) The signature of the borrower and the date the banner was returned, along with the initials of the Supply Director. (The Supply Director will check that the banner has been returned in good condition.)

ANGLICAN CURSILLO MOVEMENT
(Diocese of Nova Scotia and Prince Edward Island)

OPERATIONAL GUIDELINE

Article Number 8
SELECTION OF CANDIDATES

1. A completed application will only be considered when all three completed parts have been received, i.e., application, sponsor form, and Clergy's report are received by the Pre-Cursillo Director.
 - 1.1 In the case of applicants from other denominations, the Secretariat Spiritual Advisor must have contacted the applicant's Clergy before consideration can be given to the application.
2. Upon receipt of the full application, the Pre-Cursillo Director shall record the date of receipt on the application. This is done for all applications.
3. If an applicant does not meet the criteria established by Secretariat, a letter will be sent to the Sponsor explaining those policies. The Sponsor will then need to let his/her friend know of this decision. If the applicant is not accepted for reasons beyond the established criteria, the Secretariat Spiritual Advisor will contact the applicant's Clergy and discuss the reason(s) for not selecting that applicant. Following that conversation, the Spiritual Advisor and the Pre-Cursillo Director will compose a letter to be sent to the applicant, a copy to the sponsor and the applicants Clergy stating that the reason(s) the application has not been accepted.
4. It is preferable and encouraged that both partners in a committed relationship attend the Cursillo Weekend. Therefore, the first eight applications where both partners have applied will be looked at first and given priority up to a designated cut-off date to be determined by the Secretariat. The Cursillo Weekend may be a profound spiritual experience for the candidate. As with all important and intense experiences, this is most valuable if the person most important in one's life can share it. The Weekend is only the start of the Cursillo experience. More important is what the candidates will do in their Christian walk for the rest of their lives in what is referred to as the "Fourth Day". Together a couple will support each other as they grow together toward a deeper commitment to Christ.
5. With Article 8 Section 4 in mind, applications received after the designated cut-off date will be given priority in the following order:
 - 5.1 Those whose significant other has already attended a Weekend.
 - 5.2 Clergy.

- 5.3 Anyone who had to leave a previous Weekend due to illness or an emergency beyond their control.
- 5.4 Those who applied during the previous Weekend, but could not attend due to lack of space. After decisions have been made based on Article 8 Sections 4 through 5.3, applicants will be considered in date-order of receipt.
6. An acceptance letter shall be sent from the Pre-Cursillo Director to all applicants providing them with information on the weekend and confirming the cost of the weekend.
7. At the same time as the letter is sent to the individual as outlined in Article 8 Section 6, a letter will be sent to the Sponsor indicating that their candidate has been approved. This letter will also contain a list of the responsibilities the Sponsor has undertaken in sponsoring his/her candidate.
8. In the case of multiple applications from one parish, equal numbers of additional candidates from each parish will be chosen before multiple numbers from one parish. The exception to this would be accepting 2 to 4 candidates from a parish that currently has NO Cursillistas, in order to allow enough numbers for the formation of a permanent group reunion.
- 9.0 If possible, there shall be a maximum of one person per parish at a table on the weekend. Candidates frequently share very personal information as they explore God's impact on their lives. This guideline allows for free sharing without the discomfort that might be felt if there is another candidate from the same parish. One of the primary purposes of Cursillo is to develop Christian leadership among the laity of the church. The opportunity to get to know people from other parishes is an asset as people assume leadership roles in their Parish and the Diocese.
10. The Nova Scotia and Prince Edward Island Anglican Cursillo is conducted in the Anglican tradition — that is, using liturgies and sacraments that are a part of the Anglican Church of Canada. We recognize that other Dioceses or denominations may not have Cursillo or a similar renewal movement. Providing limited attendance to non-Anglican Christians and Anglicans from other dioceses encourages them in their Christian Walk and may prompt them to start their own movements.
11. Priority will be given to Applicants of the Anglican Church of Canada up to a certain date. After the deadline, persons from other denominations will be considered. Non-Anglicans attending the weekend as candidates must not exceed 50% of the total number of candidates. All candidates must be willing to participate in the Sacraments of the Anglican Church of Canada during the weekend.

12. Minimum number of candidates for a Weekend will be 6, with a maximum number of candidates of 20. A weekend will not be held if there are insufficient numbers. Under exceptional circumstance Secretariat may decide to deviate from these numbers.
13. Secretariat will determine an appropriate cut-off date for receipt of applications.
14. If there is a perceived need to deviate from the selection of candidate's guideline in any way, the Secretariat will meet, prayerfully discuss the individual application(s) and make the decision(s).
15. If any further applications are received after the deadline, a decision on candidate acceptance will be made by the Secretariat Lay Director, Secretariat Spiritual Advisor and the Pre-Cursillo Director in consultation with the respective Weekend Coordinator and Assistant Coordinator. The same selection criteria as set out in this article must be applied.
16. The Pre-Cursillo Director will keep a record of any applicants who were unable to attend because the maximum number had been reached and any candidates who had to leave the Weekend and retain this for use the following year.
17. The Pre-Cursillo Director, prior to the weekends, shall provide information from the application forms such as name, age, the Parish of the applicant, marital status, and denomination to the Coordinator and Assistant Coordinator to be used in forming table groups. The Pre-Cursillo Director shall also make note of the percentage of candidates from "other denominations" so as not to exceed the maximum of 50% as stated in the CACS guideline paper Interdenominational Participation in the Anglican Cursillo Movement in Canada.
18. The Pre-Cursillo Director shall retain a record of all candidates accepted and their sponsors. A list of all candidates, including address, telephone number, parish and e-mail address shall be provided to the Coordinator and Assistant Coordinator. The Pre-Cursillo Director shall also provide this information for inclusion in the Team and Candidate weekend envelopes.
19. The Pre-Cursillo Director shall advise the Lay Director and the Coordinator & Assistant Coordinator and Web manager of any cancellations received up to the beginning of the weekend. The Pre-Cursillo Director will provide to the Communications Director a copy of the list of new Cursillistas with identifying information for inclusion in the Calling Lists for Ultreyas. This information will also be provided to the Fourth Day Log Director so that all new Cursillistas may be sent our newsletter.
20. After completion of the Weekend, the Pre-Cursillo Director will securely dispose of the applications of those who have attended the weekend.

ANGLICAN CURSILLO MOVEMENT
(Diocese of Nova Scotia and Prince Edward Island)

OPERATIONAL GUIDELINE

Article Number 9
OPERATION OF THE PALANCA CHAPEL

1. GENERAL

- 1.1 The Palanca Chapel plays an important role on the Weekend – that of providing a place for prayer support for the Team and candidates. This prayer support is vital to the success of the Weekend endeavor, for it is only through prayer that the Team is enabled to do its job and the candidates are enabled to be open to the Holy Spirit. For this reason, the Chapel needs to be a place of calm and peace – a place for silent reflection and prayer.

2. PALANCA TEAM

- 2.1 The Weekend Coordinator and Assistant Coordinator select the Weekend Palanca Chair and Palanca Team.
- 2.2 The team should be a number sufficient to handle the work load on the weekend – normally no less than four. Some of the team should be experienced and knowledgeable about intercessory prayer. This will ensure that there is adequate prayer cover for team and candidates; people to pray for the concerns of the team and candidates and sufficient workers to carry out the work done by the team.

3. PRAYER DURING TEAM MEETINGS

- 3.1 It is important that the Conference Room Team is covered in prayer from the moment people accept the request to be on team and throughout team preparation. During each Team meeting, members of the Palanca Team may commit to prayer times so that the whole meeting day is covered in prayer.
- 3.2 At Team meetings the Palanca Team members may pray with each speaker before their “talk” and during the “talk” one member of the Palanca Team may take the role of “prayer cover” for that speaker.

4. WEEKEND CHAPEL SET UP

- a) A table with a cross, bible and candles
- b) Three chairs (with extras available if needed)

- c) A table should be provided with books on prayer and meditations, etc. to help those who come to the chapel for quiet time

5. PALANCA CHAPEL PROTOCOL

- 5.1 The Chapel is to be a place for quiet prayer and reflection. Signs should be placed on the inside and outside of doors as a reminder that this space is a place of prayer. Doors into the Chapel should remain closed at all times.
- 5.2 Only table and floor lamps are used, together with candles, unless more light is needed.
- 5.3 Music should only be played in the chapel if someone requests it for a period of time on their own. Music can be played in the workroom at any time other than when the candidates are in their Chapel visit times.
- 5.4 During regular Chapel hours, there are to be at least two Palanca Team members in prayer support at all times. It may be necessary to have two people dealing with intercessory prayer for prayer concerns and one person in intercessory prayer for table communities depending on the number of prayer concerns, the time of the Weekend and other activities taking place in the Chapel. This continuity of prayer cover is essential for the success of the Weekend.
- 5.5 The Chapel is not intended to be a place for healing and reconciliation for the Palanca Team or community. It is a place for intercessory prayer for Team and Candidates and for their concerns. However, it is important that the Palanca Team receive the necessary prayer to do their job. On Thursday afternoon and at the beginning of each day, Team members should pray for themselves and the whole Team. The Team may find it useful to use the Spiritual Armour Prayer at this time to ensure protection for their task. Palanca Team members may also receive prayer for strengthening if they tire during the Weekend. Palanca Team should always remember that the Spiritual Directors on the weekend should be consulted on issues where it is beyond their training to minister to Candidates or Team.
- 5.6 Prayer requests for individuals are always confidential. Names of individuals are never discussed in the workroom or when community members are present in the Chapel.

6. PRAYER FOR WEEKEND TEAM MEMBERS

- 6.1 On Thursday afternoon after Chapel set up and before the team dinner, the Palanca Team will gather to pray for the Weekend Team. Each Weekend Team member should be lifted up to God individually and the Palanca Team should listen for guidance or direction from the Holy Spirit as to what to pray for each person.
- 6.2 An important function of the Chapel is to be a place where Weekend Team members can come for prayer before “talks”, after “talks” and whenever a need is felt. When speakers or

Team members come for prayer, it is appropriate that there is a time of joyful fellowship immediately preceding and following the prayers.

- 6.2 Prayer for Team members is intended to equip and strengthen them to perform their tasks. It may be useful to begin each prayer time with a brief summary of the speaker's task.
- 6.4 Generally about 5-7 minutes are allowed in the timetable for prayer before a "talk" and this timing should be honoured. Prayer after a "talk" can take as long as the speaker deems necessary. Conference speakers receive their pre-talk Palanca while in the Chapel and may need additional time for reading.

7. PRAYER FOR THE TABLE COMMUNITIES

- 7.1 The table communities are formed to enable candidates to discuss the "talks", talk about their own experiences and share both in prayer and the Weekend experience. They are lifted up in prayer to help this happen. From time to time the Palanca Team may receive a request from a particular table for specific prayers and this should be acted upon immediately. This may involve special prayers for that table.
- 7.2 At least one Palanca Team member should be praying for the table communities at all times. Each table should be prayed for by name, so that they are continuously bathed in prayer.

8. Prayer Requests

- 8.1 The candidates may come to the Weekend with burdens on their hearts and minds. Often these may be burdens that they are carrying for someone else – a spouse, family member or friends. It is important that, as far as possible, these burdens are removed so that they can focus on the Weekend and the gifts that God has for them during this time.
- 8.2 Palanca Team members must remember that the Spiritual Team Members are there to deal with specific prayer concerns of candidates and Team and they should direct the individuals to them.

9. HEALING PRAYER

- 9.1 On Friday evening while the healing/reconciliation service is in progress, the Palanca Team may gather in healing prayer to pray for each candidate individually.

10. HOURS OF OPERATION

- 10.1 The Palanca Chapel should be in operation from the time the Team and Candidates gather in the morning until the scheduled “tuck in” time in the evening.

11. WEEKEND WORSHIP SERVICES

11.1 *Thursday Evening*

- a) Compline or Evening Prayer

11.2 *Friday*

- a) Morning Prayer and/or Mid-day Prayers
- b) Eucharist and blessing of the Palanca at an appropriate time
- c) Service of Healing and Reconciliation in the evening

11.3 *Saturday*

- a) Morning Prayer
- b) Mid-day prayers
- c) Community Eucharist at some time during the day
- d) Compline or Evening Prayer

11.4 *Sunday*

- a) Morning Prayer including renewal of baptismal vows
- b) Mid-day prayers

12. MUSIC

- 12.1 Music during worship services is appropriate.

13. PRAYER

- 13.1 During services, intercessions are presented for all Candidates and team members on a table-by-table basis. It is not appropriate during community services to single out individuals for special prayer.

14. READINGS

- 14.1 Readings will be determined by the Spiritual Director and will be assigned appropriately to those gathered for the weekend.

ANGLICAN CURSILLO MOVEMENT
(Diocese of Nova Scotia and Prince Edward Island)

OPERATIONAL GUIDELINE

Article Number 10
FINANCIAL POLICIES AND PROCEDURES

1. All Cursillo financial transactions must be channeled through the Secretariat's Treasurer for recording and pre-approval. This includes, but is not necessarily limited to:
 - a) Open offertories at Ultreyas or other Cursillo events
 - b) Identifiable donations to the Movement
 - c) Revenues received from sales of items (e.g. books, pins, clothing) or workshop registrations
 - d) Invoices payable by Movement for expenses such as Weekend facility rental, clean-up, books
 - e) Reimbursement of Cursillo related expenses incurred by the Secretariat Members, Servant Community Members, or Weekend Team members
2. All banking transactions (deposits, cheques issued) are handled by the Treasurer.
3. Requests for reimbursement for both Weekend expenses should be received by the Treasurer within 4 weeks of the end of the Women's weekend. Original receipts are required.
4. A written list of expenses and the original receipts must accompany any request to the Treasurer for reimbursement to an individual, including purpose, amount, name and address, and date of submission. A copy is to be kept by the Treasurer.
5. A written report of financial activity will be presented at each Secretariat meeting. The Secretariat Secretary will retain a copy for the permanent record. This report should include, but is not necessarily limited to:
 - a) Revenues and expenses approved by the Signing Officers since the last meeting
 - b) Any outstanding liabilities or receivables
 - c) Current Bank balance
6. A report of all Cursillo account transactions should be provided by the Treasurer twice per calendar year and an audit of the books carried out prior to the Movement's Annual Meeting. A copy of the Cursillo account transactions should be provided for the Secretary's records.
7. All cheques to Cursillo should be made out to "NS/PEI Anglican Cursillo Movement".

8. All personal information data connected with donations to Cursillo are to be treated as confidential.
9. Records may be kept in written or electronic form (e.g. MS Excel, Quicken or Simply Accounting) or both. Electronic records should be backed up frequently.
10. The Treasurer should keep financial records on file for a minimum of 5 years.
11. There shall be three signing officers designated by the Secretariat. The Lay Director and Treasurer shall be two of the three signing officers. Any two of the signing officers must sign all cheques issued by the Movement.

ANGLICAN CURSILLO MOVEMENT
(Diocese of Nova Scotia and Prince Edward Island)

OPERATIONAL GUIDELINE

Article Number 11
CURSILLISTA DATABASE

1. The database is developed from the attendance at Cursillo Weekends. The list is maintained under the direction of the Secretariat to keep the community informed and functioning together. It contains the names, addresses, telephone numbers, e-mail and parish of the candidates at time of registration, year of their Cursillo Weekend and is noted as confidential.
2. This data list is only available to the **Bishop**, current **Secretariat members**, current **Servant Community**, current **Weekend Coordinator and Assistant Coordinator** and the **Movement's printer**.
3. Permission is obtained from the candidates for the following purposes:
 - a) Newsletter mailing
 - b) General mail-outs
 - c) Team selection
 - d) Occasional telephone contact i.e. Ultreya notification
 - e) Fourth Day envelope
 - f) E-mail contact to promote the on-line Prayer Vigils
4. The Cursillista database will NOT be distributed to any other person or group without prior permission of the Secretariat.
5. When the Bishop or the Rector/Priest-in-Charge of a Parish requests the names of Cursillistas from their Parish, this information will be provided by Secretariat Lay Director or any other Secretariat member delegated by the Lay Director.
6. The Movement may support the activities of Anglican Groups such as Teens Encounter Christ. When requested, the Cursillo newsletter or website will be used to publicize the activities of these groups.

ANGLICAN CURSILLO MOVEMENT
(Diocese of Nova Scotia and Prince Edward Island)

OPERATIONAL GUIDELINE

Article Number 12
WEBSITE

1. The domain name shall be determined by the Secretariat e.g. nspeicursillo.chebucto.org.
2. The design and maintenance of the website is the responsibility of the Webmanager and/or any sub-committee reporting to the Secretariat.
3. A web-hosting service shall be selected with consideration for services available, customer service, accessibility, as well as cost. A local Canadian host is preferred.
4. The hosting service package should include a sufficient amount of disk storage space and traffic quota (band-width).
5. The Treasurer shall ensure that the fees for domain name registration and web hosting service are paid.
6. Website content should include, but not necessarily be limited to:
 - a) Message from the Lay Director
 - b) Contact information
 - c) History of the Cursillo movement, including history of the movement in Nova Scotia and Prince Edward Island
 - d) Information about past weekends, themes, banners, etc. including images
 - e) Frequently Asked Questions about Cursillo
 - f) Links to other relevant websites
 - g) News about Nova Scotia and Prince Edward Island Cursillo events and regular meetings and Ultreyas
 - h) Information about Servant Community activities
 - i) Other content as approved by Secretariat or Servant Community
7. The website should be frequently updated (at least monthly).

ANGLICAN CURSILLO MOVEMENT
(Diocese of Nova Scotia and Prince Edward Island)

OPERATIONAL GUIDELINE

Article Number 13
CODE OF CONDUCT

1. In striving to obtain the ideals of high professional and ethical standards, volunteer members of the Cursillo Community obligate themselves to the following principles:
 - a) carry out all activities in a manner to maintain the good reputation of the Movement
 - b) ensure that the level of information they provide is competent
 - c) maintain the spirit of fairness in completion of their duties and help eradicate all forms of deception that violate that spirit
 - d) conduct their activities on the highest ethical plane, setting an example for others
 - e) treat all other Cursillistas with respect and consideration due between colleagues
 - f) comply with all NS/PEI Anglican Cursillo Movement guidelines, regulations, resolutions, Secretariat motions, code of conduct of the NS/PEI Anglican Cursillo Movement and any guidelines issued by the Canadian Anglican Cursillo Secretariat
 - g) neither practice nor tolerate discrimination or harassment against any Cursillista on the ground of race, creed, colour, place of origin, ethnic origin, ancestry, citizenship, political or religious affiliation, gender, sexual orientation, age, marital status, family relationship, economic status, identity, disability or record of offences
 - h) derive any personal profit or gain, directly or indirectly, by reason of his or her participation. Each individual shall disclose to the Secretariat any personal interest which he or she may have in any matter pending before the Movement and shall refrain from participation in any decision on such matter
 - i) communications among Cursillistas is to follow general etiquette guidelines
2. Failure to adhere to any parts of this code may result in suspension from duties and/or termination of their volunteer relationship with the Anglican Cursillo Movement of Nova Scotia and Prince Edward Island.
5. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal. Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, theft of property or misuse of Cursillo materials, abuse or mistreatment of fellow Cursillistas, failure to abide by NS/PEI Anglican Cursillo Movement's policies and procedures, or failure to satisfactorily perform assigned duties.

ANGLICAN CURSILLO MOVEMENT
(Diocese of Nova Scotia and Prince Edward Island)

OPERATIONAL GUIDELINE

Article Number 14
FORMAL COMPLAINTS PROCEDURE

1. All complaints regarding a fellow Cursillista not fulfilling their duties or not being in compliance with Article Number 13 – Code of Conduct shall receive a respectful and timely response.
2. A Cursillista with a complaint should attempt to settle the issue quickly by discussion with the Cursillista with whom they have an issue. If it is preferred not to discuss the issue with this person or if not satisfied with the response, a formal complaint as outlined below may be lodged:
 - a) Submit details of complaint in writing or by e-mail to the Lay Director and Spiritual Advisor of the Movement.
 - b) Upon receiving the formal complaint, the Lay Director and Spiritual Advisor will:
 - i. Acknowledge receipt in writing or by e-mail of the complaint and inform the complainant of the expected timelines for a response
 - ii. Investigate the complaint and provide an update to the complainant if the investigation will take longer than 14 calendar days
 - iii. Provide a response in writing or by e-mail to the complainant within 28 calendar days of receiving the complaint
 - b) If not satisfied with the response, take the complaint to full Secretariat of the NS/PEI Anglican Cursillo Movement.
3. A written record of the complaint proceedings shall be kept by the Lay Director. The record will include, but not limited to:
 - a) Nature of the complaint
 - b) Individuals involved in the complaint
 - c) Time lines
 - d) Outcome/resolution of the complaint
4. The Secretariat shall be kept apprised of the complaint by the Lay Director.

ANGLICAN CURSILLO MOVEMENT
(Diocese of Nova Scotia and Prince Edward Island)

OPERATIONAL GUIDELINE

Article Number 15
ANNUAL GENERAL AND
EXTRAORDINARY MEETINGS

1. The Annual General Meeting shall be held in the month of January at a time and place to be determined by the Secretariat.
2. The Lay Director shall preside as Chair. In the absence of Lay Director another member of Secretariat will be the presider.
3. The Annual General Meeting meeting will be conducted in accordance with Robert's Rules of Order.
4. The order of business may include the following:
 - a) Call to order
 - b) Opening Prayer
 - c) Approval of the Agenda
 - d) Introductions
 - e) Secretariat's Annual Report
 - f) Treasurer's Report
 - g) Election of Secretariat
 - h) Election of Servant Community
 - i) Introduction of Secretariat and Servant Community
 - j) New Business
 - k) Closing Prayer
 - l) Adjournment
5. An extraordinary meeting may be called by the Secretariat at any time or if requested in writing to the Secretariat by at least 25 of the Movement's Cursillistas.
6. An extraordinary meeting will be conducted in accordance with Robert's Rules of Order.
7. Two weeks' notice of an extraordinary meeting, specifying the nature of such business, shall be given to the Cursillo Community. The non-receipt of notice by any Cursillista shall not invalidate the proceeding at the extraordinary meeting.

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APPENDICES

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ANGLICAN CURSILLO MOVEMENT
(Diocese of Nova Scotia and Prince Edward Island)

Appendix Number 1
LAY DIRECTOR JOB DESCRIPTION

Appointed to the position by the Diocesan Bishop for a term of three years, the Lay Director position includes the following tasks:

1. Chair all meetings of Secretariat including the Annual General meeting.
2. Prepares agendas for all meetings and a Year-end Report for the AGM. Chair the AGM at the end of the three-year term at which time the incoming Lay Director is introduced.
3. Be familiar with the Canadian Anglican Cursillo (CACS) and the National Episcopal Cursillo (NEC) Libraries in order to promote and maintain an authentic Cursillo.
4. Attend Ultreyas and other 4th Day activities on a regular basis.
5. Prepare articles for the 4th Day Log.
6. Ensure that each member of the Secretariat is carrying out the responsibilities of their position and provide assistance where possible in understanding the requirements of the position.
7. Instruct Secretariat members of the need to respect confidentiality in regard to sensitive issues which may be discussed during meetings of Secretariat.
8. Liaise on a regular and ongoing basis with the Spiritual Director to ensure that the work of Secretariat meets the Diocesan Pastoral Plan.
9. Lay Director is a signing officer for all monies expended from Cursillo accounts.
10. The Lay Director prepares for a yearly meeting with the Diocesan Bishop with a view to keeping the Bishop informed on the happenings and health of the Diocesan Movement. The Lay Director works with the Bishop's Office to establish a date for the meeting; prepares an agenda, a year-end report and includes a year-end Financial Statement. The Lay Director is accompanied at that meeting by the Spiritual Director and Assistant Spiritual Director.
11. With input from the Secretariat, make a recommendation to the Diocesan Bishop for Clergy to serve as Spiritual Advisor and Assistant Spiritual Advisor of the Movement.
12. With input from the Secretariat, make a recommendation to the Diocesan Bishop for the

appointment of Lay Director for the Movement, and when appropriate recommendation for an Assistant Lay Director.

13. With input from Secretariat, make contact with individuals to invite them to be Coordinators for the upcoming Men's and Women's Cursillo weekends.
14. Ensure that a Sponsorship teaching session is included at an Ultreya prior to the Weekends.
15. Receive Expression of Interest Forms from the Cursillo community and provide to respective Weekend Coordinators at the meeting held with them before the end of October for the Spring Weekends.
16. Organize and prepare for a meeting with the Weekend Coordinators and Assistants, as well as the Spiritual Director and Assistant Spiritual Director, to begin the formation of teams for upcoming Weekends.
17. Arrange for the selection of books from a local Christian Bookstore for purchase during the Cursillo Weekends.
18. Engage a photographer to take a photograph of both Team and Candidates on the Men's and Women's weekends.
19. Coordinate and plan for an Orientation sessions to take place at the first Team meeting for upcoming Weekends. This session covers the following talks:
 - a) Commitment to Team
 - b) Critiquing of Talks
 - c) Flow of the Weekend Talks
 - d) Role and responsibilities of the Spiritual Team
 - e) Respecting Personal Boundaries (a CACS guideline document).
20. Attend all Weekend Closings to bring greetings to the new Cursillistas on behalf of the Cursillo Community.
21. Coordinate Fourth Day Seminar and Welcome Back Ultreya, and invite an Ultreya Coordinator to lead the Welcome Back Ultreya.
22. Liaise with the Canadian Anglican Cursillo Secretariat (CACS) Province of Canada representative and complete requested twice yearly reports on the Diocesan Movement's activities.
23. Attend the Triennial Conference & General Meeting of CACS as the voting delegate from the Diocesan Movement.
24. Attend, once a year if possible, Ultreyas outside the Lay Director's home community.

25. Coordinate the yearly updating of all CACS Manuals for members of Secretariat.
26. Coordinate and ensure that all Weekend Binders are updated every three years, or as needed.
27. Review and update all Job Descriptions once during the term of office with input from Secretariat Members.
28. Ensure the Fourth Day Log meets the spirit of the Purpose of the Log as outlines in Article #6 of the Operational Guidelines.
29. As the Bishop has invited all Cursillistas to be part of the procession for all Ordinations, the Lay Director, in consultation with the Communications Director, ensures the community is notified of Ordinations and encourages participation of Cursillistas in the Ordinations. Whenever possible the Lay Director should lead this group.
30. Establish a working relationship with TEC.
31. Speak on behalf of the Movement as required.

Revised October 2012

ANGLICAN CURSILLO MOVEMENT
(Diocese of Nova Scotia and Prince Edward Island)

Appendix Number 2
ASSISTANT LAY DIRECTOR JOB DESCRIPTION

Appointed to the position by the Diocesan Bishop for a term of one year, the Assistant to the Lay Director position includes the following tasks:

1. Attends all meeting of the Secretariat during their term of office. If unable to attend, they should forward their regrets to the Lay Director.
2. In the absence of the Lay Director, chairs meetings of the Diocesan Secretariat, including the AGM. This includes preparation of the agenda, reports, etc.in the absence of the Lay Director.
3. Attends meeting, chaired by Lay Director, along with the Spiritual and Assistant Spiritual Director and Pre-Cursillo Director, with the Coordinator/Assistant Coordinator for upcoming weekends to begin the formation of teams.
4. Attends all Weekend Closings and attends the Welcome Back Ultreya. In the absence of the Lay Director, brings greetings to new Cursillistas.
5. In the absence of the Lay Director, speaks on behalf of the Movement as directed by Secretariat.
6. Coordinates and attends Fourth Day Seminars.
7. Attends Ultreyas and other functions of the Movement on a regular basis.
8. Attends, when possible, the closing for TEC weekends.
9. When finances permit, attends the Triennial meeting of CACS along with the Lay Director, who is the voting representative of Diocesan Movement.
10. Alternates with Lay Director in preparation of articles for the 4th Day Log.
11. Be familiar with the Canadian Anglican Cursillo (CACS) and the National Episcopal Cursillo (NEC) Libraries in order to promote and maintain an authentic Cursillo.
12. Assists the Lay Director in ensuring that each member of the Secretariat and Servant Committee is carrying out the responsibilities of their position and provide assistance where possible in understanding the requirements of the position.

13. Be aware of the need to respect confidentiality in regard to sensitive issues which may be discussed during meetings of Secretariat.
14. Assist the Lay Director in the preparation for a yearly meeting with the Diocesan Bishop with a view to keeping the Bishop informed on the happenings and health of the Diocesan Movement.
15. As the Bishop has invited all Cursillistas to be part of the procession for all Ordinations, members of Secretariat are encouraged to participate.

Revised September 2015

ANGLICAN CURSILLO MOVEMENT
(Diocese of Nova Scotia and Prince Edward Island)

Appendix Number 3
SPIRITUAL ADVISOR JOB DESCRIPTION

Appointed to the position by the Diocesan Bishop for a term of three years, at which time the Bishop may extend the term upon agreement of Spiritual Advisor and Secretariat. Secretariat provides the Bishop with the names of three clergy persons who they feel are appropriate for the position.

The Spiritual Advisor performs the following tasks in conjunction with and assistance from the Assistant Spiritual Advisor.

1. Attends Secretariat meetings and other gatherings of the Cursillo Movement. If unable to attend, they should forward their regrets to the Lay Director. If distance hinders attendance at Secretariat meetings, telephone conference is acceptable.
2. Be familiar with the Canadian Anglican Cursillo (CACS) and the National Episcopal Cursillo (NEC) Libraries in order to promote and maintain an authentic Cursillo.
3. Alternates with Assistant Spiritual Advisor in preparation of articles for the 4th Day Log.
4. Meet on a regular basis with the Diocesan Lay Director for the well-being of the Diocesan Movement.
5. The Spiritual Advisor shall ensure that clergy are available and trained for the Weekend/s Spiritual Team.
6. The Spiritual Advisor and Assistant Spiritual Advisor along with the Lay Director meet with the Weekend Coordinators for upcoming weekends and their Assistants to begin the formation of teams. This meeting should take place no later than the end of October for Spring Weekends and no later than May for the Fall Weekend.
7. The Spiritual Advisor, Assistant Spiritual Advisor or an appointed clergy representative, shall be available for Spiritual Counsel at Diocesan Cursillo events.
8. The Spiritual Advisor, Assistant Spiritual Advisor or an appointed clergy representative shall be present at the first team meeting for the commissioning of all Weekend Team Members.
9. The Spiritual Advisor along with the Assistant Spiritual Advisor shall accompany the Lay Director at a yearly meeting with the Bishop. The agenda for the meeting will be

prepared by the Lay Director with a view to keeping the Bishop informed on the happenings and health of the Diocesan Movement.

10. Attends Weekend Closings to bring greetings from the clergy and attends the Welcome Back Ultreya.

11. Speaks on behalf of the movement when requested by Secretariat.

Revised September 2015

ANGLICAN CURSILLO MOVEMENT
(Diocese of Nova Scotia and Prince Edward Island)

Appendix Number 4
ASSISTANT SPIRITUAL ADVISOR JOB DESCRIPTION

Appointed to the position by the Diocesan Bishop for a term of three years, at which time the Bishop may extend the term upon agreement of the Assistant Spiritual Advisor and Secretariat.

The Assistant Spiritual Advisor performs the following tasks:

1. Attends Secretariat meetings and other gatherings of the Cursillo Movement. If unable to attend they should forward their regrets to the Lay Director. If distance hinders attendance at Secretariat meetings, telephone conference is acceptable.
2. Be familiar with the Canadian Anglican Cursillo (CACS) and the National Episcopal Cursillo (NEC) Libraries in order to promote and maintain an authentic Cursillo.
3. Alternates with the Spiritual Advisor in preparation of articles for the 4th Day Log.
4. Works closely with the Spiritual Advisor and the Diocesan Lay Director for the well-being of the Diocesan Movement.
5. As required and directed by the Spiritual Advisor and/or Lay Director, fills in for the Spiritual Advisor.
6. Along with the Spiritual Advisor and Lay Director, meets with the Weekend Coordinators for the upcoming weekends and their assistants to begin the formation of teams. This meeting should take place no later than the end of October for Spring Weekends and no later than May for the Fall Weekend.
7. Along with the Spiritual Advisor, accompanies the Lay Director at a yearly meeting with the Bishop. The agenda for the meeting will be prepared by the Lay Director with a view to keeping the Bishop informed of the happenings and health of the Diocesan Movement.
8. Attends Weekend Closings.

Revised September 2015

ANGLICAN CURSILLO MOVEMENT
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Appendix Number 5
SECRETARY - SECRETARIAT JOB DESCRIPTION

1. Attend all meetings of Secretariat. If unable to attend, they should forward their regrets to the Lay Director.
2. Be familiar with the Canadian Anglican Cursillo (CACS) and the National Episcopal Cursillo (NEC) Libraries in order to promote and maintain an authentic Cursillo.
3. Attend Ultreyas and other 4th Day activities on a regular basis.
4. Prepare articles for the 4th Day Log.
5. Maintain an up to date list of Secretariat members, including name, position, year the term started, phone number, address & email address. This list to be distributed to Secretariat members following the Annual Meeting and updated as changes occurs.
6. Record attendance at monthly Secretariat meetings.
7. Record Minutes and forward to Lay Director for review within 7-10 calendar days of the meeting. Following the Lay Director's review, distribute Minutes to Secretariat members.
8. Record and distribute Minutes of the Annual General Meeting and other special meetings.
9. Prepare and type correspondence or other documents as required.
10. Send out thank you cards to outgoing members of Secretariat and Servant Committee.
11. At the request of the Communications Director, send thank you notes to retiring Cursillo Community Contacts, on behalf of Secretariat, thanking them for their service to the Cursillo Community.
12. Using Candidate and Team Lists as provided by the Pre-Cursillo Director update the listing of candidates and team started in 1983.
13. As the Bishop has invited all Cursillistas to be part of the procession for all Ordinations, members of Secretariat are encouraged to participate.
14. Remind Secretariat Members of the need to respect confidentiality in regards to sensitive issues which may be discussed during their meetings.

15. Other duties as directed by Secretariat.

Revised September 2015

ANGLICAN CURSILLO MOVEMENT
(Diocese of Nova Scotia and Prince Edward Island)

Appendix Number 6
TREASURER JOB DESCRIPTION

1. Attend all meetings of Secretariat. If unable to attend, they should forward their regrets to the Lay Director.
2. Be familiar with the Canadian Anglican Cursillo (CACS) and the National Episcopal Cursillo (NEC) Libraries in order to promote and maintain an authentic Cursillo.
3. Attend Ultreyas and other 4th Day activities on a regular basis.
4. Prepare articles for the 4th Day Log.
5. Act as signing officer, along with the Lay Director, for all monies expended from the Cursillo accounts.
6. Pay the Movement's expenses as directed by Secretariat.
7. Receive and deposit revenue collected from all activities.
8. Reconcile the Movement's bank account on a monthly basis.
9. Make Financial Statements available for all Secretariat meetings.
10. If requested, provide a float to Detail Captain/s for use on the Cursillo Weekend/s.
[The Detail Captain/s must account for the float within 7 calendar days of the Weekend, using the Movement's expense form with receipts attached.]
11. Make arrangements for a yearly audit of the Movement's financial accounts prior to the Annual General Meeting.
12. Present a year-end Financial Statement at the Annual General Meeting and provide the 4th Day Log Editor with a copy for publication in the 4th Day Log. As well, provide the Lay Director with a copy of the year-end Financial Statement for presentation to the Bishop during their annual meeting.
13. As the Bishop has invited all Cursillistas to be part of the procession for all Ordinations, members of Secretariat are encouraged to participate.

14. Remind Secretariat Members of the need to respect confidentiality in regards to sensitive issues which may be discussed during their meetings.
15. Other duties as directed by Secretariat.

Revised September 2015

ANGLICAN CURSILLO MOVEMENT
(Diocese of Nova Scotia and Prince Edward Island)

Appendix Number 7
SERVANT COMMUNITY ROTATING CHAIR
JOB DESCRIPTION

1. Attend all meetings of the Servant Community and Secretariat. If unable to attend, they should forward their regrets to the Lay Director.
2. Be familiar with the Canadian Anglican Cursillo (CACS) and the National Episcopal Cursillo (NEC) Libraries in order to promote and maintain an authentic Cursillo.
3. Attend Ultreyas and other 4th Day activities on a regular basis.
4. Prepare articles for the 4th Day Log.
5. Chair all meetings of Servant Community. The position of Chair will rotate, on a yearly basis, between members of the Servant Community
6. Provide Secretariat with a report on the activities of the Servant Community.
7. Prepare agendas for all meetings.
8. Arrange for Clergy speakers on doctrinal issues.
9. Arrange for or conduct a talk on some area of the Cursillo method during each meeting.
10. Ensure that each member of the Servant Community is carrying out the responsibilities of their position and provide assistance, where possible, in understanding the requirements of the position.
11. Instruct Servant Community members of the need to respect confidentiality in regard to sensitive issues which may be discussed during their meetings.
12. Liaise on regular and ongoing basis with the Lay Director to ensure that the work of Servant Community meets the Diocesan Pastoral Plan.
13. Assist the Lay Director in the preparation for a yearly meeting with the Diocesan Bishop by providing information on Servant Community activities.

14. As the Bishop has invited all Cursillistas to be part of the procession for all Ordinations, members of the Servant Community are encouraged to participate.
15. Other duties as directed by Secretariat.

Revised April 2015

ANGLICAN CURSILLO MOVEMENT
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Appendix Number 8
SECRETARY - SERVANT COMMUNITY
JOB DESCRIPTION

1. Attend all meetings of the Servant Community. If unable to attend, they should forward their regrets to the Lay Director and Chair of the Servant Community.
2. Be familiar with the Canadian Anglican Cursillo (CACS) and the National Episcopal Cursillo (NEC) Libraries in order to promote and maintain an authentic Cursillo.
3. Attend Ultreyas and other 4th Day activities on a regular basis.
4. Maintain an up to date list of Servant Community members, including name, position, year the term started, phone number, address & email address. This list to be distributed to Secretariat members and Servant Community members following the Annual Meeting and updated as changes occurs.
5. Record attendance of at monthly Servant Community meetings.
6. Record Minutes of the Report Section and forward to Servant Community Chair for review within 5 – 7 calendar days of the meeting. Following the Chair's review, distribute Minutes to the Servant Community members.
7. Prepare and type correspondence or other documents as required.
8. As the Bishop has invited all Cursillistas to be part of the procession for all Ordinations, members of the Servant Community are encouraged to participate.
9. Other duties as directed by Servant Community.

Revised April 2015

ANGLICAN CURSILLO MOVEMENT
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Appendix Number 9
PRE-CURSILLO DIRECTOR JOB DESCRIPTION

The main responsibility for this position is to ensure the candidate application process runs smoothly. In addition, to notify the Cursillo community of who is attending the Cursillo weekends so that “prayer” can be started for the Team and Candidates. This position requires meticulous organization, attention to detail and if possible, computer skills and access to a personal computer.

1. Attend all meetings of Secretariat. If unable to attend, they should forward their regrets to the Lay Director.
2. Be familiar with the Canadian Anglican Cursillo (CACS) and the National Episcopal Cursillo (NEC) Libraries in order to promote and maintain an authentic Cursillo.
3. Attend Ultreyas and other 4th Day activities on a regular basis.
4. Prepare articles for the 4th Day Log.
5. As the Bishop has invited all Cursillistas to be part of the procession for all Ordinations, members of Secretariat are encouraged to participate.
6. Remind Secretariat Members of the need to respect confidentiality in regards to sensitive issues which may be discussed during their meetings.
7. Other duties as directed by Secretariat.
8. Ensure all Weekend Application forms reflect changes made by Secretariat.
9. Ensures that a Sponsorship talk is given at all Ultreyas prior to the weekends.
10. Ensure Weekend Application Forms are on hand for Ultreyas, Team meetings, Secretariat meetings, and provided to the Web Manager for posting on the website.
11. Responsible for storage of all Weekend Manuals.
12. At the request of the Lay Director, arrange for all Weekend Manuals to be available prior to the Orientation meeting with Weekend Coordinators. Also, provide a list of all manuals to be distributed to the weekend team.

13. Remind Secretariat Members of the need to respect confidentiality in regard to sensitive issues which may be discussed during their meetings.

The following is a list of individual tasks performed by the Pre-Cursillo Director once the application process begins:

1. Receive Cursillo Weekend Applications and process them using the Cursillo Candidate Selection guidelines as stipulated in Article Number 8 of the Movement's Operational Guidelines.
2. Prepare and mail letters of acceptance to both the Candidate and the Sponsor. The Sponsor should also be asked to advise the clergy of the acceptance. If the applicant is refused, the Pre-Cursillo Director will write the applicant with a copy to the sponsor and clergy stating that the application has been refused and the reason why.
3. Keep an up to date list of Candidates and Team Members and have the lists on hand for all Ultreyas and Secretariat meetings for those who are preparing Palanca and praying for Candidates.
4. The Web Manager must receive, in a timely manner, all Team and Candidate lists as well as any changes to these lists. (The Candidate list can only include those who have agreed to have their names disclosed on the website.) A list of Team and Candidates is to be given to the Secretariat Secretary to maintain their list.
5. Maintain a record of payments by the Candidates during the application process. Keep track of the men and women payments separately so these lists can be given to the Weekend Coordinators for registration on Thursday evening of the weekends.
6. Provide all registration fees to the Treasurer for deposit on a regular basis (at least monthly).
7. Contact the Diocesan Bishop's office to obtain a Bishop's "welcome to your weekend" letter which is to be included with all acceptance letters sent to the Candidates.

The following is a list of tasks performed after the Men's and Women's Weekends are over:

1. Once the Weekend photos are received, place in an envelope to distribute to new Cursillistas and Team Members during two (2) Ultreyas. Keep a list, for tracking purposes, of those who have received their photos and then mail any not distributed.
2. Maintain Photo Binder with all weekend pictures and lists of Team and Candidates.
3. Contact Weekend Coordinators to retrieve all Weekend Manuals (including Yellow Talk Books).

4. Provide the Communications Director, Secretary and 4th Day Log Editor with an updated list of new Cursillistas including their addresses, e-mail addresses and telephone numbers.
5. Provide the Secretary with a list of new Cursillistas only and a Team listing indicating position served on the weekend and what talk was given.

Revised September 2015

ANGLICAN CURSILLO MOVEMENT
(Diocese of Nova Scotia and Prince Edward Island)

Appendix Number 10
COMMUNICATIONS DIRECTOR JOB DESCRIPTION

1. Attend all meetings of Secretariat.
2. Be familiar with the Canadian Anglican Cursillo (CACS) and the National Episcopal Cursillo (NEC) Libraries in order to promote and maintain an authentic Cursillo.
3. Attend Ultreyas and other 4th Day activities on a regular basis.
4. Prepare articles for the 4th Day Log.
5. To identify and invite members of the Cursillo community to become contact persons to inform the Cursillo community of activities.
6. Inform each Cursillo Community Contact person approximately **ten days** before the Ultreya or other events to remind them to be in touch with the community to provide the following information:
 - a) Date of the Ultreya or other Cursillo event
 - b) Location
 - c) Time
 - d) Whether it is an open or closed Ultreya
 - e) That food Palanca would be welcomed
7. Identify and, in consultation with Secretariat, send notices re upcoming events to the Anglican Net News and Diocesan Times.
8. Following the Cursillo Weekends, obtain from the Pre-Cursillo Director a list of the new Cursillistas and add their names to the appropriate Cursillo Community Contact list.
9. Keep the Cursillo Community Contact lists up to date by making changes as reported by Cursillo Community Contacts. This includes phone numbers, e-mail addresses and removing or adding names to lists as required. All changes should be communicated to the 4th Day Log Editor and the Secretary.
10. When necessary ask for new volunteers from the community to become Cursillo Community Contacts.
11. When a Cursillo Community Contact retires, ask the Secretary to send a thank you note on behalf of Secretariat for their service.

12. As the Bishop has invited all Cursillistas to be part of the procession for all Ordinations, members of Secretariat are encouraged to participate.
13. In consultation with the Lay Director, ensures all Cursillistas are advised of Ordinations and keeps a list of those who will attend and provides this information to the Lay Director.
14. Remind Secretariat Members of the need to respect confidentiality in regards to sensitive issues which may be discussed during their meetings.
15. Other duties as directed by Secretariat.

Revised September 2015

ANGLICAN CURSILLO MOVEMENT
(Diocese of Nova Scotia and Prince Edward Island)

Appendix Number 11
SUPPLY DIRECTOR JOB DESCRIPTION

1. Attend all meetings of Secretariat. If unable to attend, they should forward their regrets to the Lay Director.
2. Be familiar with the Canadian Anglican Cursillo (CACS) and the National Episcopal Cursillo (NEC) Libraries in order to promote and maintain an authentic Cursillo.
3. Attend Ultreyas and other 4th Day activities on a regular basis.
4. Prepare articles for the 4th Day Log.
5. Arrange for a suitable storage space for Cursillo supplies.
6. Maintain an inventory of all Cursillo supplies and provide this list to members of Secretariat annually.
7. Identify needs and purchase supplies as required – for example, Bibles, Cursillo Crosses and consumable supplies such as Kleenex, paper towels, markers, scribblers, etc.
8. Ensure there is an adequate supply of materials for both Candidate and Team envelopes which are given out at the end of each Cursillo Weekend by the Detail Team. These materials include the most up to date copy of:
 - Candidate and Team mailing lists
 - Special Issue of the Fourth Day Log
 - Article outlining what your Fourth Day means
 - Group Reunion Card
 - Invitation to the Fourth Day Seminar and Welcome Back Ultreya
9. Deliver all supplies for the Cursillo Weekends to the Weekend location prior to the Men's Weekend and return these materials to the storage location immediately following the Women's weekend.
10. Deliver all equipment and supplies required for Ultreyas to the Ultreya locations – example, projector, screen, etc.
11. Arrange for suitable storage of all Cursillo Banners and periodically review to see that they are in good repair. If repair is required on any banners, bring this to the attention of Secretariat so arrangements can be made to have them repaired.

12. As the Bishop has invited all Cursillistas to be part of the procession for all Ordinations, members of Secretariat are encouraged to participate.
13. Remind Secretariat Members of the need to respect confidentiality in regard to sensitive issues which may be discussed during their meetings.
14. Other duties as directed by Secretariat.

Revised September 2015

ANGLICAN CURSILLO MOVEMENT
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Appendix Number 12
FOOD DIRECTOR JOB DESCRIPTION

Input from Food Services is important but attendance at Secretariat meetings is not a requirement for the position. **The Food Services Director is, however, encouraged to attend the April meeting to update Secretariat on weekend purchases, the June meeting to update Secretariat on weekend food services and also the January Annual Meeting.**

1. Be familiar with the Canadian Anglican Cursillo (CACS) and the National Episcopal Cursillo (NEC) Libraries in order to promote and maintain an authentic Cursillo.
2. Attend Ultreyas and other 4th Day activities on a regular basis.
3. Prepare articles for the 4th Day Log.
4. **Grocery List:** At least two weeks prior to the weekend, or at the last team meeting, meet with the Kitchen Captains to review the menus and grocery lists as well as offer suggestions for cost efficiencies and sharing of large recipes, etc. Receive grocery lists from Kitchen Captains and/or Weekend Coordinators for the weekends.
5. **Food Purchases:** Purchase all items on the grocery list using the Sobeys Account, if possible, and deliver to the weekend site shortly after noon on Thursday of each Weekend. Prior to the Weekend, items not on the grocery list must receive prior approval of the Food Services Director. (During the weekend, small pickups by Outside Detail from Sobeys are permitted.)
6. **Flower Orders:** Food Services Director is to place the order in advance for the carnations for the Weekend Closing on Sunday. In Kentville, they are ordered from Pretty Posies in New Minas and put on the Cursillo Account. If not in Kentville, the carnations are to be picked up at the Sobeys closest to the weekend site.

Outside Detail to PICK UP the following order on Saturday:

- white carnations for male candidates
- white carnations with colored tips for women candidates

AGAPE Table: Outside Detail to pick up the following at Sobeys and put on the Account (it is much cheaper to pick them up there than at a flower shop)

- small sprays for Agape table – 1 carnation, baby's breath & fern (1 for every approximately 6 persons on weekend)

7. **Receipts:** At the closing on Sunday, or as soon after the weekends as possible, provide grocery receipts to the Cursillo Treasurer for payment. All other food receipts (i.e. from Detail during the weekend) go directly to the Treasurer.
8. As the Bishop has invited all Cursillistas to be part of the procession for all Ordinations, members of Secretariat are encouraged to participate.
9. Other duties as directed by Secretariat.

Revised October 2012

ANGLICAN CURSILLO MOVEMENT
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Appendix Number 13
FOURTH DAY LOG EDITOR JOB DESCRIPTION

1. Attend all meetings of Secretariat. If unable to attend, forward regrets to the Lay Director.
2. Be familiar with the Canadian Anglican Cursillo (CACCS) and the National Episcopal Cursillo (NEC) Libraries in order to promote and maintain an authentic Cursillo.
3. Attend Ultreyas and other 4th Day activities on a regular basis.
4. Prepare articles for the 4th Day Log.
5. Ensure publication of 4th Day Log as directed by the Secretariat.
6. Establish submission deadline for each edition and forward to members of Secretariat.
7. Collect submissions for the log from:
 - a) Members of Secretariat and Servant Community
 - b) Cursillistas at large
 - c) National Secretariat newsletters, website, etc.
 - d) Other Diocesan Fourth Day publications from across Canada
8. Edit submissions and compile into a printable format and electronic format.
 - a) Distribute the log electronically by e-mail to the Cursillistas in the Data Base. Have an appropriate number of copies printed and mailed to those Cursillistas who do not have e-mail.
9. Ensure that the Web Manager receives a copy.
10. Encourage donations each edition in the 4th Day Log.
 - a) Receive donations for 4th Day Log and forward to the Treasurer for recording and deposit.
11. Responsible for oversight of the database ensuring that the database is updated and that the 4th Day Logs are e-mailed to Cursillistas

12. As the Bishop has invited all Cursillistas to be part of the procession for all Ordinations, members of Secretariat are encouraged to participate.
13. Remind Secretariat Members of the need to respect confidentiality in regard to sensitive issues which may be discussed during their meetings.
14. Other duties as directed by Secretariat.

Revised September 2015

ANGLICAN CURSILLO MOVEMENT
(Diocese of Nova Scotia and Prince Edward Island)

Appendix Number 14
POST-CURSILLO DIRECTOR JOB DESCRIPTION

1. Attend all meetings of Secretariat. If unable to attend, they should forward their regrets to the Lay Director.
2. Be familiar with the Canadian Anglican Cursillo (CACS) and the National Episcopal Cursillo (NEC) Libraries in order to promote and maintain an authentic Cursillo.
3. Attend Ultreyas and other 4th Day activities on a regular basis.
4. Prepare articles for the 4th Day Log.
5. Responsible for oversight of Ultreyas so that they meet the CACS guidelines.
6. Encourage and support 4th Day activities such as Group Reunion and Ultreyas.
7. In consultation with Secretariat, seek out Cursillistas to serve as Ultreya Coordinators and alternates.
8. Once Ultreya Coordinators and alternates are appointed, provide them with CACS Ultreya guidelines and other pertinent documents. Be in contact with Ultreya Coordinators and Alternates to provide assistance and advice.
9. Obtain monthly reports from all area Ultreya Coordinators prior to Secretariat meetings, in order to report back to Secretariat.
10. Be responsible for ensuring that each Ultreya Coordinator has a Cursillo Music Box and that the Box includes an overhead of the opening and closing prayers for Ultreya.
11. Ensure the return of the overhead projector to the Supply Director, if not being used.
12. Provide 4th Day Log Editor and Web Manager with Ultreya schedules.
13. As the Bishop has invited all Cursillistas to be part of the procession for all Ordinations, members of Secretariat are encouraged to participate.
14. Remind Secretariat Members of the need to respect confidentiality in regards to sensitive issues which may be discussed during their meetings.

15. Other duties as directed by Secretariat.

Revised September 2015

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Appendix Number 15
ULTREYA COORDINATOR RESPONSIBILITIES

Under the guidance and direction of the Post Cursillo Director:

1. Conduct the Ultreya in accordance with the Canadian Anglican Cursillo Secretariat (CACS) and National Episcopal Cursillo (NEC) guidelines.
2. Make arrangements for Ultreya venues (church or church hall).
3. Arrange for a Witness Speaker for all Ultreyas.
4. Secure a clergy responder to the Witness Talk.
5. Arrange to have a music team present and assist them in determining the songs to be sung.
6. If unavailable, from the Ultreya location, request the Supply Director to provide an overhead/LCD projector from the Supply location.
7. Following each Ultreya, provide the Post-Cursillo Director with:
 - a) Date and location of Ultreya
 - b) Name of the Witness Speaker
 - c) Number of Cursillistas and guests in attendance
 - d) Date, location, and time of next Ultreya
 - e) Any comments or concerns requiring either the Post-Cursillo Director or Secretariat's attention
8. Conduct an offering during the Ultreya and submit the Ultreya offerings to the Treasurer.
9. Keep the Cursillo music overhead box organized.
10. If a coffee box of supplies is required, set up and maintain one for use at Ultreyas, and replenish supplies as required. Submit receipts (on the approved form) to the Treasurer for reimbursement.

Revised October 2012

ANGLICAN CURSILLO MOVEMENT
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Appendix Number 16
PALANCA DIRECTOR RESPONSIBILITIES

1. Attend all meetings of Secretariat. If unable to attend, they should forward their regrets to the Lay Director.
2. Be familiar with the Canadian Anglican Cursillo (CACS) and the National Episcopal Cursillo (NEC) Libraries in order to promote and maintain an authentic Cursillo.
3. Attend Ultreyas and other 4th Day activities on a regular basis.
4. Prepare articles for the 4th Day Log.
5. Provide the Web Manager with your mailing address so that General Palanca requests from other Cursillo Movements can be mailed directly to you.
6. Check regularly at nspeipalanca@ns.sympatico.ca for e-mailed requests for General Palanca.
7. Prepare General Palanca to respond to sister movements for General Palanca requests. Secretariat should be kept informed of what is being sent out on behalf our Movement.
8. Provide Secretariat with a report of all the general Palanca requests received, the name and address of the Movement, and when the request was filled.
9. Request General Palanca from sister Movements for NSPEI upcoming Cursillo Weekends.
10. Deliver General Palanca to Palanca Team Captains in time for the weekends. This should be prepared in four envelopes as follows for each Weekend:
 - a) General Palanca for the Faith Talk presenter
 - b) General Palanca for Friday
 - c) General Palanca for Saturday
 - d) General Palanca for Sunday
11. Set up an on-line prayer vigil for both Cursillo Weekends with time slots from Thursday at 7pm until noon on Sunday for the community to sign up to pray for the well-being of the Weekend.

12. For those Cursillistas who do not have the ability or an opportunity to sign-up electronically, arrange for prayer vigil sign-up sheets to be taken to all team Meetings and Ultreyas.
13. Arrange for a completed prayer vigil sheet to be given to the Palanca Captain for posting during the Weekend.
14. As the Bishop has invited all Cursillistas to be part of the procession for all Ordinations, members of Secretariat are encouraged to participate.
15. Remind Secretariat Members of the need to respect confidentiality in regard to sensitive issues which may be discussed during their meetings.
16. Other duties as directed by Secretariat.

Revised September 2015