



DIOCESE OF NEWCASTLE



ANGLICAN CURSILLO[®] MOVEMENT

GUIDELINES

REVISED JULY 2022

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Pastoral Plan

AIM

Cursillo is a world-wide movement to the Christian Church which aims to bring Christ to bear in all situations, through Christian communities committed to living and spreading the gospel. Cursillo is a strong intentional response to the Commission of Jesus.

HOW HAVE WE ATTEMPTED TO ACHIEVE THIS AIM

The Anglican Cursillo within the Diocese of Newcastle attempted to achieve this aim by:

- being active in National Cursillo Secretariat;
- resourcing and encouraging Cursillistas in their own Group Reunion;
- holding regular Ultreyas at parish, deanery and diocesan (annual event) level;
- conducting and resourcing Three Day Cursillos for men and women annually;
- following up the Three Day Cursillos with Fourth Day Reunions/Welcome Day;
- regularly communicating with Cursillistas through “The Encourager”;
- hosting Women’s and Men’s events;
- inter-diocesan links.

PARTICULAR EMPHASIS

Each year we maintain our basic program but with identified key emphases. These strategic elements will be reviewed each year as part of a forward projection for the next three year period and are attached at **Appendix A**.

CONCLUSION

At the end of the Three Day Cursillo the Bishop encourages Cursillistas with the words: “Christ is counting on you.” Cursillo stands with, and is not distinct from, parishes and sector ministries as they mobilise their resources to bring the good news of Jesus to the communities in which they live.

Faithfulness in Service

**A national code for personal behaviour and the practice of pastoral ministry
by clergy and church workers.**

**General Synod of the Anglican Church of Australia
Child Protection Committee.**

**As adopted by General Synod, October 2004, and
last revised by General Synod Standing Committee September 2017.
*This national code is relevant for all office holders and team members
in the Anglican Cursillo Movement of Australia.***

Faithfulness in Service is the national code for personal behaviour and the practice of pastoral ministry by clergy and pastoral workers. It was approved by the General Synod in October 2004. Since then, it has been revised periodically by the General Synod Standing Committee. The most recent edition was approved in September 2017, and is currently under review.

Please note that the national code is protected by provisions of the *Copyright Act 1968*. Members of the Anglican Church of Australia are able reproduce the document provided that copyright is acknowledged.

The Diocese of Newcastle has adopted and applied the standards and guidelines of this code with reference to their specific circumstances, July 2020.

Code of Meeting Practice

All meetings of Newcastle Anglican Cursillo Movement Secretariat, Servant Communities and other groups under the Cursillo umbrella must be conducted in a rigorous, but not confrontational, style. The meeting should allow for issues to be explored in depth with alternative viewpoints put forward and discussed.

The role of the Chairperson is to ensure that everyone participates in discussions and, in the case of complex decisions, help to achieve a consensus, wherever possible.

To encourage participation, it is the Chairperson's responsibility to:

- ask for different points of view;
- ensure that everyone is treated courteously - rudeness, personal insults and sarcastic behaviour are not acceptable;
- encourage balanced discussion;
- recognize individual talents and expertise, and give individuals the chance to share in their particular field;
- encourage the quieter members to participate in discussions;
- seek clarification where necessary to guide the discussion forward;
- give credit and thanks where it is due;
- allow only one conversation to occur at a time.

The responsibilities of the members of Secretariat and Servant Communities in meetings are to:

- attend meetings promptly and submit apologies when unable to attend;
- be prepared for the meeting having undertaken necessary preparation;
- be a good listener;
- be honest, direct and open;
- respect and acknowledge the views of others;
- work together to resolve conflict and achieve outcomes;
- be non-judgmental;
- avoid prejudices;
- focus on the issue and not the person.

Always remember that we are meeting in the name of Christ as His servants.

“Christ has no body now on earth but yours, no hands but yours, no feet but yours; yours are the eyes with which He is to look with compassion on the world; yours are the feet with which He is to go about doing good; and yours the hands with which He is to bless us now.”

Saint Teresa of Avila

Reviewed and endorsed by Newcastle Anglican Cursillo Movement Secretariat July 2022.

GUIDELINES FOR OPERATION OF THE NEWCASTLE ANGLICAN CURSILLO MOVEMENT IN THE DIOCESE OF NEWCASTLE

These guidelines outline the basis for the operation of the Newcastle Anglican Cursillo Movement in the Diocese of Newcastle.

SECRETARIAT - RESPONSIBILITIES AND FUNCTIONS

The Secretariat is the executive body of the Cursillo Movement within the Diocese and is responsible to the Bishop of the Diocese. It has the general responsibility for the life and direction of the Movement within the Diocese. The Secretariat has the authority over the Cursillo Movement, but not over the Cursillistas.

The functions of the Secretariat are:

- to promote and serve the movement both at the Diocesan and National level with a strong emphasis on maintaining and fostering authentic Cursillo as established by the founders;
- to maintain relationships with the Anglican National Cursillo Secretariat, through its appointed representatives (usually the Diocesan Lay Directors) on the National body;
- to oversee the operation of the Servant Community;
- to establish and oversee such policies and practices to provide an effective Fourth Day Program;
- to liaise and consult with the Diocesan Bishop with regard to areas of pastoral concern and to discern areas in which the Cursillo Movement will be of service in the work of the Diocese;
- to promote the prayerful support for the Movement;
- to plan and implement the Three Day Cursillo weekends so that they are effective in bringing candidates from the Pre-Cursillo to the Fourth Day;
- to supervise, conserve and account for funds and resources entrusted to the Secretariat;
- to maintain relations with the Fourth Day Movements in which our Diocese participates, such as Kairos ministries, and the Emmaus Movement (currently not active), by providing prayerful support and ratifying their choice of Anglican Lay Directors.

A Pastoral Plan guides the activities of Secretariat in furthering the work of the Movement in this Diocese. The Pastoral Plan is reviewed annually and developed for ensuing years. (See **Appendix A** for Pastoral Plan adopted by Secretariat each year).

COMPOSITION OF THE SECRETARIAT

The Diocese of Newcastle Secretariat has been established to consist of 12/13 members. All members should be active in their own Parish, and have evidence in their lives of a commitment to, and an understanding of, the purpose and method of Cursillo. They should be active in Group Reunion and Ultreya and other aspects of the Fourth Day. The composition of the Secretariat should be as follows:

- two Diocesan Co-Lay Directors (one male, one female);
- a Diocesan Spiritual Director;
- a Secretary;
- a Treasurer;
- a Diocesan Proctor / Music and Copyright Coordinator;
- two Servant Community Coordinators;
- an Applications Coordinator / Fourth Day Coordinator;
- a Spiritual Adviser (Clergy);
- a Prayer Vigil, Prayer Request Coordinator;
- "The Encourager" Editor;
- a Webmaster.

Other persons may be co-opted to the Secretariat, but will have no voting rights. An example might be the National Lay Director if a member of this Diocese.

Other positions which are not Secretariat members, but are appointed by Secretariat include:

- Cursillo Roll Coordinator;
- Palanca Coordinator.

SELECTION AND APPOINTMENT OF SECRETARIAT MEMBERS

It is important that the membership of Secretariat be rotated in such a way that continuity of its work is maintained. Everything should be done to ensure that its role is seen as a servant role rather than a place where the power lies.

VOTING PROCEDURES FOR SECRETARIAT MEMBERS (OTHER THAN DIOCESAN SPIRITUAL DIRECTOR)

For positions becoming vacant at the end of the current year, nominations will be formally accepted from Servant Community suggestions and Secretariat **at the May** meeting. These names will be circulated to each member of Secretariat, to enable a month of prayer for discernment, prior to voting by secret ballot at the **June** meeting.

Depending upon circumstances, consideration will be given to allow for these dates to be flexible.

As a guide, it is recommended that nominees will have served on Servant Community.

It is recommended that Diocesan Co-Lay Directors are recruited from those who have been Three Day Cursillo Lay Directors.

The suitability of a proposed new member to Secretariat is to be confirmed with the nominee's Rector by one of the Diocesan Co-Lay Directors, before the name is put forward to the Diocesan Bishop. New members are then recommended to the Diocesan Bishop for consideration, and a personal invitation extended by the Bishop to become a member of Secretariat. The Diocesan Bishop has the right to appoint members if they wish.

TERM OF APPOINTMENT

The term of appointment will normally be for a three year period, (taking into account the continuity of the Secretariat's work). Members will not normally be eligible for reappointment for consecutive full terms, unless appointed to the position of Co-Lay Director. At any time, the number of new members is not to constitute more than one third of the total Secretariat membership. Secretariat members' terms will run until their successors are appointed. Once appointed, each member will be expected to serve his or her term until its completion. In the event of a death or resignation, a new member will be appointed.

It is appropriate to have staggered terms for the two Co-Lay Directors to provide continuity. It is also desirable to stagger the terms for Clergy.

APPOINTMENT OF SPIRITUAL DIRECTOR

The Spiritual Director will normally be appointed by the Diocesan Bishop after discussion with the retiring Spiritual Director. The retiring Spiritual Director will take nominations from Secretariat, gained through the previously mentioned voting procedures, for referral to the Diocesan Bishop for consideration. This decision should be made at least three months before the retiring Spiritual Director's term expires.

APPOINTMENT OF THREE DAY CURSILLO LAY DIRECTORS, AND LEADERS FOR MEN'S AND WOMEN'S EVENTS

Lay Directors for the Three Day Cursillos for the following year will be voted for using the above mentioned prayer and voting procedures, using nominations from the previous Three Day Cursillo Lay Directors and from Secretariat. From this prioritised list of names after voting, the Diocesan Co-Lay Directors will contact the Rectors of the persons named on the prioritised list to seek confirmation of the suitability of the nominated Cursillista to be a Three Day Cursillo Lay Director; and then the nominee will be asked to prayerfully consider the invitation to lead a Three Day Cursillo according to the order of voting.

Under normal circumstances, Secretariat members would not be eligible to be on Secretariat and be a Three Day Cursillo Lay Director concurrently, or a member of a team.

SECRETARIAT MEETINGS

Secretariate meetings will be held at agreed intervals, but normally on a monthly basis. If any urgent decisions need to be made between meetings, the Co-Lay Directors (together with the Secretary, Treasurer and Spiritual Director, if considered appropriate) will have the right and the power to make and act on these decisions.

Secretariat meetings are to be conducted according to the Newcastle Anglican Cursillo Movement's Code of Meeting Practice, reviewed and endorsed by Secretariat July 2022. (See page 5).

Meetings of Servant Communities, and any other group meeting in the name of the Cursillo Movement in this Diocese will also be conducted according to this Code.

PRIVACY INFORMATION

Secretariat maintains an electronic database of the Cursillo Roll. This holds details of active Cursillistas in the Anglican Diocese of Newcastle. The Applications / Fourth Day Coordinator keeps a hard copy summary of a completed application in a rolling waiting list format for Three Day Cursillo Lay Directors. After the applicant has been to a Three Day Cursillo, (or has advised they won't be attending a Cursillo and would like to be removed from the waiting list), their application is destroyed by the Fourth Day Care Coordinator. Those people who have attended a Cursillo have their name, address, and parish details recorded on the Cursillo Roll by the Roll Coordinator. This information is only used for Cursillo purposes and will not be given to a third party. The information is utilised for "The Encourager" and similar mailouts. Three Day Cursillo Lay Directors have access to a hard copy and/or an electronic version of the roll for a short period of time to assist in team selection. Parish Contacts only have access to a small subset of the roll i.e. those people within their Parish who are Cursillistas.

A person's name can be removed from the roll at any time by contacting the Roll Coordinator. The roll is periodically checked (usually by returns from each mailout of "The Encourager") for errors. Parish and Deanery Contacts and Secretariat will have access to some information located on the Anglican Diocese of Newcastle web pages. Only information approved by those people in writing or via email will be so used.

CHANGES TO THE GUIDELINES

These Guidelines are based on current thoughts, developments and initiatives that have evolved since the introduction of Cursillo to the Diocese. Secretariat has the right (and obligation) to alter or revise these Guidelines as necessary to fulfil the aims of the Movement – within the framework set out in the official Cursillo Manuals. It is recommended that these Guidelines be reviewed by Secretariat at least once every three years.

ROLES AND RESPONSIBILITIES

DIOCESAN CO-LAY DIRECTORS

The Newcastle Diocese has two Co-Lay Directors, (one of each gender) who share these duties on a mutually agreed basis. Secretariat meetings are generally chaired on a rotating basis. Their duties are to:

- pray for the Movement and all involved in current and future undertakings;
- attend and chair monthly Secretariat meetings;
- liaise with the Secretary to prepare the annual list of agenda items;
- liaise with the Secretary in preparing agenda for the regular meetings and act on decisions;
- attend National Secretariat meetings, prepare reports and act on decisions;
- represent the Diocese at important Cursillo gatherings, such as Diocesan Anniversaries and National Gatherings;
- liaise with the Diocesan Bishop and other Diocesan bodies as appropriate;
- prepare an annual report for Synod;
- accept invitations to discuss the Cursillo Movement with Diocesan or Parish groups;
- after first consulting their Parish Priests invite those who have been prayerfully discerned to lead a Three Day Cursillo; Men's events; and Women Celebrating our Faith events;
- give Three Day Cursillo Lay Directors copies of the following to read for background information prior to induction:
 - Newcastle Anglican Cursillo Handbook;
 - Leaders Manual;
 - Newcastle Diocesan Guidelines;
- induct Three Day Cursillo Lay Directors into their tasks approximately 3 months prior to the first training day;
- attend all team Commissionings and present Team Training Workshops for Three Day Cursillos;
- attend Deanery Ultreyas when possible;
- maintain and update Three Day Cursillo Lay Director Handbooks, Team Kits and Talk Guidelines for team members;
- be responsible for the issue of the following items to Proctors for Three Day Cursillos:
 - all handouts;
 - Fourth Day envelopes and contents;
- monitor and assist Three Day Cursillo Lay Directors in team selection;
- write Palanca to candidates on Three Day Cursillos;
- attend Mananitas, Clausuras and Fourth Day Welcome Days;
- be prepared to speak at Clausura on the importance of the Fourth Day, Group Reunion and Ultreya;
- write to sponsors of new veterans shortly after Three Day Cursillos to encourage them in their sponsorship roles;
- plan dates for Three Day Cursillos; Team Training; Fourth Day Welcome Days; Men's events and Women Celebrating our Faith events;
- organise venue bookings for Three Day Cursillos, meetings, and other Cursillo events including liaising with venue management on costings;
- be prepared to answer phone calls and reply to email messages and 'trouble shoot' if necessary;
- contribute items to "The Encourager;"
- Prepare an "*Apostolic Action Diary*";
- arrange printing, mailing, and/or emailing of "The Encourager" and "*Apostolic Action Diary*";

- prepare the annual list of Members of Secretariat and Dates for Cursillo Events, and forward to the Editor of “The Encourager” for inclusion in the Summer Edition;
- organise end of year function for members of Secretariat and special guests;
- review Secretariat operations, goals, new initiatives and coordinate appropriate actions and plans to implement Secretariat decisions;
- arrange Secretariat’s palanca for Three Day Cursillos in other Dioceses.

DIOCESAN SPIRITUAL DIRECTOR AND ADVISERS

THE DUTIES OF THE DIOCESAN SPIRITUAL DIRECTOR ARE TO:

- attend Secretariat meetings;
- as the Diocesan Bishop’s appointment, keep the Bishop informed from time to time;
- with regard to each Three Day Cursillo, they will:
 - recruit and appoint two Spiritual Advisers at the same time as the Three Day Cursillo Lay Director’s appointment, giving as much notice as possible;
 - confirm their appointment by letter, including advice of the training dates and times, together with the name, address, and phone numbers of the Three Day Cursillo Lay Director, advising that they will receive their manuals and guidelines for the Three Day Cursillo from the Three Day Cursillo Lay Director at the Commissioning training day;
 - inform the relevant Three Day Cursillo Lay Director of the name, address and phone number of the appointed Spiritual Advisers for the Three Day Cursillo;
 - be responsible for the arrangements for the Commissioning Service and the Eucharist and liaise with the Rector of the parish where the commissioning is to be held;
 - write a Welcome Letter to the new Cursillistas inviting them to attend the Fourth Day Welcome Day; send this to the Three Day Cursillo Proctor for inclusion in the Fourth Day Welcome pack issued at the end of the weekend;
 - attend the final Eucharist of each Three Day Cursillo, and in the absence of the Bishop, celebrate, preach and present to the candidates their crosses with the words “*Christ is counting on you.*” [Note: The Three Day Cursillo Spiritual Advisers, in conjunction with the Three Day Cursillo Lay Director, are responsible for the organisation of the final Eucharist of the Cursillo.];
 - attend the Clausura and De-commissioning of the team, and in the absence of the Bishop be prepared to speak;
 - consult with the parish priests of those Cursillistas returning from their Three Day Cursillo with a view to exploring ways for the next steps in their involvement of the life of the Church, parish, community, etc;
- appoint Spiritual Advisers to other Cursillo initiated events such as *Men’s events*, *Women Celebrating our Faith events*;
- support of the leadership of this essentially lay movement. There is much that can be done behind-the-scenes to encourage and facilitate the leadership;
- together with the other clergy members of Secretariat, contribute to providing a “conscience” for the movement. Hopefully, there is sufficient disengagement from the day-to-day to be able to develop and hold a clear understanding of the vision; and
- be responsible for the preaching, Commissioning and De-commissioning and the Liturgy of the Diocesan Ultreya in the absence of the Bishop;
- contribute to each edition of “The Encourager.”

THE DUTIES OF THE SPIRITUAL ADVISERS ARE TO

- attend Secretariat meetings;
- support the meetings and the Movement with prayer;
- assist the Diocesan Spiritual Director at Commissionings and De-commissionings;
- be prepared to represent the Diocesan Spiritual Director at Cursillo events as required.

THE SECRETARY

THE DUTIES OF THE SECRETARY INCLUDE THE FOLLOWING:

GENERAL

- membership of the Secretariat Executive (which includes the Co-Lay Directors, the Spiritual Director and the Treasurer);
- maintenance of the Annual Planning Schedule for Secretariat activities.

SECRETARIAT AND OTHER MEETINGS

- preparation of Agendas for Secretariat, and other extraordinary meetings, in consultation with the Co-Lay Directors;
- preparation of Minutes of meetings which record significant discussions, motions adopted, and actions required;
- distribution of Agendas and Minutes;
- ensure arrangements for the smooth running of Secretariat meetings – i.e. attendance, people presenting reports, or visitors attending Secretariat meetings.

SECRETARIAL FUNCTIONS

- receiving of incoming correspondence and other material for referral to Secretariat for action;
- preparation of correspondence, both in response to decisions of Secretariat and on a needs basis;
- maintenance of an incoming and outgoing correspondence register;
- maintenance of electronic and written records for Secretariat;
- liaising with the Diocesan Bishop's Secretary for attendance at Secretariat meetings, Clausuras and other Cursillo activities within the Diocese;
- booking of venues for Secretariat meetings, Welcome Days, and Cursillo Team Commissioning and first Team Workshop Training Days; (other training day venues may be booked by the Three Day Cursillo Lay Director), as required;
- liaising with the venue operator for the Diocesan Ultreya, as required;
- keeper of the key to the Cursillo Mail Box at Waratah;
- initiate the review of the Diocese of Newcastle Anglican Cursillo Movement Guidelines with Secretariat every three years.

THE TREASURER AND FINANCIAL PROCEDURES

THE DUTIES OF THE TREASURER ARE TO:

- prepare financial statements, including profit and loss, balance sheet and budget at year's end;
- arrange for audit of annual financial statement;
- submit financial statements to Secretariat in a timely manner, and then to the Diocese if required;
- prepare profit and loss, bank reconciliation and statement of all account balances for each meeting of Secretariat. Profit and loss to be as up to date as possible, preferably for the previous month to the meeting. Should this not be possible then a statement to an appropriate cut off date should be prepared;
- bank all income for the Movement to the Newcastle Anglican Cursillo operating account in a timely manner; and pay all properly authorised accounts of the movement and reimbursements, cash advances;
- submit to Secretariat a list of accounts for payment for authorisation; where an account has been paid urgently by authorisation of the Executive have the payment ratified by the meeting;
- report on any other financial matters as appropriate or necessary;
- ensure that an asset register is maintained by the Diocesan Proctor, and conduct an annual review of the value of the assets with the Diocesan Proctor;
- fulfil all taxation obligations of the Movement especially lodgement of GST returns for refund of GST paid by Cursillo;
- maintain a record of all Newcastle Anglican Cursillo bank account details, signatories etc, ABN number and any other public record financial obligations and Diocesan financial obligations;
- provide advice to Secretariat on financial matters, budgets and management of funds;
- handle the financial affairs of the Diocesan Cursillo Movement in accordance with the procedures outlined below;
- monitor financial practices throughout the Deaneries and the wider Cursillo movement to ensure that they meet audit requirements and good cash handling procedures and prescribed practice within the Diocese;
- ensure that financial records are stored and archived;
- forward names of people who have paid contributions to the Roll Coordinator;
- advise any change of addresses or other matters affecting the roll that come to notice in the course of fulfilling duties of Treasurer;
- actively contribute to the functioning of Secretariat.

FINANCIAL PROCEDURES

TREASURER

- the Treasurer must maintain an up to date cash book either in electronic form or manually. Regular back-ups of an electronic cash book to be made;
- up to date profit and loss statements, bank reconciliation and account balances must be distributed to each member of Secretariat at each meeting;
- accounts for payment must be moved for authorisation or ratification by the meeting. Financial statements must be moved for adoption;
- where it is desirable for prompt payment of accounts or the smooth running of Cursillo, the Treasurer may in conjunction with a Co-Lay Director or the Secretary pay an account in anticipation of ratification by the meeting;
- maintain a register of account and taxation numbers and bank signatories and details;
- the Treasurer must maintain an asset value register in conjunction with the Diocesan Proctor;

- submit books to the Auditor in January as soon as interest statements are received;
- request completion of Audit in time for March Secretariat meeting, or earlier if possible;
- forward audited financials to the Diocese as required;
- audited financial records are only required to be retained for a period of 5 years;
- audited financial records prior to this 5 year period must be shredded;
- prepare and lodge GST returns to ATO;
- as contributions are voluntary, it is not necessary for the Treasurer to maintain a record of whether or not Cursillistas have paid contributions in a particular year.

GENERAL PRINCIPLES APPLYING TO CURSILLISTAS

CASH COLLECTIONS (INCLUDING JOY OF GIVING ENVELOPES AT CLOSING EUCHARIST FOR A CURSILLO)

- collection and counting of cash must be undertaken by two non related persons (husband and wife or partners are considered to be related);
- counting of cash must occur immediately following an event or during the event;
- for a Three Day Cursillo weekend, it is the responsibility of the two Proctors on Team to count and record the cash collection (**Appendix B**) in the Joy of Giving envelopes;
- cash must be secured after counting or given to the Treasurer;
- form for cash deposits (**Appendix B**) must be completed in duplicate and signed by both persons. One copy to be forwarded to the Treasurer and a copy kept by one of the persons undertaking the count;
- cash must be deposited to the Newcastle Anglican Cursillo account using Direct Debit as soon as possible after the event, and a copy of the receipt sent via email to the Treasurer.

CURSILLO BANK ACCOUNT DETAILS

- The account details for the banking of money are:

Newcastle Anglican Cursillo
BSB: 705 077
Account: 00041127

CHEQUE MANAGEMENT

- cheques must be forwarded to the Treasurer for banking.

CASH ADVANCES

- receipts **must** be obtained for all goods subject to GST;
- where receipts are not available a list must be maintained showing the date the expense was incurred, the amount, details of the goods or services obtained and the purpose to which they were put (**Appendix C**);
- at the conclusion of an event, an accounting for the cash advance **must** be submitted to the Treasurer, together with a completed form for cash advances expenditure (**Appendix D**);
- where goods are subject to GST an accounting **must** be submitted at the end of each quarter, (March, June, September, December) in a timely manner for the Treasurer to claim a refund of the GST paid on the quarterly BAS statement.

GENERAL PRINCIPLES APPLICABLE TO INCURRING EXPENDITURE

CAPITAL ITEMS, EQUIPMENT AND SUPPLIES

AMOUNTS UNDER \$100

- the Diocesan Proctor may purchase supplies or minor items of equipment up to the amount of \$100 in anticipation of ratification and reimbursement by Secretariat. Such purchases must be in line with and further the objects of Cursillo aims and operations.

AMOUNTS BETWEEN \$100 AND \$500

- where it is desirable in the furtherance of Cursillo aims and operations to expedite the purchase of equipment or supplies the Diocesan Proctor may confer with either Co-Lay Director or the Secretary and proceed with the purchase in anticipation of reimbursement by Secretariat at its next meeting. The Diocesan Proctor may only proceed after ascertaining from the Treasurer that funds are available and that the budget will not be seriously compromised by the purchase;
- the Diocesan Proctor should endeavour to obtain more than one quote or at least compare and document prices for major items of purchase. A substantial amount would be any amount greater than \$100.

AMOUNTS OVER \$500

- amounts over \$500 must be authorised at a meeting of Secretariat after the Treasurer has cleared the allocation of funds from the budget;
- three quotes or comparison of prices should be presented to the meeting together with any other relevant information necessary for consideration.

TRAVEL EXPENSES

- Co-Lay Directors will be entitled to reimbursement for reasonable accommodation/travel expenses to National Secretariat Meetings where it is desirable for Newcastle Cursillo to be represented;
- it is expected that the need for expenses will be brought to the meeting of Secretariat. Where that is not possible the availability of funds must be cleared with the Treasurer prior to incurring the expense;
- any other travel by members of Secretariat must be authorised by the meeting of Secretariat or, if the travel is at short notice, it must be cleared by a Co-Lay Director or the Secretary and availability of funds checked with the Treasurer.

ROUTINE RECURRING EXPENDITURE

- where expenditure in respect of normal operations of Cursillo is incurred by a member of Secretariat charged with overseeing the task, such reasonable and unavoidable expenditure may be reimbursed on application to the Treasurer in anticipation of ratification by the meeting. Examples of such expenditure are the postage and printing costs of "The Encourager," or a booking deposit made when booking a weekend.

REIMBURSEMENT

- requests for reimbursement must be accompanied by a receipt or tax invoice if the amount includes GST paid and the form for reimbursement (**Appendix D**);
- expenditure incurred must be properly authorised prior to incurring the expense;
- reimbursement of expenditure may be made at the discretion of Secretariat (**Appendix C**).

PROCTOR'S THREE DAY CURSILLO WEEKEND ADVANCE

- Proctors are responsible for collecting and balancing **team** fees for their Three Day Cursillo weekend, including the final payments. A schedule of payments must be completed at the end of the weekend and forwarded to the Treasurer (**Appendix F**);
- all payments must be receipted;
- banking of monies using Direct Debit must be accompanied by advice to the Treasurer of the amount banked for the particular Three Day Cursillo weekend (**Appendix B**) and the receipt of payment slip;
- cash advances must be managed in accordance with the earlier paragraph on cash advances;
- a Proctor's advance is provided and must be used in accordance with details contained in **Appendix E**.

DEANERY CONTACTS

- Deanery contacts are responsible for collections from Ultreyas within their Deanery and cash advances held by them in accordance with the general principles for handling of cash advances and seeking reimbursement etc;
- Annual subscriptions must be banked using Direct Debit with the usual advice (**Appendix B**) and the receipt of payment slip to the Treasurer. A list of names of Cursillistas paying their contributions must accompany the advice;
- **no money is to be taken from donations collected at Ultreyas. This is important for a financial audit trail.** If necessary, a replenishment of cash should be sought. See **Cash Advances** on page 13.

PARISH CONTACTS

- should Parish Contacts receive money from Cursillistas they must forward it to the Treasurer, or deposit the money using Direct Debit into the Newcastle Anglican Cursillo account details listed below, and advise the Treasurer of the details by forwarding a copy of the receipt of payment slip via email and/or post.

CURSILLO BANK ACCOUNT DETAILS

- The account details for the banking of money are:

Newcastle Anglican Cursillo

BSB: 705 077

Account: 00041127

ADDRESS FOR TREASURER

The Treasurer
Newcastle Anglican Cursillo Movement
PO Box 174
WARATAH NSW 2298

APPLICATIONS / FOURTH DAY COORDINATOR

THE DUTIES OF THE APPLICATIONS COORDINATOR ARE TO:

- receive applications for Three Day Cursillo;
- forward information to the upcoming Three Day Cursillo Lay Directors for them to write acknowledgements to applicants;
- record all candidate applications in the Register ('big Red Book') as well as a record of sponsors' names and addresses;
- send the list of the sponsors' names and addresses to Diocesan Co-Lay Directors before the weekend, and, if necessary, any changes after the weekend;
- send list of potential Musicians and IT people to Co-Lay Directors
- bank any registration monies received with the application forms using Direct Debit, and forward the receipt of payment slip along with the list of names to the Treasurer;
- complete the form for cash deposits (**Appendix B**) in triplicate, with one copy sent to the Proctor for the weekend, one copy forwarded to the Treasurer (with the Newcastle Anglican Cursillo account deposit slip) and a copy kept by you;
- complete the Application Registration section at the bottom of page 4 of the application form before forwarding to the Three Day Cursillo Proctor with **Appendix B**.

THE DUTIES OF THE FOURTH DAY COORDINATOR ARE TO:

- as soon as possible after Team commissioning send a list of team members and their allocated talks/roles to Deanery Contacts;
- send list of team members and their allocated talks/roles to the Editor of "The Encourager" for publication via email: encourager@cursillonewcastle.org.au;
- receive all application forms back from Three Day Cursillo Lay Directors after the Three Day Cursillo weekends to double check entries in Register; add 'weekend attended' by Candidate in the Register column in Red Book;
- complete a list of those Candidates who attended the Three Day Cursillo with the following: Title; Full Name; Address; Telephone Numbers; emails; and Parish;
- forward this list to the Roll Coordinator;
- then destroy all of the application forms, and inform Co-Lay Director when this task has been completed;
- forward a list of names and parishes of new veterans to the Editor of "The Encourager" for publication via email: encourager@cursillonewcastle.org.au.

CURSILLO BANK ACCOUNT DETAILS

- The account details for the banking of money are:

Newcastle Anglican Cursillo
BSB: 705 077
Account: 00041127

ADDRESS FOR TREASURER

The Treasurer
Newcastle Anglican Cursillo Movement
PO Box 174
WARATAH NSW 2298

SERVANT COMMUNITY COORDINATORS

THE DUTIES OF THE SERVANT COMMUNITY COORDINATORS ARE TO:

- maintain contact with, and involvement, in the activities in each Servant Community;
- liaise with Secretariat reporting on Servant Community requests, recommendations and activities;
- report to each Servant Community and Deanery Contact person any relevant Secretariat decisions following approval by the Co-Lay Directors;
- send the list of candidates and their parish to Deanery Contacts together with the letter giving Mananita and Clausura information 4 weeks before the Three Day Cursillo weekend; send updates as required;
- liaise with each Servant Community re allocated tasks for the year such as Mananita, Clausura, Palanca Sorting, Fourth Day Welcome and advise the Editor of "The Encourager" via email: encourager@cursillonewcastle.org.au;
- roster each Servant Community to tasks each year and ensure relevant materials are passed on;
- organise Servant Community Days as allocated by Secretariat;
- provide feedback/critique to each Servant Community for the running of, and talks given, at Fourth Day Welcome Days;
- assist with organisation of Diocesan Ultreyas as required by Secretariat by allocating Servant Community responsibilities for intercessions;
- prepare Prayer Cover for Men's and Women's Three Day Cursillo weekends with Prayer Chain Coordinator and email copy to all Deanery contacts;
- review and update Cursillo Roll through Deanery contacts, Parish contacts or Cursillistas (depending upon Deanery) and inform Co-Lay Directors and Cursillo Roll Coordinator;
- advise the Roll Coordinator of any changes affecting the roll that he/she becomes aware of especially change of address information or names of Cursillistas moving into the Diocese from another Diocese;
- ensure the Newcastle Anglican Cursillo Handbook is made available to members of each Servant Community via an email attachment or by reference to the Newcastle Diocese Cursillo Website. In the event these sources cannot be accessed, the Servant Community Coordinator is to provide a hard copy of the relevant pages from the Handbook.

PRAYER VIGIL / PRAYER CHAIN COORDINATOR

The duties of the Prayer Vigil / Prayer Chain Coordinator are to:

- in consultation/discussion with Servant Community Coordinators, the allocation of Prayer Vigil times for Cursillo Weekends, and any other programs as decided by the Diocesan Secretariat, is determined and sent out to Deanery Contacts for them to establish cover;
- receive Prayer requests and pass them on to Secretariat members and Deanery Contacts.

DIOCESAN PROCTOR / MUSIC AND COPYRIGHT COORDINATOR

THE DUTIES OF THE DIOCESAN PROCTOR ARE TO:

- maintain the Cursillo Movement's Trailer;
- provide poster paper for the Three Day Cursillo weekends;
- maintain the Diocesan Banner and Stand;
- maintain and arrange repair where necessary of all resources required for Three Day Cursillo weekends:
 - Chapel Cover box;
 - table numbers and name holders;
 - shop box supplies, first aid kit and "left over" coffee, sugar, cups, etc;
 - palanca resources;
 - easels and stands;
 - jigsaw puzzle;
 - tripod;
 - Mission Praise songbooks;
- oversee the packing away of material into the trailer is undertaken with care following a Three Day Cursillo weekend. Maintain and organise setting up and storage of keyboard, audio gear and associated equipment;
- maintain a register of use for the Keyboard, Laptop and Data Projector.

FINANCIAL RESPONSIBILITIES

- See **pages 12-15** for guidelines relating to spending of funds and procedures for obtaining reimbursements.

GUIDELINES FOR THE USE OF THE CURSILLO TRAILER

- Three Day Cursillo Lay Directors/Proctors only are to communicate with Secretariat Proctor to access and/or book the trailer. Make sure sufficient time is given to ensure Diocesan Proctor is available to help with the trailer and contents;
- check with the Three Day Cursillo weekend venue which equipment will be required from the trailer. Equipment not needed for the weekend can be left stored on the shelves in the trailer;
- check the Storage Box lists which identify the contents of each box. Make sure all the equipment you require is packed into the trailer;
- check all the equipment is complete and in working order;
- carefully distribute the load evenly, so that there is a slight downward load on the tow ball;
- the Sound System boxes are to be located on the bottom of the trailer;
- the Plastic Storage boxes are to be stored on the middle shelf;
- flat items, such as the poster easel, black boards etc. are to be stored on the top shelf;
- all items are to be placed on the non-slip matting provided;
- any missing or damaged weekend equipment is to be reported to the Diocesan Proctor;
- make sure the Usage Register, which is stored in the trailer, is completed with relevant information;
- before towing the trailer a safety inspection must be completed, including, but not limited to:
 1. tyres, including the spare;
 2. brake, indicator and clearance lights;
 3. safety chain and tow coupling;
 4. check tow coupling Safety Catch is located over clip;
- faults, damage or other problems with the trailer must be reported to the Diocesan Proctor.

LAPTOP AND DATA PROJECTOR USER GUIDELINES

The laptop and data projector have been purchased by Secretariat for the Newcastle Diocese Cursillo. It is the intention of Secretariat to allow all Cursillistas access to this equipment, and to ensure the equipment is in good working condition. The following guide lines are put in place:

- the Diocesan Proctor must ensure that the laptop and data projector are in good condition prior to the equipment being loaned out to a Cursillista and that the Register of Use is filled out;
- this person will be responsible for the return of the laptop and data projector, unless other agreed arrangements have been made with the Diocesan Proctor;
- only designated Cursillistas are to use or operate the laptop and data projector;
- the laptop and data projector are to be used only for Cursillo events and functions and by a competent person who understands the correct operational functions;
- if a fault is discovered it must be reported to the Diocesan Proctor as soon as possible, and prior to delivering the laptop and data projector back to the Diocesan Proctor;
- any damage to the laptop and/or data projector, that is considered to be unreasonable, will be the responsibility of the collector to repair unless Secretariat decides otherwise;
- repairs must **only** be undertaken at the direction of the Diocesan Proctor.

CASIO Wk – 1800 KEYBOARD - SOME INSTRUCTIONS AND HINTS FOR USE

These instructions are located in the pocket of the keyboard case together with the comprehensive CASIO instruction booklet and the composition and details of registrations saved in the memory.

COPYRIGHT COORDINATOR

THE DUTIES OF THE COPYRIGHT COORDINATOR ARE TO:

- assist Cursillo musicians to comply with Australian Copyright Council law when not using Mission Praise or TIS hymn books by ensuring that correct copyright information is included with songs printed on paper or included in powerpoint presentations;
- keep accurate records of materials used;
- report required information to Copyright authorities at designated times.

COPYRIGHT LICENCE INFORMATION AND GUIDELINES FOR CURSILLO MUSICIANS

- the Secretariat of Newcastle Anglican Cursillo requests that **only songs covered by our three (3) licences** should be used at any Cursillo gathering. (See details on next page of licences available);
- a list of all songs to be printed on paper or included in powerpoint presentations will need to be referred to the Copyright Coordinator to confirm they are covered by our licences **PRIOR TO USE**. This includes songs for: Three Day Cursillo Commissioning, training days, weekends, Mananita, Clausura, Welcome Days etc;
- words of songs need to be typed or written by hand. Scanning of words directly from the book is classed as digital reproduction and is not currently permitted under our licence agreements. The original music must also be made available to the musician.
**Songs sung from hymn books supplied to everyone present do not need copyright approval;
- words projected onto a screen using data projection can only be covered by CCLI and One License licences. (**CAL does not allow data presentations**); allow time for checking copyright and preparing the presentation in the required format;
- copyright details need to be added to the last slide of each song that comes under the CCLI and One License agreements. Count each time you prepare another data presentation containing this song, not every time the presentation is shown;
- after the event, any data slides containing hymns need to be given to Secretariat and will become the property of Cursillo, not the person who put the presentation together;
- when supplying information to check the licence details of a song, the Copyright Coordinator needs: the name of the song; the first line if that is different; the author; who owns the © copyright or the Publisher; which music book it is from; as well as confirmation that you are able to obtain an original copy of the music book. The original music book must be owned by the person requesting the song or be obtained and made available by that person for the duration of the gathering where the song is to be used – the book must be physically in the vicinity of the gathering. A form to record your borrowings is supplied. (© symbol is written using Alt Ctrl C);
- CCLI copyright returns are now done online, and the information supplied **as per last dot point** needs to be accurate to allocate to the correct song and copyright holder;
- as our licences cover only words, no music can be copied, apart from a page turning copy, allowed because many books don't sit comfortably on music stands. The book copied from must be available in the vicinity. The page turning copy belongs to the person who owns the music book and should be returned to them with the book, or destroyed. Please hold copies until after the Fourth Day Welcome in case the music is required then. No other music can be copied under our licence agreements. If copies are required for additional musicians, please contact the Copyright Coordinator regarding copying under another church's Music Photocopy License;
- if booklets are to be taken from the venue, they need to state that the songs contained in this booklet are not to be loaned, copied, transcribed or re-used. Copies of the song book, printed sheets used for training days, Mananita, Clausura etc, and data slides are required by the Copyright Coordinator for the Cursillo file.

SUMMARY OF INFORMATION REQUIRED BY COPYRIGHT COORDINATOR

The Lay Director / Musician or Proctor is to forward to the Copyright Coordinator the following, by email (preferably) or mail:

- a copy of any song book or souvenir book that is printed for the event – **the draft copy needs to be checked before the final printing is done;**
- a copy of any songs reproduced/printed/made into slides for commissioning, training or live-ins that are not sung directly from hymn books;
- a copy of the Mananita and Clausura song sheets, if these are printed;
- a copy of the powerpoint presentation used is to be given to Copyright Coordinator.

THE LICENCES

- the Newcastle Anglican Cursillo movement has its own licence from One License;
- it is also covered under the Newcastle Diocesan licence agreement with Christian Copyright Licensing International (CCLI), and **we do our own Cursillo on line reporting program;**
- we are also covered by the Diocesan Copyright Agency Limited (CAL) licence and must report to the Diocese when songs are selected by CAL (this was last required May 2007);
- these licences only allow for typing, and subsequent printing, of words only – they do not allow for copying of music or copying of words directly from a song book;
- CCLI and One License publish extensive lists of thousands of the most popular songs they cover;
- CAL covers thousands of secular and religious publications and a list of these is available. CAL does not allow data presentations as @ September 2007; this is classed as digital production;
- these lists are not comprehensive and songs may be covered under these licences that are not shown in their Song Title listings. Searches are required to be done of songs requested that are not on the lists. However, if a particular song is not covered another one will need to be chosen.

DIOCESAN CCLI No. 101252 - WORDS ONLY LICENCE (FOR MISSION PRAISE AND TIS)

Under the terms of our agreement with the CCLI: Copies can be paper print or data projection:

- no more than 500 copies can be produced of any one song sheet. One (1) copy is for the records which are kept by the Copyright Coordinator and 499 are for distribution;
- each printing done for a subsequent event/date is to be recorded as another printing e.g. if you print a particular song for the commissioning day, the same song for a training day, the same song for Mananita and then print the same song in your songbook, that counts as four (4) different printings. (When reporting this online, you only have to report four (4)).

CCLI LICENCE No. 101252

ACKNOWLEDGEMENTS ARE TO BE PRINTED UNDERNEATH EVERY SONG AS FOLLOWS:

- the song title; at end of song – the Author, the © Copyright holder, the CCLI Licence No. 101252
Jesus, what a beautiful name
Words and music: Tanya Riches
© 1995 Tanya Riches / Hillsong Australia
Used with permission CCLI Licence: 101252
- the font size can be as small as you can make it, as long as it is there.

ONE LICENSE No. A-740321

ACKNOWLEDGEMENTS ARE TO BE PRINTED UNDERNEATH EVERY SONG AS FOLLOWS:

- The song title; Text By: Author; Tune By: Author; Copyright Year; Publisher; All Rights Reserved; One License Licensing Permission No. A-740321
The Summons
Text & Tune: © 1987, WGRG, Iona Community.
Administered in Australia and New Zealand by Willow Publishing Pty Ltd
Used with permission One License No. A-740321

DIOCESAN COPYRIGHT AGENCY LIMITED (CAL) No. W1407

- participants are required to keep detailed records and submit a 10 week survey when selected by CAL – approximately every 4 years (Last return was May 2007);
- copies can be paper print, but still not data presentation with this licence (@ September 2007);
- please list the number of copies made of each publication used; the publication title; the author, publisher of the book.

“THE ENCOURAGER” EDITOR AND EDITORIAL TEAM

THE DUTIES OF THE EDITOR AND EDITORIAL TEAM ARE:

Editor to:

- liaise with one or both of the Diocesan Co-Lay Directors, as members of “The Encourager” editorial committee;
- coordinate the preparation and publication of “The Encourager” Magazine three times per year – Autumn (April); Winter (August); Summer (December);
- receive, read and respond to emails using: encourager@cursillonewcastle.org.au;
- receive all contributions for inclusion in “The Encourager” magazine via email: encourager@cursillonewcastle.org.au;
- sort contributions for suitable material to be published in “The Encourager;”
- coordinate with the editorial team for content input and proof-reading;
- keep up to date all information regarding Diocesan, Deanery and Parish contact details and Cursillo events
- design a suitable cover and update publication information;
- design page layouts, prepare format ready for printing;
- forward **PDF** version of the content of the magazine to the Diocesan Co-Lay Director for final proofing;
- assist with preparations of flyers for Cursillo events as and when requested by Co-Lay Directors.

Co-Lay Directors to:

- liaise with Roll Coordinator to update Roll, email and/or home/postal addresses;
- organise for printing of labels for mailing to those Cursillistas requesting a hard copy of “The Encourager;”
- organise email lists for those Cursillistas requesting an electronic copy of “The Encourager;”
- arrange for printing and assembly of “The Encourager;”
- advise Treasurer of printing quote, and cheque for Australia Post;
- arrange enveloping and mailing out at local PO or mail Centre on due date;
- email **PDF** version to those receiving “The Encourager” via email on due date;
- ask Webmaster Coordinator to place copy of “The Encourager” on Website.

WEBMASTER COORDINATOR

THE DUTIES OF THE WEBMASTER COORDINATOR ARE TO:

- encourage all Cursillistas to see the importance of keeping in touch with current Cursillo information and activities using the Newcastle Diocese Cursillo website www.cursillonewcastle.org.au and the National Cursillo website <https://www.cursillo-australia.org/>;
- liaise with Secretariat for information to be included and updated on the website, including:
 - About - including Secretariat, sponsor guidelines and how to make payments;
 - Diary – Apostolic Action Diary, and listings of dates for current year;
 - News – current events;
 - “The Encourager” – current and past editions dating back to 2013;
 - Links – National Cursillo website and other Dioceses Cursillo websites;
 - Forms – Bookmark; What is Cursillo?; Three Day Weekend Applications;
 - Recent Posts; Quick Links; Categories; Subscribe by email.
- use “The Encourager” to disseminate information and details on how to access both the Newcastle Diocese Cursillo website and the National website;
- add the latest edition of the Newcastle Anglican Cursillo Handbook to the Website.

DUTIES OF NON SECRETARIAT POSITIONS

DEANERY CONTACT PERSON

THE DUTIES OF THE DEANERY CONTACT PERSON ARE TO:

- supply information to and from Secretariat and to and from parishes;
- forward promptly to Parish Contact persons notices regarding Three Day Cursillos, with dates and times of prayer vigils;
- request an updated list of currently active Cursillistas from each parish in March of each year and forward same to Co-Lay Directors and the Roll Coordinator;
- send Servant Community minutes to Servant Community Coordinator;
- initiate prayer chain messages by contacting the Secretariat Prayer Chain Coordinator and relay prayer requests to the parishes;
- keep an up-to-date register of Deanery Cursillistas including addresses, telephone numbers and email addresses. This information is to be gathered from Parish Contacts;
- organise the place and time for Deanery Ultreyas. It is desirable that this should be done 12 months in advance, varying venues and consulting with Parish Contacts. Details are to be emailed to the Editor of "The Encourager" for publication:
encourager@cursillonewcastle.org.au;
- appoint a lay leader for each Deanery Ultreya and ensure they have copies of all the guidelines necessary for leading an Ultreya. Prior to each Ultreya liaise with the leader and the Parish contact to check all is organised;
- allow time for Notices at Ultreyas to pass on information from Secretariat, give notice of forthcoming Cursillos and Servant Community responsibilities at the Three Day Cursillos;
- have a Collection bowl at each Ultreya, complete summary form for collections of money (**Appendix B**) and deposit monies using Direct Debit into the Newcastle Anglican Cursillo account and forward the receipt of payment slip to the Treasurer;
- reaffirm the vision of Cursillo by encouraging group reunion, prayerful consideration of candidates and dutiful sponsorship;
- be the liaison between the Servant Community Coordinator and Deanery Servant Community;
- fill the role for three years, recommending someone else at the end of the term, nominate a stand-in Deanery Contact in the event of long absences, and inform Secretariat and the Editor of "The Encourager" encourager@cursillonewcastle.org.au.

FINANCIAL RESPONSIBILITY OF DEANERY CONTACTS, (PROCTOR IF TREASURER NOT AVAILABLE); CASH COLLECTION (INCLUDING JOY OF GIVING ENVELOPES AT CLOSING EUCHARIST FOR A CURSILLO)

- collection and counting of cash should be undertaken by two non related persons (husband and wife or partners are considered to be related);
- counting of cash should occur immediately following an event or during the event;
- cash should be secured after counting, or given to Treasurer;
- form for cash deposits (**Appendix B**) should be completed in duplicate and signed by both persons. One copy to be forwarded to the Treasurer and a copy kept by one of the persons undertaking the count;
- cash should be deposited into the Newcastle Anglican Cursillo account using Direct Debit and a copy of the receipt of payment slip forwarded to the Treasurer together with the completed cash deposit form (**Appendix B**);
- alternatively, cash can be given to the Treasurer for banking, together with the completed cash deposit form (**Appendix B**).

CHEQUES

- cheques must be forwarded to the Treasurer in a timely manner, with the details of the cheque and what the money is for, using form (**Appendix B**).

CASH ADVANCES

- cash advances will be paid by the Treasurer using Direct Debit into the Proctor's personal account;
- receipts must be obtained at all times;
- at the conclusion of the event, complete a record of expenditure cash advances form (**Appendix D**) and submit to Treasurer;
- unspent monies to be refunded by the Proctor into the Newcastle Anglican Cursillo account, and the Treasurer advised.

GENERAL

- Deanery contacts are responsible for collections from Ultreyas within their Deanery;
- all collections must be deposited into the Newcastle Anglican Cursillo account using the summary form for collection of money (**Appendix B**) and the Treasurer advised;
- advise the Treasurer if this collection includes Cursillistas paying their annual subscription, along with the names and amounts paid;
- **no money is to be taken from donations collected at Ultreyas. This is important for a financial audit trail.**

CURSILLO BANK ACCOUNT DETAILS

- The account details for the banking of money are:

Newcastle Anglican Cursillo

BSB: 705 077

Account: 00041127

ADDRESS FOR TREASURER

The Treasurer
Newcastle Anglican Cursillo Movement
PO Box 174
WARATAH NSW 2298

SERVANT COMMUNITY

MEMBERS OF A SERVANT COMMUNITY ARE TO:

Be a community of service to the Cursillo Movement by:

- developing leadership abilities among its members;
- encouraging the potential of members by studying the Newcastle Anglican Cursillo handbook and living it authentically;
- sharing the knowledge of the Cursillo Movement by writing articles for “The Encourager,” recommending Cursillo books to read, promoting and publicising Cursillo by preparing talks for Parishes who want to know more about Cursillo;
- growing in wholeness through living what is fundamental to being a Christian and being an example to others by spiritual authenticity;
- discerning the needs of Cursillo in this Diocese and devoting time and talents to meeting those needs, e.g. by:
 - assisting in conducting Ultreyas;
 - sustaining and encouraging Cursillistas in Group Reunion;
 - nurturing new Cursillistas;
- assisting Secretariat by:
 - prayerfully considering Cursillistas who are living the Cursillo method by recommending them as future Secretariat members;
- gathering new members into a Servant Community by being watchful at Ultreyas to find those who are faithfully living the Cursillo method and showing leadership qualities, and inviting them to attend Servant Community meetings;
- fulfilling the duties allocated by Secretariat for each year;
- Secretariat meetings are to be conducted according to the Newcastle Anglican Cursillo Movement’s Code of Meeting Practice reviewed and endorsed by Secretariat, July 2022, see page 5. Meetings of a Servant Community, and any other group meeting in the name of the Cursillo Movement in this Diocese will also be conducted according to this Code.

FOURTH DAY WELCOME - SERVANT COMMUNITY RESPONSIBILITIES

The Fourth Day Welcome has two functions:

- a reunion of teams, candidates and sponsors associated with the recent Three Day Cursillos;
- to reinforce the message received during the Three Day Cursillo and extend the understanding of the purpose and methods of Cursillo in this Diocese.

PREPARATIONS FOR FOURTH DAY WELCOME

- confirm venue booking, key for entry, availability of equipment, any special conditions;
- contact Lay Directors for each Three Day Cursillo requesting a copy of their theme, theme prayer, theme song, songs, a copy of the cover sheet of their bulletin, plus words of any songs not in Mission Praise;
- invite Diocesan Co-Lay Directors to the day;
- forward photos and a brief summary of the day to the Editor of “The Encourager” via email: encourager@cursillonewcastle.org.au.

Printing

- invitations to the Welcome Day: give invitations to each Three Day Cursillo Lay Director to place in Fourth Day Envelopes (approximately 80 invitations required for candidates and sponsors);
- words of songs that are printed must include correct copyright details (see **page 21** of these Guidelines);
- speaker’s texts plus copies for records.

Equipment

- Banners – check with Three Day Cursillo Lay Directors from recent Cursillos and ask them to bring;
- at the venue the following things will be needed (liaise with Diocesan Proctor for this equipment):
 - lectern, piano/keyboard, (External keyboard amplifier, speakers and stands if required);
 - power board, extension lead, gaffa tape;
 - screen, laptop and data projector, extension lead, as needed;
 - P.A. system – recommended even in small venues. (External keyboard amplifier can be used, microphone, cable and stand required);
- you may also require mugs/cups, water jugs, table covers, tea towels, tea, herbal tea, coffee, decaf coffee, milk, sugar, donation bowl;
- Mission Praise books.

Fourth Day Welcome Team

- Leader to MC introductions;
- person to work data projector, with copy of talks showing clearly when to change powerpoint slides;
- speakers for 4 talks;
- morning tea and lunch supervisors;
- musician as arranged.

Training

- check powerpoint slides and talks for any information that needs updating. Contact Secretariat for updated information;
- write and practise talks, and coordinate with powerpoint slides, print talks at least size 14 font print size on single sheets of paper. Number the pages;
- talks for Fourth Day Welcome:
 - overview of Cursillo - video;
 - prayer and palanca;
 - Ultreya and Group Reunion;
 - Sponsorship.

Report

A Report by the Fourth Day Welcome team about the talks and running of the day should be forward to Secretariat as soon as possible.

MANANITA - SERVANT COMMUNITY RESPONSIBILITIES

PRIOR PLANNING

- Servant Community Leader will write to the Three Day Cursillo Lay Director for each Cursillo about two months before to determine the following:
 - name of Mananita Musician – this is not to be the Three Day Cursillo Team Musician;
 - songs for pre-Mananita, discuss with Musician;
 - will Team or Servant Community move candidates' tables to one side?
 - have six (6) boxes available to store Table Community gear?
 - name of Mananita speaker and banner carriers;
 - mobile phone number of Proctor for last minute emergencies;
 - seating Plans for Mananita and plans of Table Set Up after Mananita or arrange for LD to leave plan in venue on day;
 - check with Proctor for supply of urns, tea, coffee, milk cups, sugar, stirrers, traffic signs, etc;
 - appoint MC, Lookout, People to serve tea and coffee and people to hand out Song Books and other Mananita songs etc;
- Servant Community to supply garbage bags and sponges, etc. for cleaning up.

TASKS AT VENUE

- arrive no later than 6:00 am;
- Servant Community to set up tea and coffee (depending on venue);
- check urns are on and tea and coffee ingredients available (depending on venue);
- turn on heaters or air conditioning if needed;
- clear candidates tables into separate boxes and store (if not already done by);
- set up seats on platform / stage in main body of venue in accordance with plans supplied;
- set up microphone and lectern for Mananita speaker (not in front of speakers to avoid feedback);
- MC to announce songs and pass on messages, for first part of Mananita. Check with Musician what songs are to be sung pre Mananita;
- MC to prepare a list of visiting Cursillistas from other Dioceses, note distance traveled in our Diocese and what time they left home;
- arrange people to direct the traffic, when necessary, at the various venues and appropriate signs for silence;
- MC to help keep noise down;
- "Lookout" person to check arrival of Team and Candidates and assist in keeping noise down. Use "QUIET NOW" notice;
- Servant Community to hand out and list of Mananita Songs and Song Books &/or Sheets;
- encourage partners and sponsors of Candidates to sit or stand in front rows;
- where seats are available ask veterans to remain seated throughout the Mananita. People may stand behind the chairs if they wish;
- make sure the Mananita banner is available and two banner carriers are ready;
- collect any Palanca and hand to Palanca Coordinator and/or sorters.

ASSUMING TEAM AND CANDIDATES LEAVE FIRST

- MC to ask veterans to stack chairs and move tables back in place. See LD's plan;
- replace gear in boxes onto tables as per plan;
- return microphone, lectern, easel, jigsaw, etc. back in place;
- **make a final check of the room before leaving to see that there is no uncollected Palanca left around, especially on tables and pass to the Palanca Coordinator.**

ARRANGEMENTS FOR VARIOUS LOCATIONS

- as Three Day Cursillo weekends are being held at various venues, arrangements for Mananita will need to be amended for each venue. Plan accordingly. e.g. Mananita maybe held in different location to meeting room;
- Cursillistas in close proximity may be able to help with above instructions. All of the above items will need careful consideration and in particular power supply using properly approved leads and power boards.

CLAUSURA – SERVANT COMMUNITY RESPONSIBILITIES

PRIOR PLANNING

- Write to the Three Day Cursillo Lay Director to advise arrangements:
 - the musician for Cursillo community, prior to candidates arriving;
 - songs for the Cursillo community to sing, prior to candidates arriving;
 - discuss how area is to be set up, arrange to have floor plan left out for required seating, lectern and microphone location;
 - where the shared meal is to be served and what special equipment is required;
 - Servant Community is required to supply paper plates, cups, garbage bags, torch, etc;
 - how are Clausura and dining areas to be left when finished;
- appoint MC, Lookout, and minimum 4 People to dining area and minimum 4 people to Clausura area. Co-opt if necessary;
- obtain emergency contact phone number of team Proctor.

TASKS AT VENUE

General Tasks

- arrive by 3:30pm with all necessary equipment listed above if Servant community is to supply;
- organise parking and erect signs if required;
- liaise with team Proctor for access to Clausura/dining area.

Clausura Area

- arrange seating, lectern and microphone according to Three Day Cursillo LD's Plan;
- test sound system;
- place song books and sheets on chairs for candidates and team;
- welcome veterans and hand out Mission Praise books and sheets with words to De Colores and song list;
- 4:30pm MC to arrange quiet singing and write a list of visitors. Leave on lectern for LD;
- MC to encourage sponsors and spouses to sit in front rows and **keep noise down**;
- "Lookout" to watch out for Cursillo community and use sign to keep noise down;
- MC to advise veterans to join in singing De Colores as they enter the room when they are sure of which verse is being sung;
- after Grace is said, move to dining area;
- Diocesan Proctor to organise and direct packing up and storage of all Cursillo gear;
- ensure venue is left as per instructions by venue operator.

Dining Area

- organise tables for veterans to place food on arrival;
- place single row of chairs around the room and store excess out of way (if possible);
- at conclusion collect leftover food and distribute to those with use for them;
- ensure dining area is left as per instructions by venue operator.

PARISH CONTACT PERSON

THE DUTIES OF THE PARISH CONTACT PERSON ARE TO:

- liaise between Deanery Contact and Cursillistas with communication in both directions;
- keep personally informed about Cursillo activities and pass on information;
- encourage Cursillistas to participate in Group Reunion and to attend Ultreyas, Mananita and Clausura;
- undertake the role for a three year period, and if absent for any length of time to appoint a Cursillista to fill the role temporarily, and advise the Deanery Contact and Secretariat.
- nominate a replacement when term is coming to an end, and advise Secretariat and the Editor of "The Encourager" via email: encourager@cursillonewcastle.org.au;
- advertise Cursillo activities in your parish, with permission of the Priest;
- be aware of non Cursillistas at Ultreyas and advise the Lay Leader accordingly. Liaise with the Lay Leader if an Ultreya is to be held in your parish;
- forward items of interest via email to the Editor of "The Encourager":
encourager@cursillonewcastle.org.au;
- share items of interest and encourage fellow Cursillistas within your parish and at Group Reunion and Ultreya;
- organise a prayer chain within your parish, to pass on prayer requests. Keep a list of prayer requests, follow up for answer to prayer. Pass on update of prayer requests at Ultreya;
- distribute notices and prayer vigil times promptly to parish Cursillistas. Inform Deanery contact of changes of addresses and new Cursillistas within parish, so rolls can be updated.

FINANCIAL RESPONSIBILITY - PARISH CONTACTS

- should Parish Contacts receive money from Cursillistas they should forward it to the Treasurer or deposit the money using Direct Debit and forward the receipt of payment slip and a completed cash collection summary form (**Appendix B**) to the Treasurer.

CURSILLO BANK ACCOUNT DETAILS

- The account details for the banking of money are:

Newcastle Anglican Cursillo
BSB: 705 077
Account: 00041127

ADDRESS FOR TREASURER

The Treasurer
Newcastle Anglican Cursillo Movement
PO Box 174
WARATAH NSW 2298

PALANCA COORDINATOR

THE ROLE OF THE PALANCA COORDINATOR WITH THE SORTING TEAM ARE SET OUT BELOW WITH GUIDELINES FOR THE SORTING/DISTRIBUTION OF PALANCA:

INTRODUCTION.

Palanca is a wonderful gift of encouragement and prayer from other Cursillistas to the Candidates and Team. Many letters are meant to be delivered on set days. It is the role of the Palanca Sorters to make sure this request is carried out.

There is an almost foolproof method of making sure this happens but for this to occur certain guidelines need to be followed.

The Palanca Coordinator is to arrange with the Lay Director to have a list of names of people on each table in **large print** (Font size 24 – 28, bold type) on **coloured paper** to match the Table colours and Palanca Bags (red, blue, green, yellow, purple, orange). Also have each candidate's and team member's names on corresponding coloured individual pieces of paper, (Font size 36 - 48, bold type. **SURNAME ON TOP** with given names underneath.

Sorters should do nothing until given their instructions by the Palanca Coordinator and have carefully read these guidelines.

BASIC REQUIREMENTS (Palanca Coordinator's duty.)

- 1 extra large basket plus 4 large baskets - for initial sort;
- small baskets – one for each team member and candidates with 3 dividers for each basket;
- supply of:

Large paper clips	Rubber bands
Stickers of various sizes	Note paper for Palanca writing
Pencil erasers	Masking tape
Sellotape	Blu Tack
Ballpoint pens	Black 'Texta' pen.

STEP 1

1. Check that all requirements are available.
2. Collect all baskets from the Cursillo Trailer and names on coloured cardboard and keys to Palanca sorting room from Proctor.
3. Empty **all** Palanca into **extra large** basket.
4. Set up **4 large baskets** in sorting area on a table and attach 1st Day, 2nd Day, 3rd Day and Any Day labels. **Do not rub numbers off Palanca at this stage.**
5. Set up **small baskets in single row** on tables around sorting area. Note: - Space is required on table in front of baskets.
6. Fit Day 1, 2, & 3 cards to each small basket. Day 3 at rear. Make sure cards reach to bottom of baskets otherwise letters slip through.
7. Fit **coloured name** labels to **Day 3** card in **alphabetical order** on small baskets. **Don't separate team and candidates.**
8. Blu tack lists of names for each table to wall or convenient board for quick reference.

STEP 2

1. Sort all available marked Palanca into large baskets marked **Day 1, 2, & 3** and any **Unmarked or Any Day** Palanca into Large **Any Day** Basket. **Any large gifts of Palanca to be kept separate and given to Proctors to give out discreetly.**
2. *Palanca for candidates who do not attend is to be opened by Palanca Coordinator to check for items of value. Valuable items to be returned to sender if possible. Unmarked Pass-it-on-cards maybe used for candidates with limited Palanca.*

STEP 3

1. **THEN** sort **all** Day 1 Palanca into small baskets with names on. Check again the sorting of each Day 1 bundle and put **ONE** elastic band around it. **Do not rub numbers off at this stage.** Complete this before moving onto Day 2.
2. Repeat Step 11 for all Day 2 Palanca.
3. Repeat Step 11 for all Day 3 Palanca.
4. Sort all Any Day Palanca and place on table in front of small baskets.
5. When Palanca Coordinator instructs start with Day 1 and **erase** references to **Day 1 and team** or **cover ink numbers with sticker**, again check sorting and bind with **SECOND** elastic band fitted **away** from the first elastic band. *Two elastic bands indicate names have been checked twice and markings removed or covered*
6. When Day 1 has been checked for second time, coordinator will advise when to proceed to Day 2 and repeat for Day 3.
7. Late in the afternoon erase any markings or cover with sticker references to days or team on **Any Day Palanca**, then distribute Unmarked or Any Day Palanca to even up the Palanca for each day and slip under elastic bands. *It has proved beneficial to check names are correct again before finishing for the day.*
8. If any candidate has limited amount of Palanca co-opt sorters, team or other Cursillistas to write some Palanca. Have paper on hand.
9. Do not put Day 1 Palanca into coloured bags as sometimes Palanca arrives late and this is easier for Gophers to include it.
10. Palanca Coordinator to check that the Gophers understand what has to be done on each day.
11. On Day 3 sort late Palanca as above. Place into coloured bags; pack up cards and baskets and return to Cursillo Trailer.

DEANERY PRAYER VIGIL ORGANISER – For Three Day Cursillo weekends

THE DUTIES OF THE DEANERY PRAYER VIGIL ORGANISER IS TO:

- ensure complete prayer cover for the time allocated to the Deanery;
- allocate prayer times by dividing the time slots allocated to the Deanery for each Cursillo, by the number of Cursillistas in the Deanery, giving each Cursillista in the Deanery a time slot. Omit Cursillistas who are on team for the relevant Cursillo;
- keep an up to date register of the Cursillistas in the Deanery, including Parish contact addresses and phone numbers;
- send a copy of Prayer Vigil lists with dates and times to each Deanery and Parish Contact to arrive at least one week prior to the Cursillo;
- ensure every Cursillista has a prayer vigil list for their parish, not just their own time slot. If the time doesn't suit, each Cursillista can swap with someone in their parish.

CURSILLO ROLL COORDINATOR

THE DUTIES OF THE CURSILLO ROLL COORDINATOR IS TO:

- maintain up to date database of all Diocesan Cursillistas from information supplied;
- provide Co-Lay Directors with an electronic copy of the roll as requested;
- send address labels and/or email addresses for mailouts when requested by the Co-Lay Directors and/or a member of the Editorial Team;
- report to the Co-Lay Directors any issues which arise in maintaining the roll;
- attend a Secretariat meeting every 18 months to report on the roll and any issues.

THE ULTREYA

LAY LEADERS GUIDELINES

The Ultreya is the reunion of the groups. As the Group Reunion supports and encourages the individual, so the Ultreya supports and encourages the community of the groups. Each of these essentials of the Cursillo way sustains and motivates us for the basic task of the Cursillo Movement – the bringing of Christ into our environments.

The purpose of Ultreya is:

- to keep ongoing the spirit of friendship of the Cursillo;
- to facilitate the living and sharing of what is fundamental to being Christian;
- to foster the progressive and total conversion of the participants.

The three essentials of an Ultreya are:

- Floating Group Reunions for at least half an hour;
- the Witness talk;
- Spiritual direction.

It is not essential to have a Eucharist at an Ultreya. It is important that the Spiritual Director be available for individual spiritual counselling if required. The format of the Ultreya is flexible and may be varied by the Lay Leader.

The format including the choice of songs and the reader is normally set by the Lay Leader who will liaise with the Spiritual Director. **All songs are to be chosen from Mission Praise or TIS or covered under One License.**

POSSIBLE FORMATS FOR AN ULTREYA

Example 1

6:15pm – 6:30pm	Lay Leader, Spiritual Director, witness speaker meet for prayer
6:30pm – 6:45pm	Singing and grace
6:45pm – 7:15pm	Meal
7:15pm – 7:30pm	Introductions, Apologies and opening prayer
7:30pm – 8:00pm	Floating Group Reunions here or after Witness talk
8:00pm – 8:30pm	Witness talk preceded by song of speaker's choice (from MP or TIS) Community response Reflection by Spiritual Director Song chosen by Witness Speaker
8:30pm – 9:00pm	Eucharist/Compline/Appropriate Service
9:00pm – 9:30pm	Announcements and final song

Example 2

2:00pm – 2:15pm	Sing as people gather
2:15pm – 2:30pm	Welcome, Apologies, announcements, Opening prayer Songs
2:30pm – 3:00pm	Witness talk preceded by song of speaker's choice Community response Reflection by Spiritual Director Song chosen by Witness speaker
3:00pm – 3:30pm	Group Reunion
3:30pm – 4:00pm	Eucharist
4:00pm – 5:00pm	Song and Blessing Afternoon tea

SPIRITUAL DIRECTOR'S GUIDELINES

“Living what is fundamental to being a Christian” requires our true formation in a spiritual life. The Ultreya is part of that formative experience.

The basic structure of an Ultreya includes:

- Group Reunion;
- worship and singing;
- the lay witness talk;
- responses for fellow Cursillistas and their spiritual leader;
- publicity of Cursillo activities;
- may include meditation from the spiritual leader.

The Priest's participation in the Ultreya is important:

- to be part of the sharing, enlivening community;
- to be available for spiritual direction if so sought by an individual;
- to relate the scriptures to the witness talk;
- to participate in the worship, which may be celebrating the Eucharist or conducting an appropriate form of worship.

The whole Ultreya is meant to be a unity. The close knit community of the Ultreya easily expresses itself in the informal – in the round – celebration of the Eucharist or other form of service and is best celebrated where the Ultreya is held. Much can be lost if there is a break to adjourn elsewhere.

The talk should be written out and given to the Spiritual Director about two weeks before the Ultreya. The Spiritual Director can then interpret the witness in the light of the gospel and link what has been shared to the wider message of God.

Should the celebration of the Eucharist take place in a parish of a Rector who is not involved in the Ultreya it is expected that the Celebrant will seek the necessary permission and guidance before proceeding.

GUIDELINES FOR GIVING A WITNESS TALK AT AN ULTREYA

One of the essential elements of Ultreya is the witness talk. A witness talk is the sharing of personal experience in the speaker's life which gives witness to the speaker's growth in living with Christ Jesus. There are no strict rules or boundaries; however, there are some necessary elements, which may be summarised in the following:

- prayerful preparation;
- the sharing of a recent experience (last six to twelve months);
- concrete examples sharing Christian life in the family, the neighbourhood, the work place etc;
- a natural, sincere and appropriate personal experience;
- simple, short (5 to 10 minutes), real.

The witness should clearly illustrate the speaker's growing union with Christ, growing knowledge of Christ, bringing others to Christ, and changing circumstances to enable Christ to be better known, loved and served. It may be relevant if the speaker tells how the Cursillo method of Group Reunion and Ultreya has helped him or her, for the encouragement of others. However, the witness should be Christ centred and not Cursillo centred.

A balanced witness talk is **NOT**:

- a sharing of 'since I did my Cursillo;'
- an emotional outpouring;
- an extraordinary event or sensation. God works in the ordinary circumstances of life;
- an outpouring of personal troubles;
- a sermon or instruction;
- a long past event or life story;
- a propaganda message of one's own agenda.

It is important that people who share their witness do so because they are led to do so. No one should feel it is not his or her turn, nor should anyone feel unworthy about giving a talk. We are all strengthened and encouraged by another's Christian witness.

The Witness Talk should be critiqued by the Spiritual Director before the Ultreya, and/or at the witness speaker's Group Reunion to ensure that it follows the guidelines.

DEANERIES AND PARISHES

THE CENTRAL COAST

Bateau Bay; Gosford; Kincumber; Lakes Anglican; Peninsula (Woy Woy); St Alban's; Terrigal; The Entrance; Toukley/Budgewoi; Wyoming; Wyong;

LAKE MACQUARIE

Cardiff/Boolaroo; East Lake Macquarie (Belmont/Swansea/Windale); Glenrock; Southlakes; Toronto;

MAITLAND

Beresfield/Thornton; Branxton/Greta/Lochinvar; Cessnock; East Maitland, Maitland/Telarah/Rutherford; Morpeth; Mount Vincent/Kurri Kurri/Weston; Wollombi;

MANNING

Bulahdelah/Tea Gardens/Karuah; Harrington & Districts; Forster/Tuncurry; Gloucester; Taree; The Camden Haven; Wingham;

NEWCASTLE

Adamstown; All Saints ANeW (New Lambton); Kotara South; Lambton; Merewether; MICA (Mayfield/Islington); Newcastle Cathedral, incorporating Hamilton; Newcastle St John's; Wallsend;

PATERSON

Dungog/Clarencetown; Gresford/Paterson; Nelson Bay; Raymond Terrace; Stockton; Stroud; Williamstown/Medowie/Mallabula;

UPPER HUNTER

Denman/Merriwa; Murrurundi; Muswellbrook; Scone; Singleton;

GLOSSARY OF CURSILLO TERMINOLOGY

TERMS COMMONLY USED IN THE ANGLICAN CURSILLO IN AUSTRALIA

Clausura	Closing Service.
Cursillista	A person who has lived the experience of a Three Day Cursillo.
De Colores	Title of a folk song meaning “of the colours” which has become very popular among Cursillistas. The story goes that a bus, in which people were being taken to the location for a Three Day Cursillo, broke down alongside a field of brightly coloured flowers. The song was sung whilst waiting for the bus to be repaired.
Environment	The combination of people, ideas, values, circumstances that occur in a specific place and time, and which influences the way we are, how we think and how we behave.
Evangelisation	The manner of spreading the Good News through the testimony of life and words, in all the environments of humanity.
Fourth Day	The period after the Three Day Cursillo in which the new life of the Cursillista unfolds.
Group Reunion	A small group of friends who share their lives together as Christians.
Holiness	In Spanish, ‘santiadad’. Holiness is the quality or state of being holy, of sanctity.
Lay Director	The lay person primarily responsible for the precise development of the three days.
Mananita	“Little Morning” – a form of palanca from the Fourth Day Community.
Mentality	The mixture of criteria, convictions, attitudes, and pastoral opinions which in the historical circumstances that arouse certain needs, give birth to a movement and shape its identity.
Method	The arrangements and precise and adequate application of certain means, clearly known, in order to attain quickly with the highest probability of success, a proposed goal.
Palanca	A lever - The prayers and sacrifice done individually or communally for the support and encouragement of others in their relationship with God.
Piety	Piety is reverence for God and the practice of and participation in times of prayer and worship, with the purpose of drawing closer to God.
Phase	Each of the parts in the Three Day Cursillo.
Secretariat	A group of people who plan the service, direction and development of the Cursillo Movement in a Diocese or country, as their apostolic commitment.

Servant Community	A group of Cursillistas whose primary role is to study the Newcastle Anglican Cursillo Handbook to enable them to live and understand the Cursillo method so they can lead others. They serve the Movement by carrying out assigned tasks.
Speaker	The person who delivers the talk, and proclaims the message in the Three Day Cursillo.
Sponsor	The person or group that seeks, selects and prepares a candidate for the Cursillo, continuing afterwards until the Cursillista is in regular Group Reunion and becomes part of a Christian community.
Stages	Each of the phases of the Cursillo Movement: Pre-Cursillo, Cursillo and Post-Cursillo.
Strategy	The integrated planning of the different stages of the movement to achieve the purpose.
Talks	The proclamations made during the Three Day Cursillo.
Ultreya	The reunion of Group Reunions.

TERMS NOT COMMONLY USED IN THE ANGLICAN CURSILLO IN AUSTRALIA BUT USED IN AUSTRALIAN CATHOLIC CURSILLO MATERIAL.

Ambiente	In Spanish – ‘the people we move around with.’ It does not describe Environment completely but is often used in this sense.
Charism	A special grace, given by God, that enables and motivates a person to serve in the renewal and building up of the Church.
Vertebrae	In the Cursillo movement context, vertebrae are those persons whose decisions influence, whose ideas move, and whose attitudes motivate.

PASTORAL PLAN 2019 - 2023

Appendix A

	2019	2020	2023
1.	<p>Supporting "Mission Action Plan" (in liaison with Bishop/s and appropriate staff)</p> <p>Be present at Diocesan Convention as Cursillo.</p>	<p>Supporting "Mission Action Plan" (in liaison with Bishop/s and appropriate staff)</p> <p>Be present at Diocesan Convention as Cursillo.</p>	
2.	<p>Working with Clergy in promoting and extending Cursillo in Parishes. Annual mailout of "The Encourager", Cursillo Application Form, Sponsors Guidelines. "What Is Cursillo?"</p>	<p>Explore with Clergy the possibility of holding <i>Cursillo Sunday</i> with Cursillistas promoting Cursillo for 30th Anniversary.</p>	
3.	<p>Three Day Cursillos, Welcome Day, Servant Community Days and other activities held across the Diocese.</p> <p>Diocesan Ultreya being held in outer regional area in preparation for 2020 celebrations.</p> <p>Deaneries encouraged to support the Cursillos held in their area through attendance at Mananita and Clausura</p>	<p>Three Day Cursillos, Welcome Day, Servant Community Days and other activities held across the Diocese.</p> <p>The 30th Diocesan Ultreya will be celebrated at the Cathedral.</p> <p>Deaneries encouraged to support the Cursillos held in their area through attendance at Mananita and Clausura</p>	

PASTORAL PLAN 2019 - 2023

Appendix A

4.	<ul style="list-style-type: none"> • A Diocesan-wide gathering • Re-energise Cursillo leaders in our Diocese in their roles • Revitalise our personal commitment to Group Reunion and therefore encourage others in commitment to Group Reunion • Provide support and encouragement for them in their specific role. • Provide tools to reinvigorate Cursillistas in their Fourth Day journey in their Parishes 	<ul style="list-style-type: none"> • A Diocesan-wide gathering • Promote 30th Anniversary celebrations • Revitalise our personal commitment to Group Reunion and therefore encourage others in commitment to Group Reunion • Provide support and encouragement for them in their specific role. • Provide tools to reinvigorate Cursillistas in their Fourth Day journey in their Parishes 	
5.	<p>Secretariat continuing to offer 'early bird' discounts as funds permit.</p> <ul style="list-style-type: none"> • All Cursillistas promote Three Day Cursillos, Servant Community Workshops • attendance at Mananita and Clausura • Providing support for the Servant Communities 	<p>Secretariat continuing to offer 'early bird' discounts as funds permit.</p> <ul style="list-style-type: none"> • All Cursillistas promote Three Day Cursillos, Servant Community Workshops, • attendance at Mananita and Clausura 	
6.	<p>Support Kairos, Kairos Outside, Torch; reciprocal liaison with CEY youth and other ministries</p>	<p>Support Kairos, Kairos Outside, Torch; reciprocal liaison with CEY youth and other ministries</p>	

ANGLICAN CURSILLO MOVEMENT

Diocese of Newcastle

SUMMARY FORM FOR COLLECTION OF MONEY

(To be forwarded to The Treasurer, Newcastle Anglican Cursillo Movement,
PO Box 174, WARATAH, NSW 2298)

Name(s): Date:...../...../ 20....

Deanery and/or Event:.....

Description	Amount
Annual Contribution	\$
Kairos	\$
Men's Event	\$
Women's Event (WCOF)	\$
Ultreya	\$
Three Day Cursillo Weekends	\$
Joy of Giving	\$
Other – Please state	\$
TOTAL (Must equal total of cash and cheques)	

Number	Item	TOTAL
	\$100	
	\$50	
	\$20	
	\$10	
	\$5	
	\$2	
	\$1	
	50c	
	20c	
	10c	
	5c	
	Sub-Total	\$
	Cheques (record details)	\$
Must equal total of table above	TOTAL	\$

Signature..... (Deanery Contact / Collector)

Signature..... (Event:.....)

Direct Debit:

Newcastle Anglican Cursillo
BSB: 705 077
Account: 00041127

ANGLICAN CURSILLO MOVEMENT
Diocese of Newcastle
REIMBURSEMENT OF EXPENDITURE

Date...../...../ 20.....

Name.....

Deanery..... Attach receipts or record of expenditure

Date of Expense	Description of Expense	GST Paid	Total Amount

Signature.....

ANGLICAN CURSILLO MOVEMENT
Diocese of Newcastle
RECORD OF EXPENDITURE FROM
CASH ADVANCES TO PROCTOR

All receipts must be attached.

Date...../...../ 20.....

Name.....

Deanery.....

Date	Paid to	Description of Expense	Amount
Total Expenditure			\$

Signature of Proctor:

Unspent monies to be refunded by Direct Debit and the Treasurer notified.

Newcastle Anglican Cursillo
BSB: 705 077
Account: 00041127

ANGLICAN CURSILLO MOVEMENT
DIOCESE OF NEWCASTLE

PROCTOR'S ADVANCE FOR THREE DAY CURSILLO EXPENSES

A cash advance in the form of a Direct Debit is given by Cursillo Secretariat Treasurer to the Proctor of each Cursillo to cover out-of-pocket expenses associated with running the Three Days.

This cash advance is meant to cover the following items:

- refreshments and nibbles for the first evening's welcome;
- nibbles for the tables over the Three Days;
- replenishment of "shop box" items, if required;
- replenishment of crayons, pens and other incidental items;
- replenishment of the first aid kit;
- paper for posters (if not provided by the Diocesan Proctor);
- folders for candidates, with theme prayer and songs and notebook;
- folders for team members if required;
- tea, coffee and milk for the training days and the Three Days, including Mananita and Clausura.

The cash advance is not meant to cover the cost of a group photograph and photo of table communities (limited to one each), out of pocket expenses or other special expenses which may occur over the Three Days or period leading up to the Three Days.

Proctors are asked to keep a record of expenses incurred (as set out in the Treasurer's guidelines) and pass them to the Treasurer at the end of the Three Days so that the amount of the cash advance can be adjusted to take into account any additional items or changes which may be necessary from time to time. Please also supply a request for reimbursement, with receipts wherever possible, for photographic and telephone expenses, to the Treasurer.

Please sign the tear off section below and return it to the Treasurer for auditing purposes.

.....

Received the amount of \$..... ___/___/20___ as funding for out-of-pocket expenses for:

Men's / Women's Cursillo No: _____

Proctor: _____
(Name in BLOCK Letters)

Signed: _____

Date: _____

Please send this section to:
The Treasurer
Newcastle Anglican Cursillo Movement
PO Box 174
WARATAH NSW 2298

ANGLICAN CURSILLO MOVEMENT

Diocese of Newcastle

Proctor's Summary of Three Day Cursillo Fees

Date:/...../ 20.....

Name:

Cursillo Event:

Team / Candidates (Please circle one) (**Note:** Complete separate forms for team and for candidates)

Date Paid	Receipt No	Name	Balance Owing	Amount Paid

Signature.....

ULTREYA CHECKLIST

DESCRIPTION	PERSON CONCERNED	WHEN	WHERE	COMMENT	DONE
Lay Leader					
Spiritual Director					
Witness Speaker					
Musician					
Date and Venue					
Guidelines to Lay Leader					
Guidelines to Witness Speaker					
Venue Facilities – teamaking					
- Musical equipment					
- permission for Eucharist					
Coffee, tea etc					
Names of new Cursillistas					
Visitors/non Cursillistas					
Parish Contact person					
Donation Bowl					
Notices sent out 2/3/weeks ahead					