



## Introduction

These booklets, which form the Resource Manual or Handbook for British Anglican Cursillo (BAC), are revised versions of the original documents gifted to BAC from the Episcopal Church of the USA in 1989. In the early to mid-2000s and again in 2013/4 They had been revised for basic differences between the American ways of doing things and for language alterations, but it became apparent that the booklets were not being read or used effectively by Diocesan Cursillo.

This major revision and rewording of the booklets was made by a group of experienced Cursillistas in 2017/8 and is intended for use by Diocesan Cursillo in order to explain and guide such groups in the practicalities and use of the Cursillo method. We believe that this reflects best practice.

In line with recent legal requirements there are also attached Guidelines and Policy Documents, particularly in regard to safeguarding, insurance and financial matters.

It is recommended that any future reviews of these booklets refer back to the original documents received from the Episcopal Church of the USA (ECUSA), copies of which should be held by the BAC President.

*February 2018*

These guidelines are designed to support the work of Gifting Liaison Officers and all those involved when one Cursillo diocese supports the setting up of Cursillo in a new diocese, known as 'Gifting'. Different situations will require different solutions but the guidance in this booklet is intended, not to be prescriptive, but to ensure that Cursillo always adheres to the Licensing Agreement and BACC constitution.

Cursillo can only become established in a diocese with the approval of the gifting and receiving diocesan bishops and BACC.

### **Gifting at a Glance**

BACC President and National Spiritual Director (NSD) establishes with the receiving diocesan bishop that they would welcome Cursillo in their diocese. The bishops exchange letters to this effect.

Gifting Diocesan Lay Director chooses a team of gifting officers, the Gifting team

The BACC President invites a nominated person to be Gifting Liaison Officer (GLO) by letter, setting out the duties of the GLO

A Steering group is created from Cursillistas in the Receiving Diocese

An inaugural meeting is arranged for the GLO , BACC President, the gifting team and the steering group

The Gifting team and Steering group work together towards the first Cursillo weekend

The Bishops from both the gifting and receiving diocese should be involved in the Closing Service of the first Cursillo weekend when the BACC president will welcome the new diocese to the Cursillo family

The new Cursillo diocese will then have full voting rights at BACC and will be liable for membership fees

## **The Five point Plan for Gifting**

**Initial enquiries** from a proposed diocese are submitted to the BACC president and NSD who nominates a GLO.

There should be a viable number of Cursillistas in the receiving diocese by the time the first weekend takes place; it is expected that there would be at least 40 Cursillistas who are active in their Fourth Day. If there are fewer than this number at the start of the process, this should be a focus before a weekend is contemplated. The NSD and BACC president will write a joint letter to the bishop from both the gifting and the receiving dioceses to ask for their agreement that the gifting process is implemented. They are asked to exchange letters to this effect.

If the bishop of the Receiving Diocese is not already a Cursillista they should be invited by the Gifting Diocese to attend a Cursillo weekend, early in the process. If the bishop cannot attend a weekend consider inviting other members of diocesan senior staff highlighting that Cursillo can be part of the diocesan strategy

**The GLO is appointed.** The GLO will have responsibility for overseeing the gifting process.

The GLO will be a Cursillista from a third diocese who is active in their fourth day, is experienced in Cursillo, has good understanding of the authentic Cursillo method, and has been on a CLW within the last 5 years.

They should have a good understanding of how Cursillo can fit into the diocesan structures. They should have insight into the logistics of setting up and running an emerging organisation such as a new Diocesan Cursillo.

**Informing the Receiving Diocesan Bishop about Cursillo.** It is important to ensure that the Diocesan Bishop in the Receiving Diocese has a clear understanding of what Cursillo is about and what it has to offer the church, supporting the mission of the diocese and individuals on their journey of faith.

To this end the NSD and BACC president should meet with the Receiving Bishop and the GLO to ensure that a clear understanding is achieved, along with a framework for the GLO.

**Setting up of the Steering Group** in the Receiving Diocese.

The GLO will meet with the active Cursillistas in the Receiving Diocese and will invite a number of people to serve on the Steering Group, including someone to act as chair of the committee. In time this group will become the Secretariat in the new Cursillo diocese.

All those serving on the Steering group should attend a CLW if they haven't done so within the last five years.

A key member of the Steering Group will be an experienced member of the clergy who has staffed on a Cursillo weekend and has an understanding of Cursillo and is committed to supporting the new diocesan Cursillo.

**Looking and planning ahead.** It usually takes about three years for a new diocesan Cursillo to become established. It is wise to start raising funds as early as possible as there will be expenses to cover. A guide figure is at least £1,000. Ask the Receiving Bishop if he has access to any funds e.g. in the training or outreach budgets which might assist.

Consider registering for Charitable Status.

Choose an appropriate location for Cursillo weekends, with the advice of the gifting team and GLO. Venues need to be booked as soon as possible, and there will be a booking fee. Many suitable venues get booked up 2-3 years in advance.

At the time of booking dates for the first weekend it is essential to notify both the Receiving Bishop and the Gifting Bishop of the date, so they can arrange to be present at the Closing Service, or to send a senior representative from their diocese.

### **GLO Job Description**

The GLO is appointed by BACC to oversee the process of gifting and therefore acts with the full approval of BACC

The GLO will be committed in prayer to the whole process

The GLO will have attended a CLW in the last three years

The GLO is appointed at the start of the gifting process and will be expected to be involved with the Receiving Diocese until authentic Cursillo has been properly established

The GLO will ensure there is an agreed written strategic outline plan in place for both the Gifting and Receiving Dioceses.

If at any time the GLO believes the gifting to be inappropriate they should make this known to the BACC president and NSD as soon as possible

The GLO should advise on ways of funding Cursillo events and future weekends in the Receiving Diocese

The GLO should be available to support the Steering Group and attending meetings. If not possible the minutes should be sent to the GLO promptly

The GLO should establish good communication links with the Gifting Team and Steering Group as well as the BACC president

The GLO will keep both the Gifting and Receiving Diocesan Bishops informed of developments in the gifting process

The GLO should ensure the Steering Group have access to BACC and diocesan documentation and resources. This will include the following examples; this is not an exclusive list.

- Weekend Booking Forms
- Lay Rector's Manual
- Resources List and other weekend materials such as reading list, history of Cursillo, Cursillo terms,
- Job descriptions for weekend team members and secretariat roles
- CLW booking forms
- Diocesan Cursillo constitution
- BACC documentation such as the BACC Manual and BACC Register
- Safeguarding Policy

The GLO should encourage understanding of the roles and responsibilities for individuals on the new secretariat; this will be between the Gifting Team and the Steering Group as they begin to take on the roles on the secretariat

The GLO will ensure that the Steering Group understand how they relate to BACC, including informing BACC of the details needed for the BACC Register and the payment of subscription to BACC, voting rights etc.

The GLO will give regular updates on the progress of gifting to the BACC president who will update the BACC standing committee

BACC will give the GLO full support through the gifting process

BACC will reimburse any reasonable expenses incurred by the GLO in the execution of their duties

The GLO will normally be involved beyond the first weekend to support the new diocese, until they in consultation with the BACC president and NSD considers it appropriate to step down, which may be after two or three weekends.

## **Process of Gifting**

Once BACC has approved the potential gifting between two dioceses BACC will make a formal offer in writing to the Receiving Diocese, who need to respond to set the process in motion

The BACC President and NSD should meet with the Receiving Bishop and the GLO to ensure that a clear understanding is achieved, along with a framework for the GLO

The gifting process begins with the Gifting and Receiving Diocesan Bishops exchanging letters agreeing to the gifting process

The GLO arranges a joint meeting with the Gifting Team and Steering Group to establish –

- That the two bishops have exchanged the formal letter of invitation and acceptance

- The number of active Cursillistas in the Receiving Diocese

- The staffing and leadership experiences of members of the Steering Group

- The involvement of existing Cursillistas in the Fourth Day, including taking part in any other dioceses e.g. attending Ultreyas

- Gain an insight into the understanding of the Steering Group and the Gifting Team of the procedures and the process of gifting



The GLO should encourage and support all those involved in the gifting process; the GLO should discern any weaknesses highlighted at the joint meeting and be in discussion with the BACC President about them and how these can be addressed

When the GLO is confident that there is sufficient understanding of the process in the Receiving Diocese they can make a firm recommendation to the BACC President that the gifting can progress, noting any provisos they feel are necessary. The BACC President and NSD must satisfy themselves that this is the case before sanctioning gifting.

BACC expects members of the steering group to attend a CLW as the process progresses; if there are additional training needs identified BACC should be contacted to see how they can enable these to be met.

The Gifting Team and the GLO should encourage the Steering Group to be active in Fourth Day activities, establishing diocesan Ultreya along with regular Group Reunion and Spiritual Direction. It is important to ensure that the Steering Group encourage non Cursillistas into Fourth Day activities

The Gifting Team and the GLO should encourage the Steering Group to ensure clergy are informed about Cursillo and what it has to offer the church. Cursillo is an organisation where laity and clergy work together and both are needed for the healthy growth of the movement

The Chair of the Steering Group should request that they are added to the Diocesan Mailing list to assist in communication; they may be able to use that mailing to send out information about Cursillo, trying to break down barriers and dispel the myth that Cursillo is a 'secret organisation'

The Gifting Team will work alongside the Steering Group in preparing for the first Cursillo weekend in the Receiving Diocese including staff selection, training and team building, sponsorship responsibilities, writing talks, preparing a weekend programme etc.

The GLO will advise the Gifting Team and Steering Group about the Closing Service and the BACC documentation

### **First weekend in the new Cursillo Diocese**

The responsibility for the first weekend lies with the Gifting Team, working in partnership with the Steering Group

When the date and venue have been set for the first weekend (New Diocese #1) the GLO should meet with leaders from the Gifting Team and Steering Group to appoint a suitable Lay Rector from the Gifting Diocese and an Observing Lay Rector from the Receiving Diocese

The rest of the staff team for the first weekend will usually be equal numbers from the gifting and receiving diocese as far as possible, including a Spiritual Advisor from each diocese

The lead Spiritual Advisor for the weekend will usually be from the Gifting Diocese

The combined staff team for the weekend should invite the GLO to their two training days

### **The Closing Service of the first Cursillo Weekend**

Those formally invited to attend are the BACC President, NSD, the two Bishops involved in the gifting process, or their nominated deputies

At the Closing Service, after the Eucharist, but prior to the Blessing and Dismissal, the Gifting and Receiving Bishops will formally close the Gifting Process using BACC's 'Institution of Anglican Cursillo in a new Diocese' document

The first Spiritual Director and Lay Director of the new Cursillo Diocese will be commissioned at the same point in the service

The Lay Rector for the second weekend will then be commissioned

The BACC president formally declares the new Cursillo Diocese to be a full member of BACC and involves all present to join in a round of applause

It is traditional for the Gifting Diocese to present the Receiving Diocese with a gift, e.g. a Diocesan Cursillo Banner or a Chalice and Paten

## **Appendix**

### **THE GIFTING OF CURSILLO – A SUGGESTED WAY FORWARDS**

#### **BACKGROUND:**

1. The Gifting of Cursillo currently involves a protracted process of preparing the Receiving Diocese to receive Cursillo. This may take up to three years or longer in some cases.
2. A variety of concerns about the existing process have been raised as the result of recent experiences in a number of Dioceses.
3. These issues do not necessarily mean that there is anything fundamentally wrong with the current Gifting Process. It may simply be that there are improvements or enhancements that might assist progress towards the eventual goal of being able to gift Cursillo to another diocese in a formal way.
4. This document explores some of these issues with the aim of offering an additional complimentary approach to Gifting.

#### **THE BACC GIFTING PROCESS:**

5. The principles of Gifting (as laid out in the BACC Guidelines) are essentially sound and should remain both the aspiration and the preferred method of creating new Diocesan Cursillo Groups in the UK.
6. However, the primary aim of the Gifting Process is to ensure that a healthy, sustainable and thriving Diocesan Cursillo is created in the Receiving Diocese.
7. Therefore, the approach should be pragmatic within any constraints placed on us by the terms of the Cursillo licence.

## **ISSUES:**

8. Experience in parts of the UK has led to concerns that the process is taking too long and may actually be holding back the growth and spread of the Cursillo method.
9. In particular, it can prove difficult for largely rural dioceses with relatively low population density and few major population centres to generate sufficient numbers of Cursillistas quickly enough to sustain the Gifting Process.
10. Often groups of new Cursillistas in a receiving Diocese are clustered in one or two parishes. This can be very positive for mutual support but can also make the further spread of Cursillo within the Receiving Diocese more difficult.
11. Progress towards the establishment of Cursillo in the Receiving Diocese is very much helped by the active support of the Diocesan Bishop and the Bishop's Senior Staff. Without this progress can be more difficult. (Clearly where there are Cursillistas in the Diocesan Team this can be helpful, but this is often not the situation).

## **UK CHURCH AND SOCIETAL TRENDS:**

12. There is an increasing trend towards collaboration of various kinds within the Anglican church and also with and between different Christian denominations.
  - a. This can be seen in the Church in Wales, for example, with the creation of Mission Areas in which Groups of parishes work together under a Mission Area Leadership Team.
  - b. The ecumenical Diocese of Cumbria is another example of the Church doing things differently.
  - c. There are a number of 'Covenant' agreements between denominations nationally.

13. Increasingly people are not constrained by geography: They live in one place, work in another, and undertake leisure elsewhere. People naturally form relationships that suit them rather than being constrained by traditional ways of living or prescriptive processes.
14. Commercial organisations are well used to working in different, flexible ways and often collaborating with others for a period in order to deliver their objectives.
15. Perhaps it is time for BACC to look at another approach to Gifting (and perhaps even to Diocesan Cursillo organisation.)

#### **AN APPROACH:**

16. Given the identified trend towards collaboration and the formation of different kinds of organisational models, this should encourage us to look at a more flexible approach to the way we gift Cursillo.
17. Currently a Steering Committee of Cursillistas from both the Gifting and the Receiving Dioceses is formed following an exchange of letters of intent between the two Diocesan Bishops. Initially, at least, the majority of Cursillistas on the Steering Group will, naturally, be from the Gifting Diocese.
  - a. Working across boundaries is by no means new. In earliest times, what became the 'Church' had to find a means of bringing those whose introduction to Christ was through their Jewish heritage and those who had come to faith from a Gentile background so that each was valued and respected. Much of the New Testament gives reference to this.

- b. Collaboration across agencies (i.e. Police, Social Services, Health Care) is seen as best practice, therefore working across two dioceses with the blessing of their Bishops to help to form Cursillo in an appropriate manner, should and could be part of the Gifting process.
- c. Within Cursillo in Scotland one Secretariat serves the seven Scottish dioceses with the Secretariat drawn from 4 dioceses and 5 Ultreya Areas.

### **A “Collaborative” Model:**

- 18. It is proposed that a more “Collaborative” model could initially be adopted. How would this work?
- 19. Initially, rather than an exchange of letters (or perhaps as well as) a meeting would be brokered between the two Bishops, the LD and SD of the Gifting Diocese and one or two of the key Cursillistas from the Receiving Diocese. The National President and/or NSD might also be invited to the meeting if this was felt to be helpful.
- 20. The meeting would ideally be face-to-face but, in the event that this was not possible, then a voice conference (e.g. Skype or Facetime) might be arranged.
- 21. The meeting would be led by the LD or SD of the Gifting Diocese.
- 22. The suggested aim of this meeting is to gain agreement from both Bishops to operate Cursillo across both Dioceses as a single entity and to understand how Cursillo will be incorporated into the Diocesan Plan of each diocese.
- 23. If this approach is agreed then an outline agenda and checklist should be prepared for Dioceses to use at such a meeting .

24. Also, if this model IS being considered in a particular situation, then it is strongly advised that the National President and NSD should be consulted and involved, at least in the initial discussion of the way forward.

### **Structure and Operation:**

25. The suggested structure and characteristics of this “Collaborative” model, authorised by both Bishops are:
- a. One secretariat to cover both dioceses
  - b. The LD of the Gifting Diocese will be the joint LD for both Dioceses.
  - c. Each Bishop will appoint a SD to serve on the Secretariat.
  - d. Weekends and other activities will be jointly run for both Dioceses as a single entity.
  - e. Secretariat meetings will be held in both dioceses.
  - f. Regular meetings will be arranged with both diocesan Bishops, together or separately to review progress against the objectives in the Diocesan Plan.

### **ADVANTAGES AND DISADVANTAGES**

26. The Collaborative Model has the following advantages:
- a. Very quickly it allows a fully functioning Cursillo organisation to be in place in the Receiving Diocese
  - b. Cursillo has a formal and structured access to, and the commitment of both Diocesan Bishops.



27. The Model will not be appropriate in all circumstances as for example, where the two dioceses involved are geographically separated.
28. In these circumstances it may be possible to tailor the model in order to give at least some of the benefits. If it was intended to do this then it is strongly recommended that the National President and NSD be consulted.
29. The model may also not be necessary in all cases. Where the receiving Diocese already has a significant number of Cursillistas or the prospect of having a good number (however many that may be judged to be) within a reasonable time then the current Gifting Process should be adopted.

#### **THE LONG TERM AIM**

30. The aim of Gifting is to ensure that a healthy and sustainable Cursillo is established in a diocese. The Collaborative Approach outlined above has the same aim but is intended to give encouragement and additional support to the Receiving Diocese by giving them a more effective role in the process.
31. The secretariat for across the two dioceses should review the situation regularly (at least every six months is recommended) and when the time is felt to be right a formal gifting from one diocese to the other should take place.
32. This Gifting should involve:
  - a. The setting up of a new Secretariat. A precursor to this might be the early appointment of an assistant Lay Director to the earlier joint Secretariat. This person would be from the Gifting Diocese and be appointed by the Bishop of that Diocese.

- b. A formal Gift of Cursillo from one Diocese to the other. This could be done in a number of ways but perhaps a joint service involving the Bishops and all Cursillistas of the two dioceses might be an appropriate way. During this event the two “new” secretariats and the new LD would be commissioned (the LD’s would already be in place from the earlier secretariat - see Para. 21.c above.
- c. The National President would normally be invited to such an event to welcome the new Diocese on behalf of BACC.

**33.** Following the formal Gifting each diocese will operate independently as currently although continued collaboration is to be encouraged.

**CONCLUSION:**

34. The purpose of this document is to gain some agreement to the principle of a “collaborative” approach in which Dioceses reach a formal understanding to operate together as a single entity for a period of time.

35. This is by no means the “last word” on the subject and further comment and builds on the proposal are invited.

36. Subject to broad agreement to the approach more detailed Guidelines will be produced.

Hugh Burgess  
27<sup>th</sup> February, 2016

**Version History**

Version	Date	Prepared by	Notes
1	4/11/2015	Hugh Burgess	Discussed with Sally Henniker-Major
2	27/2/2016	Hugh Burgess	Presented to BACC Steering Committee
3	18/7/2016	Duncan McCosh	

## **Glossary of Specific Gifting Terms used in this booklet**

GLO – Gifting liaison Officer

GIFTING TEAM – Cursillistas from the Gifting Diocese who will lead the process

STEERING GROUP - Cursillistas in the Receiving Diocese, working with the Gifting team, who will lead the process towards the first Cursillo weekend

CLW – Cursillo Leaders Workshop – a 48 hour weekend during which those taking up the lead roles in Cursillo learn more about Cursillo to support them in their leadership roles

GIFTING TUTORIAL – 1 day event for GLO and all the Cursillistas involved in the gifting process from both the Gifting and Receiving Dioceses

