



The British Anglican Cursillo[®] Council

®Cursillo Reg. U.S. Pat. Off.

Secretariat – Roles and Responsibilities

Revised 2018

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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.

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The Secretariat is the name given to the Diocesan body which has the responsibility for the life and direction of the Cursillo movement within a diocese. It operates under the authority of the Diocesan Bishop.

Role of the Secretariat

Vision and Strategy

The Secretariat must adhere to the purpose of Cursillo, which is to strengthen people, lay and ordained, in the living out of their baptismal vows. The Cursillo Method seeks to identify, train and support Christian leaders and encourage them in their calling as witnesses for Christ.

It is important for the Cursillo leaders to be in conversation with the Bishop and other diocesan leaders as to what the diocesan priorities are and how Cursillo can support and encourage the church in the diocesan mission.

- Lay Director (LD) and Spiritual Director (SD) should meet with the Bishop, or other diocesan leaders, to consider what part Cursillo might play in their priorities for the church
- Work to produce a Mission Action Plan in line with the Bishop's priorities using the BACC guidelines

Implementation

The Secretariat has the responsibility for ensuring that BACC guidelines for how Cursillo is implemented are followed:

- There are resources in the BACC manual covering sponsorship, how to arrange an authentic three day w/e, Fourth Day activities and to ensure Group Reunions are common practice.
- When arranging Days of Deeper Understanding, Clergy Taster Days, Regional Ultreya or other events refer to the manual and remember the BACC President and National Spiritual Director would

welcome invitations to attend and support such events.

- Encourage the Servant Community in your Cursillo to support the work of the Secretariat.

Constitution

Each diocesan Cursillo should have a constitution which covers:

- Description of the different roles and responsibilities of members of Secretariat
- The terms of appointment of Secretariat personnel including length of tenure
- Finances including annual accounts and arrangements for auditing the accounts
- The minimum number of meetings each year and what makes a meeting quorate
- A Safe-guarding Officer must be identified
- Its legal and charitable status

BACC has a constitution which should be referred to. This ensures that the Diocesan Cursillo Constitution is in line with the overall BACC Cursillo licence.

The Cursillo Method

The key roles for the Secretariat are overseeing the preparation and running of weekends and the organisation of Group Reunion and Fourth Day activities.

Pre-Cursillo

- Prayerful identification of participants and to encourage them into Group Reunion and to Ultreya prior to attending a w/e
- Ensuring sponsors are aware of their responsibility

before the w/e to identify appropriate participants, explain what will take place, pray for them and to afterwards encourage them in their Fourth Day

- The SD and other members of the Secretariat must make sure that the parish priest is able to support the selection of participants.

Three Day Weekend

- Ensure that the weekends in the diocese follow the guidelines for the Authentic Three Day Weekend
- Consider any variation from the basic format of 15 talks and 5 Meditations; think about whether they serve a purpose and enhance the experience, without crowding the programme
- Are responsible for the appointment of the Lay Rector and team for the weekend

Post Cursillo

- Ensure that Fourth Day activities are strong, healthy and available
- Encourage all Cursillistas to take part in Group Reunion and Ultreya
- Ensure that Cursillistas understand the importance of having a Rule of Life
- Encourage Cursillistas to seek spiritual direction and be informed about the processes in the diocese for finding a Spiritual Director

Resources to support your work

BACC, BACC manual and BACC website – use them, they are there to help.

