



CACS MEETINGS GUIDELINES:

CACS Meetings: Host Manual

Date of Meeting: _____

Host Diocese: _____

This manual is intended to assist the Local Coordinator of the Cursillo Community hosting the regular meetings of the CACS. The Chairperson of CACS is responsible for selecting the Host Diocese. This form may be used in any way that will be useful to the Local Coordinator in ensuring that all responsibilities are properly assigned and carried out.

I. GENERAL INFORMATION

A. Local Coordinator:

Address:

Phone:

Email:

B. Site Information:

1. Designated Airport: (CITY / PROVINCE)

2. CACS Meetings to be held at:

Address:

Phone:

C. Please complete this form as soon as possible and send a copy to:

CACS Chairperson: _____

nationalchair@anglicancursillo.com

II. THE LOCAL COORDINATOR

A. Tasks and Responsibilities

1. The Local Coordinator is in charge of all tasks locally. These include:
 - a. Arranging transportation to and from airport
 - b. Providing morning and evening transportation to and from church meeting site for each CACS member
 - c. Providing housing for each member of the CACS
 - d. Providing meals and break food at meeting site
 - e. Providing meeting needs at meeting facility
 - f. Providing space for worship at meeting facility
 - g. Providing for any special events

*Check with CACS Chairperson regarding schedule and time availability
2. The Coordinator selects the Local Coordinating Committee (3-4 months prior to meeting date) and meets periodically for progress reports. [See Appendix F for example of local coordinating committee].

B. Coordination with CACS and Secretariat

The Local Coordinator:

1. Contacts the CACS Chairperson regarding all details of the meeting, and coordination of worship services by CACS Clergy at host church and other local churches if necessary. Permission from the local Diocesan Bishop for visiting clergy to conduct services will be required.
2. Makes arrangements with local Secretariat regarding an evening meeting between the local Secretariat and CACS. Selection of night is to be what is best for the local Secretariat, but should be decided early on so the CACS can develop its meeting agenda accordingly. It is customary that the local Secretariat host CACS with a potluck meal.
3. Makes arrangements with the local Secretariat for publicity for Ultreya during the CACS visit. Selection of night is to be what is best for the local community, but should be decided early on so that CACS can develop its meeting agenda accordingly. The local Secretariat is responsible for the Ultreya.

III. TRAVEL ARRANGEMENTS/TRANSPORTATION

A. General Information

1. CACS members are responsible for making their travel arrangements and sending itineraries to the Local Coordinator.
2. If the CACS member has any particular allergies or accommodation requirements, these must be communicated to the Local Coordinator.

3. If the CACS member will be travelling with his/her spouse, this must also be communicated to the Local Coordinator.
4. If, two weeks prior to the meeting, the local community does not have the travel arrangements for each CACS member, the Local Coordinator should inform the CACS Chairperson, who will obtain the necessary information.
5. It is very important to have the **ENTIRE** itinerary for each CACS member, so that if there is a "no show" at the airport, the transportation "pick-up" person can check connecting flight information.

B. Arrival

1. It is customary for CACS to meet for two full days. (There may be a time when a three day meeting is required. The CACS Chairperson will advise on this). CACS members arrive the night before these meetings begin and have an informal 1 ½ hour meeting together on that evening, from 7:30 p.m. to 9 p.m.
2. Arriving members are greeted in the Baggage Claim area of the airport. If this will be different, notify the CACS Members.
3. Transportation is provided for the CACS members and their luggage from the airport to the designated host billet or meeting site, depending upon each member's arrival time.

C. Contact Person

CACS members may be subject to delays en route to the CACS meetings, either by weather or airline prerogatives.

1. The Local Coordinator should assign a person who will have access to a cell phone throughout the arrival day, so that CACS members have a single phone number to call in the event of delays or other emergencies.
2. This person will communicate periodically with the local transportation people throughout the arrival day.
3. The name and phone number of the contact person must be forwarded to the CACS Chairperson about one month prior to the meeting date.
4. The contact person should have the **ENTIRE** flight itinerary for each CACS member [See Appendix B].

D. Departures

1. Transportation is provided for members of CACS, and their luggage, to the airport from the host meeting site or host billet.

2. It is customary that CACS members depart on the morning after the last meeting day. In case of special circumstances, such as the Bishop or others leaving prior to this time, the transportation coordinator should arrange for such transportation.

3. In emergency situations, CACS members may need transportation to the airport prior to their scheduled departure. The Local Coordinator should be available to the CACS Chairperson to arrange such transportation.

IV. THE MEETING FACILITY

A. General

1. Meetings of the CACS are held in a Parish Church setting, with members of the CACS hosted by the local Cursillo community families or individuals.

2. The Secretariat of the hosting diocese makes the determination of the specific town or community and local church where the semi-annual CACS meeting will be held. This information should be communicated to the CACS Chairperson six months in advance of the meeting date or as soon as the decision has been made.

3. Equipment Needs

a. CACS brings whatever general materials and supplies it may need. Additional supplies of paper, pens, easels (with newsprint), blackboards, magic markers, masking tape, stapler, hole punch, etc. will be needed for use from the host community. The CACS pays for any office expenses the host church incurs during the visit (please supply invoice).

b. Copier and copy paper at the church meeting site **is required** (CACS will reimburse the host church for all copies it incurs).

c. The use of a Printer **will be necessary**. This can either be one that can be connected to one of our laptops or, if possible, access to a computer and printer would be helpful. For the second option, CACS Members would need to be able to use the computer to print files from USB data sticks. Please advise the Chairperson which option will be provided.

d. Extension cords and surge protectors may be necessary for computers and printers.

e. Please advise the Chairperson of the availability of Internet connection and what type.

B. Church Facility Meeting Site

The facility needs to provide one large room to accommodate two (6) six-foot tables, as is needed to seat 10 people, for the entire CACS during business sessions. This room needs to be available for both days of the meetings as well as the evening prior to the main meetings.

V. HOUSING NEEDS

A. Homes

1. Housing accommodations will be needed for up to 10 people. On occasion, a CACS member may travel with his/her spouse. The spouse will then also need to be housed.
2. It is customary that the CACS Episcopal Advisor stays either at the home of the Rector of the hosting church or the home of the Secretariat Spiritual Advisor, unless the diocesan Bishop specifies otherwise.
3. Care must be taken to place members appropriately, with regard to gender, smoking or other personal needs. Each CACS members will provide this information to the Local Coordinator no later than one month before the meeting date.
4. Housing is to be provided three nights for each CACS member, unless specifically noted.
5. Hosts are to provide transportation or make necessary arrangements for CACS members to and from the host church throughout the duration of the meeting (might need to be coordinated with transportation committee).
6. Multiple members of the CACS can stay at a given host's home, as long as separate beds are provided for each guest. [See Appendix I for detailed responsibilities of host families]
7. A list of hosts: name, address, phone, email and who they are housing, should be printed and distributed on arrival night of the meeting to all CACS members. This may be emailed to the CACS members prior to the meeting, if it is ready. [See Appendix C for sample].

VI. MEALS

A. General

1. Meal Coordinator and Committee plan menus to be served at the agreed-upon times, based on the CACS schedule supplied by the CACS Chairperson. [See Appendix A for sample of CACS Meeting Schedule].
2. No later than one month prior to the meeting, any special dietary needs of CACS members will have been communicated by them to the local Coordinator.
3. Nourishing snacks should be readily available at the host meeting site. Examples include: coffee, tea, juices, fresh fruit, crackers, muffins, etc.

B. Breakfasts

1. To be provided mornings at the host homes.
2. Final breakfast to be worked out with host family or person transporting member to airport.

C. Lunches

1. To be served daily at the host meeting site at or around noon.

D. Dinners

1. To be served upon arrival at host home on the first evening.
2. One dinner may be potluck style, prior to the CACS meeting with the local Secretariat.
3. Provision for the other evening meal for CACS members will be at a local moderately-priced restaurant where CACS members will dine together at their own expense.

VII. WORSHIP

Chapel

1. A chapel or suitable area at the host meeting site for the conduct of Eucharist and/or offices of Morning Prayer.
2. The chapel area should be furnished with suitable number of prayer books and hymnals.

VIII. MISCELLANEOUS

A. Schedule

1. Schedules will vary. [See Appendix A for **sample** CACS Meeting Schedule.] Remember, this is just a sample.
2. The CACS Chairperson will send the Local Coordinator the detailed meeting schedule about one month prior to the meeting.

B. Special Site Requirements

1. If special requirements are not flexible at the host meeting site (such as inflexible meal times, availability of meeting rooms, etc.), these requirements should be communicated to the CACS Chairperson BEFORE the final schedule (agenda) is issued.
2. The Local Coordinator should contact the Chairperson with this information.

C. Ultreya

It is customary for the local Cursillo community to host an Ultreya on Friday or Saturday evening if the CACS meeting dates allow for this.

1. The local Secretariat will provide the witness and Spiritual Advisor for the Ultreya. The local community will also provide music, if so desired.
2. At least one month prior to the meeting, special arrangements, such as starting time, location, etc. should be communicated by the Local Coordinator to the CACS Chairperson.
3. The Diocesan Secretariat is responsible for publicizing the Ultreya to their Community.

D. Special opportunities

1. If possible, the CACS would like to have an opportunity for a brief dialogue with the Diocesan Bishop. Please advise the CACS Chairperson if this is possible and where it will fit into the CACS schedule.
2. The CACS has incorporated into its schedule the opportunity to meet for one evening with the Diocesan Secretariat. Please confirm with the CACS Chairperson when this will occur.

IX. APPENDIX (documents to assist in the planning of the CACS semi-annual meetings)

- A. CACS Meeting Schedule
- B. Arrival/Departure Schedule for CACS Members
- C. Host Family/Guest Assignments
- D. Coordinating Committee's Schedule of Events
- E. Flight Departure Shuttle Plan
- F. Local Coordinating Committee
- G. Local Community Support Team
- H. Local Coordinator Letter to CACS Members
- I. Responsibilities of Host Families

REFERENCES

This Guideline has been adapted from the NECC Meeting Host Manual.

APPENDIX A

CACS Meeting Schedule

(For Illustration Purposes ONLY- to be finalized by the CACS Chairperson prior to CACS Meetings)

Date of Meetings: _____

SCHEDULE

Day One

Arrival of all CACS members by early evening

6:00 p.m. Dinner for each CACS member at the home of their host family

7:30 p.m. Meeting at the local host meeting site

9:00 p.m. Conclusion of meeting

Day Two

9:00 a.m. Meeting at host site begins

10:30 a.m. Break (coffee, tea, light snack)

12:00 Lunch

3:00 p.m. Break (coffee, tea, light snack)

5:30 p.m. Dinner with local Secretariat

6:15 p.m. Meeting with local Secretariat

7:30 p.m. Ultreya (if scheduled)

10:00 p.m. Home to billets

Day Three

9:00 a.m. Meeting at host site begins

10:30 a.m. Break (coffee, tea, light snack)

12:00 Lunch

3:00 p.m. Break (coffee, tea, light snack)

5:30 p.m. Dinner out to restaurant

8:30 p.m. Home to billets

Day Four

Church with host families (if on a Sunday) and travel home

APPENDIX B

CACS Arrival Schedule (Sample)

CACS Member	Date / Time	Airline and Flight #	Driver

***Notes:**

1. List any who might be driving a rental from the airport, or perhaps are driving to the meeting.
2. Someone needs to be by the phone until all CACS members have arrived in case of changed flights.
3. Note any alternative arrangements.

APPENDIX C

Host Family and Guest Assignments (Sample)

(Please list names, addresses and phone numbers of host families and guest assignment, and distribute to CACS members **before** the end of the CACS meeting)

Mr. & Mrs. John Doe (Jane) 1234 Main Street Anywhere Canada PC 800-555-1234	Name of CACS Member (s)
Mr. & Mrs. Robert Smith (Carol) 5678 Center Road Anywhere Canada PC 800-555-5678	Name of CACS Member (s)
Fr. & Mrs. Michael Jones 9012 Maple Avenue Anywhere Canada PC 800-555-9012	Name of CACS Member (s)
Mr. & Mrs. George Baker 3456 Cedar Lane Anywhere Canada PC 800-555-3456	Name of CACS Member (s)
Jim Johnson 7890 Church Street Anywhere US 11111 800-555-7890	Name of CACS Member (s)
Mrs. Anna Stevens 2345 Hometown Road Anywhere Canada PC 800-555-2345	Name of CACS Member (s)

APPENDIX D

Coordinating Committee Schedule of Events (Sample)

Activity	Day & Time	Persons responsible
From the Airport, shuttle CACS to host family or meeting place	Thursday Transportation times per schedule	List assigned drivers according to their designated times
Dinner	Thursday, depending on arrival times	List Coordinator, Host families
Host families to drop off and pick up their guests from the meeting place	Transport times according to schedule	List assigned person to notify host families when to drop off and pick up their guests
Breakfast	Friday, Saturday, Sunday	List Coordinator, Host families
Lunch	Friday, Saturday, see schedule	List Coordinator and crew
Dinner	Friday-Pot Luck Saturday Evening	List Coordinator, Secretariat CACS
Sunday Services arrange for and notify CACS	Sunday morning to meet travel needs	List Coordinator, Host families
Airport Shuttle for departures	see schedule	List assigned drivers

APPENDIX E

CACS Departure Schedule (Sample)

CACS Member	Date / Time	Airline	Flight #	Driver

APPENDIX F
CACS Meeting Local Coordinating Committee (Sample)

Local Coordinator

Name
Address
Phone

Housing Coordinator

Name
Address
Phone

Meals Coordinator

Name
Address
Phone

Transportation Coordinator

Name
Address
Phone

Host Parish

Name
Address
Phone
Contact Person

Utreya Coordinator

Name
Address
Phone

APPENDIX G
Community Support List (Sample)

Name/Address	Driver	Host	Food	Other
Mr. & Mrs. John Doe (Jane) 1234 Main Street Anywhere Province PC Phone number		X	X	
Mr. & Mrs. Robert Smith (Carol) 5678 Center Road Anywhere Province PC Phone number	X	X		
Fr. & Mrs. Michael Jones 9012 Maple Avenue Anywhere Province PC Phone number			X	
Mr. & Mrs. George Baker 3456 Cedar Lane Anywhere Province PC Phone number	X			
Jim Johnson 7890 Church Street Anywhere Province PC Phone number	X	X		
Mrs. Anna Stevens 2345 Hometown Road Anywhere Province PC Phone number		X	X	
Mr. & Mrs. Peter Wood 6789 7th Avenue Anywhere Province PC Phone number		X	X	

APPENDIX H

Sample letter to be sent to the members of the CACS

(E mail addresses to be provided by the CACS Chairperson)

Dear (Name of CACS Member):

Our Cursillo Community is really looking forward to your arrival here (**Date**). We hope that your stay here will be a very positive one, and we want to do all we can to make your comfortable while you are here.

When you arrive at _____ **Airport on Day**, please proceed directly to the baggage claim area. A local Cursillista will be holding a *De Colores* sign for identification. You will probably be joining other CACS members there - note the enclosed arrival schedule. If, for some reason, there is a change in your arrival time, please contact (**Name**) at (**Phone**).

Once you have connected with your local transportation, you will be driven to your host home or dinner, depending upon your arrival time. Your host will be:

Name
Address
Phone

You will be meeting at (**List name and address of host Church**). The telephone number there is ____ - ____ - ____.

Please feel free to contact one of us if you have any questions or concerns.
De Colores,

Local Coordinator(s)
List Name and Phone number(s)

APPENDIX I

Responsibilities of Host Families (Sample)

Thursday Evening

1. Provide dinner for guest(s) who arrive during the day.
2. Provide or arrange transportation for guest(s) to Church facility, arriving by 7:30 p.m.
3. Pick up guest(s) at Church facility after CACS initial meeting (sometime after 9:30 PM) or arrange for transportation.

Friday Morning/Evening

1. Provide breakfast for guest(s)
2. Provide transportation for guest(s) to Church facility, arriving by 9:00 AM, or arrange for it.
3. Attend Ultreya at designated facility and bring guest(s) home or arrange for transportation.

Saturday Morning/ Evening

1. Provide breakfast for guest(s)
2. Provide transportation for guest(s) to Church facility, arriving by 9:00 AM, or arrange for it.
3. Provide transportation for guest(s) to and from dinner at designated restaurant, if appropriate. The local Coordinating Committee should provide necessary information and details.

Sunday Morning

1. Provide breakfast for guest(s).
2. Provide transportation to host Church, airport, or other designated location. The local Coordinating Committee will provide information on scheduled Church services and departure times for CACS members.