



## **WEEKEND APPLICATION FORMS**

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### **Introduction**

What is this guideline about? – a general overview of how to create a weekend application for candidates, sponsors, and priests, what should be included and what should not.

Why? questions being asked on an application should be necessary and current.

Who? Each secretariat should review the applications used for a weekend every 5 years or more often if the venue changes and venue specific questions are included. The application must always adhere to the diocesan's policies and procedures.

### **Preparation**

What to consider?

Consider why you are asking a question, does it really matter, do you really need to know this? Will any decision be based on the answer?

Who will be seeing/using the data collected? It should include who will see it and what will happen to it after the weekend.

Make it clear who will be seeing the form(s) right from the start.

How will this data be kept safe and how will it be destroyed?

Are any of the questions posed off-setting? Would they cause a person to consider not coming on a weekend?

### **Content of the Cursillo Weekend Application Form**

It should include the date and times of the weekend.

Address of the venue and web site if applicable.

Name: if you are creating the name tag ahead of time, you will want to ask for the name they want on their name tag as well as their contact information.

Address:

Phone number:

Email address:

### **Other Questions**

Ask only questions that are pertinent to the running of the weekend. If the question does not provide information that will be used in decision making, then remove it.

## **Weekend Application Forms**

Consider gender: as co-ed weekends are currently modeled on a men's and women's table format, and there may be shared accommodation, this question has significance. Cursillo must be sensitive to our changing understanding with how people identify themselves. Consider what decisions would need to be made if someone responded that they identified within the LGBTQ community. Consider phrasing the gender question explaining the reason: With which gender do you most closely identify for table grouping and accommodations: female / male.

Consider age: do you group people in the table communities based on their age? If yes, it is more polite to use age groupings, i.e.: 20-30, 31-40 etc., if you do not sort by age, do not ask the question.

### Venue specific questions

Are there physical limitations to the venue and accommodations? Are there stairs or steep hills to be navigated? A trail or pathway that is not smooth and paved? Elevator or lift? Is everything accessible? Will everything be indoors or is there an outdoor element? Will accommodations be shared or is there a blend or single rooms and shared rooms.

Be very honest and clear about this on the application and ask if there are any physical considerations or adjustments that may need to be made to accessibility, lighting, sound, smell, ability to sit for long periods of time. Make it clear what level of physical activity is required on the weekend, some can and cannot sit in table groups all day. Can accommodations be made for someone who needs to stand frequently? Is it a scent free facility? Can smoking be accommodated?

### Health Questions:

While a detailed health questionnaire should only be required of confirmed applicants, it is appropriate to ask a more general question on this application to ascertain if there are any allergies, special dietary needs or physical accommodations that the Weekend organizers should be aware of. Caterers will need to know about allergies and dietary needs as early as possible. Room assignments will need to know about physical limitations as early as possible.

### Religious Questions:

What church community are you a member of? Some secretariats have people from other denominations attending their weekends; this is the time and way to identify them. Non-Anglicans may need to have some Anglican terms explained and the team can adjust accordingly.

Name of Sponsor: Every participant should have at least one sponsor

Name of Priest: Every participant should be part of a pastor-lead church community

### Other Religious questions:

Consider the following questions and ask why this data is being collected. If there is no reason, then do not ask, consider how the applicant may perceive the question, is it judgemental, is it off-putting? Does it put up barriers right from the start?

Marital status,

Other members who have done a Cursillo,

Occupation or retired

Church activities, groups a member of special skills, talents, hobbies, activities

Where are you in your spiritual journey? Seeker, searcher, teacher, other?

What other religious courses have you participated in?

Photo permission -consider if you want to ask this on this application or separately

Has Cursillo been explained to you?

## ***Weekend Application Forms***

Make it clear who will be seeing the form(s) right from the start.

Ask only questions that are pertinent to the running of the weekend. If the question does not provide information that will be used in decision making, then remove it.

Consider a post-Cursillo weekend questionnaire to gather information about gifts, skills, and willingness to participate.

Remember, the weekend team will get to know the participants best but that does not help those who are organizing the next Ultreya or weekend.

Be sure to give instructions on who the form is to be given to.

Be up front about costs.

Include space to sign and date the form.

### **Sponsor Form:**

It is important that each candidate have a sponsor, see the guideline on sponsorship for further details.

The form will give the weekend team leaders a point of contact to ask questions about a candidate and to confirm that the candidate will have support on their forth day journey. This form should ask for a commitment and be very clear about the responsibilities of the sponsor. Be sure to include instructions of who to give the form to.

Date of weekend

Name and contact information of Applicant

Name and contact information of Sponsor

Sponsor's parish and name of priest

How the sponsor knows the candidate and for how long

Is the sponsor actively grouping and will they commit to including their candidate to their group or help them find another group?

Will the sponsor encourage and invite their candidate to participate in Ultreyas?

Will the sponsor commit to praying for their participant before and during the weekend?

Place to sign and date the form

### **Clergy Form:**

It is important that each candidate be supported by their parish priest or pastoral leader. This form will confirm that the candidate is participating with full knowledge and agreement of their priest. This is very important as Cursillo should never be undertaken in secrecy. Sometimes the effect of a weekend and the changes that may occur, make coming back to regular Sundays difficult and integrating an impassioned Cursillista back into their parish life can go wrong. It is important that the parish priest know and understand or at least accept and approve that the participant is undertaking the weekend. It is important that the Spiritual Director contact the priest to both confirm the participant's acceptability for the weekend and explain the ramifications of Cursillo if it is not understood already.

The parish priest may be privy to information about a candidate that would make a weekend not a good option for this person at this time and place on their journey.

The form should outline who the candidate is, name, address, etc

Who the priest is and contact information for the priest

Contact information for the sponsor and the weekend team leader(s)

Will the priest support the candidate on their 4<sup>th</sup> day?

## ***Weekend Application Forms***

It should ask the question – does the priest consent to the candidate's participation?

Place to sign and date the form

### **Summary:**

Application forms should ask only questions relevant to the weekend and decisions that need to be made. Care must be taken to never ask questions that will be judgemental or off-putting to a candidate. Consider the venue and pace of the weekend and be very honest about the physical expectations and limitations.