

Canadian Anglican Cursillo
**DUTIES AND RESPONSIBILITIES OF
CACS REPRESENTATIVES**



**As a representative of one of the 4
Ecclesiastical Provinces in Canada it is
necessary to:-**

1. Assume responsibility for specific diocesan movements, or dioceses where Cursillo is not operating, as agreed upon at the first CACS meeting following a National meeting.

1.1 "Responsibility" means being the principal liaison person with the leadership or contact people in those dioceses to determine concerns and needs, and to provide information and resources.

2. Establish and maintain contact with Lay Directors and other leaders by:

2.1 Being in regular contact, not less than every three months, but more often if circumstances warrant this.

2.2 Obtaining written or verbal updates from Lay Directors on issues and selected information as requested by CACS prior to each CACS meeting.

2.3 Sending written communication to dioceses within one week of receipt from the CACS secretary, to include:

2.3.1 Copy of CACS minutes and new contact lists to the Lay Directors and Bishops.

2.3.2 Copy of *National News* to Lay Directors and Newsletter Editors.

2.4 Visit with diocesan secretariats once per year, where practical.

3. Encourage local Secretariats to host and send representatives to Cursillo Learners Workshops (CLW's) and SENT workshops.

4. Write and develop Guideline Papers for the Canadian Anglican Cursillo Library, as required.

5. Circulate guideline papers produced by CACS, to all diocesan contacts with a request that they receive wide distribution within diocesan movements.

6. Encourage diocesan movements to send representation to Triennial National Meetings.

7. Identify potential members for CACS. CACS members should have an in-depth knowledge and experience of Cursillo, including having worked on a local Secretariat, and having attended a CLW. (If they have not attended a CLW prior to being elected to CACS, they must plan to attend the earliest possible one.)

8. Be a full participant in CACS meetings and in the work required between meetings by:

8.1 Attending all CACS meetings, which are held twice a year in various dioceses.

Duties and Responsibilities of CACS Representatives

8.2 Presenting CLW and SENT workshops when requested. and to encourage their ongoing financial support

8.3 Writing, critiquing and editing Guideline papers, as required. 10. Send Palanca indicators on behalf of CACS to Cursillo weekends of the dioceses which they represent

8.4 Keeping in touch on a regular basis with representative diocesan contacts, and bringing their identified issues to CACS meetings

9. Provide diocesan movements with regular information regarding finances of CACS,