

## *Canadian Anglican Cursillo*

# PLANNING GUIDE FOR CURSILLO TRIENNIAL MEETINGS

“I can do all things through Christ, who strengthens me”



It usually takes a good year of planning to host a successful conference. The secret is to start your planning early and involve a committee to help you. You will then find that the process is not only rewarding but is not as daunting as you might have expected. It is hoped that this guide will assist you in your preparations to host the national Cursillo Triennial Meeting. Thank you to you and your community for saying “yes” to this opportunity to serve your fellow Cursillistas from across Canada. May God be with you in this ministry.

### **Introduction**

There are two purposes to the national Cursillo Triennial meeting; the first is to have a General Meeting of the members and elect new Ecclesiastical representatives to serve on the Canadian Anglican Cursillo Secretariat (CACs), and the second is to have a conference where members further their knowledge of the Cursillo method and how to support the authentic Cursillo. Generally, the meeting is three to four days in duration, and includes an Ultreya where the conference delegates, CACS, and the host diocesan community come together for a truly national Ultreya.

The host community is responsible for all logistics involved in hosting this conference, and arrangements for the conference speakers. The CACS is responsible for developing the conference theme and making suggestions for the program, and running the General Meeting. Thus, this guide will address the following things for which you, as host, are responsible: -

- Facility – requirements, location, booking, policies, etc.
- Speakers and program
- Finances
- Registration
- Brochure and Promotion
- Chapel and Palanca
- Personnel

### **Facility**

You will need to book a conference facility **as soon as you accept the role as host** of the Triennial meeting. Conference facilities fill quickly and booking early is imperative.

You need to consider a few things when choosing your conference location.

1. Does the facility have reasonably easy access for people who are arriving

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- from across the country? Is it fairly close to the airport, train, and bus depots? Since your committee is responsible for arranging transportation to and from public transport facilities for all conference delegates, this is a very important consideration.
2. Can the facility sleep approximately 45 people and feed at least 80 people for the required dates? Are double and single rooms available? What is the per person cost?
  3. Does the facility have enough meeting rooms? Will it accommodate both plenary sessions and breakout sessions? Is there a suitable place to worship? Is meeting room rental included if a certain number of guestrooms are rented? What is the room rental cost? Will the main meeting room be large enough to include a music team?
  4. Are audio-visual aids available at the facility and are these included in the room rental? Or are they an additional cost?
  5. Are all meals available on site and what is the meal cost per person?
  6. Are coffee, tea and beverages included with the conference room booking? Are these available throughout the day? What about snacks?
  7. Can special dietary needs be accommodated, if requested?
  8. Is there space enough for a large Ultreya? (Experience has shown that 150 people can easily be expected)
  9. What are the facility's policies regarding advance booking charges/deposits, change to number of expected delegates, advance notice needed, meal times, cancellation, etc.?
  10. Will there be accessibility to a telephone and photocopying?
  11. Is the facility accessible to the disabled?

Note: There are several types of accommodation available for a conference such as ours. Retreat centres and church conference centres may offer the most reasonably priced accommodations, and afford the privacy and spirituality of a retreat. However, do consider the ease with which your committee can be available to meet with the facility management, set up the conference, etc. You do not wish to find yourselves travelling huge distances from home during your preparations. However, please be aware of the overall cost of the conference to the delegates, many of whom will not only have to pay the conference fees but will have large travel expenses as well.

You will need to find out from CACS the number of conference rooms they may require and when (i.e. what is the conference schedule), how they wish to have the various conference rooms arranged, their audio-visual requirements, the General Meeting requirements, etc.

## **Speakers and Program**

The conference program will include the following:

- Conference Sessions
- Worship
- Music
- AGM and Elections
- Grand Ultreya
- Reception/welcoming event

You will need to confirm the theme of the Triennial with the Chair of CACS. Once you have the theme and some suggestions from CACS of what their expectations are around the program, you are then able to develop the program for the two day conference. Typically, it will start with Friday night dinner, opening ceremonies, a plenary speaker, and a welcome event or reception. Saturday will include morning worship, plenary and/or concurrent sessions, lunch, dinner and a Grand Ultreya in the evening, to which your entire Cursillo and diocesan community can be invited. Sunday morning worship will be Eucharist, followed by a morning of sessions. After lunch, the General Meeting, Elections and Commissioning of the new CACS occurs. The conference is usually over by 2:30 p.m.

### ***Optional extras:***

1. **Book Table:** You may wish to offer Christian book, tapes, etc. for sale. CACS will bring along the NECS Library and CACS Guidelines for sale, and will need a table set up for this purpose. In order to offer both a service to the delegates, and perhaps make some additional money, setting up a book table in conjunction with a local Christian bookstore has been found to be very beneficial. You can then use

both the CACS Suggested Reading Guideline and suggestions from your speakers and/or Spiritual Advisor as a basis for books offered for sale. It is advisable to appoint someone to be the Book Table Coordinator, if you choose to offer this service.

2. **Palanca for Delegates:** Your Secretariat and local Cursillo community may wish to offer additional Palanca to the delegates (note: your arranging the conference is more than enough Palanca for the delegates). Some ideas which have been used are:

- Bookmarks, pens, pins in the registration packages
- Fruit, coffee, tea, snacks in the bedrooms
- Welcoming note from the conference committee
- Posted Palanca from the Palanca Coordinator, received from other national Cursillo organizations

3. **Banner:** You may wish to have someone in your community make a banner with the theme of the triennial included. This makes a wonderful piece of Palanca for the delegates, and is a permanent reminder to your Cursillo community of its Apostolic action to all Canadian diocesan Cursillo movements.

## **Finances**

The triennial meeting is entirely self-financed by your Cursillo movement. This means that you will need to develop a budget early on in your planning stages. Once you know the conference facility and speaker costs, you can set your budget. (Conference fees for CACS are

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waived, and you assume their accommodation costs, so you will need to remember this when developing your budget). Revenues can come from a number of sources, but the primary source will be the conference fees which delegates will assume. All delegates are financed either personally or by their own Cursillo movements. Therefore, you need to set conference fees as reasonably as possible. You can also appreciate that the more delegates you have attend the conference, the more financially sound you will be. Since you assume all the financial risk, your movement will also enjoy any financial success, which the conference may provide.

It is also advisable to open a separate conference bank account in order to keep all conference revenues and expenses completely separate from your Cursillo movement's accounts. You may wish to have your Secretariat's Treasurer be responsible for the financial aspects of the conference.

### **Registration**

You are responsible for setting the registration fee, in consultation with CACS. You are also responsible for the conference publicity, accepting registrations, processing registrations and fees, and the registration desk.

The registration fee should reflect all the conference costs, including room rate, meals, conference room rental, audio-visual rentals, speaker costs, handout costs, registration package costs, photocopying, printing and mailing expenses, applicable taxes or gratuities. You might wish to consider an all

inclusive conference fee, one for those who will not be rooming at the facility, and a daily fee. Before finalizing these fees, please consult with the chairperson of CACS.

Once the program brochure has been developed and approved by CACS ( see next section), you will print the appropriate number of copies and mail to a contact list supplied by CACS. This will include, but not be limited to, all the Anglican dioceses in Canada, all Lay Directors of Canadian Cursillo movements, NECS (United States), the CACS web site master, all your own Cursillistas, ELC Lutheran regions. CACS members will make every effort to ensure that all diocesan movements, bishops, and the CACS website master will receive this information.

**Note: The more publicity you have, the more attendees you will have, and the better off your financial picture will be. Promotion of the conference is VITAL to its success.**

You will need an individual to take the responsibility for being registrar. This person will accept and process all registrations along with registration fees. This person will need to liaise with the person responsible for communicating with the facility, to keep them abreast of the number of delegates and any special needs. This person will also need to keep the person doing name badges current with the list of delegates. The registrar will also be required to provide the facility with a final conference delegate list. (The registrar of your Cursillo weekends is often a good person to have in this position).

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It is advisable to have the registrar help staff the registration desk at the conference itself. This will provide continuity in ensuring that all delegates are checked in and all their personal needs met. The registration desk should have name badges for each delegate, room keys (if appropriate), a conference registration package which includes a map of the facility, meeting times, meal times, etc.

### **Promotion/Conference Publicity**

You will be responsible for developing the program brochure for the conference. However, you will need to liaise with the C ACS Chairperson for details concerning any CACS content of the conference and for General Meeting details. Be sure to include the following in your brochure:

- conference program and schedule
- all conference facility information including its location, and a map
- travel arrangements and need for transportation to the centre
- conference fee
- room arrangements
- any extra/optional activities you might plan, and their cost
- registrar's address, e-mail, fax to receive registrations
- refund information (i.e. is there a processing fee?), any additional costs, etc.

Once the program brochure is finalized, please send a draft copy to the CACS Chair for a final edit. You will be responsible for having copies made and sending them out to CACS members and all potential delegates (see list above). Any other conference publicity, which you may wish to make, is your decision.

### **Chapel and Palanca**

It has been the custom to have a fully operational chapel throughout the conference. This can be used just as the chapel on your own Cursillo weekends. The conference can be prayed for and blessed, the speakers can be prayed for, anyone who requires prayer or a quiet place to pray can access the chapel, as they need. It may also be used for the worship services which are included in the conference program. Palanca indicators are not part of the conference requirement, although some conferences have included them (see note above under "Optional Extras"). This is up to your discretion.

### **Personnel**

The following minimum people are needed to organize and host this conference: -

- Chairperson
- Registrar
- Treasurer
- Facility Coordinator
- Conference Program Coordinator
- Chapel Coordinator
- Promotions/Publicity Coordinator
- Music team
- Transportation Coordinator

**The chairperson** should be a member of the local Secretariat and is directly responsible to both the Secretariat and the CACS. The chair will direct and oversee all activities of the organizing committee. The organizing committee will need to decide the conference program and suggest potential speakers, budget, logistics, etc. and will need to meet at

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least four times prior to the event over the six months leading up to the Triennial meeting. The earlier you start to meet, the easier everything will be for you. All decisions need to come through your local Secretariat, who may well be able to assist with directing these tasks.

**The registrar** needs to be someone who can accept and process the applications, and will appoint others to help with the registration desk and all its responsibilities. The registrar will also need to develop a conference package for each delegate. This will include the conference schedule, name badge, room keys, map of the facility, and may also include local tourist information, tokens to remember the conference, etc. Stuffing the conference packages is a last minute job and will require several people to do in preparation for registration. The registrar will also need to be prepared to issue receipts to each delegate.

**The treasurer** needs to be someone who can process both conference revenues/cheques and pay expenses. The Secretariat Treasurer may wish to do this.

**The conference program coordinator** will need to approach and contract speakers to address the topics which the organizing committee/Secretariat has suggested. The CACS chair may also be able to assist with suggestions. Keep in mind that you want to attract as many of your own diocesan Cursillistas as possible, so utilizing local people is often the best. Also, local speakers will not be as costly to bring to the conference. Most speakers at a Cursillo conference will not charge a fee, but you may wish to offer them a small token gift or honorarium.

The conference program coordinator will liaise with each speaker to ensure that their audio visual needs, accommodation, and any specific requests are met. The program should be established well in advance and the speakers confirmed at least 6 months in advance, since schedules fill up very quickly for those speakers in demand. Don't forget to get copies of the speaker's handouts well in advance of the conference so that you have adequate time to make copies for each conference delegate. Also, ask the speakers for their book recommendations if you are having a book table. You will also need to make sure that they are picked up from the airport or bus depot is necessary, and if they have any specific allergies, food preferences, etc. make sure that these are taken care of. If the speaker arrives early, make sure that someone is there to meet him/her to make them comfortable.

The conference program coordinator will also need to confirm all worship services with the CACS Chairperson. Usually, CACS Spiritual Advisors will conduct the daily services, but the needs for each of these services will need to be confirmed with each priest. Bread, wine, Eucharistic vessels and cloths will all be needed.

You may also wish to ask each speaker if he or she has a particular song which they would like to use to introduce their session. This request must be forwarded to the Music Team so that they are prepared, as well.

**The facility coordinator** will liaise with the conference centre to provide all the required information for the centre, and will arrange for all the logistical necessities for the entire conference.

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Room arrangements, conference room arrangements, meals, coffee breaks, audio visual requirements all need to be confirmed in writing with the conference centre. Don't forget to check that serving Eucharistic wine is acceptable to the facility as well. Ask the centre for their designated staff person available throughout the Triennial conference. You will also need to have others on site to help throughout the conference itself, directing delegates to rooms, meals, washrooms, etc.

**The chapel coordinator** will set up, maintain, and dismantle the chapel, and will need a small praying community to assist throughout the conference. You may wish to work with your Diocesan Palanca Coordinator for this.

**The publicity coordinator** is responsible for liaising with CACS in developing the conference brochure, and is then responsible for ensuring its distribution across the country to all CACS members and potential conference delegates. The conference brochure should be completed and sent out no later than three months in advance of the Triennial. **The sooner people receive your information, the better the response will be and the more delegates you will have attend.**

Further publicity might also include:

- The Anglican Journal
- Your Diocesan newspaper
- Your Cursillo newspaper
- Your Diocesan website
- Announcements at your Ultreyas, Servant Community, diocesan clergy days

**The music team** will liaise with the CACS and the conference program coordinator to lead the music throughout the conference. Just as music is an integral part of each Cursillo, so it is an integral part of each triennial meeting. Music is needed at all worship services, the Ultreya, and for all plenary sessions.

**The transportation coordinator** will ensure that all CACS and conference delegates are transported to and from the conference from points of arrival/departure, if they require this. Most delegates who fly to the conference will require this courtesy, as may any others who use public transportation. The coordinator will need a team of drivers to accomplish this task, and will also require the delegates' travel information from the registrar. This service is also needed for delegates at the conclusion of the conference.

### **Conclusion**

Hosting a Cursillo Triennial meeting is a wonderful opportunity for your community to demonstrate Apostolic Action. We hope that your ministry in providing the Cursillo movement across this country with the opportunity to worship, network, plan, and learn together, and to be strengthened while doing so, will be one of fulfillment and joy. If CACS can be of any assistance throughout the planning or development process, please do not hesitate to ask for it. May God truly bless you and keep you in this wonderful gift of service you are providing to all Cursillo movements in Canada.

## **CO-ORDINATOR'S CHECKLIST**

### **ACTIVITY**

### **TIMELINE**

- |   |   |
|---|---|
| • Book conference facility  | year in advance                           |
| • Select conference committee/assign tasks  | year in advance                           |
| • First meeting with Conference Committee   | year in advance                           |
| • Set up financial arrangements, develop budget   | year in advance                           |
| • Develop conference program  | year in advance                           |
| • Contract conference speakers  | year in advance                           |
| • Conference Committee meetings   | ongoing, as needed                        |
| • Develop conference brochure, with CACS input  | 9 months in advance                       |
| • Print brochure  | 7 months in advance                       |
| • Send brochure to contacts   | 6 months in advance                       |
| • Publicize conference and grand Ultreya  | (ongoing)                                 |
| • Arrange for Music Team  | 6 months in advance                       |
| • Registrar prepared to accept and confirm registrations                                  | 6 months in advance                       |
| • Meet with conference facility with specific requirements                                | 6 months in advance                       |
| • Arrange with a local bookstore re book table requirements                               | 6 months in advance                       |
| • Accept and confirm registrations  | ongoing                                   |
| • Advise music team of any particular requests, timetable                                 | 2 months in advance                       |
| • Keep facility updated with regards to delegate numbers<br>any particular delegate needs | monthly until final<br>month, then weekly |
| • Monitor budget and finances   | ongoing                                   |
| • Communication with CACS Chair   | ongoing                                   |
| • Develop conference package for delegates  | week before                               |
| • Stuffing the registration packages  | night before                              |
| • Meet delegates at the airport, etc.   | as scheduled                              |
| • Registration Desk set up  | three hours early                         |
| • Room set up, sound check with music, etc.   | three hours early                         |
| • Book Table set up   | three hours early                         |

**Final Month's Activities**

***Registrar***

- Registration Desk –assign and brief volunteers
- Name Badges
- Registration Kits
- Final registrants' list
- Issuing of receipts

***Facility Coordinator***

- Finalize all room arrangements
- Finalize all meal requirements
- Finalize all audio-visual requirements
- Advise of any allergies, specific guest requirements, etc.
- Check that book table is being staffed by either the bookstore or a volunteer

***Program Coordinator***

- Contact each speaker to confirm their arrival times, pick up, etc.
- Ensure that a copy of each handout has been received
- Copy enough handouts for each delegate
- Ask if there are any final details which you need to be aware of
- Arrange to meet each speaker upon their arrival

***Chapel Coordinator***

- Meeting with chapel volunteers to decide all logistics
- Prayer vigil set up
- Set up and take down chapel on site
- Support speakers and praying community throughout the conference

***Transportation Coordinator***

- Develop team (for meeting and driving delegates, perhaps speakers)
- Obtain travel schedules of all participants, including CACS and speakers
- Arrange travel with team members for all registrants requiring assistance
- Contact participants directly and advise of arrangements
- Confirm departing schedules with delegates during the conference