

Canadian Anglican Cursillo



HOSTING A CURSILLO LEARNERS WORKSHOP (CLW) – IN PERSON AND VIRTUAL

This document is meant to be a guide for Diocesan Secretariats in hosting a Cursillo Learners Workshop (CLW).

What is a Cursillo Learners Workshop (CLW)?

A CLW is intended to provide Cursillistas with an opportunity to learn more about the Cursillo Movement. It might be best described as a “short course in the mentality of the founders of the Cursillo Movement”.

CLWs were developed in 1965 in the USA in recognition of the need for education in the Cursillo methodology. It is a service provided by the Canadian Anglican Cursillo Secretariat (CACS) for Diocesan Movements across Canada.

Details about the CLW Team and related costs

1. Team: There will be a team of three people from CACS leading the weekend made up of the Chair of CACS, a Clergy member and one other member.

2. Travel costs: Costs for the team will be covered by CACS when the CLW is held in conjunction with a CAC Secretariat meeting.

Stand Alone CLW: If a CLW is held as a “stand alone”, that is without a CACS meeting being held either before or after the CLW, the cost of airline tickets for the three-member team will become the responsibility of the host Diocese should the hosting Diocese choose to cancel the CLW. Airline tickets purchased by CACS members are only refundable as specified by the insurance provider.

3. Team Billeting: Arrange for billets and transportation for the CLW Team to and from the Airport and to the home of the billet and to the meeting place.

Inform whoever is billeting the CLW Team that the Team members will also need to be billeted for three or four additional days for the CACS meeting.

4. Meeting Space: Provide a space for the CLW Team to meet beginning at 9 am on day the Workshop begins.

Details about the CLW costs:

5.Registration Fees: All costs for the CLW should be covered through registration fees. Some Dioceses also take the opportunity to make a modest profit on the weekend. Naturally, the larger the attendance the greater the number of people to share the fixed overhead costs. When assessing the costs for the weekend with a view to establishing the registration fee, the following should be considered:

- a) meals and accommodation per person
- b) CLW team cost per person for food and accommodation
- c) CAC assessment per person (see below)
- d) Other costs per person that may be incurred for snacks, supplies, pens and paper, etc.

6. Donation to CACS - As noted above, each participant (except the CLW Team) should be charged a Registration Fee which includes a \$5.00 fee which will be payable to "*Canadian Anglican Cursillo Secretariat*" and given to the Team Leader during the CLW weekend. A package of materials may be provided ahead of time for copying as hand-outs for all participants.

The things you will need to do:

7. Workshop Location & Meal Schedule: Confirm a location for the workshop. Also, the mealtimes should be provided so they can be fit into the Weekend schedule.

8. Advertising: Develop an advertisement and registration form for the workshop and decide how to inform participants from your Diocese. For example, will a registration form be included with one of your newsletters, or will you write to all your members? Follow-up by phone or email is important to ensure everyone in your Movement is aware of the CLW.

9. Registration Form: The registration form should include:

a) The cost and how and when you expect to receive payment. Past experience has shown that people are more likely to be committed to attending if they have paid a deposit. This, however, is up to the Diocesan Movement. Some Dioceses quote an approximate cost at this time and then advise participants of the actual cost at the time of the weekend by which time all the costs are known.

b) Possible arrangements for supper on the Friday evening for out-of-town participants. Many Cursillo Movements do not automatically provide this meal as part of the weekend but sometimes have the opportunity of making it available at an additional cost. In any event, you will need to let people know exactly what time to arrive on the Friday evening and whether or not the Friday evening meal will be provided.

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c) Accommodation arrangements for workshop participants from out of town. Will that be included as part of the registration fee? Are people on their own with suggestions about inexpensive lodging? Will the community be able to billet and provide transportation for out-of-town participants?

10. Communication: Send out confirmation letters/e-mails to those who register. Details about Friday supper arrangements, billets, transportation, etc. can be included in this letter.

11. Meeting of CACS & Diocesan Secretariat: A meeting of CACS and the Diocesan Secretariat would be a wonderful opportunity to learn about what is happening in your Diocese. However, if it is not possible to meet with the full Secretariat, it would be helpful the CLW Team to meet with the Lay Director and Spiritual Director of your Movement prior to the Workshop. This would be useful in determining the issues or concerns the Movement would like addressed during the three days. If it is not possible to meet with these individuals, the issues/concerns should be forwarded to the Chair of CACS at least three weeks prior to the Workshop so, if possible, these issues can be worked into the talks.

12. Attendance at CLW: Encourage all members of your own Secretariat to attend, as well as those in other leadership roles and those whom you feel are willing to work for the Movement and who have not yet attended a CLW. Try and get some of your Priests and Priests from other Dioceses to attend – this is essential for the on-going well-being of your Cursillo Movements.

13. Ultreya Saturday during the Workshop: Invite the local Cursillo community to the Ultreya on Saturday evening of the CLW Workshop. This Ultreya is open to the whole Cursillo community and it will be hosted by one of the team members. Please do not ask anyone ahead of time to be the witness speaker at the Ultreya. The Clergy member of the CLW Team will select someone once the weekend is underway. This will be an “instructed” Ultreya. The local community will be asked to provide the music for the Ultreya as well. Organize snacks for the fellowship time following the Ultreya on Saturday evening. This is an opportunity for participants to socialize and relax after a long “Cursillo Saturday”! It’s also a chance for them to mix with other members of the local community who could not attend the whole CLW.

14. Clergy Needs: Provide sufficient copies of the BAS and Eucharist supplies to be used during the CLW. The Priest from the CLW team will act as Spiritual Director for the weekend and will be responsible for all services held. The Spiritual Director will be available throughout the weekend to meet with any of the participants. In connection with this, when you are looking at space requirements, it would be beneficial if you can allocate a small room somewhere in the building which could be used for this purpose.

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15. Registration Table: Appoint individuals to staff the registration table on Friday evening. Provide name tags for each participant which can be used for the entire three days. All Priests in attendance should be clearly identified on their name tags.

16. Participant List: After receiving consent to share this information, arrange for typing and copying of the list of participants, including addresses and phone numbers, to be provided to each person in attendance.

17. CLW Supplies: Arrange for the use of a flip chart, markers, an overhead projector and screen, as well as extension cords that are long enough to reach a power source.

18. Music Team: Provide a Music Leader who will also participate in the CLW. Singing at a CLW is a very important part of setting the atmosphere but is less structured than on a Cursillo weekend. Therefore, the music leader will need to be ready to lead the group with a song at any time as requested by the team leader. The music leader will also work with the Spiritual Director in the planning of music at the various services. It will also be up to your Secretariat to provide song books/overheads of the music. We will provide a detailed outline of the weekend later with suggestions as to the tone the music should set at various stages. CLW team leaders will also provide the names of the songs which they will use before their talks so that the music team will be aware prior to the Workshop.

19. Permission for Clergy to celebrate in your Diocese: This will be arranged by one of the Clergy members of the Canadian Anglican Cursillo Secretariat or by the Episcopal Advisor to CACS prior to the CLW weekend.

20. Room Arrangements: Arrange to allocate people to tables for the weekend. The maximum ideal number at each table should be six. You will need to ensure that there is a good mix of participants at each table – i.e. diocese, parish, etc. We have found it better if husbands and wives do not sit at the same table.

The CLW Team members should not sit at a table with the participants as experience has shown that it is better if the Team sits at a table of their own to allow for discussion and planning purposes.

When arranging tables for the Workshop, please ensure the wall or screen being used for the power point presentations will provide for the best location for viewing i.e. no light from windows shining on it, no lights behind or above it, etc.

21. Sound System: Arrange for an appropriate sound system for the facility being used. A microphone for the Workshop speakers is almost always necessary, unless it is a very small group. A microphone on a podium would be appreciated or a lapel microphone.

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22. Book Table: Consider having a book table available at the weekend. No doubt you could also take the opportunity to display items your Cursillo Movement has for sale to raise money.

23. Prayer: Last, but not least, definitely arrange for prayer for the weekend. A Palanca team is suggested before and during the CLW.

Considerations for Hosting a Virtual CLW

Hosting a Virtual CLW can be more convenient, meaningful, and less expensive. However, Cursillo was born out of personal relationships, and we recommend the In Person CLW when possible. Personal Contact can't be achieved to the same extent. A Virtual CLW can also be experienced when a group comes together in one place – such as a church or hall - to experience the Virtual CLW together.

Your Diocesan Lay Director or designate will work and communicate directly with the CACS Chairperson.

Details about a Virtual CLW:

1 – Team – remains the same

2 – Travel Costs: – not required

3 – Team Billeting: - not required

4 – Meeting Space – not required

5 – Registration Fees – There should be a registration fee. All costs for the CLW should be covered through registration fees. Some Dioceses also take the opportunity to make a modest profit on the weekend. Past experience has shown that people are more likely to commit to attending if they have paid a fee.

6 – Donation to CACS - While there is no need for meals/accommodation for CACS team or participants, a Donation to CACS is requested.

7 – Workshop Location & Meal Schedule – The team leader will work with the Diocesan Lay Director in order to make the CLW – 3 Day Schedule work around meals and breaks.

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- 8. Advertising-** and registration forms can be created and sent online as well as in hard copy. You can reach out to more potential participants and increase the opportunities for attendance
- 9. Registration Forms** - Both hard copy and online registration forms should be made available whenever possible.
- 10. Communication:** -remains the same
- 11. Meeting of CACS & Diocesan Secretariat:** This can be done ahead of time as CACS is always open to meet you.
- 12. Attendance** – remains the same
- 13. Ultreya** – Online Ultreyas have been proven to work well.
- 14. Clergy Needs** – not required
- 15. Registration Table** – not required, however, you will need someone to accept and organize the online registrations and correct email addresses to send the online link.
- 16. Participant List** – remains the same
- 17. CLW Supplies** – not required
- 18. Music Team** – remains the same
- 19. Permission for Clergy to celebrate in your Diocese** – remains the same
- 20. Room Arrangements** – not required
- 21. Sound System** – not required
- 22. Book Table** – not required, however, an announcement can be made to promote your Diocesan Movement's activities.
- 23. Prayer** – Very Important in this format.

Hosting a CACS Meeting Before or After the CLW

Please see the CACS Meeting Guidelines and Host Manual for details around hosting a CACS meeting