

# **Episcopal Cursillo® in Scotland**

**Registered Charity SC023418**

## **SUMMARY of JOB DESCRIPTIONS**

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## Secretariat Positions

### 1.1 Provincial Spiritual Director

- The College of Bishops approves this appointment. S/he is responsible to them for every aspect of Cursillo. The normal term of office for all appointments is three years.
- Supports the Lay Director on all aspects of the Cursillo Movement.
- Appoints Spiritual Advisers for the three day weekends and, in the absence of a Bishop (or Bishop's nominee) presides at the Closing Eucharist.
- Appoints Diocesan/Ultreya Spiritual Directors to support the role of Cursillo in their area.

### 1.2 Provincial Lay Director

- The College of Bishops approves this appointment on the recommendations of the Provincial Spiritual Director, who will seek the advice of the Secretariat and others.
- Convenes and chairs all meetings of the Secretariat and Servant Community..
- Presents an annual report to the college of Bishops on the work of Cursillo in the Province.
- Along with Secretariat, is responsible for appointing the Lay Rector for a three day weekend.
- Acts as spokesperson for the Secretariat at the Closing Eucharist of each Weekend.
- Is responsible for organising Provincial Ultreyas and Annual General Meetings.
- When possible, s/he shall attend meetings of the British Anglican Cursillo Council (BACC).

### 1.3 The Secretary

- Deals with general correspondence and records and publishes minutes of all meetings.
- Is also responsible for sending out, prior to the next meeting, an agenda which will be drawn up in consultation with the Lay Director and Spiritual Director.

### 1.4 The Treasurer

- Administers the funds available to the Secretariat, and ensures that Secretariat and members are updated regularly on the current financial position of Cursillo in Scotland.
- Is responsible for the preparation of Annual Accounts, their timely submission to the Independent Examiner and presenting them to members at the AGM.
- S/he will arrange to pay for each weekend and other events as negotiated with the venue.
- Is responsible for the completion of all returns to the Office of the Scottish Charity Regulator (OSCR) within the time limits dictated by them. Requires IT skills on Spreadsheets.

### 1.5 Weekend Convener

- Chairs the Weekend Committee at Servant Community.
- Is responsible for arranging dates, venues and terms for Weekends and Seminars and for their publication to members.

### 1.6 Communications Convener

- Chairs the Communications and Publications committee at Servant Community.
- Is responsible for all publications. Supports the 4th Bridge editor and website administrator.
- Responsible for the maintenance and integrity of the website and address lists.

### 1.7 Fourth Day Convener

- Chairs the 4<sup>th</sup> Day Committee at Servant Community.
- Organises 4<sup>th</sup> Day arrangements for Weekends – Prayer Vigils and each Ultreya's Duties.
- Arranges Provincial Ultreyas and Days of Deeper Understanding.
- Supports and updates regularly all of the Ultreya Reps in the Province.

### 1.8 BACC Representative

- Represents the organisation at meetings (usually two per year) of the British Anglican Cursillo Council and provides update reports to Secretariat and members.
- Arranges distribution of BACC pages (newsletter). Also supports the Palanca Secretary.

### 3.1 Committees

To accomplish these objectives, the Secretariat will appoint the following committees to operate the three essential elements of Cursillo:

- 3.1.1 **Weekend** (Pre-Cursillo/Cursillo): to promote Cursillo and deal with all aspects of the three day weekend experience. This includes arranging suitable dates and venues, negotiating price and accommodation options and ensuring catering and access meet requirements.
- 3.1.2 **Fourth Day**: (Post-Cursillo) responsible for the activities of those who have completed a Cursillo weekend. This includes encouraging the formation of Group Reunions and attendance and format of Ultreyas. All Ultreya Representatives serve on this committee.
- 3.1.3 **Communications and Publicity**: responsible for publicising Cursillo through the website, the Fourth Bridge, leaflets and other relevant areas.

*Full details of the duties for each committee are listed in Appendix 1.*

### 3.2 Continuing Support

The Secretariat will be responsible for providing adequate support for those who have completed a three day weekend, helping them to grow in their Christian faith and commitment by:

- 3.2.1 The active promotion, encouragement and assistance that will enable every member of the Movement to become part of a Group Reunion – three to five people – who will meet regularly for mutual support in living a life dedicated to the ideals of piety, study and apostolic action.
- 3.2.2 Active promotion, encouragement and assistance in establishing regular Ultreya meetings about once a month.
- 3.2.3 The provision of a Provincial Ultreya and Annual General Meeting annually.
- 3.2.4 The provision of Days of Deeper Understanding. To be run approximately once per year.
- 3.2.5 The provision of weekend / day seminars on a range of requested topics. To be run approximately every two years.

### 3.3 Servant Community/Leadership

The Secretariat will be responsible for developing a “Servant Community” within the Province, from those who see the Cursillo Movement as their primary apostolate. The principal functions of this Community will be:

- 3.3.1 Encouragement to grow in the knowledge of the purpose, method and structure of the Movement, and in what is fundamental for being a Christian.
- 3.3.2 The provision of a trained “Lay Rector” and team for each three day weekend.
- 3.3.3 Provision and planning for Group Reunions, Ultreyas and Spiritual Direction.
- 3.3.4 To this end, the Secretariat will identify and enable lay people and clergy to attend a Cursillo Leaders’ Workshop (which is held over a weekend,) or a Cursillo Clergy Workshop (which may be shorter in duration.) Some of these workshops may be organised by BACC.

### 3.4 Three Day Weekend Courses

- 3.4.1 The Lay Rector and Spiritual Advisers for each three day weekend shall be appointed by the Lay Director and Spiritual Director in consultation with the Secretariat.
- 3.4.2 Applications to serve on Team should be made by members who are active in the “Fourth Day”. Team members will be selected, and their tasks allocated, primarily by the Lay Rector and Spiritual Advisers assisted by the other members of the “Core” Team. Once a date and venue has been selected and potential leaders identified, the next stages will be: preparation of, and invitation to participants to attend a Cursillo three day weekend.
- 3.4.3 Attendance Criteria for a Cursillo weekend:  
Lay people should only attend with the agreement of their Rector. Participation by the Rector or member of the clergy team is strongly recommended. Where the support of clergy is not possible, attendance will be at the discretion of the Provincial Spiritual Director who will liaise with local clergy or Spiritual Advisers in their area.  
Clergy who are active in Cursillo should be ready to identify other clergy who have the appropriate gifts to offer the movement and to sponsor them for the Three Day Weekend. Clergy can be sponsored by any Cursillista but this is at the discretion of the Spiritual Director who must be consulted before any approach is made.

- 3.4.4 Applicants should be sponsored by someone (lay or ordained) who has completed a Cursillo weekend and is active in the "Fourth Day". This person is responsible both for the adequate preparation of the applicant and also for ensuring that he or she has every assistance in becoming established in the Reunion Groups and Ultreyas of the Movement after the weekend experience.
- 3.4.5 Applicants should be Communicant members of the Scottish Episcopal Church (or within the Anglican Communion) and be over 18 years of age.
- 3.4.6 These criteria may be varied at the discretion of the College of Bishops, or Provincial Spiritual Director or Provincial Lay Director.



#### 4 Appointment and Duties of Officers

##### 4.1 The Provincial Spiritual Director

- 4.1.1 The College of Bishops approves the appointment of the Provincial Spiritual Director, who is responsible to them for every aspect of Cursillo. The term of office shall be three years, which may be extended to a fourth year.
- 4.1.2 The appointments of Provincial Spiritual Director and Provincial Lay Director should normally be made in different years so that their terms of office do not coincide.
- 4.1.3 The Provincial Spiritual Director, in consultation with the College of Bishops, is the final approving authority for Secretariat matters.
- 4.1.4 The Provincial Spiritual Director will appoint Spiritual Advisers for the three day weekends.
- 4.1.5 In the absence of a Bishop (or Bishop's nominee) the Provincial Spiritual Director will preside at the Closing Eucharist of each Cursillo weekend and at other functions as the Bishop's representative.
- 4.1.6 The Provincial Spiritual Director will appoint Diocesan/Ultreya Spiritual Directors to support the role of Cursillo in their Dioceses. The terms of office shall be three years.

##### 4.2 The Provincial Lay Director

- 4.2.1 The College of Bishops approves the appointment of the Provincial Lay Director in close consultation with the Provincial Spiritual Director, who will seek the advice of the Secretariat and others as appropriate. The term of office shall be three years, which may be extended to a fourth year.
- 4.2.2 The Provincial Lay Director is to convene and chair all meetings of the Secretariat.
- 4.2.3 It is the Provincial Lay Director's responsibility to see that each member of the Secretariat fulfils what is entrusted to them, and to present an annual report to the college of Bishops on the work of Cursillo in the Province.
- 4.2.4 The Provincial Lay Director, in consultation with the Spiritual Director and the Secretariat, shall be responsible for appointing the Lay Rector for a three day weekend, and for other appointments, which shall be confirmed in writing.
- 4.2.5 The Provincial Lay Director shall act as spokesperson for the Secretariat at the Closing Eucharist of each Weekend.
- 4.2.6 S/he shall be responsible for organising Provincial Ultreyas and Annual General Meetings.
- 4.2.7 S/he shall attend meetings of the British Anglican Cursillo Council (BACC) with the Provincial Spiritual Director and the BACC representative for Scotland.

##### 4.3 The Secretary

- 4.3.1 The Secretary shall deal with general correspondence and record the minutes of all meetings. The minutes must be submitted to the Convenor for approval and distributed as soon as possible, but no later than one calendar month after the day of the last meeting.
- 4.3.2 The Secretary is also responsible for sending out, prior to the next meeting, an agenda which will be drawn up in consultation with the Lay Director and Spiritual Director.

##### 4.4 The Treasurer

- 4.4.1 The Treasurer shall administer the funds available to the Secretariat, and ensure that the Secretariat is informed of the current financial position of Cursillo in Scotland.

- 4.4.2 The Treasurer shall be responsible for the preparation of Annual Accounts and their timely submission to the Independent Examiner.
- 4.4.3 The Treasurer shall submit any financial returns requested by the Scottish Episcopal Church.
- 4.4.4 The Treasurer will arrange to pay for each weekend as negotiated with the venue and will collect from the Observing Lay Rector, any monies received during a given weekend.
- 4.4.5 The Treasurer is responsible for arranging supplies of petty cash as required, for example to the Lay Rector or Head Gofor of a weekend.
- 4.4.6 The Treasurer is responsible for the completion of all returns to the Office of the Scottish Charity Regulator (OSCR) within the time limits dictated by OSCR.

#### 4.5 Independent Examiner

A suitably qualified, responsible person will be appointed annually by the Secretariat to examine the accounts and associated papers and records of Cursillo in Scotland. The appointment should be confirmed by the membership.

#### 4.6 Other Appointments made by Secretariat:

- 4.6.1 Weekend Convener chairs the Weekend Committee at Servant Community and is also responsible for arranging dates and venues for Weekends and Seminars.
- 4.6.2 Communications Convener chairs the Communications and Publications committee at Servant Community and is responsible for all publications. Also responsible for supporting the Fourth Bridge editor and the website administrator.
- 4.6.3 BACC Representative is appointed to represent the organisation at meetings of the national British Anglican Cursillo Council. Also responsible for supporting the Palanca Secretary.
- 4.6.4 The Gift Aid Secretary / Recorder - A person other than the Treasurer may be appointed to process and record Gift Aid Donations received. They and the Treasurer will make regular claims to recover tax on these donations, from HM Revenue & Customs.
- 4.6.5 The Registrar – Applications to be a Participant for a weekend will be made to the Registrar who will ensure that each application complies with the Attendance Criteria and will acknowledge each application. A list indicating the name, address, charge and sponsor of each participant will be sent to the Lay Rector who will contact them and their sponsors. The list will be published about a month before the weekend. The Registrar reports to the Lay Director.
- 4.6.6 Palanca Secretary - The Palanca Secretary will encourage, collect, record and distribute general “palanca” (written prayers and intentions) for weekends of other Cursillo communities, both nationally and internationally. S/he will keep a directory of contact persons and dates of their weekends and will inform other Cursillo communities of future Scottish Cursillo dates. S/he will work closely with the Weekend Committee to ensure that all general palanca is delivered to the Head Gofor prior to each weekend. S/he reports to the BACC representative.
- 4.6.7 Fourth Bridge Editor - will collect and collate suitable articles on the Cursillo method plus details of forthcoming events. The magazine will be issued soon after each Servant Community meeting, normally three times per year. S/he reports to the Communications Convener.
- 4.6.8 Resources Secretary – is responsible for the updating of all forms, documents, workbooks and leaflets, and for distribution to members for their use as appropriate. Only Secretariat may notify changes. S/he holds the master copy for all documents. For a three day weekend s/he will supply copies of individualised workbooks to each Team member and participant, together with copies of all information documents used at the weekend and distributed to Participants for future use. Also, to issue lapel badges to participants. S/he reports to the Lay Director and is a member of the Weekend Committee.
- 4.6.9 Ultreya Representatives – There are 7 geographical/Diocesan Ultreyas. With support from the Fourth Day Convener, each will elect a leader (Rep) who is responsible for organising regular Ultreyas, regular communication with members and for nurturing Group Reunions in their area. Reps should attend Servant Community meetings where they are members of the Fourth Day Committee. Full details are shown in Appendix 2.

## **Appendix 1: Duties of Committees**

### **Weekend Committee (Covering both Pre-Cursillo and Cursillo)**

- To identify, check and liaise with venues available to Cursillo.
  - To ascertain costs and suitability of venues (on costs, accommodation and accessibility).
  - To ensure that Weekend Dates and other appropriate dates are published and circulated to Fourth Day - via Fourth Bridge, website and Servant Community.
  - To ensure Cursillistas are aware of their responsibilities as sponsors.
  - To review promotional literature and application forms. Updates and amendments should be advised by the Convener to the Resources Secretary.
  - To liaise with the Resources Secretary on his/her duties which include:
    - update application forms (Team and Participant) with Weekend dates and closing dates for applications.
    - distribute application forms to Ultreya Reps and to the website.
    - provide logistical support for the Lay Rector and team of each weekend - this includes providing each team member with a schedule / job description folder.
    - provide handouts – these include the Pilgrim's Guides, rule of life cards, leaflets on confession and spiritual direction, participants' notebooks, booklist, Cursillo terms, name tags, crosses and lanyards.
- The Resources Secretary shall keep a record of each item in stock, make sure adequate numbers are available for each weekend, arrange for their transport to the venue and back into store.
- The Palanca Secretary will work closely with the Weekend Committee to distribute the necessary national and international "palanca" (written prayers and intentions) for Cursillo weekends.

### **Fourth Day Committee**

- To promote and organise Fourth Day activities – Ultreyas, Group Reunions, Annual Provincial Ultreya, Days of Deeper Understanding, Prayer Vigils and other Weekend Duties.
- To ensure that the views of Fourth Day members are represented on Secretariat.
- To ensure the smooth function and operation of Ultreyas and Reunion Groups.
- To maintain contacts within and beyond Scotland with Cursillo groups and with other interested parties.
- To encourage palanca in the form of prayer vigils and church services.

### **Communications and Publicity Committee**

- To be responsible for the provision and updating of the Cursillo in Scotland Website. A website administrator should be appointed to undertake this task, as data integrity and security is paramount.
- To keep an accurate and updated online database (list) of Cursillistas who have either made their Cursillo weekend in Scotland or have requested inclusion. This database must comply with Data Protection legal requirements and be published in the members' only section of the Website.
- An editor of the Fourth Bridge Magazine will be appointed by the Secretariat. S/he will collect material and publish the magazine after verification by the Publicity Convener. The magazine will be issued electronically and/or paper based within timescales agreed by Secretariat.
- To maintain and update Cursillo in Scotland publications and leaflets. The Convener to advise the Resources Secretary.
- To promote Cursillo in Scottish Episcopal Church publications.
- To be responsible for keeping updated job descriptions of all positions in Cursillo in Scotland.

## Appendix 2: Format of Meetings

### Ultreayas

- The Ultreyas in the Province will be grouped into diocesan or other appropriate geographical area. Additional Ultreyas may be formed as necessary.
- Each group will elect (or select with assistance of the Fourth Day Convener and Lay Director) one person to co-ordinate the activities of that group. These persons, who shall not serve for more than three years, will be known as Ultreya Representatives and shall be responsible to the Secretariat through the Fourth Day Convener. The Ultreya Representative will be responsible for the nurture of local Reunion Groups and for the organisation of the monthly Ultreya.
- The organisation of individual Ultreyas is the responsibility of the Ultreya itself. It must operate within the guidelines of Cursillo, and should enable as many people as possible to share in leadership positions.
- The essential structure of these meetings (1 – 1½ hours) shall be as follows:
  - Group reunion (known as “Floating” as each group usually comprises 3 or 4 members selected on a random basis).
  - Brief action talk by a lay person, demonstrating the love of Jesus Christ at work in their life.
  - Opportunity for affirming and complementary responses by two or more persons to this action talk.
  - Response by a member of the clergy who is also Spiritual Adviser for this Ultreya. His/her responsibility it is to relate the ideas expressed to the scriptures.
  - Announcements as necessary for good communication within the Movement.
  - A Spiritual Adviser is present and available for spiritual direction.
  - Other activities, such as the provision of food or music should be seen as strictly additional to the essential form of the Ultreya.

### The Provincial Ultreya and Annual General Meeting

- Annually, a meeting between the full Secretariat and all the Ultreyas in the Province will be arranged, to be known as the Provincial Ultreya. It will open with a Floating Group Reunion and will follow a normal Ultreya format. Teaching may be given on various aspects of Cursillo.
- Reports from each of the Ultreya representatives, detailing the position and progress of Cursillo in their Ultreya, may be sent to the Secretary prior to the Provincial Ultreya. If requested by the Lay Director, the Secretary will compile the reports to be distributed on the day. A report from the BACC Representative will also be made.
- Reports will be given by the Provincial Lay and Spiritual Directors and the Treasurer. Points of information may be raised for discussion.
- Notice will be given of positions which require to be filled (either currently, or in the coming year) on Cursillo Committees or on the Secretariat. Any person wishing to volunteer for these positions should inform a member of the Secretariat. Other people may be nominated, but must agree to their nomination going forward for consideration at the next meeting of the Secretariat.
- The meeting will close with a celebration of the Eucharist.