

Canadian Anglican Cursillo

HOSTING A CURSILLO LEARNERS WORKSHOP (CLW)



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 who are currently involved in their local Cursillo Movements, or those who wish to become involved, 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 of Cursillistas 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 Priest and one other person.
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 due to illness.

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

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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
 - 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 CACS and given to the Team Leader during the CLW weekend. This fee is used to cover costs of future development of materials. A package of materials will 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 meal times 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 may be important to ensure everyone in your Movement is aware of the CLW. A sample CLW brochure is provided which may be useful in this part of the process.
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

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- the Friday evening and whether or not the Friday evening meal will be provided.
- c)
- d) 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. A laptop computer is also required to be used in connections with the talks as team members will bring their talks on a “thumb drive”.
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 top allow for discussion and planning purposes. This table should be at the back of the room.

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. We have found that too much light makes viewing very difficult and therefore, participants do not receive the full impact of the presentation.

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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.
22. **Book Table:** Consider having a book table available at the weekend. Perhaps updated copies of the “NEC Library,” perhaps the “Canadian Anglican Cursillo Library” as well. CACS could supply these for you if necessary. No doubt you could also take the opportunity to display items your Cursillo Movement has for sale to raise money.
23. **Prayer:** Last, but definitely not least, arrange for prayer for the weekend.

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.

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