

## *Canadian Anglican Cursillo*



# **DUTIES AND RESPONSIBILITIES OF CACS REPRESENTATIVES**

---

A Canadian Anglican Cursillo Secretariat representative volunteers to take assigned responsibility for specific diocesan movements in the Ecclesiastical Provinces they were elected to represent. A CACS representative may be asked to accept additional responsibilities for diocesan movements that do not have representation. The CACS representative accepts this gift of responsibility and service at the first CACS meeting following a National meeting.

- 1. The CACS representative is the principle contact and liaison person between CACS and the leadership people in each assigned Cursillo movement and/or diocese. This is accomplished through:**
  - 1.1 Establishing and maintaining regular contact and communication with the people in leadership in each diocesan movement, and where practical, meet in person with each secretariat at least once per year
  - 1.2 Sending written communication received from CACS in a timely manner (within one week of receipt) to Lay Directors, Secretariats and Bishops. Such communications include, but are not limited to: CACS meeting minutes, newsletters, contact lists, semi-annual surveys, and guideline papers.
  - 1.3 Obtaining timely written and/or verbal updates on activities, needs, issues and concerns in each diocese.
  - 1.4 Encouraging diocesan attendance at and participation in CACS events, including Cursillo Learner's Workshop (CLW), Triennial Meeting and Conferences.
  - 1.5 Identifying potential leaders for CACS. Members should have an in-depth knowledge and experience of Cursillo, including having served on a diocesan secretariat, and attendance at or a willingness to attend a CLW.
  - 1.6 Being a personal example in their Fourth Day walk by actively grouping and attending Ultreyas regularly.

## *Duties and Responsibilities of CACS Representatives*

- 1.7 Supporting Cursillo weekends by sending Palanca indicators and attending Cursillo Clausuras (Closings) to bring greetings from CACS in the diocese which they serve as a CACS representative.
- 1.8 Providing diocesan movements with regular information regarding the finances of CACS, when required.
- 1.9 Facilitate and encourage online Virtual Meetings for Diocesan Secretariats.

### **2. The CACS representative also has the duty to:**

- 2.1 Attend and actively participate in CACS meetings, Triennial Meetings and Conferences and Diocesan Secretariats General Meetings during the term of service (three years).
- 2.2 Accept opportunities to develop, to produce and to edit CACS Guideline Papers, and resource materials in consultation with other CACS representatives.
- 2.3 Accept opportunities to make presentations at CLWs and Days of Deeper Understandings and other events (i.e. Renewal Weekends) to local diocesan movements on the role of CACS.
- 2.4 Bring to the attention of CACS members, in a timely manner, any needs, issues or concerns identified by a diocesan Secretariat or Bishop.
- 2.5 Bring to the attention of CACS members in a timely manner any changes to the leadership of a Diocese in their Ecclesiastical Province (i.e. retiring or newly elected bishops)
- 2.6 Forward diocesan newsletters and correspondence to CACS members.
- 2.7 Bring a creative problem-solving style and approach to CACS meetings.

### **3. How to edit a CACS Guideline**

- 3.1 Review the guideline as it exists on the <http://www.anglicancursillo.com> Website, Guidelines / Helpful Hints tab
- 3.2 The guidelines are pdfs but the CACS chair or designate has word document formats for all the guidelines. Have them send you the guideline you are to review and depending on your computer skill level, either print and edit or use the Word editor features. Alternatively, you can copy the pdf and paste into word and edit the formatting yourself.

## *Duties and Responsibilities of CACS Representatives*

3.3 Before presenting a revised guideline to the CACS meeting, send the revisions to the group at least a week prior to the meeting so all can preview and be ready to discuss. Do not be put off if a guideline takes more than one meeting to review, the point of have a secretariat is to have many minds looking at the guidelines from many different viewpoints, knowing that things are done differently across our country.

3.4 Things to look for:

- a. Spelling, grammar mistakes
- b. Inclusionary language – change he/she to they and their and them.
- c. Overly wordy or lengthy– will someone reading it tune out after the first paragraph?
- d. Is what it is saying still valid today? Does it reflect what is actually being practiced?
- e. Are the references still valid, do the documents referenced still exist? Is there a better document to reference? (see the Resources tab, CACS and ECM library for the link to the ECM website, look for their downloadable pdfs and familiarize yourself with what they have there.)