

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 he/she was 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.

Duties and Responsibilities of CACS Representatives

- 1.6 Being a personal example in his/her Fourth Day walk by actively grouping and attending Ultreyas regularly.
- 1.7 Supporting Cursillo weekends by sending Palanca indicators and attending Cursillo Clausuras (Closings) to bring greetings from CACS in the dioceses which he/she serves as a CACS representative.
- 1.8 Providing diocesan movements with regular information regarding the finances of CACS, when required.

2. The CACS representative also has the duty to:

- 2.1 Attend and actively participate in CACS meetings, Triennial Meetings and Conferences during the term of service (three years).
- 2.2 Accept opportunities to develop, to produce and edit CACS Guideline Papers, and resource materials in consultation with other CACS representatives.
- 2.3 Accept opportunities to make presentations at CLWs and 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 Forward diocesan newsletters and correspondence to CACS members.
- 2.6 Bring a creative problem solving style and approach to CACS meetings.