

OTTAWA ANGLICAN CURSILLO MOVEMENT SECRETARIAT
JOB DESCRIPTION: LEADERS' SCHOOL/SERVANT COMMUNITY COORDINATOR

FUNCTION

The function of the Leaders' School/Servant Community Coordinator is to work with Secretariat and oversee educational events. (The Servant Community is the "working" body, one function of which is the Leaders' School.) The general purpose of such events is to provide an awareness of our unity of purpose for Christ and to provide leadership-training opportunities for Cursillistas. In so doing, a deeper understanding of the Cursillo method is achieved that ultimately strengthens Group Reunions, Ultreyas, weekend teams, and emphasizes the Fourth Day. This position is appointed by Secretariat, and may be extended for an additional time-period upon agreement with the incumbent.

GENERAL

- Upholds the aims and purposes of Cursillo and the authentic three-day weekend.
- Uses the Christian approach in searching for solutions and presenting recommendations for change or improvement.
- Supports and encourages the efforts of all Cursillistas who serve the movement by any means.

RESPONSIBILITIES AND DUTIES

1. Attendance at Secretariat meetings is preferable, but not mandatory. Attendance and reporting is required when a Leaders' School or a Cursillo Leaders' Workshop is being planned and implemented.
2. Oversees and/or delegates coordinating duties or takes the leadership role when necessary for the following:
 - Cursillo Leaders' Workshop (CLW): two or three day event conducted by members of National Secretariat
 - Local Leaders' Workshop: one or two-day event organized and run by the local Secretariat and/or experienced Cursillistas within the Diocese and Movement
 - Ongoing Leaders' School/Servant Community: a number of occasions (one day events) when topics relating to the Cursillo movement or weekend team duties may be explained and explored. These may be lay or clergy related.
 - Days of Deeper Understanding following sets of Cursillo weekends.
3. Functions as a resource person for Secretariat, Leaders School, Leaders' Workshops and Days of Deeper Understanding.
4. Assists in the selection of appropriate speakers and/or discusses the selection of same prior to an invitation being extended.
5. A Cursillo Leaders' Workshop (CLW) should be offered every three to five years at the latest for the benefit of new Cursillistas.
6. Keeps the Lay Director and Secretariat apprised of plans/arrangements and suggested names of those being asked to assume coordinating roles to ensure that the requirements of the OACM Screening Procedure is followed.

7. Follows National Guidelines relating to Leaders' School and the Servant Community. See attached background information document prepared by D. Brewer
8. Ensures that educational events are held in various locations throughout the Diocese, when possible, to ensure a wider access for those cursillistas living outside the city.
9. Screening Procedures

Follows the requirements of the OACM Screening Procedures.

TIME COMMITMENT

Activity	Number of Hours	Frequency	Total Hours
Prepare for monthly meetings	1	10 meetings	10
Attend all monthly Secretariat Meetings	3	10 meetings	30
Attend meetings with Bishop & Secretariat	1	1 meeting	1
Prepare for and attend Annual General Meeting	3	1 meeting	3
Correspondence and follow up on action items (including e-mails, lay rector questions, review minutes)	1	10 months	10
Prepare for annual DoDU	15	1 event	15
Attend DoDU	8	1 event	8
<i>Average hours per month:</i>		6	
<i>Total hours per year:</i>		77	
<i>Note: Travel time to attend meetings and functions are not considered in the above</i>			

OPTIONAL ACTIVITIES			
Activity	Number of Hours	Frequency	Total Hours
Attend monthly Ultreyas	1.5	12 occurrences	18
Attend Send-offs	3	2 weekends	6
Attend Manyanitas	1	2 weekends	2
Attend Closings	4	2 weekends	8
Prepare for and attend CLW and local leaders' workshops	4	2 events	8

GUIDELINES FOR THE COORDINATOR/ORGANIZER OF THE DAY OF DEEPER UNDERSTANDING

1. Description of Program

The program for the Day of Deeper Understanding (DoDU) is based upon the booklet in the NEC Library. The DoDU comes under the responsibility of the Leaders' School Coordinator. He/she may appoint someone to organize the DoDUs, with the approval of Secretariat. This person will then be referred to as the DoDU Coordinator and he/she will work in consultation with the Leaders' School Coordinator.

2. Bishop's Availability and Venue

Two major factors have to be juggled simultaneously: the availability of the Bishop and the venue. The literature recommends that the Bishop is to provide the substance of the talk on "The Role of the Movement in the Church". Therefore, the date depends upon the availability of the Bishop and the facility. If held only once every one or two years, then a central location provides the best accessibility to the membership. However, it has been our recent practice, when possible, to hold DoDUs shortly after two (or four if necessary) paired weekends in differing but appropriate locations within the Diocese. There are possibly three suitable locations that could be considered for this purpose.

If the Bishop is unable to attend a DoDU, one of the Movement's Spiritual Directors should be asked to present this talk. In the event that neither is available, the Bishop should be contacted as to which priest to approach. Usually the priests consult with the Bishop to see if there are specific points he wishes to include or stress. Obviously the timing of the DoDU works around the availability of the Bishop (priests) and the location becomes secondary. Planning should be done nine to twelve months in advance for scheduling purposes.

3. Selection of Speakers

The second major step, which should be taken four to six months before the event, is the selection of speakers. Including the Fourth Day Witness (see item 5), seven speakers are required. Obvious candidates are former Lay Directors or Lay Rectors who should have the requisite background of knowledge of Cursillo. The second criterion is that they have some "sparkle" and outward enthusiasm, which would project the Fourth Day in their lives so as to inspire the participants. It is suggested that the names of prospective speakers be discussed with the Leaders' School Coordinator prior to the invitation being extended.

4. Preliminary Schedule

At this point the preliminary schedule for the day is developed. This schedule may include Evensong as a closing form of worship. A typical day is: (the timing is deliberately flexible to meet the needs of the day)

0830 - 0900	Registration
0845 - 0900	Opening Music
0900 - 0915	Opening Remarks and Housekeeping
0915 - 1030	Instructional Ultreya
1030 - 1045	Break

1045 - 1130	The Role and Structure of the Movement in the Church (Bishop)
1130 - 1215	The Three-Day Weekend
1215 - 1300	Break/Lunch
1300 - 1345	The Fourth Day
1345 - 1430	Personal Contact Technique
1430 - 1445	Break
1445 - 1530	Sponsorship
1530 - 1600	Summary/Wrap up
1600 - 1630	Evensong

5. Length of Talks

All talks are 15 to 20 minutes long with the remainder of time for discussion. The exception is the Instructional Ultreya, which follows the standard format of the Floating Group Reunion and includes a Fourth Day (Witness) Talk.

6. Music

Music is an essential element of such an event as a DoDU. The Secretariat's Music Coordinator should be contacted to arrange the music and given the preliminary schedule and the suggested music times. The Music Coordinator will attempt to have musicians from the previous two (or four) weekends provide the music, when possible, as a visible form of support for the new Cursillistas.

7. Communication with Venue Contact Person

Contact must be made with the people in charge of the venue to organize the details relating to use of the hall, etc. This includes tables, chairs, kitchen facilities, speaker platforms, reading stands, audio equipment, visual aids, screens and projectors, and private rooms for Spiritual Direction.

8. Meals and Breaks

The publicity typically asks the participants to bring their own lunch "with some to share". In addition, in some cases, Group Reunions have brought sandwiches. Detail commonly provides fruit, coffee and tea.

9. Registration

For planning purposes, it is assumed that there will be about sixty (60) participants. However, people are asked to pre-register to facilitate set-up and to minimize copying of hand-outs.

Dated sign-in sheets are provided for registration asking for name, parish and contact details (please have them print for legibility purposes). These are turned into the Secretariat for recording purposes (by the designated member of Secretariat). Attendance at a DoDU may be a consideration in the selection of team members for a Weekend. It is important to plan for unexpected participation by having extra chairs and tables available.

10. Freewill Offering

A freewill offering is taken to help defray costs such as fruit, photocopying and cleaning up after the day. To this end, the Rooster should be very visible.