

**OTTAWA ANGLICAN CURSILLO MOVEMENT SECRETARIAT  
JOB DESCRIPTION: WEEKEND COORDINATOR**

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**FUNCTION**

*The Weekend Coordinator coordinates all of the activities related to the Cursillo weekends organized by the Ottawa Anglican Cursillo Movement. This role includes: obtaining the physical facilities and all related amenities; selecting future lay rectors along with members of Secretariat's discernment committee; providing useful information to assist with team formation and ensuring that the team Eucharist supplies are available for all weekend related events. This is a two-year elected position, which 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. Attends all Secretariat meetings and annual Secretariat meeting with the Bishop.
2. Selects weekend dates and books facilities (Retreat House) as follows:
  - Books weekend facilities at least one year in advance
  - Obtains available dates from the Sister-in-charge for the following year
  - Selects and reserves dates according to availability - preferably November and April/May in consultation with the lay director and/or Secretariat, if necessary.
  - Arranges and attends meetings with Retreat House management to discuss services available and costs for these services.
3. Selects Weekend Lay rectors

The selection of weekend lay rectors is chosen from an updated list of approximately seven potential candidates obtained from team membership lists using the following criteria:

- A lay rector must not have served in that role in the past
- Must not have recently served on the last weekend
- Must have served on at least three teams
- Must have given at least one rollo - preferably more
- Served on a team within the past four years
- As best can be determined, is involved with Cursillo events, Group Reunion, Ultreyas, Days of Deeper Understanding or a Leaders' Workshop
- Following above-mentioned criteria, pray about the proposed list

- Meets with the discernment committee of Secretariat: lay director(s), spiritual director(s), and weekend coordinator for screening and makes up final list of potential rectors in order of priority of asking. Following the Screening in Faith Directives - see OACM Screening Procedures
- When the screening procedure is completed, contacts potential lay rectors in order of priority until a lay rector has agreed to serve
- Informs lay director and members of Secretariat as soon as confirmation is received
- Announces the names of upcoming lay rectors at an Ultreya, preferably at the Welcoming and arranges for names to be published in the next issue of the *Rainbow*.

4. Provides Information to lay rectors and team as follows:

Arranges meeting with the recently selected lay rectors and members of the discernment committee, i.e.: both lay directors and assistant lay directors before team selection has taken place to discuss team selection guidelines and hand out appropriate information package which is to be kept by the lay rector until the weekend has ended and which is to be returned at the end of the weekend. The information package includes:

- Lay rector's binder
- This "N" That information sheet
- List of Previous Cursillistas (on Disc or e-format)
- OACM Screening Procedure and forms (to be explained by lay director)
- Attendance sheets from DoDus, Leaders' Workshop and SENT Workshop for reference purposes
- Name of supplies coordinator - no purchasing to take place until supplies on hand are checked
- Request for receipts for all monies spent from the \$250 weekend float to be returned to the treasurer by 1st detail
- The National Secretariat's guideline paper on the Charasmata and the Weekend, which the spiritual director should go over with the team members at their last team meeting
- Recommendations of new Cursillistas from previous teams for team service.
- Provides list of Cursillistas whom have requested to be team members on a weekend.

In accordance with the OACM Screening Procedures, advise the lay rectors of the following:

- That they submit a "wish list" of potential members they would like on their team identifying their position and include two or three others who may fill that role. The list is to be submitted before anyone is approached in order that the screening procedure may take place, beginning with the discernment committee of Secretariat. Normally a minimum of 60 names are submitted.
- That they advise the lay rector of Secretariat's position on using the introduction: "My name is ... and I began my Fourth Day on ..." from the Group/Reunion and Ultreya rollo and that they should inform new Cursillistas to introduce themselves in this fashion also at the Closing.

- That the authentic three-day weekend is set out in the binders. Should a deviation from the established weekend schedule is to be considered, that they must contact the weekend coordinator first, who will discuss their requested proposal with the lay director, and then get back to the lay rector with the final decision.
- The lay rector's report should be submitted no later than three weeks following the weekend, along with a list of recommended new cursillistas to be considered as future team members.

#### 5. Supports Weekend Lay rectors

Acts as the liaison between the team and secretariat during the weekend preparation period and keeps the lay director informed. Prays for the lay rectors and keeps in touch by phone. Offers support to members of the team, if required.

#### 6. Weekend Supplies

Requests letter from the Bishop for the weekend participants. Ensures the team has all the binders, communion supplies, songbooks, materiels for candidates packages, etc. Acts as the liaison between the supplies coordinator and members of team as necessary. If possible, helps with the set-up of the retreat house for the weekend.

#### 7. Weekend Schedule

Keeps a generic copy of the weekend schedule on a computer disk, ensuring that any changes made by a weekend team are removed before it is returned. Preferably the Detail member should make a copy for their own use returning the original disk.

#### 8. Weekend Closing

- Sets up the altar for the Eucharist at the closing, using the community supplies.
- Obtains any incident reports directly from the lay rector and turn over to the lay director if they are present.
- Receives a copy of the weekend photo for archival purposes.

#### 9. Rectors' Reports

Reports received from the lay rectors following the weekend, should be given to the lay director in order that pertinent information be shared if appropriate with members of Secretariat. The lay director or designated person with a secure file cabinet, keeps the reports with the screening files.

## 10. Screening Procedures

Follows the requirements of the OACM Screening Procedures.

## 11. General

- Brings to Secretariat any new ideas and suggestions that may come forward.
- Ensures that a list of the team members and the dates and location of team meetings is sent to the editor of the Rainbow for publication as soon as the teams are formed.
- Ensures that the form used by Cursillistas to indicate their willingness to serve on a team is in the January edition of the Rainbow.
- Obtains updated OACM phone directory and list of past weekend teams from the communications coordinator, to present to the new lay rectors for team selection.
- Ensures that the supplies in the community Eucharist kits used at the weekend closings are kept supplied and are available for the weekend for the two outdoor Ultreyas that are held at Andrew Hayden Park during the summer

**TIME COMMITMENT**

<b>Activity</b>	<b>Number of Hours</b>	<b>Frequency</b>	<b>Total Hours</b>
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
Attend Annual General Meeting	2	1 meeting	2
Attends meeting with Retreat House management	1	2 occurrences	2
Correspondence and follow up on action items (including e mails, lay rector questions, review minutes)	6	10 months	60
Review binders and update material for future teams	3	2 teams	6
Attend initial meetings with newly selected rectors (includes return trip, preparing hand-out materials and explaining procedures)	5	2 meetings	10
Ensure that there is appropriate material (treasurer envelopes, communion supplies, etc); hold discussions with supplies coordinator	5	2 occurrences	10
Ensure closing director materials are given to next rector	3	2 teams	6
Assists with the set-up of the Retreat House for the weekend	3	2 weekends	6
Ensure Eucharist supplies are ready and given to 4 <sup>th</sup> Day coordinator for summer Ultreyas	4	2 occurrences	8
Attend Send-offs	3	2 weekends	6
Attend Manyanitas	1	2 weekends	2
Attend Closings	3	2 weekends	6
Produce a prioritized list of potential lay rectors for discernment committee	1	2 weekends	2
Collect team list, candidates' list and weekend photo from each weekend for storing in archives	1	2 weekends	2
<b>Average hours per month:</b>		<b>14</b>	
<b>Total hours per year:</b>		<b>169</b>	
<b>Note: Travel time to attend meetings and functions are not considered in the above</b>			

<b>OPTIONAL ACTIVITIES</b>			
<b>Activity</b>	<b>Number of Hours</b>	<b>Frequency</b>	<b>Total Hours</b>
Attend monthly Ultreyas	1.5	12 occurrences	18
Attend DoDU	8	1 occurrence	8