

## RECTOR TRAINING PRIOR TO DAY 1 TRAINING

### RECEIVING RECTOR'S MANUAL

Please read and become familiar with its content. All other team manuals are contained within your manual, should you wish to clarify any of their assignments. Following any instructional time and any questions, you will be setting the dates for Day I, Day II and team meetings. Upon clarification of dates with team meeting sites, you will be able to proceed and seek your leadership members.

### MATERIALS RECEIVED AT THIS TIME

Rector's Manual  
Community Roster

Lists of prior team positions held  
Names of Cursillistas requesting to serve on team.

### SELECTION OF TEAM LEADERSHIP

Between now and Day I you will be choosing 3 Rollo Room Assistants and the Rectors of Palanca, Kitchen and 4<sup>th</sup> Day Teams. The Rollo Room Musician may also be selected now or later with the help of the leadership you have chosen. Please select your 3 Rollo Room Assistants from the list of eligible persons that was given to you. The list of prior positions held was compiled for your information. Exceptions to this list will be only if you know the person's ability well and feel they have strong leadership qualities, plus have had several team experiences even if they have not been in leadership capacities. Select rectors of outlying teams – Palanca, Kitchen, and 4<sup>th</sup> Day – from Cursillistas who have already served at least once on the team you are asking them to lead. The manuals cover many of the details, however the manuals coupled with previous experience makes for better leadership. If you have any questions about selection of team leadership you may consult the Training Coordinator.

### SELECTION OF SPIRITUAL DIRECTORS

Council Pastors will select the Rollo Room Spiritual Director and supply him/her with pastors names to fill the other Spiritual Directors roles for the team.

PLEASE DO NOT SELECT TEAM MEMBERS BEYOND LEADERSHIP UNTIL DAY 1 TRAINING.

PRIMARY CURSILLO FUNCTIONS & RESPONSIBILITIES IN SEQUENCE

<u>Function</u>	<u>Area Responsible</u>	<u>Contact</u>
Establish dates, places	Secretariat	
Appoint Rectors, SDs	Secretariat	
Materials to Rectors & Training	Training Coordinator	
Set meeting dates, agendas	Rector, SD, Training Coordinator	
Appoint support team rectors & Asst Rectors	Rector	
Day 1 Training	Training Coordinator	
Appoint other SDs	SD	
Appoint Rollo room team	Rector	
Appoint palanca team	Palanca Rector	
Appoint kitchen team	Kitchen Rector	
Appoint 4 <sup>th</sup> Day team	4 <sup>th</sup> Day Rector	
Rollo selection	Rector and 3 Asst Rectors	
Leadership Training Day 2	Rector, SD, Training Coordinator	
Budget for Weekend	Secretariat –	
Weekend finances	4 <sup>th</sup> Day Rector	
Photographer	4 <sup>th</sup> Day Rector	
Palanca Requests	Rector	
Letter to weekenders/sponsors	Rector	
Transportation of weekend supplies	4 <sup>th</sup> Day Rector	
Kitchen supplies & food	Kitchen Rector	
Palanca, Eucharist supplies (Including candles & crosses)	Palanca Rector	
Other weekend supplies	4 <sup>th</sup> Day Rector	
List of Weekenders	Rector/4 <sup>th</sup> Day Rector	
Agape Dinner set up	4 <sup>th</sup> Day/Angel Team	
Agape Dinner table set & food	Kitchen Rector	
Agape Serenade	Kitchen Rector	
Sunday morning serenade	Palanca Rector	
Sunday lunch serenade	4 <sup>th</sup> Day Rector	
4 <sup>th</sup> Day Eucharist Set up	Palanca Rector	
Apostolic Hour set up	4 <sup>th</sup> Day Rector	
Clausura set up	4 <sup>th</sup> Day Rector	
Cleanup of Church	4 <sup>th</sup> Day Rector/Angel Team to coordinate All teams responsible for their area Angel Team/4 <sup>th</sup> Day – Rollo room, weekenders chapel	

## TEAM MEETING SCHEDULE

All team meetings should open with Prayer to the Holy Spirit. Eucharist and teachings as prescribed.

### SATURDAY – DAY 1

Rectors, Assistant Rectors, Spiritual Directors and Support Team Rectors ONLY. No team members at this point. Rector to coordinate with Training Coordinator from Council on teachings to be done. This meeting time should be used to select possible team members, table leaders etc.

### SATURDAY – DAY 2

Convened and facilitated by Rectors and Training Coordinator. Agenda includes:

1. VdC history
2. Structure and Purpose of Cursillo
3. Progression of Talks
4. Team Meetings
5. Team Commitment
6. Introductions of Team Rectors
7. Eucharist
8. Full team social time to get to know each other.

### WEEKLY TEAM MEETINGS

#### Agenda

6.00 – 6.45	Meal & Social Time for Team
6.45 – 7.00	Welcome & Open with Prayer
7.00 – 7.15	Praise & Worship
7.15 – 7.45	Teachings
7.45 – 8.15	Eucharist
8.15 – 9.30	Team Time

#### Suggested Schedule

	<u>Rollo's</u>	<u>Snack Responsibilities</u>
Week 1	#1 Ideal #3 Laity	Leadership
Week 2	#5 Piety #6 Study	Palanca Team
Week 3	#8 Apostolic Action #10 Leaders	4 <sup>th</sup> Day Team
Week 4	#11 Environment #13 Christian Community	Table Leaders
Week 5	#14 Total Security Make up time for Rollo's	Kitchen Team

## TEACHINGS SCHEDULE

### Week 1

1. A brief explanation of the Thursday night proceedings
  - Set up of Church and arrival of team
  - Eucharist
  - Dinner
  - Team Meeting
  - Arrival of Weekenders – Asst Rectors sign in – kitchen team escort to sleeping room and Rollo room.
  - Introductions
  - Photo
  - Music
  - Chapel
  - Silent Retreat
  - Team Meeting
2. Teaching on Intent and Purpose of Cursillo
3. Teaching on Silent Retreat

### Week 2

1. A brief explanation of the Friday proceedings
  - Arise
  - Chapel
  - Introduce Kitchen Team at breakfast
  - Table Assignments
  - Bible Processional
  - Posters and note taking
  - Ideals Rollo
  - Habitual Grace Rollo
  - Eucharist & Lunch
  - Long Break
  - De Colores introduced
  - Laity Rollo
  - Actual Grace Rollo
  - Palanca Introduced
  - Arise Introduced
  - Piety Rollo
  - DeCuria
  - Introduce Palanca SD
  - Stations of the Cross
2. Teaching on Bible Processional
3. Teaching on De Colores
4. Teaching on DeCuria – Poster Party
5. Teachings on Stations of the Cross

### Week 3

1. Explanation of Table Leaders (See Table Leaders Manual & Summarize)  
Emphasizing the importance of that role in being a good listener and in bringing unity to the table.
2. Teaching of Rollista Send-off and Thanksgiving
3. Explanation of roles of the Palanca, Kitchen and 4<sup>th</sup> Day Teams
4. Teaching on the Music Progression
5. Teaching on Serenades at Cursillo Weekends
6. Teaching on Placemats

### Week 4

1. A brief explanation of Saturday's proceedings
  - Arise
  - Study Rollo
  - Bibles handed out
  - Sacraments Rollo
  - Eucharist
  - Introduce 4<sup>th</sup> Day Team at Lunch
  - Apostolic Action Rollo
  - Long Break
  - Obstacles to Grace Rollo
  - Leaders Rollo
  - Agape Dinner
  - Chapel Visits each table as a group in sanctuary
  - DeCuria
  - Chapel
  - Team Meeting
2. Teaching on Agape Dinner
3. Teaching on Chapel Visits

### Week 5

1. A brief explanation of Sunday's proceedings
  - Serenade and arise
  - Pack – importance of angels at this time
  - Chapel
  - No Posters
  - Environment Rollo
  - Life in Grace Rollo
  - Christian Community in action Rollo
  - Eucharist
  - Total Security in 4<sup>th</sup> Day Rollo
  - Serenade at lunch
  - Apostolic hour
  - Clausura
  - Clean up
  - Go Home
2. Explanation of Apostolic Hour (witnessing in a loving non-threatening environment which allows them to voice their inner feelings and reflect on the past 3 days and to share what they have experienced)
3. Explanation of Clausura (The time when the weekenders are introduced to the 4<sup>th</sup> Day Community and are given the opportunity to share (witness) for the 2<sup>nd</sup> time)

SUGGESTED FRIDAY – NON OVERNIGHT TEAM MEETING SCHEDULE

<u>TIME</u>	<u>ACTIVITY</u>
6.30 pm	Dinner (kitchen practice in working together as a team)
7.00 – 7.15	Praise & Worship
7.15 – 7.30	Eucharist
7.30 – 7.45	Announcements JOG talk Teachings as needed
7.45 – 8.00	Explanation and organization of teams for Prayer Walk (Palanca Rectors)
8.00 – 9.30	Team Meetings – make up Rollo's Teams pray as suggested by Palanca Rectors for Prayer Walk