

## CURSILLO

1. Continue to investigate potential places to hold a weekend.
2. Continue to order and prepare supplies for the weekends and keep an inventory of supplies on hand.
  - a. Get new supplies as needed. (Books etc. for the school, the weekends or Secretariat.
  - b. Keep the bins updated, and insure that they contain all the necessary materials.
  - c. The Cursillo Section is responsible for Registration on the Thursday evening of the weekend.
  - d. The Cursillo Section is responsible for collecting the money that hasn't been paid.
  - e. The Cursillo Section is responsible for delivering a Sheet Cake on Saturday of the weekend.
  - f. The Cursillo Section is responsible for delivering flowers for the LasManianitas on Sunday evening at the closing.
3. Continue to see that teams are developed according to the national guidelines with Secretariat/School of Leaders.
  - a. Insure that all team members are attending Ultreaya and group reunion with Secretariat/School of Leaders.
  - b. Insure that the Rector(a) is schooled in Cursillo.
  - c. Continue the ongoing process so that all team members will eventually come from the school.
  - d. Make sure that the leaders of the weekend understand the weekend and its' place within the movement.
4. Provide an emergency contact phone number for the retreat center to team and candidates.
5. Continue to update the Diocesan Guidelines to keep the weekend simple.
6. Set up and take down for the weekends.
  - a. Have a team that will bring all materials to the weekend facility and help to set up with the service team.
  - b. Have a team that will clean up after the weekend.
  - c. Inspect the facility after the weekend to insure that all is correct with a member or representative from the facility.