

INDEX

- Description of program
- Publicity for the program
- Representatives procedure for Identifying Dioceses that may benefit from assistance
- Process for Dioceses to initiate request for assistance
- Submitting a request for assistance
- Veteran's Role in Providing Assistance
- Request for ECMC Assistance

DESCRIPTION OF PROGRAM

The Episcopal Cursillo Ministry has developed an Identity Statement.

“We, the Episcopal Cursillo Ministry Committee, support and resource Episcopal Cursillo communities by encouraging and inspiring both traditional Cursillo expressions and new ideas for Cursillo ministry.

We believe Cursillo is at its best when we are ‘open, energetic, intergenerational and responsive to our local settings.”

The Episcopal Cursillo Ministry Committee has approved a program to assist Dioceses who would benefit from resources offered by Cursillo Veterans. The Veterans would work with identified Diocese to jump-start their Cursillo activities or to make changes that grow their Cursillo activities within their Dioceses.

This may include, but is not limited to:

- Providing on-line support
- Providing a Veteran to work with a Diocese to identify steps to generate interest in Cursillo
- Assisting to plan a weekend in a Diocese where there has not been a weekend for an extended period of time.
- Assisting a Diocese to participate in the ECMC Conference
- Providing educational sessions for a Secretariat
- Providing assistance with planning or education by sending Veterans to travel to a Diocese

PUBLICITY FOR THE PROGRAM

1. The ECMC President will send a letter to Bishops and Lay Director of a Diocese that has been identified as experiencing declining attendance or support from parishes or to a Diocese that has minimal or no Cursillo activities.
2. Monthly article will be placed in the ECMC News Notes publicizing the Program's availability
3. Representatives will contact Dioceses as outlined in the procedure.
4. The Website will include current information about the Program.

REPRESENTATIVES PROCEDURES TO IDENTIFY DIOCESES WHO CAN BENEFIT FROM ECMC ASSISTANCE

1. Within their assigned region, Representatives are to contact by telephone the Lay Director of all Dioceses that are identified as experiencing declining attendance or support from parishes or Dioceses where no information was provided or available.
2. Within their assigned region, Representatives are to research Dioceses that have minimal or no Cursillo activity. A contact person within the Diocese will be identified when possible.
3. If there is no Lay Director of such a Diocese, the Representative should contact the Bishop's Administrative Assistant or the Bishop to determine interest.
4. The Representative should identify and contact the best person to work with to obtain further information about the needs and interest for re-activate Cursillo in the Diocese.
5. The Representative should discuss options for ECMC assistance with the contact person.
6. The discussion between the Representative and contact will include:
 - Determination if financial assistance will be needed to initiate the plan
 - Determine the type of financial support available and what it can cover
 - Describe the process to request financial assistance through the Program.
 - Explain requirements to request financial assistance from the Bishop of the Diocese before asking for assistance from ECMC.
7. When an identified need and potential is identified, the Representative will assist the Diocese to develop and submit a plan and request describing the desired outcome.
8. When a Program request is complete, the Representative will forward it to the Chair of the Cursillo Development Committee (CLD).
9. The Representative will keep the Cursillo Development Committee informed of any potential requests for assistance and the progress of those in development.

PROCESS FOR DIOCESES TO INITIATE REQUEST FOR ASSISTANCE

1. A Diocese may initiate a request for assistance.
2. District Representatives are to be available to assist Dioceses when requested.
3. Diocese is to work with the ECMC Representative to complete the form.
4. The request must describe the current situation and problem in the Diocese.
5. If financial assistance is requested, the Diocese should provide information about the type of financial assistance needed, the amount, what other resources have been requested.
6. The request is to include the desired outcome of the assistance.
7. The Diocese is to submit the request to their District Representative.
8. The Representative is to review and determine if additional information is required. If more information is needed, the District Representative will work with the Diocese to gather the needed information.
9. The District Representative will forward the request to CLD Committee Chair.
10. The CLD Chair will distribute the proposal to all ECMC Representatives for review prior to the next ECMC meeting.
11. If a fast response is needed for planning, the ECMC President will call a special meeting to review the request.

12. The ECMC reviews the requests and determines if the request for assistance can be granted.
13. If approved, CLD informs the Treasurer of the dollars approved for each request.
14. The District Representative informs the Diocese of the outcome.

VETERAN'S ROLE IN PROVIDING ASSISTANCE

1. Veteran will review the request for assistance and inform the CLD of willingness to proceed.
2. Contact the point person in the Diocese and develop plan which includes all resources and costs anticipated.
3. Forward plan to CLD for approval. Send a copy to the ECMC Representative for the Diocese.
4. Initiate the plan and keep receipts of all expenses.
5. When the plan is complete, provide a summary report to CLD of the actions and outcome. Send a copy to the ECMC Representative for the Diocese.
6. Provide an evaluation of the success of the assistance provided to the CLD.
7. Follow up in 3 and 6 months with the Contact person for an update and to determine if further assistance is needed. Give feedback to CLD after these contacts.
8. Give feedback to the ECMC Representative as to how the Representative can support the Diocese in the future.

REQUEST FOR ECMC ASSISTANCE

“We, the Episcopal Cursillo Ministry Committee, support and resource Episcopal Cursillo communities by encouraging and inspiring both traditional Cursillo expressions and new ideas for Cursillo ministry.

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DIOCESE:

NAME, POSITION, AND CONTACT INFORMATION OF PERSON MAKING THE REQUEST:

TYPE OF TRAINING OR SUPPORT REQUESTED: (X)

- ECLW
 ATTEND SECRETARIAT MEETING:
 ASSIST WITH NEWSLETTER
 PUBLICITY IN THE DIOCESE
 OTHER - please describe

WHAT IS THE DESIRED OUTCOME FOLLOWING THIS ASSISTANCE?

DOES THE ASSISTANCE REQUIRE A VISIT FROM A ‘VETERAN’ OR CAN THE ASSISTANCE BE PROVIDED BY TELECONFERENCE, BIG MARKER MEETING, SKYPE, ETC.

Please describe:

IF A VISIT IS REQUIRED, CAN YOU PROVIDE ACCOMMODATION AND MEALS IN THE RESIDENCE OF A CURSILLISTA?

Yes No

DO YOU HAVE THE FINANCIAL RESOURCES TO PAY FOR TRAVEL EXPENSES IF THEY ARE INCURRED?

Yes No

OTHER INFORMATION THAT WOULD BE HELPFUL TO ECMC:

Submitted by:

REVIEWED BY:

RECOMMENDED FOLLOW UP ACTION:

DATE OF FOLLOWUP BY ECMC DISTRICT REP:

ASSISTANCE/PLAN: