



EPISCOPAL
CURSILLO
MINISTRY

Representative Manual

**A Guide for District Representatives and
Other Appointed Positions of the
Episcopal Cursillo Ministry**

2017 Revision

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I. The Episcopal Cursillo Ministry Committee

Purpose

This document outlines the responsibilities and expectations of ECMC members, and the guidelines and procedures of the officers, and subcommittees. This does not supersede the Episcopal Cursillo Ministry Bylaws, but serves as an information guide and reference for ECMC members and potential members.

Mission

The mission of the ECMC is: To serve Christ and the Episcopal Church by being stewards of the Cursillo Ministry.

Preamble of the ECM Bylaws

The preamble of the bylaws of the ECM states that the ECMC accomplishes its mission by committing individually and corporately to:

- “Pray, study, and give for the extension of Christ’s Lordship in our environments.
- Communicate with, and support one another within the Episcopal Cursillo Ministry.
- Awaken our fellow Christians within the Anglican Communion to the joys of apostolic witness and service by means of the Cursillo method and in fulfillment of their baptismal vows.”

Identity Statement of the ECMC (Adopted in March, 2015)

“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.”

ECMC Membership

Currently, the ECMC is composed of fifteen elected members (five lay women, five lay men, five clergy), the president and a bishop, assigned by the presiding bishop, who serves as a liaison between the Committee and the House of Bishops. Officers include a treasurer who if not elected has seat and voice without vote at all meetings.

ECMC members fulfill a dual role. They serve as District Representatives with responsibility for communication to and from Cursillo Secretariats and the 4th Day community. They also serve on the Committee to insure that the Ministry continues in service to Christ and that the organization functions effectively.

Members ECMC have no special authority. According to the bylaws of the ECM, the General Council has legislative authority. Therefore, the ECMC is not empowered to make policy statements on behalf of the ECM; however, it does develop and present policy recommendations to the General Council. The ECMC speaks to the matters of the Cursillo Ministry as expressed by the founders. The authority for the ministry within each diocese is the diocesan bishop. The ECM works within the Episcopal Church under a pastoral plan approved by the presiding bishop. (See Pastoral Plan in section III)

II. ECMC Structure and Responsibilities

Officers

The ECMC shall elect a president–elect, vice president, secretary and treasurer. The president–elect automatically becomes president the next year. The treasurer need not be an elected ECMC member.

Duties of the ECMC President

- Perform the regular duties required of an ECMC member.
- Convene and conduct ECMC meetings.
- Set ECMC meeting schedule and agenda with Executive Committee consultation.
- Oversee subcommittee chairs to ensure their duties/responsibilities are implemented.
- Coordinate with president–elect, vice president, secretary, and treasurer to ensure their respective duties/responsibilities are carried out.
- Appoint and oversee members of ECMC, servant communities, or the 4th Day community to fulfill functional tasks (mail receipt, phone calls, record storage, printing, inventory storage, etc.) of the organization.
- Act as official representative of the ECMC; assume ultimate responsibility as speaker and final authority in settling matters of policy.
- Approve all unbudgeted expenditures except as noted in duties and responsibilities of treasurer.
- Chair the Executive Committee meeting.
- Conduct business session during General Council (annual ECM Conference).
- Correspond as required to represent the ECMC, both domestically and internationally.
- Attend the annual gathering of the 4th Day Communities as the representative of the ECMC.
- Supervise any contract staff and handle any remaining employment issues related to the previous office manager with concurrence of the Executive Committee.

Duties of the ECMC President–Elect

- Assist the president as requested.
- In the absence of the president, chair the ECMC meetings.
- Perform the regular duties required of an ECMC representative.
- Serve as Committee liaison to the Conference Servant/Host Community.
- Attend the annual gathering of the 4th Day Communities.

Duties of the ECMC Vice President

- Perform the regular duties required of an ECMC representative.
- Procure locations for ECMC meetings, report to the Executive Committee and make recommendations about locations to the ECMC.
 - + Request and/or receive invitations from communities wishing to host ECMC meetings, reply with guidelines noting the invitations will be reviewed by the ECMC.
 - + Make invitations known to the Executive Committee and present recommendations to the ECMC for approval
- When invitations are approved:
 - + Contact the Diocesan Secretariat to obtain a contact person for that meeting.
 - + Send the contact person a copy of the appropriate guidelines for hosting the designated meeting.

- * Advise the ECMC of name, address and phone number of the contact person with information regarding the phone number of the retreat center or church and other relevant facts of that meeting, especially the airport to be used for arrival and departure.
- * Ascertain whether any ECMC members have special diets and inform the contact person.
- * If host families are to be used for housing the Committee, obtain a list and give their name and addresses to the the ECMC Representatives
- * Contact the host families to offer thanks and a general outline of their interaction with the Representatives.
- * If appropriate with the meeting schedule, ask the contact person about touring the city and dinner on Saturday evening. Host families may be invited.
- * Send a note of thanks following the meeting to the Secretariat of the host diocese.
- Maintain a file of possible invitations for future meetings and conferences.

Duties of the ECMC Secretary

- Perform the regular duties of an ECMC representative.
- Record and disseminate the minutes of the ECMC meetings, as well as the annual ECM General Council business sessions.
- As requested by the president and president-elect, update the Representative's Manual to reflect current ECMC needs and policy.
- Maintain a file (preferably stored on a memory stick or other portable method and in Dropbox) of minutes and reference documents and provide to succeeding secretary.

Duties of the ECMC Treasurer

- Maintain the financial records of the ECM and disburse funds to pay all legitimate obligations of the ECM.
- Work with the ECMC Conference liaison to develop the budget for the annual conference.
- Be responsible for preparing all necessary financial reports required by the Internal Revenue Service, any state agency in connection with incorporation as a non-profit corporation, as well as any income and withholding reports required by any state agency in connection with the operations of the ECM.
- Arrange for any audit of the ECMC as required by the "Manual of Church Business Practices" published by the Episcopal Church.

Episcopal Cursillo Ministry Committee Subcommittees

In addition to plenary actions, the ECMC operates in four subcommittees: Executive, Cursillo Leaders' Development, Publication, and Communications. Each subcommittee has three or four members, headed by a chair appointed by the president.

Executive Subcommittee

The Executive Committee is composed of the president, vice-president, secretary and president-elect. The bishop liaison, office administrator and treasurer are ex officio members who may meet with this committee and have voice.

Responsibilities:

- Establish meeting dates and locations.
- Recommend policy statements to the ECM for approval at the General Council its meetings.
- Oversees and appoints chairs of servant communities.
- Appoints members of servant communities with consultation from each community chair.
- Develop the annual budget for the ECMC,
- Coordinate with the Finance Servant Community for audits and policy revisions.
- Endeavor to raise funds to further the mission of Cursillo.
- Between meetings of the ECMC, make such interim decisions with regard to the business of the ECMC as may be necessary in situations of urgency or emergency. The Executive Committee may be canvassed either in person, by email, letter, or telephone by the president or the president's appointee. Such decisions are to be reviewed by and are subject to the subsequent approval of the ECMC at its next meeting.

Cursillo Leaders Development Subcommittee

Responsibilities:

- Be aware of the health of the Cursillo Ministry in the various dioceses so that resources to meet needs may be developed and shared.
- Develop new workshops to train leaders and enhance leadership skills.
- Update and maintain existing ECMC Workshops.
- Participate in ECLW presentations as requested.
- Recruit and support a CLD Servant Community that includes the ECM ECLW Coordinator, District ECLW Coordinators, and other 4th Day volunteers for the presentation of the ECLW and other workshops.

Workshops

Episcopal Cursillo Leaders' Workshop (ECLW)

Episcopal Cursillo Leaders' Workshop (ECLW) clarifies the purpose and method of the Cursillo Movement, especially the Post-Cursillo. Lay and clergy leaders get a clearer understanding of their roles and of the methods they have at their disposal to make the Cursillo Movement an effective instrument for bringing others to Christ.

Bishop and Clergy Workshops

Bishop and clergy workshops demonstrate that Cursillo is a movement of the church which can empower the church to fulfill its apostolic mission. The workshops clearly emphasize the vital role that bishops and clergy play in all phases of Cursillo. They

encourage straightforward questions and honest answers concerning Cursillo. The Cursillo Movement is considered one of the most potent methods available to bishops and clergy for spiritual formation and motivation of laity to apostolic action in the church today.

Publication Subcommittee

Responsibilities

- Identify and recommend appropriate means for enhancing communication between or among existing and/or proposed Cursillo ministries.
- Develop, write and publish ECM materials that are intended to educate, evaluate, and stabilize the Ministry.
- Promote effective use of ECM published materials.
- Edit current ECM materials to promote effective use and add materials that reflect evolving needs and formats adopted in the Ministry.
- Recommend policies related to sales and distribution of ECM materials.
- Recruit and support a Publications Servant Community of 4th Day volunteers to assist with Publication writing and editing responsibilities and collect materials for future publications.

Communications Subcommittee

Responsibilities

- Develop, administer, update, and revise ECM website to promote and support Cursillo ministries throughout the Episcopal Church.
- Create and distribute the periodic email news communication (News & Notes) to promote and support Cursillo ministries throughout the Episcopal Church.
- Develop, administer and maintain effective use of social media and bulk email systems to promote and support Cursillo ministries throughout the Episcopal Church.
- Develop, administer and revise marketing plans for Episcopal Cursillo Ministry.
- Recruit and support a Communications Servant Community to provide electronic media and technical expertise and administer ongoing communication functions.

Episcopal Cursillo Ministry Servant Community Committees

Conference Servant Community

Responsibilities

- Plan, coordinate and implement the annual Episcopal Cursillo Ministry Conference if a local host committee is not available or if it needs augmenting.
- Works in conjunction with the local host diocesan community and subject to approval of the ECMC Conference Liaison.
- Reports to the ECMC through the president-elect.
- Prepares and submits an annual conference report and submits future conference sites to the ECMC for approval.
- The chair and the ECMC president may appoint Servant Community members from the ECMC and the 4th Day community.

Finance Servant Community

Responsibilities

- Under the direction of the Executive Committee and the Treasurer, develop sound fiscal policies for the ECM.

Cursillo Leadership Development (Consultant) Servant Community

Responsibilities

- Under the direction of the Cursillo Leadership Development Subcommittee, work with and support diocese assigned by the Executive Committee to develop or renew their ministry.
- Assists and encourages diocesan movements with problems experienced in local communities. Publication Servant Community.
- Work with the CLD Chair to utilize training and renewal resources.
- Include the ECM ECLW Coordinator, District ECLW Coordinators, and other 4th Day volunteers for the presentation of the ECLW and other workshops.

Publication Servant Community

Responsibilities

- Under the direction of the Publication Subcommittee, develop, write, and edit materials that explain and promote the Ministry.
- Seek out formats and educational materials used by Secretariats that might be shared with ECM Secretariats.

Communication Servant Community

Responsibilities

- Under the direction of the Communications Subcommittee, provide ongoing technical expertise for social media, web site maintenance, and electronic communications.
- Support the development of marketing and messaging tools.
- Assist with writing, editing, and sending electronic communications.
- Maintain an electronic contact list for the ECM.

Serving as an Episcopal Cursillo Ministry District Representative

Commitment and Preparation

- Understand that the call and selection as a Cursillo leader is a call to serve not only Jesus, our Lord, but also to serve the assigned Cursillo dioceses represented.
- Read the ECM Bylaws to understand that the ECMC functions under the direction of the Bylaws and the ECM General Council.
- Be a consistent, dependable, and energetic link between assigned Cursillo diocese and the ECM.
- Read and study all publications provided by the ECM and seek other resources to augment Christian ministry.

Finances

- Expenses incurred for phone contact or postage with assigned dioceses are the representative's responsibility.
- Completed expense reports may be submitted to the treasurer to enable deduction from income taxes. These should be submitted in a timely manner. All reimbursements are subject to limitations related to the current ECM budget.

Responsibilities

- **Contact ALL assigned diocesan Secretariats and Bishops in writing regularly (at least 4 times) throughout the year. Share correspondence with the president, president-elect, and CLD chair.**
- **Maintain regular phone and/or email contact with assigned Cursillo Diocese to collect event and Weekend information, determine ways to assist the diocese, build relationships, and offer prayer support.**
- Offer palanca to Weekends held in the dioceses in the district.
- Maintain a file of assigned diocese contacts, reports, and all correspondence. Provide to successor at end of term.
- If one exists in the region, contact the District Servant Community Coordinator. Discuss levels of contact responsibilities so as to avoid duplication and request reports of contact activities.
- Regularly collect updated lists of diocesan leadership. Keep in files and share with the Communications chair.
- As requested, send communications from the Executive Subcommittee and/or the president to the assigned Secretariat and Diocesan leadership.
- Keep dioceses informed about the ECLW and encourage participation. Keep in contact with the District ECLW Coordinator and/or the ECM ECLW Coordinator.
- Promote the Annual ECM Conference and encourage attendance.
- Encourage fulfillment of annual ECM assessment requests. Explain that, to be eligible to vote at the Annual Conference General Council Meeting, a diocesan contribution is required.
- Explain the status and goals of the Friends of Cursillo.
- Solicit and encourage the submission of articles to the The 4th Day, NewsNotes, or other ECM publications. They should be emailed to the Communications chair.
- In domestic dioceses, attempt to meet at least once with Secretariats and/or other members of the community during the three year ECMC term — preferably with the diocese paying part or all of the travel expense.

Serving as an Episcopal Cursillo Ministry Committee Member

Commitment and Preparation

- Understand that the ECMC cannot fulfill its ministry without the full participation and serious commitment of its members for service on both the Committee and the assigned subcommittees.

- Read the ECM publications available for download and the Pastoral Plan (in this manual).
- If not having previously participated in the Episcopal Cursillo Leaders Workshop, attend within the first year after election.
- Review and understand that the ECM is governed by a set of bylaws; and, the ECMC functions under the authority of the General Council and is governed by the bylaws, which can only be changed by a vote of General Council.
- Keep this manual and bring to ECMC meetings.

Finances

- Airfare and ground transportation expenses to and from all ECMC meetings (including the meeting held prior to the Annual Conference) are paid by the ECMC according to the reimbursement policy in this manual. Any additional activities or recreation at the meetings are at member expense.
- It is the responsibility of the ECMC member to purchase tickets and make the best effort to secure reasonable fares.
- Reimbursement for travel is subject to fund availability up to the amount specified by the president and the treasurer and the Reimbursement Policy.
- Registration fees, hotel costs, and all expenses for the ECM Annual Conference are paid by the ECMC members.
- When attending the pre-conference ECMC meeting, half of the member's hotel room for two nights will be paid by the ECM.
- When assisting as an ECLW team member, expenses will be paid by the host diocese.

Responsibilities

- **Attend all meetings of the ECMC and assigned subcommittees.**
- **Attend the ECM Annual Conference and participate as requested.**
- **Complete assigned tasks prior to ECMC and subcommittee meetings or as requested.**
- **Submit all diocesan and subcommittee reports and reports related to being a District Representative two weeks prior to ECMC meetings or as requested.**
- Be prepared to participate and contribute to the discussion at meetings.
- Maintain a file of assigned subcommittee contacts, reports, and related correspondence and materials. Provide the file to the ECMC successor.
- Maintain file of correspondence, minutes, and reports. Provide the file to the ECMC successor.
- Communicate with and support other ECMC members in their responsibilities by sharing information and correspondence relevant to their tasks.
- When being hosted in a home during ECMC meetings, a personal note of thanks to the hosts should be left.
- Contribute material, especially educational articles that can be used in ECM publications.
- Insure that the Communications Subcommittee has accurate and complete contact information for assigned diocese.

Serving as a District Servant Community Coordinator

The purpose of the District Servant Community Coordinator (DSCC) is to assist district ECMC members. The District Servant Community coordinator assists the elected regional representatives by enhancing communication and coordinating servant community or parish activities for the district. Coordinators are elected for a term of three years at the district meetings during the annual conference under the same voting rules as representatives. This position is not present in all regions.

Commitment and Preparation

- Model the 4th Day with active participation in regional district meetings, Ultreyas, reunion groups and active ministry in your home parish. Invite and encourage Cursillistas in your area to be a vital part of the work.

Finances

- Reimbursement for activities of the DSCC is not available.
- Expenses related to participating on an ECLW presentation team may be reimbursed by the host diocese if funding is available.

Responsibilities

- **Activities of the DSCC should be regularly reported to the district ECMC representatives so that they can be coordinated and do not overlap or conflict with the activities of the ECMC.**
- **Provide communication to members of the district by forwarding the ECMC representative's letters and reports to as many Cursillistas as possible.**
- **Regularly report information about scheduled events, potential leaders, resources, issues of concern, emerging opportunities, or news to the district's ECMC representatives.**
- The Bishop, Diocesan Secretariat and its Lay Director are contacted by the ECMC Representative. DSCC contacts should be developed with other Cursillistas within the district. These could include Servant Community or parish representatives,
- The district ECMC Representative or ECMC Subcommittees may ask for DSCC assistance on projects throughout the year.
- Assist and facilitate ECMC fund-raising efforts with dioceses of the district.
- Support the Conference Servant Subcommittee by helping to promote the conference by sending flyers, brochures, etc., electronically to as many contacts as possible within the district.
- Provide support for the Publications Subcommittee by assisting in editing the library and other publications, if asked.
- Provide support for the Cursillo Leaders Development Subcommittee by assisting as requested; for example, in the distribution of questionnaires etc.
- Provide support for the Executive Committee by providing feedback on key issues to be addressed the ECMC.
- Identify leaders who may be potential candidates for the ECMC.
- Network with the other district servant community coordinators on a regular basisThe Episcopal Cursillo Ministry Annual Conference

The District Meeting at the Annual ECM Conference

Two district meetings generally take place during the conference. Robert's Rules of Order, Newly Revised, govern the meetings. Credential status of member dioceses and the rule of voting by diocese apply in district meetings as they do in the General Council, and these procedures are covered in the ECM bylaws.

The presiding officer for the district meeting is the outgoing district representative (the one whose term expires with that meeting). If that representative is eligible for re-election and is on the ballot, or is unavailable, the presiding officer will be the next most senior representative.

If an Ultreya is held during one of the meetings. The Ultreya rector is a lay ECMC member from that district. This representative will arrange for the lay witness talk and responses, and any other details for the Ultreya. Because of limited time, Ultreyas are often forgone in favor of a discussion of regional needs or Cursillo growth.

District Meeting Voting Process

An ECMC representative is elected according to the following procedures as outlined in the ECM bylaws:

- At the ECM district meeting, candidate nominations are offered and resume information shared. Compliance with all requirements for candidacy as outlined in the ECM bylaws will be verified.
- If more than one candidate is presented for the same position, a secret ballot is held in accordance with the ECM bylaws. Discussion of the candidates takes place before the elections, and the candidates are not be present for the discussion or balloting. These provisions shall not be interpreted to prohibit a candidate from casting a ballot in the event that he or she is the sole diocesan representative. Upon election, candidates are asked to return to the meeting place and the chair announces the election results.
- If there is only one candidate after nominations are closed it is appropriate for the chair to allow a motion to elect by acclamation.
- At no time will any of the current ECMC members nominate, second a nomination, or participate in the discussion of candidates. A current ECMC member may cast a ballot only if directly representing his or her home diocese at the General Council.
- It should also be encouraged that candidates be presented from dioceses not currently represented on the ECMC, and that persons from the same diocese not succeed one another on the ECMC.
- Time may be set aside to discuss legislation pending before the General Council.
- Time should be set aside to announce items of interest, such as upcoming three-day weekends, ECLWs, CID/S, etc.

Meeting is adjourned at the close of business.

Best Practices for the Episcopal Cursillo Ministry Committee

ECMC Member Nomination Process

Nominees to fill upcoming or current ECMC representative vacancies are asked to:

- Submit letters (or emails) from both their Diocesan Secretariat and their Diocesan Bishop providing their endorsement for the nominees service on the ECMC.
- Submit a brief biography that includes their parish, diocesan, and Cursillo experience.
- Review the Representatives Manual found in the Publications/Manuals section of the ECM web site.
- **Copies of all materials are to be sent to the Current President, the President Elect, the Secretary, and each active ECMC Representative in their region by September 30th.** Email addresses are available on the ECM web site.
- ✦ Nominees are strongly encouraged to attend the annual Episcopal Cursillo Conference to be present for their election. This will also allow them to be personally introduced and to participate in introductory meetings of the ECMC held at the end of the Conference.

ECMC Member Transition

At or very soon after the Annual Conference:

- After the election is complete, current and incoming district representatives meet to confirm assigned diocese. This meeting may be on-line.
- Outgoing district representatives provide the newly elected successor with copies of the correspondence, meeting, and diocesan reporting files for the previous year.
- Outgoing district representatives provide the newly elected successor with complete contact information for diocesan and secretariat leadership.

Within two weeks after the Annual ECMC Conference:

- Outgoing district representatives send a letter to introduce the new representative to the leadership of each assigned diocese and provides the new representatives contact information.
- Letter also includes a summary of events and actions at the Annual Conference

When the meeting summary from the past president is made available, the new representative sends it with a letter of personal introduction. The new representatives assumes full communication responsibilities.

Contacts

- Maintain a regular contact schedule in accordance with the ECMC calendar with each diocesan secretariat and determine how the secretariat prefers to be contacted.
- Verify the accuracy of contact information regularly and request to be notified of any changes in the leadership.
- Besides telephone calls, letters, and emails, suggested ways to be in contact are:
 - ✦ Visits
 - ✦ Inclusion in the secretariat newsletter mail list
 - ✦ Web pages
 - ✦ Facebook
 - ✦ Palanca for Weekends

Communications

- Contact the Bishop (including Bishop's assistant and Canon to the Ordinary if possible), Secretariat Chair, and other Secretariat or 4th Day leaders regularly. Best practice is at least 4 time per year.
- Before ECMC meetings, discuss Committee goals and potential Committee discussions or actions. Include a request for prayers.

- After ECMC meetings, summarize Committee actions and developments that support Secretariats or expand resources.
- Throughout the year:
 - ✦ Provide information about the Annual Conference and encourage attendance
 - ✦ Explain and promote participation in the ECLW
 - ✦ Encourage payment of annual ECM diocesan assessments.
 - ✦ Explain Friends of Cursillo
 - ✦ Solicit articles for the NewsNotes, 4th Day Magazine and other published venues.
 - ✦ Recruit for upcoming ECMC vacancies.
 - ✦ Encourage use of ECM online resources.
 - ✦ Attach letters, reports, meeting summaries, invoices, conference brochures, or other information pieces as requested by the president or the ECMC.
- Other communication goals:
 - ✦ Collect contact information from each assigned Dioceses to include name, address, email address, and phone numbers of the Bishop, Bishop's assistant, Canon to the Ordinary, Secretariat Lay Director, Secretariat Spiritual Advisor(s), Newsletter Editor, Web Master, Treasurer, Palanca Coordinator, and Servant Community leader.
 - ✦ Collect information related to the health of the Ministry within each Diocese for ECMC reports.
 - ✦ Build a relationship with the Diocese. Learn about successes and challenges, find ways to be helpful, offer other ECM resources, and follow 4th activities.
 - ✦ Link the diocese to the NewsNotes or 4th Day Magazine by forwarding potential articles or stories.

The ECMC Health of the Diocese Report

The primary tool used to assist the ECMC and the CLD assess and support the needs of each Cursillo diocese.

- Report is submitted to the CLD Chair, president, president elect, other district representatives, and the district ECLW coordinator at least 2 weeks prior to all ECMC meetings.
- Representatives are responsible for providing the report whether they are able to attend the meeting or not.
- Report is for internal use only and is not to be distributed to the dioceses.
- The CLD Chair may specify the format and particular information needed; but, in general, the report contains the following:
 - ✦ Heading that includes district representative's name, diocese name and website
 - ✦ Paragraph(s) that describe the activities of the diocese such as:
 - Weekends and dates
 - Recent Weekend participation levels of team, clergy, participants
 - ECLW: sponsoring, attending, upcoming dates
 - Donation to ECM
 - 4th Day events — picnic, ecumenical gatherings, etc.
 - Ultreyas
 - Group reunion activity
 - Bishop support
 - Spiritual advisor involvement on secretariat
 - Activity of secretariat and servant community
 - Special successes to celebrate and share.
 - ✦ Paragraph(s) that cover:
 - Diocesan issues that require ECMC help
 - Suggestions for the ECMC

Suggestions or resources given by the representative to assist or enhance the work of the diocese.

- * Rating of the diocese in accordance with the coding guidelines (as follows). These are just guidelines and as such, judgment is required in determining in which category a particular diocesan ministry fits. Not all of the criteria in a color category may always be met, but the prevailing level should be considered. Include any specific explanation that might clarify the selected color code.

ECMC Diocesan Health Reporting Guidelines

Evaluation Criteria:

- Level of 4th Day community activity
- Level of bishop's support
- Status and frequency of Weekends
- Functioning level of the secretariat

Green Diocese Characteristics

- Has an active 4th Day community which holds frequent if not regular Ultreyas that are reasonably well attended. Strong servant community that supports the activities of the 4th Day
- Bishop is a Cursillista who actively supports Cursillo in the diocese by participating on weekends or clausuras on occasion, supporting the efforts of the secretariat, and promoting the movement among clergy
- The diocese holds regular weekends, and rarely if ever cancels for lack of participation
- The secretariat is organized, regularly meets, and has clear control over the Ministry

Yellow Diocese Characteristics

- Has only sporadic 4th Day activities. Only holds occasional Ultreyas, which are not well attended. Small or weak servant community.
- Bishop is marginally supportive, may or may not be a Cursillista, but never or rarely participates in weekend activities or clausura. Bishop doesn't do much if anything to promote the movement in the diocese or among clergy
- The diocese struggles to get enough candidates and has had to cancel scheduled weekends or doesn't have any weekends
- The secretariat is organized, but may not meet regularly

Red Diocese Characteristics

- Has no organized 4th day activities
- Bishop is not supportive of or even opposes the movement
- No weekends are being held
- There is no Secretariat or other functioning governing body

Episcopal Cursillo Ministry Committee Meeting Information

Structure of the ECMC Meetings

- The ECMC president is responsible for setting the final agenda of the meeting. ECMC members may request items to be placed on the agenda as well.
- The number of meetings each year is based upon the specific needs of the Ministry. At least two face to face meetings and one online meeting will be held each year.
- Because of this limited meeting schedule, it is necessary to conduct the majority of business online, both as a full committee and as subcommittees.
- When issues come up between meetings, and an email is sent out for response, immediate response is required.

Travel Arrangements

The number of meetings are minimized with the goal of reducing travel expenses while still fulfilling responsibilities to the ECMC. To complete a very full agenda, all members need to be present; therefore, each Committee member is asked to arrange travel plans so that arrival is on time the first day of the meeting and departure is not until after the meeting is adjourned. If this is not possible, the president and the other members from the district represented should be notified. All travel arrangements should immediately be sent to the ECMC treasurer and vice-president.

The detailed policy related to travel and reimbursement can be found in the Supplemental Resources section on Page 18.

Meeting Agenda Items

Because of agenda items particular to the ECMC's current activities and circumstances influenced by the meeting location, the schedule for the meeting may vary. However, in general, each meeting will follow a similar pattern. Some common elements of ECMC meetings are:

- One Eucharist per day as well as other opportunities for worship, so that the work of the Committee may be centered around prayer.
- Discussion of a book that all have read. The book is selected by the vice president and announced at the previous meeting.
- Time for discussion of issues of broad import to the ECMC and to ECM as a whole.
- Time for ECMC district representatives to report on the health of their assigned diocese.
- Time for subcommittees — Cursillo Leaders Development, Publications, Communications, & Executive committee — to check on progress of goals, establish new assignments, prepare motions for full committee approval, and prepare reports to the full committee.
- Gatherings of district representatives to review their common goals and concerns.

Winter Meeting

At the first meeting (usually in January or February but dependent upon host site availability), some time is allotted to orient new members (if it has not been done previously) and build the community. One activity during this time is the discussion of the assigned book. The length of the meeting is determined by the agenda. Those that can arrive early enough generally get together for fellowship. The meeting itself is on Friday and Saturday. Formal resolutions and decisions take place at the last formal session of the meeting. There is always a closing Eucharist.

If invited by the host community, time may be allowed for participation at an Ultreya with the host community and diocese. The ECMC provides the speakers for the Ultreya and introduces the local community to the people and work of the ECMC. Committee members depart on Sunday. If they have been staying at host families and travel arrangements allow, Committee members are encouraged to attend Sunday worship with their host family.

Summer Meeting

Unless particular Ministry needs require a face to face meeting, the summer meeting is held online. This meeting will require pre-meeting preparation from all ECMC members. Subcommittees should meet at least once in the two weeks immediately prior to the full Committee meeting. The primary goal of the full Committee meeting will be to report subcommittee progress toward goals and completion of assignments. Additionally, the election of officers for the following year takes place at the June meeting.

Pre-Conference Meeting

The third ECMC meeting is held prior to the ECM Annual Conference. The agenda and schedule is similar to the winter meeting. The length of the meeting is determined by the agenda and what needs to be accomplished. If subcommittees need additional time than allotted on the agenda, they are expected to meet on-line in the two weeks prior to the ECMC meeting.

ECMC Meeting Worship

Spiritual Director

A clergy member of the ECMC shall be appointed each year to serve as spiritual director by the president. This priest plans and schedules the worship services for ECMC meetings. Duties include:

- Remind the vice president to ask the local contact person about the location where our services are to be held and about Eucharistic vessels, vestments, wine, bread, prayer books, etc.
- Two weeks prior to the meeting, send a schedule to ECMC clergy members of their liturgical responsibilities for worship services, noting forms of service, lessons and who are to be celebrants and assistants.
- The spiritual director assigns the worship celebrants and leaders.
- If available, recruit a musician for the worship of the committee.
- Prior to the Annual Conference, confirm with the Conference Subcommittee the need for ECMC clergy and the involvement of the diocesan bishop and the bishop liaison. If requested by the Subcommittee, contact the diocesan bishop and bishop liaison to confirm which Eucharist will work for their schedules. If possible, the ECMC bishop liaison celebrates the closing Eucharist and the installation service for the ECMC. The priests on the committee rotate celebrating the remaining ECMC Eucharists.

Celebrant at Holy Eucharist

The celebrant presides as directed by the priest in charge of worship. If anything out of the ordinary is wanted (e.g., large print prayer book, Sanctus bells, etc.), the celebrant must provide it. The spiritual director ensures altar copies and participant copies of worship materials and music are provided.

Officiant at the Daily Office

The officiant leads the office as directed by the person in charge of worship. Worship materials will be provided and the spiritual director is available to answer any questions and provide assistance.

Preacher / Meditation Leader

At the celebration of the Holy Eucharist, a preacher is designated and expected to prepare a 5–7 minute homily to coincide with the appointed reading(s) and/or the work of the ECMC. At the Daily Office, a 3–5 minute meditation may be presented.

Assist with the Eucharist

If a deacon is on ECMC, customary duties will be performed, plus assistance to the celebrant as requested. If there is no deacon, others may be asked to assist as determined by the officer responsible for worship.

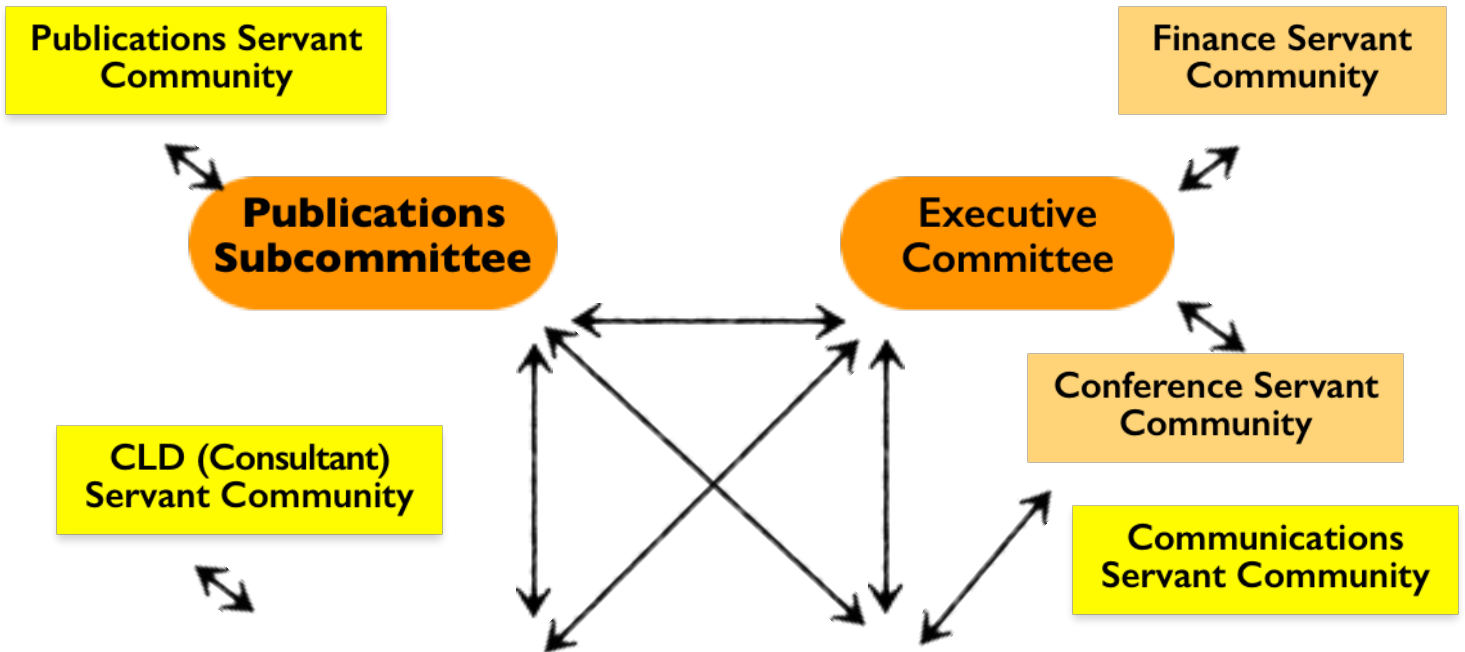
Intercessor

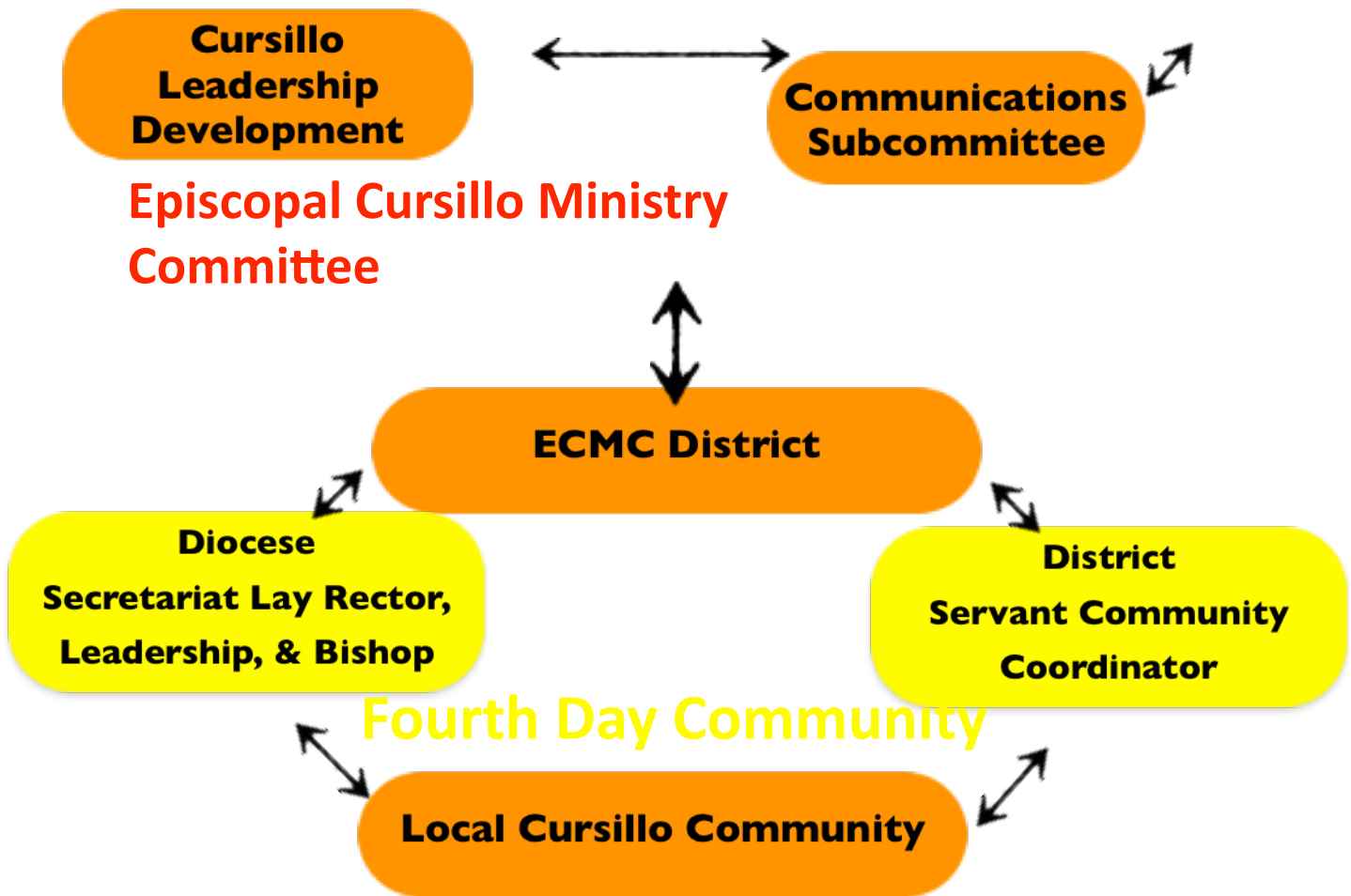
A list of concerns from ECMC members is created and shared during worship. The list is read as requested.

Readers

Readers are assigned prior to the service by the celebrant. The psalm may be read in unison, antiphonally, or responsively at the reader's discretion.

Episcopal Cursillo Ministry Committee Communications Chart





III. Episcopal Cursillo Ministry Cursillo Supplemental Resources

Episcopal Cursillo Ministry Travel and Travel Expense Reimbursement Policy

(Revised October 2016)

In order to be good stewards of the resources entrusted to the Episcopal Cursillo Ministry (hereafter ECM), the Episcopal Cursillo Ministry Committee (hereafter ECMC) establishes the following policy for travel expenses and for reimbursement of expenses arising from participation in ECM activities.

Applicability:

This policy applies to all individuals and all constituent bodies associated with the ECM including: the ECMC, the Executive and other subcommittees of ECMC, Servant Communities, and any other individuals who travel on behalf of the ECM or ECMC -- excepting that travel or travel expense reimbursement for those traveling for or as Volunteers for ECM's Cursillo Leadership Development (CLD) program will be governed by a separate and specific travel and reimbursement policy.



Travel reimbursement will be provided for ECMC members in conjunction with its meetings. Since much of the work of subcommittees and Servant Communities can be accomplished by teleconference or videoconference, subcommittee and Servant Community members will not be provided travel nor reimbursed for travel expenses unless advance approval for such travel or travel expense reimbursement is obtained from the ECM President and Treasurer.

Note:

ECMC members and others traveling for the ECM are asked to consider -- if possible -- assuming the cost of their travel, lodging, etc. as a donation to ECM. If a receipt is desired for tax purposes, a receipt for actual expenses incurred may be obtained from the ECM Treasurer, with the exception that no receipts will be issued for the use of a personally owned vehicle driven for charitable purposes. Individuals are reminded to record such mileage using an IRS approved method.

Policy:

1. Fares for round-trip air travel are limited to a reimbursement of \$350 (excluding taxes and airport fees). If no under-the-limit fare is available, airfare over the \$350 limit must be approved by the ECM President and Treasurer prior to ticketing. Advance travel reservations are encouraged in order to obtain the least expensive fare.
2. Travel by train, personally owned vehicle, or rental vehicle will be reimbursed up to the cost of the airfare for the same travel. Travel by personally owned vehicle will be reimbursed at the applicable IRS mileage rate for charitable travel.
3. Travel expenses for or travel expense reimbursement to members of any Servant Community must be pre-approved by the Treasurer and President of the ECM.
4. Lodging for ECMC meetings will be provided (when possible) by host communities. When lodging is provided by hosts, the lodging expenses of an ECMC member who chooses not to stay with host families will not be reimbursed, but will be the individual's personal responsibility. If an ECMC member chooses to bring his or her spouse to an ECMC meeting, the member will be responsible for their lodging expenses.
5. When hosted lodging is not provided -- such as when ECMC holds its meeting in conjunction with the annual ECM Conference -- double-occupancy (where two members share a room) will be the norm, and each member's reimbursement will be limited to 50% of the lodging expense for the nights of the ECMC meeting only. Any expenses incurred for additional nights of lodging while attending an ECMC meeting, or for the ECM Conference, are not reimbursable. As mentioned above, any lodging expenses incurred for a spouse or partner are not reimbursable.

ECMC Diocesan Leadership Roster Form

Return to the CLD and Communications Chairs, with the regular Diocesan Reports

Name of Diocese _____

Diocesan Bishop:

Name _____

Email _____

Address _____

Phone _____ Fax _____

Lay Director/Chair - Term _____

Name _____

Email _____

Address _____

Phone _____ Fax _____

Lay Director/Chair Elect/Assistant Lay Director/Chair (Circle which one) - Term _____

Name _____

Email _____

Address _____

Phone _____ Fax _____

Spiritual Advisor - Term _____

Name _____

Email _____

Address _____

Phone _____ Fax _____

Spiritual Advisor - Term _____

Name _____

Email _____

Address _____

Phone _____ Fax _____

Spiritual Advisor - Term _____

Name _____

Email _____

Address _____

Phone _____ Fax _____

Treasurer - Term _____
Name _____
Email _____
Address _____
Phone _____ Fax _____

Servant Community Chair - Term _____
Name _____
Email _____
Address _____
Phone _____ Fax _____

Newsletter Editor - Term _____
Name _____
Email _____
Address _____
Phone _____ Fax _____

Palanca Coordinator - Term _____
Name _____
Email _____
Address _____
Phone _____ Fax _____

Webmaster - Term _____
Name _____
Email _____
Address _____
Phone _____ Fax _____

Website _____

List any other Members, position, term, and contact information as requested above.

Upcoming Weekends

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



EPISCOPAL CURSILLO MINISTRY

GROWING CHRIST-CENTERED LEADERS

Pastoral Plan for the Episcopal Cursillo® Ministry (ECM)

MISSION: To serve Christ and the Episcopal Church as stewards of the Cursillo Ministry.

The purpose of the Pastoral Plan is to state the vision of the Cursillo Ministry, to give direction, and establish responsibility. It is written as a covenant between the Presiding Bishop and the Episcopal Cursillo Ministry. It should be reviewed, updated and revised periodically, as needed, by the Episcopal Cursillo Ministry Committee.

IDENTIFICATION OF EPISCOPAL CURSILLO

Cursillo, known as a short course in Christian life, is a ministry of the Episcopal Church, under the authority of the Presiding Bishop and Diocesan Bishops. It is a ministry of clergy and laity within and governed by the Church. The goal of Cursillo is to bring the world to Christ by empowering adult Christian leaders through the use of a specific method that is taught as part of the Episcopal Cursillo Weekend. The method, an evangelistic tool, enables and encourages Christians to live out their Baptismal Covenant and to change environments for Christ. The real centerpiece of the Cursillo Ministry is the Fourth Day (the rest of one's life after having attended a Weekend). The weekend is merely a catalyst to inspire and empower Christians to be witnesses for Jesus Christ in the world.

The goal of the Cursillo Ministry is to change the world for Christ – to create “authentic disciples,” Christians empowered by a vision for apostolic action and strengthened through prayer, sacraments, study and community. This goal links directly to Presiding Bishop Michael Curry's invitation to all Episcopalians to become more and more Christ-centered followers of Jesus – that is, disciples who are deeply in love with and changed by Jesus – and then to welcome others into loving, liberating and life-giving relationship with God, with each other and with creation.

Guided by the priorities set by the 2015 General Convention, Episcopalians everywhere are learning what it means to grow in loving, liberating and life-giving relationship ...

... **with God: EVANGELISM** - To embrace evangelism and the sharing of the good news of God's incredible, reconciling love that we know in Jesus.

... **with each other: RECONCILIATION** - To embrace serious work of reconciliation between human beings across all the divides.

... **with creation: CREATION CARE** - To care for the whole of God's Creation...We are called to protect people and the planet, living our faith in relationship.

This is the “Jesus Movement,” and we are the Episcopal branch of that Movement. To help our church to accomplish these goals and live into this Movement, Cursillo has identified four steps:

1. **Find Christians** who have the potential to influence their environments, which may be home, work, church, geographic, or social in nature;
2. **Encourage those Christians** – help them to see that God is calling them to do His work where they are and help them offer themselves to that work;
3. **Empower those Christians** with the means God offers through the Church to be effective apostles, help them identify their particular Christian vocation within their environments; and
4. **Link those Christians** with one another for the work of apostolic action through spiritual direction, regular small group reunions, and frequent gathering of the groups for encouragement—Ultreya!

IMPLEMENTATION OF THE PASTORAL PLAN

Cursillo plays a crucial role in helping the whole Episcopal Church to live as the Jesus Movement. For decades, Cursillo has been one of the most powerful ways in which Episcopalians grow as passionate disciples of Jesus Christ who want their faith to manifest in their lives and relationships. Knowing this, the Episcopal Cursillo Ministry Committee commits itself to do the following, with God’s help:

1. Become a reconciling force in the Episcopal Church and in our communities — crossing lines of class, race, gender and age, and centering our work in our unity in Christ.
2. Facilitate communication with bishops and their clergy and between diocesan ministries.
3. Develop methods to revitalize and increase the significance of Cursillo as a tool used by the church to empower the leadership and grow new Christ-centered leaders.
4. Foster the development of Christ-centered leaders with the wider church community.
5. Encourage and empower intergenerational involvement in the Cursillo Ministry
6. Provide financial support to establish or revitalize Cursillo ministries in dioceses, both in the United States and in other parts of the world.
7. Update the Cursillo publications, which delineate the philosophy of Cursillo and the operational practices for diocesan ministries, and make them available in the languages of the people, including Spanish, French, Creole as well as English.

ORGANIZATIONAL STRUCTURE & RESPONSIBILITIES OF THE ECM

The General Council, made up of representatives from each affiliated and compliant diocese, governs the Episcopal Cursillo Ministry. It is the body that sets policy and adopts budgets for the Episcopal Cursillo Ministry. That body is divided into five geographic districts. Each district elects three representatives to the Episcopal Cursillo Ministry Committee (ECMC). The General Council meets at the annual ECM Conference.

The Episcopal Cursillo Ministry Committee (ECMC)

The ECMC is the guiding body of the Episcopal Cursillo Ministry. It has the following subcommittees to develop and implement the policies, programs, and services of the General Council.

ECMC Officers – A president, president elect, vice president, and secretary are elected from the ECMC and commissioned at each annual Conference. A treasurer is appointed by the ECMC for an indefinite term. This Executive Committee meets on-line regularly with the Presiding Bishop’s appointed liaison to the House of Bishops, to conduct the business of Cursillo and communicates with the subcommittee chairs and district representatives to support their endeavors. They also communicate with other Fourth Day ministries to maintain positive relationships with them.

Conference Committee – Annual Conferences are planned and coordinated by a Conference committee chair, appointed by the ECMC. Annual Conferences (seminars) have been held since 1975. These Conferences provide a forum for communicating the required information to the General Council and conduct educational sessions on

Cursillo related topics. These Conferences are held in various locations around the country and are supported by a local host committee.

Cursillo Leaders Development – The CLD subcommittee coordinates programs and workshops, which include the Episcopal Cursillo Leaders Workshop (ECLW) and the Cursillo Information Day for Clergy (CID/C). Each of these can be held on invitation from a diocesan Cursillo community. The CLD subcommittee offers a pre-Conference ECLW. In addition, the district representatives and the district Servant Community Coordinator plan and implement regional district meetings, which allow local Cursillo communities to share ideas. These regional meetings offer opportunities to discuss common problems and also to gather for worship and fellowship. From time to time the CLD subcommittee develops surveys to monitor the health and well-being of Cursillo communities.

Consultation for Renewal

A Consulting Servant Community (made up of ECM Veterans) is available at the request of local dioceses to evaluate and make recommendations for the renewal and/or restart of the Cursillo Ministry. This Servant Community is responsible to the Cursillo Leaders Development Subcommittee.

Publications -- The Publications subcommittee develops, revises and updates printed material that provide a consistent source for implementing the Cursillo Ministry throughout the Church. These materials are currently available at no cost on the ECM website www.episcopalcurstilloministry.org (www.nationalepiscopalcurstillom.org).

Communication -- The Communications subcommittee is responsible for the website, regular online communication, and the **Fourth Day Magazine**.

Finance/Fund Raising Servant Community -- This Servant Community takes care of the financial matters of the ECM and is responsible to the ECM Executive Committee.

Veronica Hinkson
President, Episcopal Cursillo Ministry

The Right Reverend Martin S. Field
Liaison to the House of Bishops

The Most Reverend Michael B. Curry
Presiding Bishop