



**CURSILLO MOVEMENT
ROMAN CATHOLIC DIOCESE
ALBANY, NY**

**PASTORAL PLAN
2020-2025**

MISSION STATEMENT

Cursillo in Christianity is a movement of the Roman Catholic Church that is committed to spreading the Gospel message utilizing a specific method and strategy.

The Cursillo Movement pursues two purposes:

An immediate purpose – to provide a channel for living what is fundamental for being a Christian and...

An end purpose – to “vertebrae” (support) Christianity in society by means of persons who live what is fundamental for being Christian (the love of God and neighbor) in their daily lives.

VISION STATEMENT

To enable each person to be fully Christian who, in turn, transforms his / her environments, to be more Christian through piety, study, and action.

PASTORAL PLAN: SPIRITUALITY

Secretariat will ensure that spirituality is given a prominent role and sufficient time at all Cursillo gatherings. All Cursillo meetings and events begin with prayer and end with prayer.

Per the By-Laws, a Spiritual Advisor (Priest, Deacon or Vowed Religious) will be an active participant of Secretariat, with a five-year term, appointed by the Bishop of Albany.

The Spiritual Advisor (SA) will offer a Doctrinal Presentation at School of Leaders.

Each Ultreya will recruit their own SAs, as feasible, for the summation after the Witness Talk and Echo.

All Secretariat and School of Leaders meetings will include a visit / reflection to the Blessed Sacrament, as feasible.

Ultreya's will include a visit / reflection to the Blessed Sacrament, as feasible.

A Commissioning Ceremony, with Mass, will be conducted for the Weekend Teams.

A Holy Hour, prepared and conducted by the community, will be held before each Cursillo Weekend.

The Albany Cursillo Movement will celebrate an annual Mass with the Bishop, or designated representative.

PASTORAL PLAN: COMMUNICATIONS / TECHNOLOGY

Website

Enhance, update, and maintain the Albany Cursillo website.

Maintain Online Calendar.

Coordinate content for website: Newsletter, Bulletin Inserts, Social Events, *The Evangelist*, RCDA Website and other communications pertinent to Cursillo.

Database

Combine all Albany Cursillo database files.

Develop a Leaders Directory / Guide from the database.

Maintain data from list of Teams and Ultreya sign-in sheets.

Update previous Cursillo Weekend attendees.

Update Rector(a) list by weekend.

Update list of Rollistas by weekend and by Rollo.

Develop and maintain list of Cursillistas without email.

Communications

Coordinate communications and outreach to other RCDA Movements such as *Journey*, the Vocations Office (Seminarians, Deacon Candidates, Vowed Religious Candidates), Office of Evangelization, *REC*, etc, as means of collaboration, outreach, and expanding the Cursillo Movement.

Support Communications within Ultreyas and between Ultreyas.

At a minimum, publish biannual newsletter, *The Little Light*; distribute to all Albany Cursillistas, and post on website.

Consider use of technology to augment, not replace “personal contact”, in the conduct of various Cursillo meetings, activities, and events; i.e., ZOOM, Google Meet, Teleconference, etc.

PASTORAL PLAN: SCHOOL of LEADERS

Continue to develop the Albany Cursillo School of Leaders (SoL) as described in the *Leaders Manual*.

Reach out to the Cursillo Community to join and support the SoL.

Encourage each SoL member to initially read the *Cursillo Leaders Manual, Fundamental Ideas, Structure of Ideas, My Spiritual Testament, and the Rector Guide*.

Establish an annual calendar of meetings / and develop topics for the SoL, Sept – May.

Provide an annual Workshop sponsored by the SoL, covering Cursillo topics.

PASTORAL PLAN: PRECURSILLO

Conduct a Sponsor Workshop annually, or as needed.

Conduct Information Sessions for potential Candidates / Sponsors in various regions of the Diocese.

Provide the *Sponsors Booklet* and *Cursillo - What is It?* booklet to Sponsors and Candidates, respectively.

Annually review the process of Candidate Applications and Sponsor / Candidate preparation.

Receive and review all Candidate applications and provide a timely response to Candidates and Sponsors.

Establish target environments, both parish and geographic regions, for Precursillo, including identification of leaders in those environments, and share this information with the Postcursillo community for assistance.

Bi-yearly, conduct survey to verify location of Cursillistas, including parishes, so to verify the demographics of the Diocese and to identify underrepresented parishes or geographic environments to support the Precursillo; i.e. in-person visits with pastors, Vicariate meetings, contact with Cursillistas in the area, pulpit talks, etc.

Consider special environments for Precursillo activities, including awareness activities for recruitment of future SAs.

Encourage Sponsors to have Candidates participate in public Cursillo events and activities to better acquaint Candidates with the community and charism, before living their Cursillo Weekend.

Use Albany Cursillo and RCDA communication resources for outreach to the wider audience regarding Cursillo, including active participation in Diocesan-sponsored evangelization events (i.e. Diocesan training forums – Fall and Spring events, *Evangelist*, Eucharistic Congress, etc).

PASTORAL PLAN: 3-DAY CURSILLO WEEKEND

Spirituality Focus

Ensure SA(s) is available throughout the 3-Day Cursillo Weekend.

As needed, Rector/a and Team Members refer Cursillistas (living their Weekend) to the SA(s) for support or assistance with issues.

The Sacrament of Reconciliation will be made available throughout the 3-Day Cursillo Weekend and the Sacrament of Eucharist will be available during each daily Liturgy.

The SA(s) will follow the *Spiritual Advisor's Manual* regarding his / her duties, including Meditations and Rollos.

General Focus

The Albany Cursillo will conduct the 3-Day Cursillo, according to the *Rector Guide*.

Albany Cursillo Weekends will include only baptized Roman Catholic Candidates and Team Members, of the same sex, who are in a position (or can be in a position) to receive the Sacraments.

Albany Cursillo Weekends are to be scheduled one year (or more) in advance, with a minimum down-payment to the host facility, to ensure availability and Weekend preparation time. Low enrollment will be assessed at least 3 months in advance so to facilitate repurposing the use of the facility, or allowing the facility to find another client, to avoid loss of the down-payment.

Weekends are held when there are sufficient Candidates (minimum of six) registered 3 months in advance, unless otherwise approved by the Secretariat.

Team members are to be participants in Group Reunion and Ultreya, who will regularly participate in the SoL for at least one year prior to their Weekend of service on Team.

Rector/as are selected by Secretariat at a minimum, two years in advance. The most recently selected will serve as Rector/a-in-Training (RIT) for the Weekend, prior to his / her assigned year, and in effect, serve two years in the SoL.

Rector/as will select Team at least one year prior to the Weekend, enabling individuals not currently active in SoL to become active.

The Rector/a, through the Cursillo Chair, submits the names of proposed Team Members for Secretariat review and approval, prior to the Commissioning and Team Meetings. Exceptions to this will be addressed on a case by case basis, with approval by Secretariat.

Team makeup will consist of no more than 2 full-time SAs and 1 part-time SA (if additional resources are required, Rector/a will seek further approval from Secretariat), Rector/a, RIT, 1 experienced Table Leader and 1 trainee Table Leader. There is no full-time Service Team component on the Weekends. Table Leaders complete the “behind the scenes work” as a collateral duty. If help is needed, Rector/a will address needs and concerns with the Secretariat for Community assistance. Each table will have a minimum of 2 -3 candidates. Team size is dependent on number of candidates, subject to Secretariat review and approval.

Team is selected from the SoL. Until such time that there is a significant body of SoL members, the Rector/as may select their Teams and the Team members need to be strongly encouraged to attend SoL for the year prior to the Weekend. Additional preparation takes place via 10-12 Team Meetings prior to the Weekends, following the “Step by Step” process as defined in the ***Rector Guide***, with emphasis on Lay and SA Rollo presentations / meditations, and corridor and table work. The Rector/a and RIT coordinate and lead the training, with guidance and assistance provided by the Cursillo Chair, as needed.

The Cursillo Chair works with the Rector/a for planning, scheduling, and coordinating the Commissioning Ceremony and Mass. The Cursillo Chair works with the RITs for planning, scheduling, and coordinating the Holy Hour before each Weekend.

In collaboration with the Rector/a, the Cursillo Chair coordinates the Weekend Clausura, per the ***Rector Guide***.

Following the Clausura, the Cursillo Chair and the Rector/a ensure that all Team Members, Sponsors, and new Cursillistas receive a contact list to facilitate follow-up communication, as well as a Cursillo information packet to include a calendar for upcoming events.

PASTORAL PLAN: POSTCURSILLO

Postcursillo Chair / Committee:

Coordinate and schedule Postcursillo events, in collaboration with Secretariat and the SoL. Examples include:

- Annual Diocesan Ultreya / Bishop Mass
- Soup and Stations, or other Lenten event
- Christmas / Advent event
- Diocesan Picnic (in conjunction with Weekend Teams' Commissioning and Mass)
- Cursillo Day of Reflection
- Spiritual and Educational Workshops

Schedule and lead an annual meeting of Ultreya Coordinators to discuss Ultreya and Group Reunion status in their areas as well as educate on Ultreya topics such as Coordinator responsibilities, Ultreya format, visit to Blessed Sacrament, Witness Talk and Echo, etc.

Monitor proper functioning of the Ultreyas, per the *Leaders' Manual*.

Ensure at least one Ultreya in the Diocese is meeting every week (during a typical 4-week month).

Ensure Ultreya dates and times do not conflict with other Ultreyas.

Follow-up with Ultreya Leaders to address the presence of SAs at Ultreyas.

Visit each Ultreya, annually.

See "Post-Weekend Activities" below, for responsibilities related to new Cursillistas.

Ultreya Coordinators:

Invite SAs to attend the Ultreya so to provide a Spiritual Summation of the Witness Talk and Echo.

Plan and conduct the Ultreya to include the five essential elements as described in the *Leaders Manual*:

Prayer – begin and end every Ultreya with an acknowledgement that without Christ we can do nothing.

Floating Group Reunion – enabling each person to experience how others are striving in their own spiritual and evangelical growth. It can facilitate finding a friendship group.

Witness Talk – Cursillista elaborates on how he/she strives to live what is fundamental for being Christian. (It can also address difficulties with this endeavor.)

Echo – brief sharing that provides an echo of the witness that has been presented.

Spiritual Advisor Summation – put the witness and echoes into proper perspective with the Gospel message.

Songs – though not essential, can serve as an interval for different parts of the Ultreya.

Spiritual Advisors:

Provide Spiritual Summation of Witness Talk and Echo, and provide spiritual assistance, as requested.

Participate, provide guidance, present, and/or assist in other Postcursillo events.

Post-Weekend Activities:

Coordinate continued support and follow-up for new Cursillistas:

Sponsors – Immediately, and regularly

Follow up and help the new Cursillista find a friendship group he / she is comfortable in, and encourage attendance at Ultreyas. (Ideally, the Sponsor is a friend, and in the same Reunion Group and accompanies the new Cursillista to several Ultreyas.)

Table Leaders – 1 month

Contact each new Cursillista from your Weekend Table, to check on his / her progress in joining a Friendship Group, verifying the Cursillista is comfortable in that Group, verifying he / she is attending an Ultreya, and has implemented his / her Service Sheet.

Ultreya Coordinators (or representative) – 2 months

Contact each new Cursillista that lives in the general area of the Ultreya location. If the Cursillista has not attended after the second Ultreya following the Weekend, encourage them to attend. If the Cursillista has attended one or both Ultreyas, see how he/she is doing in the Fourth Day, and ask if he/she has any questions or concerns related to the Ultreya.

Rector/as – 3 months

Contact each new Cursillista on the Weekend for Fourth Day follow-up.

In coordination with the Cursillo Chair and Postcursillo Chair, the Rector/a, conducts a Reunion of the Weekend Team and new Cursillistas, in conjunction with a Diocesan Ultreya, approximately a month after the Weekend(s), so to reinforce the Fourth Day and introduce the new Cursillistas to the broader Community.

Postcursillo Chair – 6 months

Postcursillo Chair / Committee follows up with all new Cursillistas. Ask about their Fourth Day – Group Reunion / Ultreya, Tripod... Review calendar and share information on upcoming activities. Address SoL and involvement in one of the three Cursillo phases (build committees!). Ensure they are aware of resources on the National Cursillo webpage. Provide information on the Albany Cursillo webpage.

PASTORAL PLAN: SECRETARIAT

Each member of Secretariat is required annually to review the *Articles of Operation of the Cursillo Movement of the United States*, *The Albany Cursillo By-Laws*, and the *Pastoral Plan*.

Schedule and conduct Region One “Step by Step Training” not later than Spring 2021 for all 2021 Weekend Team members, and others.

Schedule and conduct CDC in Spring 2022, with Region One assistance.

Establish *Rector/a Selection and Responsibilities Policy*.

Establish *Cursillo Weekend Team Member Selection and Responsibilities Policy*.

All Secretariat members (except Postcursillo Chair) will attend annually at least two different Ultreya meetings and should contact the Ultreya Coordinator prior to your attendance.

Identify potential candidates for service as School of Leaders Chair. (currently vacant)

Identify potential candidates for service as Precursillo, Cursillo, and Postcursillo Chairs for appointment effective Spring and Summer 2021.

Identify potential candidates for service as Lay Director, Secretary, and Treasurer for appointment effective July 1, 2022.

Develop Committees for all Sections: Precursillo, Cursillo, and Postcursillo.

Submit in the Fall, the annual *Diocesan Report*, National and Regional Dues, as required.

Conduct Annual Fundraising Appeal by letter each Fall.

Develop fundraising initiatives and evaluate them annually.

Lay Director and Spiritual Advisor(s) meet with RCDA Director of Evangelization annually.

Continue to facilitate relationship with *Journey* and *REC*.

Move Albany Cursillo website to a new “commercial free” host with upgraded format.

Support initiatives to geographically broaden the Albany Cursillo Diocesan presence, through outreach and events.

Lay Director and others participate in *Cursillo Region One Encounters* and *National Encounters*, as feasible.