

## CVCC Precursillo Coordinator rev 03/21

- **Role:** Coordinates the efforts between the individual parish Cursillo contacts and the committee to identify and recruit new candidates. Works with the committee to identify parishes that have low participation in Cursillo and develop strategies for increasing participation. The Precursillo Coordinator further ensures that proper procedures are in place to insure a smooth transition from the Precursillo to the Postcursillo (by way of the weekend.) Manages Cursillo applications, candidate enrollment and instructs Sponsors regarding duties and responsibilities to their candidate.
  
- **Responsibilities**
  - Receives and reviews Cursillo applications.
  - Monitors number of candidates for upcoming Cursillo weekends.
  - Collects deposits and payments from candidates or their sponsors, prior to the date of the scheduled Cursillo weekend. Surrenders funds to CVCC Treasurer.
  - Records deposits and secures a space for the candidate on the scheduled Cursillo weekend.
  - Maintains communication with sponsors, acknowledging payments, reminding them of their responsibilities to their candidate, and proper mental and spiritual preparation for Weekend expectations. Advise sponsors of their duties regarding special needs if any. Alerts teams of relevant issues which might affect the Weekend or which they need to prepare, as mentioned above.
  - At the Thursday gathering of a Cursillo weekend, the tuition balance due (if any) by candidates is collected from sponsors, tallied, and surrendered to the CVCC Treasurer.
  - Advises and seeks guidance from CVCC on policy regarding any unusual issues which appear on applications regarding candidate eligibility for the Weekend, for example;
    - Health
    - Dietary
    - Spiritual
    - Mental/Emotional
    - financial

- Conducts the Sponsors meeting held at the beginning of the Cursillo weekends. (sample format provided)
  - Introduction of Sponsors
  - Explains role of Sponsor
  - Provides instructions to Sponsors
  - Praying over crosses and Rosaries
- Working with each team to create a spreadsheet of candidates and team in the approved format and forwards to the CVCC Coordinating Committee shortly after the completion of the weekend to be used to update the master database and the update of the bulk mail newsletter address file (this should be coordinated with the Rector/Rectora as necessary).
- Works with the parish Cursillo contacts and clergy to provide publicity about Cursillo to stimulate awareness of Cursillo and its benefits.
- Works with the Coordinating Committee, sponsors and if necessary, with candidates to provide a public face to the Cursillo movement.
- Attends CVCC meetings.

- **Requirements**

- Basic organizational and communication skills as determined by the CVCC Coordinating Committee
- A Cursillista active and knowledgeable in the Cursillo movement and its purpose.
- Appointment made by CVCC Coordinating Committee.
- This is a three year commitment, candidate may choose to extend their term for an additional three years after their initial term is completed but, is not obligated to do so.