

# **The Maryland Episcopal Cursillo**

## **THE SERVANT COMMUNITY**

### **THREE-DAY WEEKEND COORDINATOR**

#### **1. Provides support to the Servant Community.**

- Attends all assigned Servant Community meetings.
- Attends regularly scheduled meetings of the Secretariat when possible.

#### **2. Maintains and Orders Three-Day Weekend items.**

- Maintains custody of the Rector and Assistant Rector Manuals (6 in all) and Team Books, maintaining them in an orderly and fully supplied condition. Issues these manuals to rectors for use in team preparation.
- Maintains two complete sets of CHA boxes and keeps them orderly and fully supplied. Issues the CHA boxes to the Head CHA at the beginning of the team process.
- Maintains the Weekend Registration Book.
  - Obtains from the Weekend Assistant Rector the final and accurate sign in record of each new Cursillista, the listing of Team Members' names, assignments, and Rollos, and a copy of the Weekend picture.
  - Ensures the above information is included in the registration book.
  - Sends copies of the Candidate and Team information to the Communications Coordinator.
- Maintains the contents of the Cursillo CHA Closet at Claggett.
  - Conducts a complete inventory of all closet contents after each weekend and restocks supplies and materials (funds provided by the Secretariat) to include: Bibles, wooden crosses, MEC publications, "The Fourth Day First" Buttons, "I am Loved" buttons, and button making supplies for the Weekend buttons.
- Meets with the Head Cha of each upcoming weekend and, when possible, is present at the close of each weekend to retrieve the key to the closet, the Team Books and Rector and Assistant Rector Manuals.
- Orders other EMC workbooks and publications and other materials for special Cursillo projects with the prior approval of the Secretariat.

#### **3. Maintains Communication.**

- Advises and meets with the Weekend Rector and the Head Cha (preferably the entire core team) of each weekend as soon as possible after they accept the call to serve to answer questions and distribute the Team Manuals, boxes and Team Books.
- Stays informed of all Secretariat actions regarding the Three-Day Weekends.
- Utilizes other members of the Fellowship to assist with responsibilities, and communicates needs to the Fellowship through the Communications Coordinator.
- Communicates needs and information to the Secretariat through the Servant Community Director and to the wider Fellowship through the Communications Coordinator.
- Maintains the Cursillo Resource lists and communicates the information to those who would benefit from it at appropriate times.
- Attends the quarterly meetings of the Servant Community.

**4. Receives and maintains applications for team membership.**

- Ensures all applications are current. (Note: an application is only good for three years, after which time it must be re-submitted. Cursillistas must also submit a new application after every team experience.
- Calls applications for information that would be appropriate for the Cursillo Resource list.
- Gives all complete and current applications to each Weekend Rector immediately after the rector is called. Receive the applications back as soon as possible after the team is called and adjust records.
- Monitors but does not maintain team data base and works closely with the person charged with the maintenance of the team data base.

**5. Participates.**

- Attends Fourth Day Activities, the Annual Diocesan Ultreya, Las Mananitas and Clausura, Ultreyas, and other special Cursillo functions when possible.
- Supports the MEC with their time, talent and treasure when possible.