



[www.sccursillo.org](http://www.sccursillo.org)

## Responsibilities of Parish Representatives

1. Attend the monthly Santa Clara Servant Community (SCSC) meetings. If you are not able to attend, please send an alternate. More than one Cursillista can attend any or all meetings.
2. Communicate with the SCSC regarding any parish needs.
3. Keep track of the Cursillistas in your parish or mission. Inform the Records committee of any changes, including:
  - a. Changes of name or address
  - b. Newcomers to the diocese or servant community who are Cursillistas
  - c. Death of a member of the SCSC community
4. Keep track of potential candidates and sponsors in your parish or mission.
5. Contribute to the "Rooster Talk" newsletter.
6. Keep your parish or mission informed of Cursillo activities. Ways you can do this include:
  - a. Announcements at church
  - b. Articles in the parish or mission newsletter and Sunday bulletins
  - c. Flyers or other information on bulletin boards
  - d. Talks with the rector or vicar to keep her/him up-to-date on SCSC activities.
7. Organize or help with parish or SCSC-community-wide Ultreyas.
8. Organize or help with Sponsors' School sessions.
9. If possible, serve on one of the SCSC committees, or on the Executive Board (Chair, Vice-Chair, Secretary, Treasurer). You do not need to be a parish representative to be eligible for any of these positions.

Thank you for serving as your parish or mission's representative to the Santa Clara Servant Community. We are happy to have you with us. If you need anything, please call the Vice Chair, who is responsible for keeping track of and assisting parish representatives.

## Forms and Information Sheets

All forms and documents can be produced in PDF format upon request.

1. **Weekend Work Application/Records Update (Workappn.doc or .pdf)**. Downloadable from SCSC web site; there is also an on-line form. The file or printout may be given to any Cursillista who is interested in working a weekend, or who wants to update SCSC records. The two pages may be printed back-to-back. This should be filled out by Cursillistas who have never submitted this form before, or who have not sent updated information to the SCSC in 2 years or more.

Santa Clara Servant Community  
Parish Rep Kit

2. **Application to Attend Cursillo Weekend (Newapp.doc or .pdf).** Downloadable from SCSC web site This is a two-part application form for new candidates. *Do not print or copy back-to-back (duplex); keep the two pages separate.* The two pages go through a different routing after the Pre-Cursillo committee processes them. Procedure:
  - a. Parish rep provides application form to the sponsor as well as a copy of "Sponsor Responsibilities". The sponsor then gives the application form to the candidate.
  - b. The candidate fills out the "Applicant's Part" and returns it to the sponsor.
  - c. The sponsor fills out the "Sponsor's Part", then passes the application on to the endorsing clergy.
  - d. The endorsing clergy does not have to be a Cursillista, but he or she *must* have a pastoral relationship with the candidate. She/he fills out the "Clergy Part" and then returns the completed application to the sponsor.
  - e. The sponsor should make a copy of the completed application and save it. This is for his/her records, and also in case the application gets way-laid on its way to the SCSC. The sponsor is responsible for seeing that the application is correctly filled out and sent to the SCSC.
  - f. The sponsor should let the parish rep know that a completed application has been sent to the SCSC.
  - g. When the Pre-Cursillo committee receives the application, an acknowledgment will be sent to the sponsor. The Pre-Cursillo committee will let the sponsor know if the candidate is selected to attend a weekend or is on a waiting list, or if the application was rejected for any reason.
  
3. **Sponsor Responsibilities (Sponsor.doc or .pdf).** This is an information sheet to remind sponsors of what their responsibilities are. It is available from the Pre-Cursillo committee and may be given to Cursillistas who are interested in sponsoring someone, especially if they haven't sponsored in a while. By order of the Bishop, a sponsor must have attended Sponsors' School on or after January 1, 1985 in order to be eligible to sponsor. If there are several new sponsors in a parish, or several who want a refresher, the parish rep may want to make arrangements for a Sponsors' School session with the Pre-Cursillo committee.
  
4. **Board and Parish Reps list (Board.xls or .pdf).** This list of addresses, phones and e-mail addresses is maintained by the Vice Chair or Secretary and is distributed to SCSC board members, subcommittee chairs, and parish reps from time-to-time.
  
5. **Ultreya (ultreya.doc or .pdf)** – The format of a typical Ultreya.
  
6. **De Colores (decolores.doc or .pdf)** – Words to the song!
  
7. **Las Mañanitas (arisenow.doc or .pdf)** – Words to the song!

## Santa Clara Servant Community Parish Rep Kit

### Opportunities to Serve

Elections are held annually in October. Job descriptions for each position are contained in the SCSC bylaws. Nominations begin in August. Here's a summary list of opportunities.

- A. Chair – Runs the monthly meetings
- B. Vice Chair – Back-up chair, coordinate parish reps
- C. Secretary – Meeting minutes, document retention
- D. Treasurer – SCSC accounts and budget, financial records retention
- E. Secretariat Representatives – represent SCSC in meetings with representatives of other servant communities in the diocese.
- F. Spiritual Advisor – Must be Episcopal Clergy; names must be submitted to the Bishop for approval. Responsible for approving all candidate applications submitted to SCSC.
- G. Assistant Spiritual Advisor – Back-up/assist Spiritual Advisor.
- H. Music Chair – Advises weekend music team; responsible for ensuring that copyright laws are upheld.
- I. Communications Chair – Newsletter and mailings.
- J. Palanca Chair – Fill palanca requests and send SCSC requests to other servant communities.
- K. Pre-Cursillo – Process all candidate applications; coordinate Sponsors' School sessions.
- L. Post-Cursillo – Track/coordinate Ultreyas and other 4<sup>th</sup> Day activities.
- M. Records – Maintain data base of all SCSC cursillistas; provide directories; provide weekend leaders with listing of Cursillistas willing to work a weekend.
- N. Supply – Keep inventory of supplies; order items as needed from National Episcopal Cursillo.
- O. Weekend – Recruit rectors and rectoras; provide Weekend Guide to weekend leadership.