

August 2002

To: National Mailing Recipients

Fm: National Cursillo Center

Re: National Mailing

Results from the Pastoral Plan Synod Session at the 12th National Encounter

As you are aware, in accordance with the National Policy, each archdiocesan/diocesan Cursillo Movement was charged with submitting a Pastoral Plan to the National Office by January 1, 2002. Many of the archdioceses/dioceses provided a copy of their Pastoral Plan.

As the National Staff began the process of reviewing the information in each Pastoral Plan it became quite evident that more information needed to be provided to each of the archdiocesan/diocesan Movements in order for the various Pastoral Plans to address more of the same situations. Once this was realized, the National Staff decided that a general checklist/guide would be beneficial to all the Movements as they went about the task of either developing or updating their Pastoral Plan.

What should be contained in this general checklist/guide? How could we make sure that we were fulfilling the needs of all the diocesan Cursillo Movements?

A decision was made to use a Synod session with help from the cursillistas who would be taking part in the 12th National Encounter in Louisville, KY (July 14-17, 2002). *The word "synod" means "a journey made together."*¹ Pope Paul VI instituted the Synod of Bishops to maintain the collegial spirit fostered by the Vatican Council. Many of our encyclicals are the result of the information gathered at a synod. We decided to use the synod process at our National Encounter to develop this Checklist/Guide. We provided the participants with just a little bit of information about the various topics important to Pastoral Plans, and then let them talk amongst themselves in an effort to develop information that could be used in a general checklist/guide. Saturday morning, at the National Encounter, all the participants were divided into twelve different groups (6 in Spanish and 6 in English-same topics for both languages). Each group was given a 30-minute overview about the particular topic that they would be focusing on. At the end of this 30-minute session, each of the groups then divided further into discussion-size groups (approximately 8-10 people per group). Each discussion group met for one hour and then the members broke up into two-person one-on-one discussion groups for 30 minutes. Following lunch, everyone reassembled into their 8-10 member discussion group and discussed some of the key issues discussed during the one-on-one sessions as well as the previous group discussion session. One member of this group took notes and listed the key points from all the individuals. After 1½ hours of meeting in this group, all the discussion groups reassembled and shared their ideas and recommendations. The National Staff collected all of these ideas and recommendations. During the National Staff meeting, held in Dallas, August 1-4, 2002, all these ideas and recommendations were discussed and put together in a Diocesan Pastoral Plan General Checklist/Guide (booklet form), which is enclosed with this letter.

This Checklist/Guide is not to be construed as being all-inclusive. It is also not to be construed as an absolute. It is merely a Checklist/Guide to allow the leaders of each archdiocesan/diocesan Cursillo Movement to examine where they are in their growth process. An example might be item III. C. *Do you follow the Couples Policy as outlined in the Leaders' Manual?* This could merely be a yes answer and no further action is necessary. By the way, the yes answer is solely for the archdiocesan/diocesan Cursillo Movement's leaders. It is not necessary to use this as a report form to the National Cursillo Center. If the

¹ The Hour of the Laity, Their Expanding Role, by Monsignor Peter Coughlin, 1989, E.J. Dwyer Pty Ltd, Newtown, Australia

answer is no, then the archdiocesan/diocesan Cursillo Movement's leaders may want to discuss this matter and determine if this should be an item for their Pastoral Plan (it probably should be). If it becomes an item for the Pastoral Plan then the Plan would state how and when this might change from a no to a yes answer. That was merely an example. The purpose of the Checklist/Guide is to assist archdiocesan/diocesan Cursillo Movements in developing or updating their Pastoral Plans.

Please contact the National Office if you are a Lay Director or Spiritual Advisor and you would like to have additional copies of this Diocesan Pastoral Plan General Checklist/Guide (so that each member of the Secretariat can have a copy and possibly the members of your School of Leaders). Let us know how many copies you would like.

National Evangelization Walk:

This year the United States Cursillo Movement held its first annual National Evangelization Walk on May 18, 2002. The walk was co-sponsored by the United States Conference of Catholic Bishops' New Evangelization for America.

Our feedback indicates the walk was thoroughly enjoyed by the cursillistas who participated. Even with the short notice, there were approximately 25 dioceses that participated in this year's Walk. Cursillistas enjoyed the time together and found it a fun, spirit-filled opportunity. Some started their Walk at Church with a Mass, some ended their walk at a Church with Mass, some said prayers, as they walked, for those people who had pledged support, some held a small social at the end, and some went home after completing their miles.

We are taking the liberty of listing the amount of pledges raised in various communities. All their efforts are greatly appreciated. I can almost guarantee that those who took part in the Walk found the money to be the least important. The real winner of the National Evangelization Walk was Christ. He was evident in the people who collected the pledges, in the people who made the pledges, in the people who took part in the Walk, during the prayers said before, during and after the Walk and in the community that was built during the Walk. May our Lord continue to bless all of you!

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| 1. Brownsville raised over \$6,200.00. | 11. Paterson - over \$2,100.00. |
| 2. Orange - over \$5,400.00. | 12. San Diego - over \$1,900.00 |
| 3. Washington, DC - over \$3,100.00. | 13. St. Louis - nearly \$1,900.00. |
| 4. Camden - nearly \$3,000.00. | 14. Dallas - over \$1,600.00. |
| 5. Rockville Center - over \$2,950.00. | 15. Chicago - nearly \$1,500.00. |
| 6. Sacramento Filipino - nearly \$2,900.00. | 16. Gary - nearly \$1,500.00. |
| 7. San Diego Filipino - nearly \$2,600.00. | 17. Milwaukee - over \$1,300.00. |
| 8. Colorado Vietnamese - over \$2,400.00 | 18. Lake Charles - over \$500.00. |
| 9. Orlando Vietnamese - nearly \$2,300. | 19. Belleville - nearly \$300.00 |
| 10. Lansing - over \$2,200.00. | 20. Sioux Falls - \$250.00 |

In order to help your diocese facilitate an Evangelization Walk in the future, we have listed some information to help in your planning.

How to Organize

Planning ahead is important. It is a good idea to start now for next years' walk. Begin with the approval from your Diocesan Secretariat. The Dallas diocese has already had two meetings to begin the planning process for next year. Since several cursillistas are needed to help coordinate various areas of the evangelization walk, the Secretariat could appoint a coordinator for the event. This coordinator could

gather volunteers from your diocese. It would also be a good idea to appoint six others to coordinate in each of the following areas:

1. Logistics - choose location, map route, number of miles
2. Authorization from governmental body for the walk
3. Finances - collect all pledges
4. Publicity - publish information in Newsletter, announce at gatherings, distribute flyers, etc.
5. Parish publicity - inform local parishes of the event (optional)
6. T-shirt organizer - order, sell, distribute (optional)

The Annual Evangelization Walk is always scheduled for the Saturday before Pentecost Sunday.

Dates of future walks:

2003	June 7, 2003
2004	May 29, 2004
2005	May 14, 2005
2006	June 3, 2006
2007	May 26, 2007

13th National Encounter at Xavier University in Cincinnati, Ohio (July 17 – 20, 2003):

During the National Staff meeting, this past weekend, plans were made for next year's National Encounter. As the plans unfolded the staff continued to get excited about what will be taking place during the National Encounter. Unfortunately, we are going to wait until next month to reveal the overall plans for the Encounter. I guarantee that it will be an exciting Encounter.

A couple of things that I can say are that we will be utilizing simultaneous translation equipment throughout the entire Encounter. During the 12th National Encounter in Louisville, KY, we tried simultaneous translation on Friday only. The evaluations revealed that the simultaneous translation was greatly needed and appreciated. We are also planning to maintain a big screen and have real-time video feed for taping and viewing.

National English-speaking Coordinators:

The National Secretariat's Executive Committee met in July 2002 and was informed by Gerry Rice that the position of National English-speaking Coordinator for Regions 4,5 and 6 was much more entailed than he had originally anticipated. He shared that he was concerned that his full-time job may prevent him from providing the service necessary. Recently, Gerry Rice submitted his resignation as the National English-speaking Coordinator for Regions 4,5 and 6. Therefore, it has now been determined that Gail Terrana will provide service to Regions 1-6. It has also been determined that Victor Lugo will provide service to Regions 7-12. Please remember that this approach of servicing the Regions continues on a trial basis and will be reviewed again during the National Secretariat's November 2002 meeting.

Affiliation Fees and Pastoral Plans:

Next month the National Staff will be contacting those archdiocesan/diocesan Cursillo Movements that have not paid their Affiliation Fees and/or submitted their Pastoral Plans.

The Affiliation Fees for fiscal year 2002 were due January 1, 2002. Some archdiocesan/diocesan Cursillo Movements have contacted the National Office and explained why they have not been able to pay at this time. We have willingly worked with them. Payment of Affiliation Fees helps to ensure that all the archdiocesan/diocesan Cursillo Movements are able to continue to receive the services of the National Cursillo Center. The Affiliation Fee for fiscal year 2002 was \$350.00. Next year (fiscal year 2003) the Affiliation Fee will be raised to \$400.00. This is payable on January 1, 2003. It is our plan that there will not be any further increases for many years to come. Please pray with us that there will no longer be any need for Affiliation Fee increases.

The Pastoral Plans have been requested as a means to help each of the archdiocesan/diocesan Cursillo Movements. Some people have mistaken this intention to serve as a means for the National Cursillo Center to “crackdown” on those Movements that are not complying. I can assure you that nothing is further from the truth. The purpose of the Pastoral Plan is to provide each archdiocesan/diocesan Cursillo Movement with an opportunity to regularly evaluate itself and plan for the future. You have heard the saying: “To fail to plan is to plan to fail.” This is so true in the Cursillo Movement. Even at the National level we can sense a heightened-level of excitement about various aspects that are taking place and are planned for the future. Most of this can be attributed to the development of the National Pastoral Plan during the summer of 2000. In July the National Secretariat went through our National Pastoral Plan item by item. It was exciting to see the number of items that had been accomplished. During the November 2002 meeting of the National Secretariat plans are underway to add new items to our National Pastoral Plan. The Diocesan Pastoral Plan General Checklist/Guide, mentioned earlier in this letter, should prove to be an exciting tool for archdiocesan/diocesan Cursillo Movements as they set about either developing or updating their Pastoral Plan.

Your Servants in Christ,

Tom Sarg - National Executive Director
Jorge Barcelo - National Spanish-speaking Coordinator
Joachim Le - National Vietnamese-speaking Coordinator
Gail Terrana - National English-speaking Coordinator Regions 1-6
Victor Lugo - National English-speaking Coordinator Regions 7-12

Diocesan Pastoral Plan

General Checklist/Guide

I. Secretariat

- A. Do you have a Secretariat of laity and clergy/religious?
- B. Does the number of secretariat members reflect what is in the Leaders Manual?
- C. Are lay members chosen from the School of Leaders?
- D. Does your Secretariat meet monthly?
- E. Do you provide copies of your minutes to your Bishop?
- F. Do you provide your Bishop with an annual report?

II. Precursillo – Environments

- A. Have you established a target environment?
- B. Have you identified leaders within the targeted environment?
- C. Have you communicated your targeted environment to the Postcursillo community, and especially those cursillistas already involved in that environment?
- D. Have you identified areas that cursillistas already have influenced?
- E. What steps are being taken to identify the influential individuals within the targeted environments?
- F. Do you use the *Sponsors Booklet* and *Cursillo, What Is It?* booklets?
- G. Do you have a plan to study the Fundamentals and methods of Precursillo?
- H. Is there a program for continuing education of leaders in the Precursillo?
- I. Are you studying the demographics of the diocese (cultures, rural, urban or suburban, industries, economy and population base)?

III. Precursillo – Application and Candidate preparation

- A. Do you have a process to review completed candidate applications?
- B. Do you provide preparation of candidates (ex. Information Session for candidates and sponsors) in line with *Fundamental Ideas of the Cursillo Movement*?
- C. Do you follow the Couples Policy as outlined in *the Leaders' Manual*?
- D. Do you provide a means to communicate special needs/requirements for the 3-Day Cursillo Weekend (i.e., stairs, diet, health)?

IV. 3-Day Cursillo Weekend

- A. Spiritual focus
 - a. Is spiritual direction available throughout the 3-Day Cursillo Weekend?
 - b. Do you provide assistance for the Spiritual Directors in handling/dealing with individual needs?
 - c. Are the Sacraments (Reconciliation and Eucharist) available throughout the 3-Day Cursillo Weekend?

- B. General focus
- a. Do you conduct authentic 3-Day Cursillo Weekends using the 3-Day Manual, without adaptations?
 - b. Do your weekends include ONLY baptized Catholic candidates and team members, able to receive the Sacraments?
 - c. Are team members living witnesses of the Cursillo methods of Group Reunion and Ultreya, and are chosen because they are active members of the School of Leaders? If not, are there plans in place to attain this goal?
 - d. Elimination of all non-essentials from the 3-Day Weekend: mananitas, serenades, agapes, parandas, parties, etc. What process is in place to insure that only the essentials are provided during the 3-Day Cursillo Weekend?
 - e. Do you hold cloistered 3-Day Cursillo Weekends – no outside contact from the Cursillo community?
 - f. Do you promote the use of General Palanca?
 - g. Do you review the amount of time that the 3-Day Cursillo Weekend team spends preparing for the 3-Day Cursillo Weekend? Does your review examine the content of the team formation process?
 - h. Do you periodically review the size and make-up of the team selected to serve the candidates during the 3-Day Cursillo Weekend?
 - i. Do you strive to maintain a proper balance/ratio of team/candidates?
 - j. Is there a proper balance between all three phases of the Movement (Precursillo, 3-Day Cursillo Weekend and Postcursillo)?
 - k. Do your facilities dictate the scheduling of your 3-Day Cursillo Weekends or do you schedule according to the number of applications that have been submitted?
 - l. Does your 3-Day Cursillo Weekend facilitate the three encounters of yourself, Christ and others?
 - m. Is there a process in place to insure team members follow up with personal contact well beyond the 3-Day Cursillo Weekend?
 - n. Is the Service Sheet being fully explained as a sharing guideline?
 - o. Is the Group Reunion fully explained?

V. *Postcursillo*

- A. Group Reunion
- Does your Postcursillo encourage Group Reunions to have an apostolic action that can be accomplished as a community on a regular basis?
- B. Ultreya
- a. Are the Ultreyas being planned by team(s) as described in the *Leaders' Manual*?
 - b. Do you hold authentic Ultreyas with the five essential elements as described in the *Leaders' Manual*?
 - c. Does the team actively seek witness speakers based on what is shared during the Group Reunion portion?

- d. Does the team insure that a priest, deacon or vowed religious are present at every Ultreya to provide a Spiritual Wrap-up?
 - e. In accordance with the *Leaders' Manual*, are you maintaining a proper balance of the three levels of witness?
 - f. Are you properly preparing the witness speakers?
 - g. Do the people who comment on the witness talk, and the priest, deacon or vowed religious have an opportunity to hear the witness prior to it being presented at the Ultreya?
 - h. Does your Ultreya meet weekly?
 - i. Do the Ultreyas start and end on time?
 - j. Do you provide assistance to cursillistas who have young families?
 - k. Do you have a process to help new cursillistas find Group Reunions?
- C. General Focus:
- a. Do you schedule workshops (CLW1, Precursillo Workshop, Commitment Workshops, Postcursillo Workshop, School of Leaders, etc.) to help inform cursillistas?
 - b. Do you encourage formation of friendship groups?
 - c. Do you schedule annual socials?

VI. Integrating New Cursillistas

- A. Do you emphasize personal contact with new cursillistas?
- B. Do you have a scholarship fund for cursillistas to attend National and Regional Encounters?
- C. Do you provide a six-month subscription to the Ultreya Magazine?
- D. Do you provide childcare whenever possible at Cursillo functions?
- E. Do you allow for new leadership in Ultreyas and other functions?
- F. Do you provide a packet of information at the end of the 3-Day Weekend with information and times of Ultreyas, Spiritual Directors, Secretariat, 4th Day, sponsor booklets, etc.?
- G. Do you encourage education through Cursillo Literature?
- H. Do you provide a calendar of events to outline Ultreyas, National Encounters, Regional Meetings, Workshops, etc.?
- I. Do you have an Introduction to School of Leaders session (i.e. Basics School, Cursillo 101) to acclimate new cursillistas?
- J. Do you encourage sponsorship as a group?
- K. Does leadership from the School of Leaders or Team follow-up getting new cursillistas to upcoming Ultreyas, workshops, etc.?
- L. Do you provide continuous formation – use of newsletter, email, link to National Website for information?
- M. Do you encourage team members to commit to follow-up and work with new cursillistas?
- N. Have you planned a commitment workshop to review obstacles for new cursillistas and look for remedies?
- O. Do you have a plan for rural areas where a minimum of three candidates and one team member is chosen so they can group naturally?

VII. School of Leaders

- A. Do you have an authentic School of Leaders that follows the suggested format in the *Leaders Manual*?
- B. Does it meet regularly (weekly)?
- C. Is prayer an integral part of the School?
- D. Do you have a process in place to thoroughly examine the Leaders' Prayer?
- E. Do you have a program to study Church documents?
- F. Do you have a program to study official Cursillo literature?
- G. Do you actively include the Leaders' Group Reunion as a regular part of the School?
- H. Do you include the working of each of the three sections (precursillo, 3-Day Cursillo Weekend and postcursillo)?
- I. Do you promote evangelization of environments?
- J. Is Regional information, and information provided in the National Mailings, being promoted in the School?
- K. Primary Apostolate – Do you have a process for prayerful discernment to determine a commitment to a primary apostolate?
- L. Do you plan and publish the schedule for your School of Leaders for 3-months, 6-months, etc.?
- M. Do you provide an annual spiritual retreat for members of the School of Leaders?

VII. General aspects of the Cursillo Movement's Pastoral Plan

- A. If your Bishop has a Diocesan Pastoral plan, have you reviewed it?
- B. Is the Cursillo Movement integrated with the Diocesan Pastoral Plan where appropriate to the Cursillo Movement's essence and purpose?
- C. Are the diocesan Cursillo Movement's leaders willing to accept guidance and direction from the National Office?
- D. Does the diocesan Cursillo Movement conduct an annual review of the policies of the National Cursillo Movement in the United States?
- E. Does the diocesan Cursillo Movement support all phases of the Cursillo through Palanca – Diocesan activities, Regional activities, National activities, etc.?
- F. Is your diocesan Cursillo Movement current with your affiliation fees with the National Cursillo and the Region?
- G. Do your diocesan leaders attend Regional meetings and National Encounters?
- H. Have you adopted a set of by-laws to be reviewed each year and do members of your Secretariat sign them?
- I. Do all Secretariat members sign your Pastoral Plan?
- J. Is a copy of your Pastoral Plan sent to local Diocesan Bishop?
- K. Is a copy of your Pastoral Plan sent to your Regional Coordinator?
- L. Is a copy of your Pastoral Plan sent to the National Cursillo Center?