Rector Guidelines

Spiritual Director

The Spiritual Directors for the weekend are selected by the Spiritual Director of the Secretariat. They are the first selected so that much as input as possible from them regarding the weekend activities and team makeup can be procured. They choose the Assistant Spiritual Directors, the Palanca Spiritual Directors, and the Assistant Palanca Spiritual Directors. They are responsible for the spiritual direction of the team meetings as well as the weekend such as the liturgy and the doctrinal content. They also assign all the Pastor Rollos, as well as the other duties of the weekend which involve members of the clergy. Our goal is to have all the Spiritual Directors in place 4-6 months prior to the weekend.

Role of the Rectors

The Rectors are responsible for all the areas of the weekend. They are responsible to the Secretariat for the team formation. During the weekend they alone make the final decisions. They are responsible for keeping the proper atmosphere on the weekend. Gimmicks, skits, roosters, as well as special events should be thoughtfully considered before adding or deleting.

The Rectors will be an ex-officio member of the Secretariat beginning with the first meeting following the previous Cursillo weekend immediately preceding their Rectorship and continue through the first meeting held after the weekend of their assignment. Rectors will receive agendas and minutes and are invited to attend the entire Secretariat meeting or at least long enough to give a report of their progress.

Receipts for any expenses incurred should be turned in to the Cursillo Treasurer for reimbursement.

Prepare the team by:

* Holding 2-3 team meetings for the Fall Weekend. At least 1 team meeting for Adult and Teen Challenge Weekend.
	+ Find location for team meetings
	+ Organize walkthru and location
	+ Arrange for lunch, if needed
	+ Update weekend schedule
	+ Communicate with team
	+ Communicate with 4th Day

Qualifications of the Rectors

The Rectors are selected by Secretariat approximately 22 months before the weekend of their assignment. They are selected for their Christian leadership and involvement within the Cursillo program. If there is more than one Rector, both should have been involved in the past by serving on Palanca, and one or both of them having served in leadership positions as part of the Palanca Team and the Conference Room Team. One of those years should have been as First Assistant Rectors. They are Christian persons who accept this position humbly knowing that God, through His Holy Spirit, directs Cursillo. The choice of the Rectors is not decided by age, education, ability to speak, or marital status but rather by their personality, spirit, judgment, and ability to witness. They must have the ability to understand thoroughly the use of the Cursillo tool and the ability to convince a group by witness to the work of Christ within their own lives.

Selection of the Palanca Rectors

The Palanca Rectors should be the first persons whom the Rectors select. It is vital that the Rectors and Palanca Rectors view themselves as a team working for the same goal. If there is more than one Palanca Rector, at least one of them should be an individual who has worked as an Assistant Rector, had some conference room experience and worked Palanca in various locations/positions. This is necessary so that an understanding can be achieved of all the various facets that are involved. The Palanca Rectors will select one or two individuals to serve as the Assistant Palanca Rectors in each of the Dining, Chapel, and Cleaning areas, as well as the Head Cook(s). Send Palanca Rector Guidelines and the Cursillo 4th Day lists as soon as they have accepted.

Selection of the Assistant Rectors

The First Assistant Rectors will be selected by the Secretariat approximately 10 months prior to the Cursillo weekend in which they are to serve. The First Assistant Rectors are chosen with the understanding that they will be the Rectors for the Cursillo weekend the following year, which at the point of selection by Secretariat is approximately 22 month away.

The Rectors will select two other Assistant Rectors from a list provided to and approved by the Secretariat. This is necessary because the presumption is that people who agree to be Assistant Rectors will become a part of a possible list for future Rectors. If the Rectors desire to ask someone not on that approved list, they should feel free to bring that name to the Secretariat for approval prior to asking them. The Assistant Rectors must be willing to be included in as many decisions and responsibilities of your task as possible.

Selection for Conference Room Team

Team composition:

Chosen by the Secretariat Spiritual Director

 One Conference Room Spiritual Director

 One Assistant Conference Room Spiritual Director

 One Palanca Spiritual Director

 One Assistant Spiritual Director

Chosen by Secretariat

 One or two 1st Assistant Rectors

Chosen by Rectors

 One or two Palanca Rectors

 Two or three Assistant Rectors to have a total of 6 Rectors

Eight or nine laity Rollistas for the Fall Weekend. At Teen Challenge, goal is to have 2 Rollistas and/or auxiliary at each table

-Perseverance and Fourth Day talks are usually given by First Assistant Rectors and Rectors

-Fall weekend only, 13 ½ Grace in Action can be given by a conference room or a Palanca team member

 Auxiliary table leaders as needed

 One or more Conference room musician(s)

 Sound Person

 Power Point person

Chosen by Palanca Rectors

 One or two Dining Rector(s)

 One or two Cleaning Rector(s)

 One or two Chapel Rector(s)

 One or more Head Cook(s)

 Supply Rector(s)

 One or more Palanca musician(s)

 Event Coordinator

 Prepares and directs dramas, music, special events such as Isle of Lights, etc.

 One or two Mail person(s)

 Snack person, two people would be nice

 Prayer Vigil Coordinators

 One for on-line

 One for on-sight and prayer banner

 Photographer

 Data Specialists

 Prepares candidate packets and photos, types and copies rosters for fall weekends

 Prepare family and head table photos, with candidate first names for Teen Challenge

This constitutes a Team and all are expected to be at all team meetings. There are ten Rollos given by laity and five given by pastors. These Rollos should be given by persons who have had experience in the conference room and should be qualified to speak on the subject. There should be a mixture of persons from many different churches and geographical areas, as well as different age groups, married or single.

Auxiliaries

All Auxiliaries will have served on the general Palanca team at least once. These are usually new people to the conference room team who are assigned to a candidate table and partnered with a more experienced table leader. They are also assigned to a candidate cabin, again preferably along with another experienced conference room table leader. Their biggest responsibility is to make friends with all the candidates beginning on Thursday night. They will set good examples by being cheerful and encouraging. They must not come to the weekend seeking answers for problems which may be present in their own lives, but rather must see themselves as being channels for God’s grace – conduits through whom Christ’s love can flow. These are people who do not dominate but rather lead others into an awareness of Christ. They have the ability to understand and convince a group by witness to the work of Christ in their own lives. Above all, they should attempt to help create an atmosphere in which the candidates can experience the grace of Christ on the weekend by participating in the discussion of the Rollos at the tables along with a more experienced table leader and in the activities both within and outside the conference room that involves the conference room team. For the new team members, Rectors should provide coaching and expectations.

Rollista gifts/mementos

The Conference Room Rectors may want to determine/provide/purchase the Rollista gifts / mementos. Make sure to discuss with your Palanca Rectors of your decision. The Palanca Rector may delegate this task to the Chapel Rector. Just make it clear who is doing this task so it isn’t forgotten or done by more than one person.

You will need around 34 gifts (unless there are more than 4 pastors). Gifts can cost around $5.

Gifts are given to:

Each Rollista

Conference Room Rectors (some of them give talks so make sure they are not counted twice)

Pastors (most of them give talks so don’t count them twice)

Palanca Rectors and Assistant Rectors (head cooks only)

Conference Room Musician(s)

Supply Rector(s)

Palanca Head Musician(s) determined by Palanca Rector

Gifts are NOT given to:

Assistant Cooks

Mail Persons

Snacks Person(s)

Prayer Vigil Coordinator(s)

\*\*\* If any changes are made to gifts rules/guidelines, make the same changes to the Palanca Rector Duties.

Secretariat Updated 6/2017