

Addendum: November 5, 2020

At the June 3, 2019 meeting, the LCSC (Lutheran Cursillo of Southern California) Secretariat and CLE (Cursillo Luterano en Espanol) representatives had agree that CLE would form their own Secretariat. To avoid confusion, we will continue to call this a “steering committee”, but it is modeled after the LCSC Secretariat, and will help with CLE organization. The steering committee will have the same responsibilities as the LCSC Secretariat specific to executing a weekend. This will allow CLE to lead their community.

At an October 25, 2020 Zoom meeting, it was agreed that the frustrations expressed by LCSC and CLE members stemmed from a lack of communication. The issues which LCSC members raised weren't clear to the entirety of the CLE community, which led to the communication gap. Both parties also agreed that these concerns were valid.

During the 2021-2022 transition year, LCSC and CLE will continue to be partners during weekends and trainings. Due to Bylaws, liability and legality the LC Secretariat is the governing body of Cursillo but any Cursillistas (CLE or LC) may run for Secretariat in any given year.

The above addendum was first generated On October 29th by Martha Avila (President of CLE Steering committee) and Chris Feist (President of LCSC Secretariat) during a virtual meeting. These details were shared with both the CLE Steering Committee and LCSC Secretariat. In this Oct. 29th virtual meeting it was also reiterated for clarity that after this “transition year” is completed, LCSC Secretariat will evaluate the effectiveness the new Steering Committee and the sustainability of this new process. If the outcome is successful, this new method of managing weekends will continue. If not, the LCSC may move forward with the separation of LCSC and CLE as previously determined. Both Martha and Chris were in agreement of this. Pending COVID, transition year will be extended to 2022.

From: Lutheran Cursillo of Southern California Secretariat
To: Cursillo Luterano en Espanol Steering Committee
Date: 10-25-2021
RE: LCSC Secretariat Outline of "Successful LC Weekend" Criteria

It the goal of the secretariat of Lutheran Cursillo of Southern California (LCSC) to support the Cursillo Luterano en Espanol (CLE) steering committee in executing effective Lutheran Cursillo (LC) future weekends to ensure continuity with the established Cursillo method and administrative success. As reviewed previously between the LCSC secretariat and the CLE steering committee, preparations for and execution of the next CLE weekend (CLE 13) are to serve as a transition and trial period for the new CLE steering committee and for updated communications from the LCSC secretariat to take place. Pending a post-event evaluation of the CLE 13 weekend by the LCSC secretariat, the effectiveness of these transitions and viability for continuing a cohesive ministry between LCSC and CLE will be assessed and shared with the larger Lutheran Cursillo community.

To set correct expectations of what constitutes successful-weekend criteria, the LCSC secretariat is providing the CLE steering committee with the following outline.

Payments and Donations:

- 1) In order to secure retreat center facilities, deposits and final payments are to be made on time. For the upcoming CLE 13 weekend, (currently scheduled to begin on Thursday June 23, 2022) the following payment schedule is to be followed: (Should The Cursillo House alter any of the costs or financial deadlines it shall be the sole responsibility of CLE to abide by those conditions)
 - a. 1st DEPOSIT: \$ 1500 paid by: Date of Contract Execution
 - b. 2nd DEPOSIT: \$ 1800 paid by: (3-13-22)
 - c. BALANCE: \$ 3600 paid by: (5-13-22)
 - d. Cancellation of the weekend (or insufficient funds to continue) after March 23, 2022 (90 days prior to scheduled beginning of the weekend) will result in forfeiture of all monies paid to the Cursillo House up to that point.
 - e. The 2021-2022 LCSC Secretariat has agreed to cover the cost of the \$1500 initial deposit on a one time basis for CLE 13 scheduled

for June 2022. (\$1000 deposit to secure the weekend and \$500 refundable cleaning deposit. The \$500 cleaning deposit refund shall revert back to LCSC at the conclusion of the weekend.) This is a one time “Love gift” to assist CLE into their financial independence. Future weekends are solely the financial responsibility of CLE.

- 2) Team Donations are to be set at \$150 per team member.
- 3) Pilgrim Registration Donations collected from Sponsors are to be set at \$25 per pilgrim and are to be collected by the team Treasurer no later than end of day Thursday of the corresponding CLE weekend.
- 4) Additional church/community fundraising activities to offset team donation collection is acceptable provided all deposit and balance deadlines are met.
- 5) No individual/personal credit card or loan payments will be accepted to cover full amount of 1st or 2nd deposit or balance fees. All fees should be collected from team donations or church/communities fundraising.
- 6) Weekend payments not collected and submitted to the LCSC Secretariat by listed deadlines will result in cancellation of CLE weekends.
- 7) At no point should CLE core teams “require” more than \$150 donation from participating team members. Any additional donation beyond the \$150 request should be made at the sole discretion of individual team members.
- 8) In addition to the fees paid to the retreat center, the CLE steering committee is responsible for all other weekend supplies, including food and kitchen supplies, Bibles, Cursillo crosses, etc. A typical weekend budget is attached, with the understanding that some of these costs can be reduced or eliminated.

Team Trainings and Weekend Preparations:

- 1) At a minimum, CLE core teams should have at least 2 advance meetings with all core team members present prior to beginning full team trainings to confirm all core team member assignments, assign all team member positions, select rollistas, and review unique team training requirements and locations.

- 2) SPID selection can require unique arrangements from weekend to weekend. LCSC secretariat requests prior communication of all participating Pastors on a weekend.
- 3) At least 4 full team trainings should be scheduled to take place at a minimum of 4 weeks prior to the CLE weekend. Attendance at all team trainings for each team member is expected. Team members who are unable to attend more than 2 team trainings should communicate this to both the CLE steering committee and the LCSC secretariat for consideration.
- 4) The team application, including emergency contact information, must be completed and submitted to the CLE Rector(a) no later than the 2nd team training. The CLE Rector(a) is responsible for submitting these forms to the CLE registrar no later than the 3rd team training.
- 5) All rollistas must give a practice rollo during team trainings with the exception of 4th Day rollo given by the Rector(a) and the Joy of Giving rollo given by the Head Cook. Each practice rollo should be evaluated by a selected team of 2 lay team members and 2 SPIDS and overseen by 1 AR/Mentor. All rollo evaluations should follow official rollo outline evaluation forms provided by LCSC Secretariat. Rollistas not following the prescribed outline criteria during team practice should be directed to correct missing content by the evaluation team and should be identified to the core team for further follow-up prior to the CLE weekend.
- 6) Individual team responsibilities should be reviewed at each team training for Cook, Palanca, Musician, SPID, and Table Leader teams. The CLE Rector(a) should follow provided team training outlines where applicable and report any concerns or missed training opportunities to the CLE steering committee and the LCSC secretariat.
- 7) Weekend requirements should be reviewed with the entire team during team trainings including (but not limited to): palanca, weekend arrival dates/times, pilgrim registration deadlines, weekend schedule of activities (cook song books/mealtimes, Foot Washing, Dying Moments, Agape, Mañanitas, Clausura, etc.)

Pilgrim/Team Registration and Weekend Expectations:

- 1) All pilgrims should be registered with the CLE steering committee registrar no later than 7 days prior to the start of the CLE weekend. All

registration forms need to be complete and include Special Needs details, Sponsor information, and emergency contact details. Pilgrims will not be listed on the website until all registration details have been received. A \$25 Pilgrim registration donation is requested of each sponsor per pilgrim. Concerns about this donation should be communicated to the Team Treasurer and the CLE Steering Committee/LCSC Secretariat.

- 2) All pilgrims and team must be current members in good standing of a Lutheran Church and have signed approval from their church Pastor to participate in CLE weekends. (Any exceptions will require the approval of the LCSC Secretariat.)
- 3) Unless arrangements have been made separately and communicated to the CLE steering committee and the LCSC secretariat, all Pilgrims and Team Members are expected to abide by a closed-campus agreement. Any team member beyond the Cook Team Angel should remain on campus from arrival on Thursday to departure on Sunday. Any exceptions to this should be communicated to the Core Team, the CLE steering committee, and the LCSC secretariat in advance of the weekend. Any pilgrim who cannot remain on campus and fully participate in all activities of the weekend should be evaluated prior to the weekend.
- 4) Rollos and Meditations should follow prescribed outlines. Any rollo or meditation deviating from the official LC outlines should be identified and communicated to both the CLE steering committee and LCSC secretariat.
- 5) All community participating in Agape, Mañanitas, and Clausura should be existing Cursillistas. No non-Cursillista individuals should be in attendance at these community activities.
- 6) Palanca and Grouping Cards should be distributed at appropriate times following the weekend outline.
- 7) All Palanca trailer inventory should be properly identified, tracked, and returned at the close of each weekend.
- 8) Any aggressive, hostile, or inappropriate behavior by either pilgrim or team members should be identified and reported immediately to the CLE steering committee and the LCSC secretariat.

- 9) Safety procedures should be reviewed and adhered to by all participants on each weekend, especially in the kitchen and dining areas.
- 10) The table below shows a typical budget for a Cursillo weekend with 24 Pilgrims and 60 team members. The weekend Cursillo House fees are set by the facility. All other expenses are subject to CLE modifications as they see fit to alter actual costs for the weekend.

60 Team max (including 4 Pastors)/24 Pilgrims max		
Expenses	2019	NOTES
Cursillo House	6,400.00	plus \$500 refundable cleaning deposit
Head Cook	2,000.00	8 meals for 84 people \$2.98 pp/meal
White 12 oz. mugs (7.5 doz)	324.58	
Head Palanca	200.00	Printing, print cartridges, paper, ribbon, notebooks, etc
Sacristan	50.00	Candles, communion elements
White aprons 40@\$5.20	208.00	
Pip Printing	165.00	Apron logo, Master schedule, placemats, cook songbooks, meal songs, Agape programs, Pilgrim guides
Agape bread	40.00	
Pilgrim Bibles 24@\$2.54	60.96	
Pilgrim Crosses 24@\$7.61	182.64	
Pilgrim baloneys 24@\$1.52	38.88	
Team Photo	75.00	
Leather Hearts 84@\$0.40	33.60	
Three day supplies	300.00	Tissues, aluminum foil, plastic wrap, foam cups, trash bags, ziploc bags, cleaning supplies, palanca bags
TOTAL EXPENSES	10,078.66	

The undersigned representatives of Lutheran Cursillo of Southern California (LCSC) and Cursillo Luterano en Espanol (CLE) agree to abide by all of the terms and conditions specified above as of the dates this agreement is signed as indicated below.

President of LCSC Secretariat

Michael Kaspar



Date signed
October 26, 2021

President of the CLE Steering Committee

Marelin Suarez



Date signed

11-22-2021