Policies and Procedures of Lutheran Cursillo of Southern California

Adopted: June 15, 2026
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A. INTRODUCTION

1. Purpose of This Manual

This manual establishes the policies and procedures that guide the operations of Lutheran Cursillo of Southern California (LCSC). Policies define the organization's governing principles and expectations. Procedures outline the specific steps for implementing those policies.

2. Policy Review

These policies and procedures shall be reviewed annually and can be amended at any time by a majority vote of the Secretariat.

Procedures:

a. August – Secretariat Policies and Secretariat Member Code of Conduct
b. September – Financial Policies, Scholarship Policies, and Core Team Financial Training
c. October – Team Policies, Team Code of Conduct and Qualifications for Team Positions
d. November – Calling Your Core Team and Rector/a Guidelines
e. January – Pilgrim Policies
f. February – Sponsor Policies
g. March – Denominational Differences and Spiritual Director Policies
h. April – Weekend Policies
i. May – Ultreya Policies
j. June – CLE Policies and Successful LC Weekend Criteria

3. Subordination

These policies are subordinate to the Articles of Incorporation and Bylaws of LCSC and may not conflict with or contradict them in any way.

B. MISSION & VALUES

1. Mission Statement

Lutheran Cursillo of Southern California exists to develop a lay ministry to the Lutheran community in the State of California by encouraging a spiritual renewal of the Lutheran Church, and by supporting its members as they grow in their Christian faith and as they actively support the life and mission of their local home church congregations.

2. Core Values

a. Idealism
b. Self-Surrender
c. Charity

C. SECRETARIAT POLICIES

1. **Secretariat Member Requirements**
   All Secretariat members shall:
   a. be a baptized member in good standing of a Lutheran Congregation
   b. be encouraged to be actively grouping
   c. have served on at least two teams
   d. represent the congregational and denominational diversity within the community with no one church holding a majority of the Secretariat.

2. **Appointed Positions**
   The Secretariat may appoint people to designated positions to assist with specific projects or tasks that may require special skills. This may include, but is not limited to, a sound system administrator, webmaster, etc. However, only elected members of the LCSC Secretariat will have a vote on all Cursillo-related matters.

3. **Members Serving as Rector/a**
   A member may serve as Rector/a while still serving on Secretariat. All members can vote on Rector/Rectora, even if under consideration.

4. **Code of Conduct**
   See "Code of Conduct for Secretariat Members" (Section L.1)

D. FINANCIAL POLICIES

1. **Expense Reimbursement**
   Volunteers may be reimbursed for approved organizational expenses.

   Procedures
   a. Expense reimbursement requests must be submitted in a timely fashion.
   b. Receipts are required for all expenses.

2. **Check Signing & Financial Controls**
   The organization shall maintain proper internal financial controls.

   Procedures
   a. Bank reconciliations shall be completed monthly.
   b. The Board Treasurer reviews financial statements monthly.

3. **Donations**
   In-kind or monetary donations are welcomed to support LCSC in general and/or to help defray the costs of a particular weekend.

Procedures

a. In-kind donations are not tracked by the LCSC treasurer but are the sole responsibility of the individual donor.
b. Any monetary donation either by check (made out to LCSC) or processed through the lcsocal.org website can be tracked by the LCSC treasurer and a receipt for tax purposes can be provided on request.

E. TEAM POLICIES

1. Team Eligibility

No member of the opposite sex may serve on the team, with the exception of male pastors serving on female weekends. In addition:

a. The applicant must have attended a Lutheran Cursillo weekend or another 3-Day movement as a Pilgrim.
b. The applicant is a member in good standing demonstrated by regular attendance and active involvement in the ministries of their church.
c. Endorsed by their pastor.
d. Able to attend the full weekend.
e. Team members who are not currently active members in good standing of a **Lutheran Congregation (see F.2)** can only hold the non-leadership roles of Cook, Palanca and Musician. They cannot be asked to give a Rollo.

2. Code of Conduct

See "Code of Conduct for Team Members" (Section L.2)

3. Qualifications for Team Positions

See "Qualifications for Team Positions" (Section L.3)

4. Medication Assistant

Each team will have one medication assistant who is responsible for the reminders of medication for pilgrims. This person should also be familiar with the use of the AED and the procedures for medical emergencies arising on the weekend (see Section I.4).

5. Head Angel

The Head Angel, and any Co-Head Angel, shall be a Cursillista of the same gender as the weekend being conducted and shall serve as a member of both the weekend team and the cook team. In this role, the Head Angel and any Co-Head Angel are subject to all policies and requirements applicable to team members. The Head Angel is responsible for coordinating and directing the activities of all angels serving during the weekend and for overseeing the closing and securing of the facility at the conclusion of the weekend.

6. Core Team

See "Guidelines for Calling Your Core Team" (Section L.4)

7. **Rector/a Guidelines**
   See "Rector/a Training Guidelines and Recommendations" (Section L.5)

8. **Team Donations**
   Team Donations are set by the Secretariat and can be adjusted as needed in order to cover the necessary costs of the weekend. The current team donation is $150, which should be paid on or before the second team training.

9. **Scholarships**
   See "Scholarship Policies" (Section L.6)

10. **Budget**
    See "Core Team Financial Training" (Section L.7)

11. **Training**
    Three mandatory team trainings must be held for the purpose of equipping and forming the teams prior to the set of weekends.

    Procedures
    a. Trainings are scheduled on Saturdays beginning at 8:30am and concluding no later than 2:30pm.
    b. The Rector and Rectora shall set the training dates and locations, preferably leaving one free Saturday just prior to the men's weekend.
    c. Host churches are not required to provide lunch. If they choose to, it should be a simple sack lunch; otherwise, team members will bring their own lunch. The intent is to not waste any time in the lunch distribution, so the team can maximize training time during the lunch hour.
    d. All rollos shall be given except for the pastor's rollos and the fourth day rollo. However, a pastor who is giving a rollo for the first time should do a practice rollo at the team training.

12. **Rollo Qualifications**
    The Rector/a, under the guidance of the Holy Spirit and Core Team, may select who gives the rollos on the weekend. However, only lay people should give the lay rollos and clergy give the clergy rollos. All first time rollistas should be provided a rollo mentor who is part of the team and has given that rollo before.

    Procedures
    a. Provide rollistas with the outline and connect with a rollo mentor if necessary.
    b. Rollista should provide their rollo mentor with a copy of their rollo before delivering it in training.
    c. The rollo mentor should be a part of the critique team for the rollista.

F. PILGRIMS

1. **Eligibility**
   In order to attend a LCSC weekend as a pilgrim, all candidates shall be:
   a. A baptized member in good standing of a *Lutheran Congregation* (see below). It is the responsibility of the congregation's pastor to determine membership status and standing.
   b. Endorsed by their pastor (or authorized congregational representative in the absence of a pastor). It is the responsibility of the endorser to determine emotional, physical, and spiritual readiness to attend a weekend.
   c. Able to attend for the full weekend, Thursday evening through Sunday early evening.

2. **Lutheran Congregations**
   For purposes of LCSC, a Lutheran congregation is any organized congregation, mission congregation, or Synodically Authorized Worshiping Community (SAWC) that is affiliated with a recognized Lutheran church body or that demonstrates a Lutheran identity through its doctrine and practice in accordance with Holy Scripture and the Lutheran Confessions contained in the Book of Concord.

3. **Married Couples**
   While it is strongly encouraged that married couples attend the same set of weekends, it is not a requirement nor existing policy. No pastor or member of the community shall stipulate that married couples must attend the same set of weekends.

4. **Application**
   All potential pilgrims must submit a completed application (with sponsor information and pastor signature) to the Rector/a or Registrar no later than two weeks prior to the start of the weekend. Applicants shall be confirmed at least one week in advance. If a pilgrim cannot attend after being accepted for a particular weekend, they must reapply for a future weekend. However, If the Registrar is still in possession of the pilgrim's original application, they may use the old application, as long as all of the information is still valid.

5. **Pilgrims from other 3-Day Movements**
   Pilgrims who have attended another 3-Day movement as a pilgrim may attend LCSC as a pilgrim with Secretariat approval.

G. SPONSORS

1. **Sponsor Responsibilities**
   Sponsors play an important role in the success of the weekend for pilgrims. All pilgrims require a sponsor in order to attend. The primary responsibilities of the sponsor are to

prepare the pilgrim for the weekend, assist with family obligations at home if needed, and help the pilgrim stay connected to the community in their fourth day. It is best that the sponsor not be a team member on the pilgrim's weekend.

Procedures
a. Communicate with their pilgrim to arrange transportation to and from the weekend.
b. Arrange for a light dinner before arriving, if needed.
c. Provide a devotional book to be presented to the pilgrim. The Secretariat has decided not to present banners to the pilgrims.
d. Arrive to Clausura by 2:30pm to sit behind their pilgrim.

H. SPIRITUAL DIRECTOR

See "Clergy Eligibility Policies" (Section L.8)

I. WEEKEND POLICIES

1. **Pictures**
   There shall be no picture taking and no posting to social media during the weekend.

2. **Cell Phones**
   Cell phone use shall be limited to only essential communication and should never be done in the presence of pilgrims. The designated emergency contact (usually the head cook) shall be available via cell phone during the entire weekend.

3. **Trailer**
   The Secretariat 3-Day person shall ensure that a team of angels (not team members) is assigned to oversee trailer packing and unpacking.

   Procedures
   a. For unpacking, one angel—possibly a veteran team member—should supervise what needs to be unloaded immediately and what can wait until later in the weekend.
   b. For repacking, team members can bring bins and other items to the trailer, while the designated angel or angels handle the actual packing.

4. **Medical Emergencies**
   LCSC does not guarantee that a physician, nurse, EMT, or other trained medical professional will be present on any weekend, event, or activity. In the event of a medical emergency, the following procedures shall be followed:

   Procedures
   a. For any medical emergency, 911 will be called.

b. Once 911 is called, the person who contacted 911 will find the mentor, and they will follow all procedures required by the 911 call.
c. If use of the AED is required, the medication assistant or someone else familiar with its proper operation shall use it.
d. Once the 911 call has been made, the spouse, the sponsor and the pilgrim's pastor will be notified.

5. **Special Meals**
   All requests from pilgrims for special meals based on dietary restrictions will be handled by the designated special meals cook. When a team member has a dietary issue that can be easily addressed, the special meals cook will work with them on a case-by-case basis. If a team member has a dietary restriction which cannot be addressed by the special meals cook, he/she must bring their own food and the special meals cook will make sure that it is served to him/her.

6. **Rollo Attendance**
   Only team members shall be allowed in the Rollo Room for all rollos. The only exception to this policy will be the 4th Day Rollo. Non-team members may be present during the 4th Day Rollo at the discretion of the Rector/a.

7. **Mananitas**
   In order to avoid a potentially embarrassing situation, pilgrims shall be informed on Saturday that there will be special guests entering the dorm early in the morning. Pilgrims should be given time to prepare on Sunday morning. Prayer partners shall go in first and stand at the pilgrim's bedside until they are comfortable.

8. **Clausura**
   Clausuras shall begin promptly at 3:00pm. It is the responsibility of the Mentor and the Assistant Rector/as (ARs) to ensure this schedule is followed on the weekend. Only the Secretariat can adjust the start time of Clausura in extraordinary circumstances. No other 3-Day Movements shall be introduced during Clausura. The new Rector/a shall be announced at the Women's Clausura.

J. ULTREYAS

1. **Grand Ultreyas**
   A Grand Ultreya shall be held as soon as possible after the conclusion of every set of weekends. The purpose of the Grand Ultreya is to celebrate what God has done on the weekends and introduce the new cursillistas to the broader community. Grand Ultreyas shall only be open to cursillistas.

2. **Ultreyas**

Ultreyas (open or otherwise) may be held from time to time as the Secretariat deems necessary. The time, location, and format can be flexible based on the desires and abilities of the host congregation.

K. CLE

1. **Relationship between LCSC and CLE**
   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.

   Procedures
   a. 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.
   b. 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.
   c. Expectations for what constitutes an effective and successful weekend are set forth in the *"Outline of Successful LC Weekend Criteria" (Section L.9)*

L. Reference Documents

See below

L.1 – Code of Conduct for Secretariat Members

Rev. June 2026

To serve God and the community of Lutheran Cursillo of Southern California effectively, we the Secretariat agree to abide by the following guidelines:

a. We will put God first, ourselves second, and always strive to discern His will in our discussions and decisions;
b. We recognize the great "melting pot" of Lutheran denominations represented within our midst and agree to respect our theological and synodical differences for the greater good;
c. We agree to treat one another with respect, even when we disagree;
d. We agree that every member has a voice and is welcome to share their views and opinions without fear of retaliation;
e. We will utilize positive, productive measures to resolve conflict between members and will refrain at all cost from gossip or other detrimental behavior;
f. We agree that all meetings are conducted with transparency, accountability and follow through of decisions made;
g. We will work together and focus on solutions instead of blame when inevitable problems arise;
h. We will pray for, support and offer assistance to one another in our assigned Secretariat duties;
i. We will be respectful of each other in the way we participate and conduct ourselves, including on social media.

L.2 – Code of Conduct for Team Members

Rev. June 2026

Lutheran Cursillo of Southern California (LCSC) has developed the following Code of Conduct and Behavior Standards for ALL Cursillistas. The purpose of this code is to outline standards of conduct for team members. All of our conduct should be based on the teaching of Jesus in Mark 12:31. "…Love your neighbor as yourself."

Code of Conduct

a. **Conduct.** Team members will sustain respectful relationships with those they serve. They will maintain appropriate personal boundaries. They will model healthy and positive behaviors with all children, youth, and adults. See Ephesians 4:24-25.
b. **Confidentiality.** LCSC respects confidentiality. Team members who are aware of any injury, abuse, or molestation or suspect abuse or have witnessed suspicious behavior should immediately notify the Rector/a or Head Spiritual Director. We will adhere to all civil laws concerning the reporting of neglect or abuse. See Hebrews 13:17.

Behavior Standards

a. Sexually explicit materials or sexual activity is not permitted. Any verbal or nonverbal sexual behavior is not permitted. Never speak graphically about sexual activities, including your own and do not allow others to do so. See Ephesians 5:4.
b. Respect the integrity of every individual. Allow an individual to back away from your well-intentioned affection if he/she wishes. Use common sense and good judgment to guide you in your actions, for example, comfort someone by placing your arm around a shoulder and giving a gentle hug from the side. Make a point of showing affection to people in open places where others can see and share in the warmth. See Colossians 3:12.
c. Two adults should be present in a group of children, youth, or vulnerable adults. If a situation should arise in which a pastor must be alone with a person of the opposite sex, one additional adult should stay in view of them. See 1 John 5:1.
d. If a person (or pastor) needs to have a private conversation with you, remove yourselves the necessary distance from others, but stay in view of the group or leave a door ajar. See 1 Corinthians 10:23-24.
e. Any knowledge or suspicion of any team member having an inappropriate relationship with a child, youth, or adult must be reported promptly to the Rector/a or Head Spiritual Director. See 1 Corinthians 5:12.
f. Dress attire is to be modest, neat and appropriate. Examples of inappropriate dress include low necklines, short shorts, short skirts, visible undergarments, or politically or culturally controversial clothing. See 1 Peter 1:15-16.
g. Never swear or use foul or abusive language in the presence of those you serve. Never humiliate, ridicule, threaten or degrade those you serve. Never use any discipline that frightens or humiliates children, youth, or vulnerable adults. See Colossians 3:8.
h. Physical force shall not be used to punish children, youth, or vulnerable adults. See Hebrews 12:5-7.

i. Alcohol use is not permitted at ***any*** LCSC activities. Non-alcoholic wine shall be used for communion. See 1 Corinthians 6:12.
j. All observed Code of Conduct violations must be reported to the Rector/a or Head Spiritual Director.

L.3 – Qualifications for Team Positions

Rev. August 2025

For All Positions: The following is a list of minimum qualifications required to be considered for the positions noted. Participation in a small group is recommended. *Team members who are not currently active members in good standing of a Lutheran church can only hold the non-leadership roles of Cook, Palanca and Musician. They cannot be asked to give a Rollo.*

Cook: Must have completed a Lutheran Cursillo weekend or other "recognized three-day weekend".

Musician: Must have served one time as a cook and have some degree of musical aptitude, talent, or ability.

Palanca Team: Must have served one time as a Cook.

***Cook Team Lead**: Must have served one time as a Cook.

***Assistant Head Cook:** Must have served on two cook teams, having served as both a Cook and a Cook Team Lead.

***Head Cook:** Must have served one time as an Assistant Head Cook and served on at least one of the last 4 weekends.

***Head Palanca:** Must have served one time on the Palanca Team.

***Sacristan**: Must have served one time as a Cook.

***Head Musician:** Must have served two times as a musician.

***Table Leader:** Must have served one time as a Cook.

***Rollista**: Must have served on at least two weekends.

***Assistant Rector/a:** Must have served on at least one of the last 4 weekends and have served a minimum of four times in various roles. He/she should have served as a Table Leader, Cook Team Lead and preferably an Assistant Head Cook or other Core Team role.

***Rector/a:** Must have served on at least one of the last 4 weekends, should have served in a leadership position [Core Team (in addition to Assistant Rector/a or Cook Core Team], and must have served as an Assistant Rector/a.

***Mentor:** Must have served on at least one of the last 4 weekends, served as a Rector/a.

Spiritual Director: Must be an ordained Lutheran minister, on (or retired from) the clergy roll of an active Lutheran church body and have completed a Cursillo weekend.

Head Spiritual Director: Must be an ordained Lutheran minister, on (or retired from) the clergy roll of an active Lutheran church body and have served as Spiritual Director on two Cursillo weekends.

** denotes Leadership Roles*

L.4 – Guidelines for Calling Your Core Team

Rev. June 2026

You have been called to be the next Rector or Rectora—congratulations! We hope that these guidelines will help you as you begin to form your Core Team for the upcoming weekends.

1. Your first task will be to meet with the Secretariat trainer(s), who will orient you to what is ahead of you. This meeting will be scheduled as early as possible after you have been called. **Prior to this meeting, we ask that you NOT call any members of your core team, except for your mentor and your Head Spiritual Director.** Once you have met with the Secretariat trainer(s), these two core team members will be able to pray and consult with you as you make your next decisions. Remember, before you make any calls, that all team members called to leadership positions (including your Mentor) must be active members in good standing of a Lutheran Congregation. If you are not sure, please ask a member of the Secretariat to check for you.
    a. Your mentor should be a Cursillista who has already been a Rector or Rectora. Because Lutheran Cursillo of Southern California (LCSC) is a "lay-led movement focused on preparing strong Christian leaders to go back into their churches and communities and serve", the Secretariat believes that this position should NOT be filled by a pastor, but rather by a lay-person.
    b. Your Head Spiritual Director must have served as a Spiritual Director on *two* previous Cursillo weekends. The Secretariat believes that your Head Spiritual Director should *not* serve on both the men's and the women's teams for a given set of weekends. Splitting time between the two teams at team trainings means that neither team will get his or her full attention.

2. When you (and your mentor, if possible) meet with the Secretariat trainers, you will receive a flash drive containing several important documents, as well as access to a dropbox.com folder containing the same information.
    a. *Qualifications for Team Positions*: This document will help you to decide whether a particular person can be called for a core team position. We want to make sure that people called to core team positions are in the best position to succeed. In order to ensure this success, most core team positions (Head Cook, Head Musician, Head Palanca, AR) require some previous experience in those areas, before being called to the "Head" position.
    b. *Team History*: This is an Excel workbook based on team rosters from 2004 to the present. There are several different worksheets within the file that will help you as you begin to list those people whom God has put on your heart as possible core team members.
    c. *Documents and templates*: A folder called "Cursillo Rector/a Information" contains many files used on previous weekends by core team members. This can be shared with your core team members as needed.

d. *Pastors:* Again, because we are trying to raise up lay leaders in our churches, the Secretariat believes that pastors should not serve in any of the *core team* positions other than Head Spiritual Director. Pastors are welcomed to serve as cooks, music or Palanca team members, as long as they are not in lead positions.

3. Here are a few details based on the *Qualifications for Team Positions* document:
   a. *Head Cook* must have been an Assistant Head Cook *at least once.*
   b. *Head Palanca* must have previously been on a palanca team.
   c. *Head Musician* must have previously been on *two* music teams.
   d. *Assistant Rector(a)s m*ust have served on at least one of the last 4 weekends and have served a minimum of four times in various roles. He/she should have served as a Table Leader, Cook Team Lead and preferably as an Assistant Head Cook or other Core Team role.

4. Please remember to ask for help or advice if you need it…we're here for you!!

L.5 – Rector/a Training Guidelines and Recommendations

Rev. July 2017

1. PILGRIMS
    a. All pilgrim applications will be accepted by date of receipt. Any pilgrim who was not able to attend a previous weekend is welcome to apply again; if the registrar is in possession of his/her previous application, that application can be rolled over to the current weekend, assuming that all information is still accurate.
    b. The number of pilgrims will be limited to 24 so that the table leaders can reside in the dorm with the pilgrims.
    c. If the number of pilgrims applying to the weekend exceeds 24, the Rector/a will need to make a request to the president of the Secretariat for the number to be modified .
    d. The cutoff date for acceptance of pilgrim applications will be no later than two weeks prior to the start of the weekend. If the number of pilgrim applications has not yet reached 24, the Rector/a can request a one week extension from the president of the Secretariat to accept additional pilgrim applications.
    e. Pilgrim names will be published on the website as soon as the completed application has been received by the registrar, so that the registrar can send out a welcome letter and the LCSC community can begin praying over the pilgrims.
    f. Confirmation of the pilgrims should be made by the sponsor to the Registrar no later than one week prior to the beginning of the weekend.

2. TEAM
    a. After prayerful consideration, the Rector/a will create their team by calling as many Cursillistas as possible to serve in positions where they have not served during a prior weekend.
    b. The Rector/a will use the “Qualifications for Weekend Positions” that was provided to them when calling Cursillistas to the team.
    c. As Lutheran Cursillo is a leadership ministry, the Rector/a may use experienced Cursillistas in positions where they can teach others. An example would be an experienced Cursillista as an Assistant Rector/a (AR) with two rookie ARs in order to lead and teach the rookies.
    d. Any returning pilgrim (rookie) wishing to work a weekend will be given priority over Cursillistas who have worked previously. The pilgrim must be a rookie cook first before being considered to serve in any other capacity.
    e. It is recommended that the number of rookie cooks be limited to 10. This will allow for each team to have a cook team lead, one experienced cook and two to three rookie cooks per team.

3. MENTOR/A
    a. The Mentor/a should be in direct planning with the Rector/a . They are to guide, teach, and encourage the Rector/a throughout the entire process. If the Rector/a is not able to report to the Secretariat on the progress of the weekend, the Mentor/a can provide the report for the Rector/a.

b. If for any reason the Rector/a is not able to fulfill their calling, the Mentor/a will undertake the role of lay leader. As such, it is imperative that the Mentor/a be fully involved in the planning and formation of the weekend.

These guidelines and recommendations are provided so that the pilgrims and the team members called by God experience Cursillo as He intends.

L.6 – Scholarship Policies

Rev. May 2026

It is the mission of Lutheran Cursillo of Southern California to grow and develop lay leaders within our congregations. One of the ways to develop leadership skills is by encouraging members of Cursillo to volunteer to work on a weekend. As part of that commitment to serve, we ask team members to donate a portion of the funds that are required to pay for a weekend. The Secretariat has tried to keep that team donation at a reasonable level; however, we know that some members of the community are unable to financially make this contribution. Lutheran Cursillo of Southern California does not want the ability to make a donation to prohibit a member from serving.

Currently there are four types of scholarships within Lutheran Cursillo:

1. **Pastoral Scholarship:** Pastors are not required to make any financial donation, since they are giving up a weekend in their congregation.

2. **Team Scholarship Donation- Directed:** This is a donation made by a member of the team (or the community in general) to be used as a scholarship for a specifically named team member.
3. **Team Scholarship Donation-Unspecified:** This is a donation made by a member of the team (or the community in general) to be used specifically for a scholarship, but the recipient of the scholarship is not specified. The scholarship will be awarded at the discretion of the Secretariat treasurer in consultation with the team AR-treasurer.

4. **Secretariat Directed Scholarship:** This is a scholarship which has not been funded by any of the other means. The Secretariat's intent is to provide a limited number of scholarships each weekend.

The recipient of an Unspecified Team Scholarship (#3) or a Secretariat Directed Scholarship (#4) is eligible to receive another of these scholarships based on availability.

L.7 – Core Team Financial Training

Rev. June 2026

1. Rector/Rectora

a. The Rector/Rectora is allocated **up to $100** for weekend expenses. These may include team welcome letters and postage (if necessary), Rollo outlines, team notebooks, etc. Many of these items (in particular, team welcome letters and Rollo outlines) can (and should) be distributed via email. Rollo Room notebooks are usually the responsibility of the Palanca team.

b. In addition, the Secretariat will pay for printing 12-13 copies of ONE (1) Master Schedule **(no revisions)** for the Core Team and 4 Pastors. Contact PIP printing (Kathryn Ilten-Holmes, 13517 1/2 Alondra Blvd, Santa Fe Springs, 562-640-8200, pip200@pip.com) who will bill the Secretariat directly.

c. The Secretariat **does not pay** for Rollo Room decorations, including centerpieces, candy dishes, prayer request boxes, front table décor, weekend banner (usually handled by the ARs), etc.

d. If there is a Rookie Spiritual Director on the team, please notify the Secretariat President, who will make sure that there is a DeColores stole made, to be presented to the Pastor at Clausura.

2. Head Cook

a. The Head Cook is allocated **up to $2000** for weekend kitchen expenses, which includes any expenses incurred by the **Head Angel** and any additional food purchased for **Special Meals**. The objective is to focus on providing nutritious and proportionate meals for team and pilgrims--usually this number is approximately 85. The budget covers all food products, other perishables and any paper products not covered by Three Day Supply. It also covers any handouts necessary for the Cook Core Team and/or cook team training handouts. There is a **$40 stipend** available to pay for supplies needed for the Agape bread. The Secretariat will reimburse (with a receipt).

b. **Mugs (Logo)**: Small mugs are paid for by the secretariat, the large mugs are extra, approximately $144.00 per weekend to be covered by the Rector/a. That is worked out with Tarrie Sillert ahead of time.

c. **Dining Room:** The Secretariat will pay for placemats (black and white), printed by PIP in Santa Fe Springs (see above). The standard form of the Agape invitation and program can be printed by PIP printing who will bill the Secretariat directly. However, if the Head Cook chooses to create a specially decorated invitation and program, any expenses over and above the cost for the standard invitation and program are not covered. The Secretariat **does not** pay for dining room table decorations or cook markers if using (we have not been using).

d. **Aprons:** The Secretariat will pay for aprons for the cook team, the Palanca team, two aprons for the Rector/a, and one apron for the spouse of the Rector/a, if requested. Screen printing is provided by PIP, Santa Fe Springs, and they will bill the Secretariat directly. Adornment for the aprons is not a covered expense. The gift of a Head Cook's

jacket and hat are not covered by the Secretariat but are the responsibility of the Assistant Head Cooks.

e. **Rollo Room:** Most of the food and beverages served in the Rollo Room are Palanca gifts from the team. Any additional costs would come from the Head Cook's budget. A tax-deductible letter for the goods donated can be requested from the Secretariat treasurer.
f. **Three Day Supply:** The Secretariat covers most items "used but not ingested" on the weekend. This includes ice (if needed), tissues, aluminum foil, plastic wrap, insulated cups, trash bags, ziploc bags, cleaning supplies, hand soap and paper towels for the restrooms, palanca bags, hand sanitizer, masks, and plastic gloves. Most of these items will be purchased by the Secretariat's 3-day representative before the weekend and can be replenished by the Head Angel (with receipt) if necessary. Three Day Supply **will not cover** disposable steam pans, disposable plates, cups and silverware, spices, or any other non-essential items that the Head Cook chooses to purchase.

3. Head Angel

a. Reports to the Head Cook. Usually is given $200 (part of the Head Cook budget) to purchase necessities during the weekend.

4. Head Musician

a. The Head Musician may be allocated **up to $100** for copying expenses. These may include music team notebooks, music charts for opening worship, quarter song sheets for meals, song handouts for team training and song handouts for the Rollo Room. Most veteran musicians will already have copies of some of the rollo walk-in songs and special music. Rookie musicians will need to have all of these provided. Much of this music can (and should) be distributed via email.
b. **Cook's Songbooks:** These are printed by PIP printing in Santa Fe Springs (see Rector/a information). They will bill the Secretariat directly. The Head Musician provides the songs for cook's communion and the 15 rollo walk in songs; the Rector/a or an AR provides the short schedule.

5. Palanca

a. The Head Palanca is allocated **up to $250** for weekend expenses. This includes the printing of Rollo Room notebooks, 4th day envelopes and enclosures, the Clausura program and luminaria candles. The "halos" and Palanca costumes (women) are not a covered expense. If you want them, you will need to split the cost with your Palanca team. The weekend photo is a separate cost [**approximately $75**] and will be reimbursed by the Secretariat (with a receipt). Someone from the Palanca team will need to take a digital copy to a nearby printing business to have the photos printed. The medic box is generally managed from the Palanca area but is the responsibility of the Secretariat 3-day. Any required expenditures for the medic box will be reimbursed outside of the Palanca budget with a receipt. **NOTE: Palanca is highly encouraged to e-mail all 4th day packets to team including picture (they can choose to print) EXCEPT pilgrims should still receive printed version.**

b. PALANCA REPLACEMENT COSTS/DONATIONS

INCOME:	
Baloney	$5.00
Cross	$10.00
Heart	$1.00
Pilgrim Guide	$1.00
Sponsor Donation	$25.00
Team Donation	$150.00

6 Sacristan

a. The Sacristan is allotted **up to $50.00**. This includes alcohol free wine or grape juice, gluten free hosts, candles, and mime make-up. [The Secretariat has contacts for people willing to make gluten free wafers.]

RECONCILIATION

Submission of reports is required following the weekend including a spreadsheet with receipts attached. Any exception to the budgeted amount requires prior approval of the Secretariat. Any unapproved budgeted overage will not be reimbursed.

Childcare Payment Guidelines

We try to standardize and pay sitters $20.00 an hour. You must always have at least 2 sitters, **one of whom must be over age 18.**

For ULTREYAS (usually 2:00 p.m. until 5:00 p.m.) 3 hours

- Average 5-6 kids
- Average 2 sitters (5 kids per sitter)
- If there are babies/very young children, one sitter should be assigned to them
- If you don't need the all the sitters, give the extra sitters $15.00-$20.00 each and thank them and tell them they won't be needed.
- The babysitting collection usually runs $150-$175.
- Pay roughly $60.00 per sitter
- The person who arranged for the babysitters **AND** a secretariat member (2 people) should be present when paying the sitters
- **The extra goes back to Lutheran Cursillo of Southern California and given to the Treasurer**
- If you are short (because of low collection or need for more sitters) the difference will be provided by LCSC Treasurer

For TEAM MEETINGS (usually 8:00 a.m. until 2:00 p.m.) 6 hours

- Average 5-6 kids
- Average 2 sitters

- If there are babies/very young children, one sitter should be assigned to them.
- If you don't need the all the sitters, give the extra sitters $15.00-$20.00 each and thank them and tell them they won't be needed.
- The babysitting collection usually runs $150.00-$175.00.
- Pay roughly $120.00 per sitter.
- The person who arranged for the babysitters **AND** the AR treasurer member (2 people) should be present when paying the sitters.
- **The extra goes back to Lutheran Cursillo of Southern California (after all 4 team meetings).**
- If you are short (because of low collection or need for more sitters) the difference will be provided by LCSC Treasurer.

L.8 – Denominational Differences and Spiritual Director Policies

Rev. June 2014

Lutheran Cursillo of Southern California (LCSC) is a Lutheran "Fourth Day" movement associated with the Roman Catholic Cursillo movement. LCSC is a volunteer lay----led movement and any baptized Lutheran in good standing may attend. We do not solicit any funding from any church body.

LCSC maintains that we do not, as a matter of policy, endorse, denounce or pass judgment on actions by any church body. This includes actions taken by the E.L.C.A. or any other Lutheran denomination pertaining to female Pastors, human sexuality and/or homosexuality. We strongly believe these are very personal beliefs/preferences and that taking any formal stance would be contrary to our purpose.

LCSC is based on the central tenets of Christianity and Lutheran doctrine, concentrating on the person and teachings of Jesus Christ. The purpose of the movement is to inspire, challenge and equip local church members for Christian action in their homes, churches and communities. The focus is not on Cursillo itself but on developing leaders within the church. We emphasize a method of living the faith that people can use in daily life. All participants are encouraged to develop a vital relationship with their own pastor. As a "Fourth Day" movement, we strive to build up the one true church as described in Ephesians Chapter 4 and remain consistent with the historical Lutheran confessions.

Again, we do not take any official stances on the actions of any organized church body – we are not a church, a church within the church, nor a para-church organization. As a simple movement within the church, our priorities remain on teaching the gospel of grace, assisting participants to become Christian leaders influencing their environments with the gospel, and encouraging a renewed personal relationship with our Lord and Savior, Jesus Christ.

Our prayers will continue for all of our brothers and sisters regardless of their affiliation. May the grace of our Lord Jesus Christ, the authentic love of God our Father, and the true fellowship that is provided by the Holy Spirit, embrace us all.

We welcome honest inquiries as to who we are and about the role and function of our movement. Further information is available at our website, www.lcsocal.org.

In the spirit of encouraging dialogue between members of different Lutheran denominations and organizations involved in Cursillo, with the goal of reaching better understanding and consensus about a broad range of issues on which the various participating denominations

agree and disagree, while committing itself to a process of dialogue, the Secretariat of LCSC adopted “Spiritual Director Guidelines” in June of 2013.

Having held a community forum, several open meetings for pastors, and two forums for Rectors and Rectoras, the Secretariat now adopts the following policy regarding Spiritual Directors, which supersedes in its entirety the Guidelines adopted in June of 2013.

1. Participation in LCSC is open to Lutheran pastors who are committed to the purpose of LCSC, the training of lay leaders for the church, and are willing to work with others committed to that purpose. An LCSC Spiritual Director must be an ordained Lutheran pastor in good standing (actively serving a call, eligible for call, or retired) within his/her respective denomination. Head Spiritual Directors must be rostered in their denomination, not just contract called.
2. Only pastors who have attended LCSC (or a comparable 3- or “fourth”- day movement) as a pilgrim may serve as Spiritual Directors. Pastors shall be encouraged to serve as rookie cooks when serving on a team for the first time, as the pilgrim and rookie cook experiences are, respectively, essential to an appreciation of the pilgrim experience and helpful in providing a perspective on the flow and function of a Cursillo weekend.
3. The Head Spiritual Director of the Secretariat shall preside over communion at all Clausuras, subject to availability. If unable to attend, the Head Spiritual Director shall designate a Spiritual Director serving on the weekend to preside.
4. The Secretariat shall make good faith efforts to identify who will preside over communion at all Ultreyas and all Clausuras, and to publicize this information on the LCSC website or by other reasonable means. The Secretariat shall also make good faith efforts to identify the Spiritual Directors serving on a given weekend and make this information available on the LCSC website or by other reasonable means as soon as possible after the commissioning of the Rector and Rectora for the upcoming weekends.

L.9 – Successful Lutheran Cursillo Weekend Criteria

Rev. June 2026

It is 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. Currently, CLE 13 has a total of **$2545.00** in the LCSC savings account plus a **$1500** contribution from LCSC—a total of **$4045.00**. The LCSC contribution is a one time "Love gift" to assist CLE 13 into their financial independence. Future weekends are solely the financial responsibility of CLE. Since the cost of the facility is **$6500.00**, the remaining cost to CLE 13 for the facility is **$2455.00**.
2. 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 WEEKEND DATE) the following payment schedule is to be followed: (Should St. Joseph's Retreat Center alter any of the costs or financial deadlines it shall be the sole responsibility of CLE to abide by those conditions)
    a. 1ST PAYMENT: **$1500** to be paid by (120 days prior to WEEKEND DATE).
    b. BALANCE: **$955** paid by: (40 days prior to WEEKEND DATE).
    c. Cancellation of the weekend (or insufficient funds to continue) after DATE HERE (30 days prior to WEEKEND DATE) will result in forfeiture of *not only* the non-refundable initial deposit, but also all other monies paid to St. Joseph's Retreat Center up to that point.
3. Team Donations are to be set at $150 per team member. This donation should be paid on or before the second team training.
4. 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.
5. Additional church/community fundraising activities to offset team donation collection is acceptable provided all deposit and balance deadlines are met.
6. No loan payments will be accepted to cover full amount of the 1st payment or balance fees. All fees should be collected from team donations or church/communities fundraising.

7. Weekend payments not collected and submitted to the LCSC Secretariat by listed deadlines will result in cancellation of CLE weekends.
8. 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.
9. 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. Spiritual Director (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~~ 3 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 start of 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 St. Joseph's 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	**2026**	**NOTES**
St. Joseph's Retreat Center	6,500.00	plus $500 refundable cleaning deposit
Head Cook	2,000.00	8 meals for 84 people $2.98 pp/meal
White 11 oz. mugs w color logo 72@3.54	254.88	$3.54 per mug
Head Palanca	200.00	Printing, print cartridges, paper, ribbon, notebooks, etc
Sacristan	50.00	Candles, communion elements
White aprons 40@$2.33	93.20	
Pip Printing	338.04	Apron logo ($3 ea), Master schedule, placemats, cook songbooks, meal songs, Agape programs, Pilgrim guides
Agape bread	40.00	
Pilgrim Bibles 24@$8.98	215.52	
Pilgrim Crosses 24@$7.65/6.35	183.60	Lg = $7.65 Sm =$6.35
Pilgrim baloneys 24@$1.52	38.88	
Team Photo (pilgrims only)	24.00	Email for team
Leather Hearts 84@$0.85	71.40	
Three day supplies	300.00	Tissues, aluminum foil, plastic wrap, foam cups, trash bags, ziploc bags, cleaning supplies, palanca bags
TOTAL EXPENSES	$10,309.52	