

6. PRE-WEEKEND REPRESENTATIVE

revised March 2011

1. Encourage appropriate sponsorship, and prayer for this.
Provide Group Convenors with the “Advice regarding Sponsoring” forms for distribution locally.
2. Supply application forms and general Cursillo information as requested.
3. Receive and record applications to attend Cursillos, together with the Sponsor forms.
4. Send copies of “What to Expect” to Sponsors to give to Pilgrims
5. Within one week of receipt of application, write to applicant to confirm their place, or to place on a waiting list.
6. Organise a Waiting list system
7. Write to all Pilgrims four weeks prior to their Cursillo weekend - sample letter provided.
8. Inform Cursillo Secretary of the list of Pilgrims, including name, address, post-code, telephone number, e-mail address if applicable, age and parish church.
9. Supply completed application and Sponsor forms to Lay Rector at least one month before the Cursillo Weekend.
Ensure any special dietary requirements or other special needs are highlighted.
10. Liaise with Pilgrims and Lay Rector in respect of late cancellations and/or replacements from any waiting list.
11. Forward deposits and balance of payments to the Treasurer as soon as possible.
12. Send names of Pilgrims to whoever is making the name-tags.
13. Send list of Pilgrims, with their contact details, to the Post-Weekend Rep for follow-up purposes.