

7. WEEKEND RESOURCES REPRESENTATIVE revised March 2011

1. Responsibility for the following manuals:
 - * Lay Rector's manual - *in reality this is handed from LR to next LR*. Store spare copy
 - * Observing Lay Rector's Manual – *ditto*. Store spare copy
 - * Lay Rector's Imp's manuals (2: for Imp and Lay Rector)
 - * Palanca Imp's Manuals (2: for Imp and Lay Rector)
 - * Music Imp's "Helpful Hints"

Electronic copies of the Rector's Imp's manual and Palanca Imp's manual are with the Secretary for back-up security.
2. Check that these manuals have been handed on to the corresponding staff member for the next Cursillo weekend, as soon as possible once the previous Cursillo is over and any amendments have been made.
3. Hold master copies of photocopied material, e.g. handouts for Cursillo weekends.
4. Check that, following each Cursillo Weekend, the Imps list any replacements required for the following Cursillo, as detailed in the manuals. The Weekend Rep should then supply this material if the Imp cannot do so personally.
5. Following each Cursillo weekend the boxes will be held by the current Imps. The Weekend Rep should ensure that they are passed on to the corresponding Imps for the next Cursillo Weekend as soon as these have been appointed.
6. Storage of larger items of equipment between Cursillo Weekends, as detailed in the Weekend Rep's manual.
7. Buy food and drink supplies for each Weekend, as listed in manual.
8. Co-ordinate arrangements for the closing Clausura Eucharist with the Lay Director and the Spiritual Director (*Details are listed in the Weekend Rep's manual.*)
Organise the delivery of completed crosses for the Pilgrims to the Clausura, and reassure the Rector's Imp that this has happened!
Organise Clausura tea-helpers.
9. Ensure that the name badges are delivered to the Rector's Imp before the Weekend, or direct to the venue as long as the Rector's Imp has been informed of this arrangement. (*At present the Pre-Weekend Rep sends names to Mags who then should give the completed name-tags to the Weekend Rep.*)
10. Arrange for the larger equipment and supplies to be delivered to the venue for each Weekend. Keep the Lay Director, Lay Rector, Rector's Imp and Palanca Imp informed as to where the supplies will be and when they will arrive.
11. Oversee all arrangements for Wake-up breakfast – bookings, provisions, staff.
12. Keep abreast of Copyright Licensing requirements. At present we do not need to hold our own licence or to fill in returns, as any copies we make of words on service sheets are covered by the Churches we use them in. However, specific wording of acknowledgement needs to be printed with the words – the SD is aware of this.