



CURSILLO MOVEMENT

Diocese of Rockford

Liaison Head Manual

CURSILLO MOVEMENT OF THE DIOCESE OF ROCKFORD

Liaison Head Guide



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Table of Contents

Chapter 1: Purpose of Liaison Team	1
Chapter 2: Primary Plan	4
Chapter 3: Intermediate Plan	5
Chapter 4: Team Meetings	7
Chapter 5: Liaison Team Daily Checklists	9
Chapter 6: Computer Guru	13
Chapter 7: Computer Guru's Daily Checklists	17
Chapter 8: Chapel and Spiritual Direction	21
Chapter 9: Facility Set-Up.....	22
Chapter 10: Facility Break-Down.....	24
Chapter 11: FAQs	26
Chapter 12: Appendix A: Supply Checklist.....	29
Chapter 13: Appendix B: Suggested Toiletries.....	31

Purpose of Liaison Team

Purpose of the Liaison Team on a Cursillo Weekend

The definition of liaison is “communication or cooperation which facilitates a close working relationship between people or organizations,” and during a Cursillo weekend, the liaison team is the link between every other team and the candidates. The liaison team is responsible for making sure every element of the weekend runs smoothly for everyone—it is the connection to the outside world, the provider of supplies, the set-up and break-down crew, and an assistant to anyone who needs one. Most importantly, the liaison team is made up of Cursillistas with high levels of stamina and willing hearts of service!

The Liaison Head

A liaison head is active in reunion grouping and the Cursillo movement. The person has experience serving on Cursillo weekends, specifically on the kitchen crew and as a liaison team member. Most importantly, a liaison head must have specific qualities—s/he must be willing to delegate tasks, must be able to lead and keep people on task, must be organized, and must have good time management. A liaison head must be trained by a liaison trainer:

- Ken Meeker: k_meeker@comcast.net (630) 430-9879
- Allison Kapitanoff: allison.haga@gmail.com (773) 848-6090

The liaison head should also maintain frequent contact with the Secretariat Liaison Coordinator and Lay Director.

- Liaison Coordinator: Ken Meeker: k_meeker@comcast.net (630) 430-9879
- Lay Director: Tommy Lachat: zcw384@gmail.com (331) 425-0115

Team Members

Liaison team members must be dedicated to serving anyone and everyone present on a Cursillo weekend. They need stamina, organization, and willingness to take direction and offer assistance. The team should have a minimum of three members: **head**, **assistant**, and **computer guru**. Ideally, a fourth member would volunteer. Each team member should receive a printed manual and the team should go through it together and/or it should be read by every member before the weekend.

Team Member	Name	Email	Phone Number
Head			
Assistant			
Computer Guru			
Assistant 2 (optional)			

Computer Guru

The computer guru has a specific role within the team which comes with its own set of requirements and responsibilities. These things should remain the priority of the computer guru without additional responsibilities added. Once all the guru's specific duties are complete, s/he can make themselves available to serve in other ways. The computer guru must have proficient computer skills and be knowledgeable in the use of Microsoft Word and Excel. While assistance is usually available at the site, basic understanding of wi-fi networks, wireless printers, etc. is also useful. More information can be found in Chapter 5.

Specific Responsibilities of the Liaison Team

The following list conveys some of the specific responsibilities of the **liaison team**. All members should be prepared to assist in completing these tasks before and throughout the weekend. The liaison head will delegate the following:

- Regular communication with Rector/a to assist in planning the weekend
- Familiarity with the space and facility that will host the weekend
- Knowledge of locations of local grocery stores, hardware stores, and medical facilities
- Managing sign-in and supplies for all team meetings and the weekend
- Arranging sleeping accommodations for spiritual director(s) on the weekend
- Setting up and breaking down the facility before and after weekend
- Manage bathrooms and complimentary toiletries
- Notate bed assignments, hang name and label signs, and create name tags
- Distribute palanca
- Manage the book sale
- Complete roster, compile candidate packets, and email roster to service team members
- Manage Clausura and closing Mass
- Inventory book sales and all supplies to prepare for future weekends
- Provide emergency phone contact services for candidates

Primary Plan

Prior to the First Team Meeting

The following list conveys tasks that should be completed by the **liaison head** before the first team meeting:

- Procure training manuals and access to the online shared folder from the liaison trainers
 - Each team member should have a printed manual
 - The liaison head and the computer guru should each have access to the online shared folder
- Obtain lock combination from the Liaison Coordinator
- Procure and inventory the supply box and table name signs from St. Mary's or the Liaison Coordinator
- Review list of required supplies and alert liaison trainers if any supplies are needed
- Procure 3-Day Manuals to sell to speakers and/or workers at team meetings
- Procure or print New Workers Folders to distribute at team meetings (minimum of 10 folders)
- Obtain MOP box with pre-addressed envelopes and confirm suggested donation amount (usually \$120)
- Ensure you have enough blank name tags, pens, and markers
- Contact computer guru to make sure s/he is ready for team meetings
- Contact rector/a to determine the following before the first team meeting:
 - Does s/he need any special handouts/materials created/printed? Supplies needed?
 - How does s/he want the space organized? How will you manage sign-in?

Intermediate Plan

Prior to the Cursillo Weekend

The following list conveys tasks that should be completed by the **liaison head** in the time leading up to the Cursillo weekend:

- Discuss with rector/a the coordination of room set-ups and locations.
 - Rooms needed: sleeping areas for both candidates and workers, conference room, chapel, liaison office, sleeping area for rector/a and assistant, music practice area
- Familiarize yourself with the facilities, including outlets, light switches, plumbing, janitorial equipment, first aid kit(s), etc.
- Verify with the Cursillo Chairperson that the local police and fire department have been informed of the dates of the weekend and the number of people attending.
- Contact Linda Abramowicz to coordinate procurement of general palanca— (815) 535-3422
- If necessary, order rental beds for candidates or workers with specific physical needs, not just for comfort. All others will sleep on foldout frames with mattresses.
 - Rental beds can be acquired from Rent-a-Center at 1359 N. Galena Ave in Dixon, 61021. Call 2-3 weeks ahead of weekend to ensure availability- (815) 288-7506

- Check with rector/a and if necessary, make hotel arrangements for the spiritual director(s). You may need to provide a credit card number or payment before the hotel will confirm the reservation. Contact the Secretariat Treasurer for assistance. Local hotels include:
 - **Patchwork Inn at 122 N. 3rd Street in Oregon, 61061**
(815) 732-413, <https://www.patchworkinn.com/>
 - Pinehill Bed and Breakfast at 400 Mix Street in Oregon, 61061
(815) 732-2067, www.pinehillbb.com
 - Chateau Lodge at 1326 Illinois Route 2 North in Oregon 61061
(815)-973-6195, email: chateaulodge@comcast.net
- Procure the needed amount of Pilgrim's Guides and Group Reunion Cards (one per person in the conference room) as well as 4th Day books (one per candidate) from the Liaison Coordinator.
- Procure the theme and the roster cover design image from the rector/a. This image can also be used on other materials created by the liaison team.
- Procure a cover letter and Ultreya information from the Secretariat Lay Director.
- Procure bags or envelopes for palanca distribution (paper bags, gift bags, large Ziploc bags, manila envelopes, etc.).
- **Liaison Head** should procure the weekend's master schedule from the Rector/a. Create a column next to the conference room schedule to record the Liaison team's chapel times, adoration times, spiritual direction, and time-sensitive tasks. There is a sample in the shared online folder. (This can be assigned to Computer Guru if needed.)

Team Meetings

Sign-In Table

The **liaison head** and **computer guru** should work together to organize the sign-in area with the following items for every team meeting. All team members should help manage sign-in during team meetings:

- Blank name tags with markers (LH)
- Paper or stationary with pens for writing general palanca (LH)
- 3-Day Manuals for sale and New Workers Folder to distribute as needed (LH)
- Mop Box with pre-addressed envelopes (LH)
- Small slips with emergency phone number, usually liaison head's cell phone number (LH)
- Sign-in sheets with pens starting at first team meeting (CG)
- Updated sign-in sheets with pens for each subsequent team meeting (CG)
- Sponsor and Candidate forms (CG)

Team Meeting Checklist

All liaison team members should work together during team meetings to complete the following tasks. The **liaison head** should delegate and manage the following:

- Arrive early to assist in setting up the space and organizing sign-in area with required materials
- Every worker should complete a sign-in sheet at his/her first team meeting. At all subsequent meetings, they can review the updated roster and make corrections or initial if correct.
 - Remind everyone to be specific about dietary, electrical, and sleeping needs. All allergies should be noted under dietary.
 - Encourage workers to bring sign-in sheets to kitchen workers/part-time volunteers who might not be able to attend team meetings and get them back to you to help with planning.
- Offer 3-Day Manuals for sale.
- Distribute New Worker Folders to all first-time team members.
- Announcements for the end of each team meeting if not already covered by rector/a:
 - Encourage everyone to “make a friend, be a friend, bring a friend to Christ,” and remind them that sponsor and candidate forms are on the sign-in table.
 - Provide pre-addressed envelopes for those who want to submit donations at the team meetings. Put all donations in the MOP box and transfer to the Secretariat Treasurer.
 - Remind everyone that all general and specific palanca letters can be given to the chapel head at any team meeting or when they arrive on Thursday for the weekend. Remind everyone to refrain from including large items or gifts in their palanca.
 - Remind all workers that they need to bring their own bedding/pillows, toiletries, and towel and that they cannot have cellphones or watches out where candidates can see them. No cameras are allowed during the weekend, and cell phones should be used for emergencies only.
 - Request that no one wears perfume or uses scented personal items on the weekend due to allergies and sensitivities.
 - Request that anyone with an epi-pen let you know. Provide a list to kitchen head and rector/a after the last team meeting.
 - If not already discussed by Rector/a, at the 5th team meeting, explain the fire and tornado policies and procedures.

Liaison Team's Daily Checklists

Thursday

- **Upon arrival**, the **liaison head** should immediately begin working on and delegating the tasks on the Facility Set-Up list (see Chapter 9). Confirm with rector/a where you should put the pilgrims' guides and by when.
- At least one team member should remain at the sign-in table to greet workers and candidates as they arrive. Remind each candidate that there are no cell phones or watches during the weekend and give them an opportunity to provide the emergency phone number to their spouse if they have not already.
- All palanca brought at the start of the weekend should be given to the chapel head. After the chapel team has prayed over it all and returned it to the team, begin separating it into the assigned bags as time allows.
- **After the evening team head meeting**, set up the conference room for Friday morning. The **liaison head** needs to obtain table family assignments from the rector/a.
 - Place table family signs on tables.
 - Place a folder labeled with a name in front of each chair, according to table family assignments.
 - Each table should have a box of tissues.
 - Provide enough sharpened pencils and pens for all members of each table in a pen cup.
- **After the team head meeting**, the **liaison head** should preview tomorrow's tasks to assign on master schedule, lock all doors, and turn out the lights.

Friday

- Confirm time and location(s) of confession with chapel head. Assign team member(s) to help the chapel team prepare for confession and log assignments on master schedule.
- Check with rector/a and team heads for any non-grocery needs and go shopping if needed. Coordinate with kitchen head to condense trips.
- Determine whether computer guru needs assistance taking team photos.
- Finish separating palanca letters into bags.
- The **liaison head** should assign three tasks to be completed during the “Actual Grace” talk, and record them on the master schedule:
 - Deliver all palanca bags to individual’s beds.
 - Set up a general palanca table on the wall across from the conference room. You can tape to the wall with painter’s tape, make poster/presentation boards, lay on the table, etc.
- Before the “Piety” talk, the **liaison head** should put the stool in the conference room.
- The **liaison head** should assign a team member to make sure the following items are on every table after the “Piety” talk and record on the master schedule:
 - One large poster board
 - One set of markers
 - Replenish the number of sharpened pencils, pens, and paper at each table
- Replenish bathroom supplies as needed and straighten up toiletry tables. Note any toiletry items that need to be replenished.
- During the team head meeting, team members should change the placement of table families, moving each family to a new table.
- After the evening team head meeting, the **liaison head** should preview tomorrow’s tasks to assign on master schedule, lock all doors, and turn out the lights.

Saturday

- Check with rector/a and team heads for any non-grocery needs and go shopping if needed.
- The liaison head should check with kitchen head and rector/a regarding the need for flowers for Agape or Clausura. If needed, s/he should assign a team member to go to the store.
- Team members should work together to check book inventory against the list provided by Ken Meeker before setting up the book sale. No books should be sold that are not included on the inventory list.
- The team should set up the book sale **during the “Study” talk**:
 - Connect 3-4 tables in an “L” shape in front of the prayer corner/liaison team office.
 - Book boxes are organized by type/author. Try to organize books on the table by common author, type, or theme.
 - The **liaison head** should assign a team member to supervise the table, sell books, collect money, and manage the cash box (starting cash amount = \$100).
 - The Liaison Coordinator and/or Secretariat Treasurer will give instructions on accepting credit card payments and provide the mobile phone attachment.
 - Remind workers that candidates should be given preference in the purchase of books.
 - Book sale tables should be covered with blue table clothes and monies secured if sale isn’t running.
- The **liaison head** should assign a team member to make sure the following items are on every table **after the “Leaders” talk** and record on the master schedule:
 - One large poster board with one set of markers
 - Replenish the number of sharpened pencils, pens, and paper at each table
- The **liaison head should** confirm that the kitchen head has obtained song lyrics, candles, and holders for candlelight procession and song lyrics for serenade.
- Replenish bathroom supplies as needed and straighten up toiletry tables. Note any toiletry items that need to be replenished.
- **During the team head meeting**, team members should change the placement of table families, moving each family to a new table.
- **At the end of the day after the team head meeting**, the **liaison head** should preview tomorrow’s tasks to assign on master schedule, lock all doors, and turn out the lights.

Sunday

- Check with rector/a and team heads for any non-grocery needs and go shopping if needed. Before you go, make sure no one from the kitchen is going grocery shopping, as s/he can often pick up the items on your list.
- Clean up the palanca table and hang “luggage” sign on the wall. Move free items table to entryway.
- Place worker’s MOP Box in kitchen out of sight of candidates. Provide the conference room MOP Box to the rector/a or assistant to be used during the MOP talk.
- **During lunch**, place a Group Reunion Card in front of every chair in the conference room.
 - *Men’s Weekend Only*: Set up a room for the women’s final team meeting, which normally begins at 1:00pm.
- The team should work together to break down the book sale. Be sure to tell the rector/a before you start so s/he can give a “last call” to the conference room.
 - Inventory all books as you return them to the bin, marking the number sold and the number remaining. Keep a side list of sold-out or popular books that need to be replenished.
 - Break down tables and move to kitchen storage space. Book boxes can be moved to Cursillo storage space.
 - Return inventory lists, cash box, and credit card device to Liaison Coordinator.
- Help chapel team as needed in setting up cross ceremony.
- The **liaison head** should assign a team member to cover the eating area’s windows, put up the screen, and help the kitchen team as needed in setting up Clausura.
- Begin working on tasks included on the Facility Break-Down list (see Chapter 10).
- **During the cross ceremony**, the team should work together to break down the conference room and pack supplies for storage.

Computer Guru

Purpose of the Computer Guru

As the computer guru, you have a very specific role within the team which comes with its own set of requirements and responsibilities. The materials you need to prepare and the daily checklists you must complete should remain your priority throughout the weekend. Once all your specific duties are complete, you can make yourself available to serve in other ways.

Technology Equipment

The computer guru must have constant access to a laptop computer with Wi-Fi connectivity from before the first team meeting through the weekend. The computer will need to be able to connect to Wi-Fi printers and work with Avery templates. The computer guru should also be familiar with and proficient in the use of the Google platform.

At St. Mary's, there is an Epson color laser printer (**ER-2650**) that can be added to modern computers via Wi-Fi. (It is also helpful to have a printer to use on your own time, so you do not have to travel to St. Mary's to print before the weekend.) **The Wi-Fi network is SMLC Guest, and the password is VirginMary881.**

Other Required Supplies

Work with the liaison head to procure the following supplies that you will use throughout your time as guru to create the needed materials for team meetings and the weekend. If materials must be purchased, use the tax-exempt number or letter and submit all receipts to the Secretariat Treasurer.

- Access to online shared folder and printed manual
- Avery nametag paper and nametag holders
- Avery labels, large and small
- Printer paper
- Cardstock, white and color
- Lined paper
- Folders
- Scissors
- Paper cutter
- Hole puncher
- Pencil Sharpener
- 10x13 Manila envelopes
- USB for emergency printing

During Team Meetings

Provide the following materials for each of the team meetings. (Refer back to page 6)

- Sign in sheets
- Updated and corrected contact rosters for each team meeting after the first
- Any printed materials requested by the rector/a
- Sponsor and candidate forms (<https://rockfordcursillo.org/sponsors-%26-candidates>)
- For the 5th team meeting, bring copies listing all service team workers to distribute for palanca

Prior to the Cursillo Weekend

The following list conveys tasks that should be completed by the **computer guru** in the time leading up to the Cursillo weekend. Many of these items have templates or samples in the online shared folder.

- Print themed nametags for the candidates, workers, clergy, and spiritual director(s).
 - Nametags should include first and last names, home parish, the numbered Cursillo weekend (i.e., 100th Women's Cursillo Weekend), and the dates.
- Print bed tags for all those listed above who are sleeping at the site on full sheets.
- Print full-size location signs on for women's restroom (x2), men's restroom (x2), showers (x2), complimentary toiletries (x2), free items, palanca, kitchen, liaison office, conference room, sleeping quarters, luggage, and chapel.
- Prepare a bed assignment chart for both the worker's sleep area and the conference room sleeping quarters. Bed assignments are used to distribute palanca and locate individuals in the case of emergency. There are dry-erase bedding charts located in the liaison team bins.
 - Remember to assign beds for those with specific electrical/sleep needs next to outlets.
- Create a cover page for the roster using the theme and image provided by the rector/a. Include the numbered Cursillo weekend and the dates.

LIAISON HEAD MANUAL

- Prepare as much of the roster packet as possible. This will save you time during the weekend.
 - Only those in the conference room receive printed roster packets in their packages. It is emailed to everyone else at the end of the weekend.
- Provide all dietary restrictions and requirements from sign-in sheets to the kitchen head.
- If Liaison Head has not already, procure the weekend's master schedule from the Rector/a. Create a column next to the conference room schedule to record the Liaison team's chapel times, adoration times, spiritual direction, and time-sensitive tasks. There is a sample in the online shared folder.
- Compile an Emergency Contact #s list from the information provided on candidate forms.
- *Women only:* Print full-page inspirational bible verses/passages to hang on bathroom stall doors (*optional*).

Computer Guru's Daily Checklists

Thursday

- Set up a sign-in table with the following:
 - Most up-to-date contact roster with pens to make corrections or initial if correct
 - Contact roster of candidates with pens to make corrections or initial if correct
 - Sign-up sheet for lectors and Eucharistic ministers with pen
 - Nametags in nametag holders for workers and candidates
- Print new nametags and bed tags as needed
- Update bed assignment chart if necessary
- Print small labels and adhere to Friday's palanca bags/envelopes (all candidates and workers)
- Print large labels and adhere to conference room folders. Fill folders with 10 pieces of lined paper each.
- *Women only*: Hang inspirational signs on inside of all bathroom stall doors (*optional*)
- Update contact roster as able

Friday

- Take pictures of each team to include in the final printed roster packet:
 - Each conference room table family
 - Rector/a and Assistant
 - Spiritual Director(s) and Clergy
 - Kitchen Head, Assistant, and Team Spiritual
 - Each Kitchen Team
 - Liaison Team
 - Music Team
 - Chapel Team
- Update roster packet as able

Saturday

- Verify all pictures with names
- Update roster packet to include:
 - Cover page
 - Pictures with team/table family and member names beneath or beside each
 - Updated contact roster including workers and candidates (can be single alphabetized list or two separate lists)
- Print roster packets in color and staple for each person in the conference room (candidates, speakers, and leaders)
 - *Note:* In printing emergencies or if wireless printing is moving too slowly, save a PDF of the roster packet to the USB and plug into the printer directly.
- Print large labels for conference room packages and adhere to manila envelopes
- Compile packages for Sunday:
 - Cover letter from secretariat
 - Ultreya information
 - Weekend roster packet
 - Cursillo brochure
 - 4th Day book (candidates only)
 - Adhere “De Colores” sticker to back of envelopes (candidates only)

Sunday

- Confirm you have packages compiled and labeled for every member in the conference room
- Confirm whether rector/a needs a printed copy of the MOP talk
- Email full roster packet to all present at the weekend and Liaison Coordinator
 - It is also helpful to email the Liaison Coordinator the candidate list with all contact information, preferably in an Excel spreadsheet, so s/he can upload the information to Constant Contact. (You can simply separate out or copy/paste from the contact roster spreadsheet.)
- Distribute packages to conference room speakers after they leave the conference room for the last time. Ask that they keep them confidential until after the candidates receive theirs during the cross ceremony.
- Provide the candidates' packages to the rector/a to distribute during cross ceremony

Chapel and Spiritual Direction

Chapel Time for Liaison Team Members

A key part of any Cursillo weekend is the spiritual connection between all team members and candidates. To that end, there are multiple opportunities for the liaison team to prayerfully participate in the weekend by being present in the chapel with the Blessed Sacrament and other Cursillistas. Using the weekend's master schedule, the liaison team will work together to make sure that there is always a team member in the chapel during each conference room talk. **Collaborate to make sure that each member of the team has the opportunity to pray in the chapel during at least 3-4 talks and write assignments on the master schedule next to each talk's title.** Also include each team member's assigned adoration time(s) on the schedule so all are aware of when that member is unavailable to help with team tasks. Tape this schedule to the wall so all team members have access to it. All team members are asked to limit personal adoration time spent in the chapel to those times in which there are no other tasks, responsibilities, or group meetings needing attention. Ultimately, the **liaison head** is responsible for delegating and managing these moments of prayerful participation.

Spiritual Direction and Grouping

After consulting the master schedule and all assigned chapel times, the **liaison head** should determine if timing allows for the liaison team to participate in team spiritual meetings during the times in which the kitchen team does. If this is not possible, the liaison head should work with the team spiritual head to determine a suitable time for team spiritual direction for the liaison team and write it on the master schedule, so all team members are aware and attend. If it is not possible for the liaison team to attend team spiritual meetings at all, the team should make every effort to group using their Group Reunion Cards.

Facility Set-Up

Set-Up Responsibilities

The **liaison head** is responsible for overseeing all elements of the facility set-up and should be one of the first to arrive on site. All workers who volunteered to arrive early to help set-up should report to the liaison head for assignments and direction. Set-up includes constructing and moving bedding, moving and organizing tables and chairs, setting up the conference room, arranging a sign-in area, etc. Before anything is moved or set-up is started, the liaison head should take pictures or jot sketches of what the rooms looked like before set-up so they can be put back exactly as they were. (If the women's weekend occurs directly after the men's weekend and rooms are left set up, the women's liaison head can coordinate with the men's liaison head or the Liaison Coordinator to determine.) *Note:* kitchen and chapel teams are responsible for their own areas.

Set-Up Checklist

- Confirm that computer guru has all s/he needs to set up the sign-in table.
- Construct and organize beds in both the worker sleeping area and conference room sleeping quarters according to the bed assignment chart.
- Hang all location signs and bedding signs according to the assignment chart.
- Confirm all bathrooms are clean. Install shower curtains and mats in the shower rooms. Organize small card tables in each of the bathrooms with complimentary toiletries stored at St. Mary's. (Please do not use items saved or paid for by the other gender's weekend.)
- Remove all the clocks from the walls and place them above the door to the room.
- Organize the conference room according to the preferences of the rector/a. There should be one long table with enough chairs for the rector/a, assistant, and spiritual director(s). There should be 4-5 tables with 5-8 chairs around each to accommodate speakers and candidates.
- Organize the front of the room for the speakers with assistance from Ron Abramowicz. There should be a podium, whiteboard markers and an eraser, and a tripod.
- Confirm with rector/a where s/he wants the easel with the "Hook's Jesus" picture placed (i.e., in front of conference room, chapel, etc.).
- Provide rector/a with enough Pilgrim's Guides for each person in the conference room.
- Confirm that all team heads are comfortable with the fire and safety procedures and remind them to share information with their teams. Also emphasize that if there is any injury or emergency, the liaison head should be told right away and will convey to the assistant rector/a.
- Confirm that the kitchen head is aware of the location of all Cursillo supplies in the garage and is comfortable returning them to the correct spot when finished using.
- Remind all workers as they arrive to remove all valuables from their cars and lock car doors.

Facility Break-Down

Break-Down Responsibilities

The **liaison head** is also responsible for overseeing all elements of the facility breakdown and should be one of the last to depart the site. All workers who volunteered to help break down or stay after Clausura to help can be assigned tasks or given directions. Break-down includes returning the facility to the exact condition and set-up it was in before the weekend, so the photos or diagrams of rooms are helpful during this time. Photos of the Cursillo Storage Room Setup can be found in the Google Drive folder: <https://tinyurl.com/yevbhnxp> *Note:* kitchen and chapel teams are responsible for their own areas.

Breakdown Checklist

- Break down all bedframes and move them and mattresses to kitchen storage or other designated area.
- All windows are to be closed and locked.
- Make sure all bathrooms are clean and supplies are replenished. Pack complimentary toiletries and note any that need to be replenished before the next Cursillo weekend.
- Clean the shower room and stalls. The **liaison head** should wash any towels, bathmats, or soiled curtains and return them to St. Mary's.
- Put all unused tables and chairs in designated carts for storage.
- Inventory all supplies and make note of which need to be replenished before the next Cursillo weekend. Store them in the designated Cursillo storage area.
- Replace all clocks to their original locations.
- Empty all garbage cans and place all garbage in the large dumpster. All boxes should be broken down, and no garbage is allowed outside of dumpster area.
- **Liaison head** should confirm with the kitchen head that all kitchen breakdown and storage has been completed and no assistance is required. **No food is to be stored at St. Mary's.**
- **After the Clausura**, **liaison head** should ensure cleanup of area and make final check of entire building before leaving the site.
- **Before the last person leaves**, all interior and exterior doors are to be closed and locked.

Frequently Asked Questions

- **Do we need to provide printed maps to St. Mary's?**

- There is a map document showing how to get to St. Mary's from various areas in the Diocese located in the online shared folder. If the first team meeting is located at another parish, you may choose to print these off and provide them on the sign-in table or place one in the New Workers Folders.

- **How can we hang things during the weekend?**

- **The *only* method allowed for hanging things on walls or windows at St. Mary's is blue painter's tape.** Absolutely NO scotch tape, thumbtacks, staples, etc. are to be used. Also, windows are not to be covered at any time. The only exception to this rule is the short time the eating area windows are covered/blocked while setting up Clausura.

- **How do we buy groceries or other supplies during the weekend?**

- Shopping at SuperValu (204 N. 4th Street in Oregon, 61061) is the easiest method because there is an account set up for "**Rockford Diocese Cursillo.**" If you tell the cashier you are shopping on that account, the purchase will automatically be tax-free and require no immediate payment. Provide receipt to Secretariat Treasurer.
- Purchases from any other store must be paid for by the team member and then reimbursed based on submitting the receipt to the Secretariat Treasurer. Please remember to use the tax-exempt number or show the Tax Exemption Letter to the cashier. Other stores include:
 - Basler's Ace Hardware at 807 Pines Road in Oregon, 61061
 - Snyder's Pharmacy at 201 N. 4th Street in Oregon, 61061
 - Dollar General at 1050 W. Pines Road in Oregon, 61061

- **Is the Rockford Cursillo Movement a tax-exempt organization?**

- All purchases made for use on a Cursillo weekend are eligible for tax-exemption. Our tax-exempt number is **E991-6673-06**. Many places require a physical copy of the tax-exempt letter, which can be found and printed from the online shared folder.

- **What do we do if there's an emergency, illness, or injury?**

- **In a true emergency, always call 911.** For non-emergency police assistance, call (815) 732-2162.
- The nearest hospital is Katherine Shaw Bethea Hospital at 403 E. 1st Street in Dixon, 61021.
- The nearest urgent care is Physician's Immediate Care at 1672 S. Galena Ave in Dixon, 61021.
- **No one should ever travel to the hospital or urgent care alone!**

- **What do we do if there is a fire?**

- Each team head is responsible for their team and the Rector/a, with the help of table leaders, is responsible for everyone in the conference room. They are responsible for making sure all of their members are out of the building via the nearest exit and congregated in the field across from the parking lot. The **liaison head** should grab the most recent contact roster(s) and take attendance in the field to make sure everyone is accounted for.

- **What do we do if there is a tornado?**

- Each team head is responsible for their team and the Rector/a, with the help of table leaders, is responsible for everyone in the conference room. Everyone should sit in the hallway with their heads down and stay away from any areas that have exterior windows.

- **How do we lock the exterior doors at St. Mary's?**

- There is an allen wrench attached to the doorway that is used as a key. Insert the wrench into the hole and turn to lock the push lever into place. Turn the other way to release the push lever and lock the door. Before the start of the weekend, check with the St. Mary's contact for a demonstration if needed.

- **Who do we contact if there are facility issues during the weekend?**

- The facility troubleshooter is **Linda Abramowicz**. She is a parishioner of St. Mary's, and most women's Cursillo weekends she is present as a team member. Otherwise, she can be reached at (815) 535-3422. On men's weekends, her husband Ron can also be very helpful with facility issues.
- Kim, the secretary of St. Mary's Business/Parish office, can be reached at (815) 732-7383.
- If Linda cannot be reached or there is a facilities emergency, contact:
 - Dick Krug Electric & Plumbing: (815) 732-2940
 - Ehams Electric & Plumbing: (814) 732-6094
 - Martin Well: (815) 732-2216

- **How do we manage temperature control?**

- The fans in the gym must be turned on if the heat is running. If the heat is not on, the fans do not need to be on.

- **How do we add, delete, or amend information in the Liaison Manual?**

- If while working the weekend your team notices information that should be changed or added to the manual, please send all suggestions to Allison Kapitanoff allison.haga@gmail.com.

Appendix A

Supply Checklist

Many of the supplies listed below and mentioned throughout the manual are available and stored in the Cursillo supply bins at St. Mary's. Please check existing supplies or ask the Liaison Coordinator before purchasing anything new.

- **Supplies Needed for Team Meetings**

- Blank name tag stickers with markers
- Pens
- 3-Day Manuals for sale
- Sponsor and Candidate forms
- MOP box and pre-addressed envelopes
- Stationary paper for general palanca

- **Supplies Needed for Weekend**

- Secretariat Letter and Ultreya List
- Pilgrim's Guides
- Fourth Day books
- Pens, pencils, dry erase markers, and coloring markers
- Pen cups
- Blue painter's tape
- Avery name tags with name tag holders
- Avery labels, large and small
- Manila Envelopes, 10x13
- Folders
- Poster boards
- Scissors, stapler, hole puncher, and paper cutter
- Printer paper, colored paper, and lined paper
- Tissue boxes
- Table family names
- Digital camera or camera phone
- Laptop with access to printer
- MOP box with pre-addressed envelopes
- Book boxes, inventory list, and credit card attachment
- USB for emergency printing

Appendix B

Suggested Toiletries

What follows is a list compiled by the women's Cursillo teams of suggested items to include on each of the complimentary toiletry tables. It is suggested to try to avoid putting hotel freebies on the tables. Leftover items from previous weekends are stored in labeled bins (men's and women's) in the Cursillo storage area; please check before purchasing new items. If new items must be purchased, Dollar General and the travel item section of SuperValu are suggested.

- **Medication Bucket**

- Acetaminophen
- Ibuprofen
- Sinus decongestant
- Allergy medication
- Lip balms x3
- Cough drops
- Tums
- Nose strips

- **Oral Care Bucket**

- Toothbrush/paste kits x2
- Travel toothpaste x2
- Travel mouthwash x3
- Mints
- Floss
- Dixie cups

- **Self-Care Bucket**

- Body wipes
- Deodorant spray
- Washcloths x3-4
- Travel shampoo and/or soap x2
- Ear swabs
- Hair ties

- **One Per Table**

- Feminine hygiene products (women only)
- Bottle of hand lotion
- Container of ear plugs