

CURSILLO IN THE DIOCESE OF ELY

ANNUAL GENERAL MEETING

VIA ZOOM

SATURDAY, 17 JULY 2021

Present

Secretariat

Julie Hughes – Lay Director (Chair)
Reverend Olivia Coles – Spiritual Director
Barbara Clayton – Secretary
Sue Evans – Fourth Day Co-ordinator
Kathleen Jowitt – BACC Representative
Sarah Tose – Treasurer

Jenny Blake
Lesley Bowring
Reverend Stephen Bowring
Edna Brasher
Helen Dickinson
Daphne Durrant
Jen Forester

Sarah King
Eileen Milner
Celia Phipps
Dawn Ridley
Sally Smith
Janine Stewart

1. Opening Worship

Julie Hughes and Reverend Olivia Coles welcomed everyone to the meeting.

Reverend Stephen Bowring led the meeting in a short act of worship. Following an opening hymn, he commissioned Reverend Olivia Coles as Spiritual Director of Ely Diocesan Anglican Cursillo for a period of three years and Julie Hughes as Lay Director of Ely Diocesan Anglican Cursillo for a period of three years. Both Reverend Olivia and Julie had taken up their roles following the Ely Cursillo Annual General Meeting in September 2020. Lesley Bowring read from Ezekiel 37:1-14 (the valley of the dry bones), following which Reverend Stephen Bowring gave a short address. Reverend Stephen referred to the scripture reading and the proposed lifting of Covid-19 restrictions on Monday, 19 July 2021, and prayed that all might be breathed on by God and renewed in the spirit and made fresh and alive with new experiences to take forward into life and new ways of behaving, with God at the heart of all things. He encouraged everyone to pray for the gift of the Holy Spirit and then led the meeting in the Cursillo Invocation.

Julie Hughes thanked Reverend Stephen Bowring for leading the worship. She advised the meeting that she and Reverend Olivia Coles would be meeting the Bishop of Ely, The Right Reverend Stephen Conway, on 29 July 2021, to discuss Ely Cursillo.

2. Apologies For Absence

Apologies for absence had been received from:

Reverend Nicki Bland
John Fells
Julia Herrick
Muriel Hood
Judy Hottt
Reverend Anna Jones
Linda Logan

Phil Logan
Fiona McCullough
Steven Ridley
Reverend James Shakespeare
Claudia Stein-Carr
Shirley Watts
Sarah Wingate

3. Minutes Of Annual General Meeting Held On Saturday, 5 September 2020

The minutes of the Annual General Meeting held on Saturday, 5 September 2020, had been circulated to all Ely Cursillistas prior to the current meeting and these were taken as read.

The minutes were accepted as a true record by those who had been present by a show of hands and would be signed by Julie Hughes as Chair in due course when Covid-19 restrictions allowed.

4. Matters Arising

Julie Hughes confirmed that Bishop Woodford House was no longer available as a venue for Cursillo residential weekends. The Chelmsford Diocesan Retreat House at Pleshey had been booked for the Ely 36 residential. She commented that, moving forward, other venues might also be considered in the future.

There were no other matters arising.

5. Appointment Of New Trustees And Secretariat Members

First of all, Reverend Olivia Coles announced that Barbara Clayton, the current Secretary, and Sarah Tose, the current Treasurer, would be stepping down from the Secretariat after the Annual General Meeting.

Barbara had completed two terms of three years in office, plus an additional year until a new Secretary could be found. Reverend Olivia thanked her on behalf of Ely Cursillo for all that she had contributed during her term of office.

Sarah Tose was a qualified Chartered Accountant and was more than qualified to hold the position of Treasurer for Ely Cursillo. Reverend Olivia thanked Sarah for keeping the finances of Ely Cursillo in good order. She also thanked Sarah for all the time she had spent on the telephone over the past year trying sort out the issue of setting up an appropriate banking account. Reverend Olivia thanked Sarah on behalf of Ely Cursillo for all that she had done during her term of office.

Julie Hughes advised the meeting that there should be a minimum of five Trustees governing the affairs of Ely Cursillo. Four of these were ex officio Trustees, namely the Lay Director, Spiritual Director, Secretary and Treasurer, plus one other. The post of Treasurer would be vacant following the departure of Sarah Tose but Sarah Wingate had volunteered to act as Secretary and, therefore, would become an ex officio Trustee. Unfortunately, Sarah had sent her apologies for the Annual General Meeting as she was currently away.

Kathleen Jowitt, the current BACC Representative, had said that she would be willing to act as a Trustee.

With regard to the Trustee vacancy relating to the role of Treasurer, Julie said that there were two possible ways forward. Sue Evans, who was also a member of the Secretariat as the Fourth Day Co-ordinator, could be asked to act as a Trustee until the role of Treasurer was filled. Alternatively, Sarah Tose could be asked to remain as a Trustee until another Treasurer was found. Sarah Tose said that she would be willing to remain as a Trustee for the time being and thought that it might be the best way forward at present until the negotiations regarding the bank account could be concluded.

Therefore, the current Trustees would be Julie Hughes as Lay Director, Reverend Olivia Coles as Spiritual Director, Sarah Wingate as Secretary, Sarah Tose and Kathleen Jowitt. Since the beginning of 2021, Sue Evans had been appointed to the Secretariat in the new role of Fourth Day Co-ordinator. Proposed Julie Hughes and seconded Reverend Olivia Coles, these appointments were confirmed by a show of hands.

6. Reports

All the various reports had been collated together with the Annual Report and had been circulated to all Ely Cursillistas, along with the agenda, prior to the current meeting and were taken as read. Cursillistas were given the opportunity to ask questions if they wished. (Copies of the reports are filed with these minutes.)

a) Annual Report (Julie Hughes)

This was considered to be self-explanatory and Julie Hughes, Lay Director, had no further comments to add to the main report.

Sarah Tose, Treasurer, pointed out that the Principal Address shown on the front of the report was incorrect as this should be the one that appeared on the Charity Commission website. This was, in fact, her address, as Treasurer, as the person registered to communicate with the Charity Commission.

No further questions were raised.

b) Lay Director's Report (Julie Hughes)

Julie Hughes commented on her report by saying that, since taking up the role of Lay Director, she had experienced a steep learning curve. She was looking forward to attending a Cursillo Leaders' Workshop later in the year, which she hoped would enable her to be better informed concerning the working and principles of Cursillo. She asked Cursillistas for their prayers to support her in her task.

c) Spiritual Director's Report (Reverend Olivia Coles)

Reverend Olivia Coles commented that, since attending her Pilgrim residential, she had always been very enthusiastic about Cursillo, although she had been more actively involved at some times than at others. Whilst training for ordination, she had been less actively involved but was pleased to be more actively involved again at present, having taken up the role of Spiritual Director.

She wanted all Cursillistas to allow Cursillo to be a way of enabling their faith to grow and to provide an environment for prayer.

She felt that the Refugios had provided the opportunity for fellowship on line and she hoped that it would be possible to have a face-to-face Ultreya at Whittlesford in the autumn.

She said that she was currently working with Sue Evans to encourage people to become active members of a Group Reunion.

She thanked Reverend Stephen and Lesley Bowring for their advice and support. She welcomed the opportunity to be the Spiritual Director for Ely Cursillo and was looking forward to her first Pilgrim residential in that role in November.

d) Treasurer's Report (Sarah Tose)

The Treasurer's report included the draft annual accounts for the year to 31 December 2020, which were currently with Sue Wilson, the Independent Examiner. This would be the fourth year that Sue Wilson had undertaken this task of examining the accounts for Ely Cursillo and a donation of £25 would be made to Sue's church of St James, Cambridge in recognition of her work.

Sarah reported that there had been an exceptional surplus in 2020 as the usual events had not taken place because of the Covid pandemic. She had commented on the various contributory factors to the surplus in her written report.

She had also commented in her report that, in the future, the number of suitable venues for residential events would be limited and could be more expensive. However, she hoped that the level of contributions to Ely Cursillo could be maintained so that future activities would not be restrained.

Sarah commented on the situation regarding the bank account, currently with Barclays. When Ely Cursillo had originally been established in the 1990s, it had been registered as a club. However, it was then registered as a charity in 2002. Barclays Bank had informed her that the current bank account was not appropriate for this type of charity and the number of Trustees involved and that a new account would be required. Unfortunately, during the Covid pandemic, Barclays had not been able to facilitate this. Sarah was, therefore, now pursuing opening an account with the CAF charity banking organisation. Now that the position regarding the new Trustees had been established, she would be able to take this forward.

e) BACC Report (Kathleen Jowitt)

Further to her written report, Kathleen Jowitt commented that, in normal circumstances, prior to the Covid pandemic, the BACC Representative would have been travelling to different parts of the country to attend meetings but, during the last year, meetings had all been on line. However, she had been able to meet virtually with Cursillistas from all over the country and this had given her an insight into what went on in other Dioceses. She had found this very interesting and was now looking forward to a return to more face-to-face events.

Julie Hughes, Lay Director, thanked Kathleen for her report and also for the work that she had done in connection with the Ely Cursillo website and Facebook page. Kathleen said that she would like to speak further about the website under Any Other Business.

f) Fourth Day Group (Sue Evans)

Sue Evans, Fourth Day Co-ordinator, gave a verbal report to the meeting. (A copy of her script is filed with these minutes.)

She advised the meeting that earlier in 2021 she had been asked to join the Secretariat in her capacity as Fourth Day Events Organiser but to extend her role to include Group Reunion Co-ordinator/Evangelist. She said that the Pilgrim weekend was a stepping-stone to the rest of our lives, which was called the Fourth Day, and that being able to meet with others regularly for support, encouragement and prayer was vital.

Sue Morley, the Group Reunion Administrator, had provided Sue with a list of the current groups and she (Sue Evans) was, at present, working through this and contacting those involved to ascertain the up-to-date position.

She explained how beneficial she had found her group in Burwell, particularly during the past sixteen months of the Covid pandemic.

She encouraged Cursillistas, when sponsoring someone for a Pilgrim residential, to think about finding a suitable group for them to join. She also invited anyone who was not currently in a group but who would like to be to contact her.

Sue said that Reverend Olivia Coles would like to be invited to visit the various Group Reunions and encouraged those involved in groups to invite her.

Julie Hughes thanked Sue for her report and emphasised that prayer was essential and central to everything that Cursillo represented.

g) Acceptance Of Reports

Daphne Durrant asked whether any action was required by those making regular donations to Ely Cursillo by way of standing orders in view of the proposed change in the banking arrangements. Sarah Tose, Treasurer, replied that those concerned would be notified in due course as to what was required. However, she said that the change would not take place immediately and that it would take a few months before the new account would be operational.

Sarah also mentioned that Ely Cursillo already had an arrangement whereby CAF cheques could be received and that this could be amended appropriately in due course once the new account was opened.

Sarah advised the meeting that she had registered Ely Cursillo with AmazonSmile so that donations could be received in respect of purchases from Amazon. She said that it was easy for users of Amazon to access this facility and that details would be available on the Ely Cursillo website.

Sally Smith, Booking Secretary, said that she had received a cheque in respect of the Ely 36 Pilgrim residential and asked what she should do with this. Sarah Tose, Treasurer, confirmed that the cheque should be sent to her as she was still responsible for the accounts at present.

Proposed Sue Evans and seconded Sally Smith, all the reports discussed, including the draft accounts, were approved by the meeting by a show of hands.

7. **Appointment Of Independent Examiner**

As mentioned in the reports above, this would be the fourth year that Sue Wilson had acted as the Independent Examiner of the Ely Cursillo accounts.

Sarah Tose, Treasurer, advised the meeting that neither Charity legislation nor the Ely Cursillo Trust Deed required an Independent Examination of accounts with a turnover of less than £25,000. She proposed that, instead, a review of the accounts by a member of Ely Cursillo would suffice. There were no objections to this course of action.

8. **Safeguarding**

Reverend Olivia Coles, in her capacity as Spiritual Director, was the Safeguarding Officer for Ely Cursillo. She said that it was good practice for everyone to be aware of Safeguarding issues. All members of the Secretariat were required to undertake some training in this respect, as were those involved in Pilgrim residential events. She encouraged everyone to go to the Ely Diocesan website and to engage with the basic Safeguarding training. She said that this would be a means by which to model good practice regarding Safeguarding in the Church.

All those involved in staffing on Ely 36 would be contacted in due course to ensure that they had completed the relevant training.

She had no Safeguarding issues to report.

9. **Approval Of Policies**

All the Ely Cursillo policies had been circulated to all Cursillistas with the other papers for the current meeting. There was now a new Privacy Policy and there had been some amendments to other policies, which were now required to be ratified by the Annual General Meeting.

Safeguarding Policy: This policy had been updated to indicate that Reverend Olivia Coles was now the Safeguarding Officer and also to take into account the redesignation of the different modules of training. The three modules affecting Ely Cursillo were now: Basic Awareness, Foundation and Leadership. The Lay Director and Safeguarding Administrator were required to complete the Basic Awareness and Foundation modules and the Safeguarding Officer was required to complete those two modules plus the Leadership module. Other members of the Secretariat and those staffing on Pilgrim residencies were only required to complete the Basic Awareness module. Julie Hughes thanked Jen Forester, the Safeguarding Administrator, for her assistance in formulating the new policy.

Proposed Jen Forester and seconded Kathleen Jowitt, the amended Safeguarding Policy was approved by a show of hands.

Bursaries Policy: There was no change to this policy.

Funding CLW Attendance Policy: There was no change to this policy.

Pilgrim Weekend Fees Policy: There was no change to this policy.

Weekend Refund Policy: There was no change to this policy.

Financial Reserves Policy: This policy was only amended slightly to take into account the fact that Bishop Woodford House was no longer available for residential events and that other venues would now be pursued.

Proposed Helen Dickinson and seconded Sally Smith, these policies were now ratified as amended by the Annual General Meeting by a show of hands.

Data Protection/Privacy Policy: Two new documents had been drawn up in this respect, the Data Protection Policy itself and another document entitled "Data Protection: Advice for Members of Ely Cursillo". The latter document explained how Ely Cursillo took care of its Pilgrims' and Cursillistas' personal data and was intended to supplement Ely Cursillo's formal Data Protection Policy.

Julie Hughes thanked Kathleen Jowitt for her work in drawing up these documents. Kathleen commented that thanks were due to London Diocesan Cursillo, who had shared their guidance notes with Ely Cursillo, which made the task easier.

Proposed Jenny Blake and seconded Celia Phipps, these two policy documents were approved by the Annual General Meeting by a show of hands.

Julie Hughes advised the meeting that all the policies would be posted on the Ely Cursillo website in due course.

10. Upcoming Roles

With regard to the role of Treasurer, Julie Hughes said that the Secretariat had a few thoughts on what might happen if no-one was found who would be willing to take on this role. However, in the first instance, she proposed to send out an e-mail to all Cursillistas in the early part of the following week to stress the need for a new Treasurer and to ask people to think seriously and to pray about possibly taking on this role.

With regard to Fourth Day roles, the situation was as follows:

Sue Evans had taken on her new role as Group Reunion Co-ordinator/Evangelist along with her existing role as Fourth Day Events Organiser.

Sue Morley was the Group Reunion Administrator and would be working with Sue regarding Group Reunion matters.

The role of Music Co-ordinator had been vacant for some time and the Secretariat had decided that this task could be undertaken separately for each residential and other event for the present rather than being for a three-year term of office.

Sally Smith had agreed to continue as Booking Secretary for a further year.

The role of Sponsorship Secretary was still vacant. However, the view had been taken by the Ely Cursillo leadership that this was a role which everyone could be responsible for in that Cursillistas could encourage each other to take the sponsorship role seriously. Fiona McCullough was to be the Lay Rector for Ely 36 and it was stressed that it was really important that those Pilgrims taking part should be looked after following their Cursillo residential and introduced to a Group Reunion. As mentioned above, Sue Evans was working on updating the various Group Reunions.

11. Future Events And Dates

Some events had been listed on the reverse of the Agenda for the Annual General Meeting and Julie Hughes reported on these.

- A Refugio had been arranged for Saturday, 21 August 2021, at 4.00pm via Zoom. Reverend Paula Spalding, a Cursillista from Burwell, would be speaking on that occasion.
- The National Ultreya was scheduled to take place at Norwich on Saturday, 4 September 2021. Julie Hughes and Reverend Olivia Coles would be attending this event. Julie said that, if anyone was interested in attending, they should contact either her or Reverend Olivia to explore the possibilities of car sharing.
- It was proposed that there should be an Autumn Ultreya at Whittlesford on Saturday, 11 September 2021. This had been scheduled for the morning but Reverend Olivia asked if it could be switched to the afternoon in view of another event taking place at Whittlesford that morning. Further details would be sent out in due course.
- Ely 36 was scheduled for the weekend of Friday to Sunday, 19 to 21 November 2021. It was hoped that this event would not be prevented from taking place because of any Covid developments. All Cursillistas were asked to give some thought to whom they might be able to sponsor for this event.
- There was the possibility of a Refugio via Zoom in December. An on-line event would have the advantage of not necessitating people to travel in the cold weather.
- The Welcome Back for Ely 36 was scheduled to take place some time in January 2022. It was not certain at this stage whether it would take place via Zoom or in person.
- The BACC Conference at Swanwick was scheduled for Friday to Sunday, 6 to 8 May 2022.
- Ely Cursillo would be arranging a Study Day on Saturday, 14 May 2022, although the subject had not yet been decided.
- Lesley Bowring was arranging a Prayer Day on Monday, 19 July 2021, using the Ely Cursillo Facebook page, to mark the lifting of Covid restrictions in England. On the last occasion when Lesley organised such an event, she had posted prayer topics on Facebook every hour.
- Reverend Stephen Bowring spoke about Kairos, which was basically Cursillo in prison. Several Cursillistas had been active in this ministry in the past and currently a team was being formed to minister in Whitemoor Prison, although no dates had been arranged at present. Someone suggested that an event might take place in October next year. If anyone was interested in finding out more, Reverend Stephen asked that they should contact him.
- The meeting was reminded of the Ely Cursillo Prayer Chain, which was being run by Reverend Kathy Bishop and Carrie Cassels. If anyone had any prayer requests for themselves or others, they were invited to contact either Reverend Kathy or Carrie Cassels direct or Reverend Olivia Coles or Julie Hughes.

12. Any Other Business

a) Sue Morley

The meeting was advised that Sue Morley's husband had died quite suddenly recently. Sue was part of Ely Cursillo and Cursillistas were asked to remember her in their prayers.

b) Notification Of Changes In Contact Details

Cursillistas were asked to let Julie Hughes know if they had changed their address, telephone number or e-mail address so that she could keep the database up to date.

c) New Initiatives

Julie Hughes said that, if anyone felt that they were being called to any activity or that God was challenging them to take action in any way, she and Reverend Olivia Coles would love to hear from them.

d) Ely Cursillo Website

As mentioned in the Annual Report, Kathleen Jowitt was now responsible for keeping the Ely Cursillo website up to date. Kathleen advised the meeting that the Rainbow magazine was on hold for the moment. She said that, if anyone had any material which might have been suitable for inclusion in the Rainbow magazine, this could now be posted on the Ely Cursillo website instead and that she would be glad to receive any contributions. Julie Hughes said that she would mention this in an e-mail to all Cursillistas, giving Kathleen's e-mail address for contributions.

e) Thank You

Reverend Olivia Coles thanked everyone for their attendance. She also thanked the Secretariat for their work during the year, particularly Barbara Clayton and Sarah Tose, who were now stepping down from their roles as Secretary and Treasurer respectively.

She asked everyone to keep reading their e-mails and to pray for Pilgrims to attend Ely 36 in November.

13. Closing Prayers

Reverend Olivia Coles closed the meeting with a prayer from Lectio 365, followed by everyone saying the Cursillo Thanksgiving together.

The meeting closed at 3.25pm.