

## **Cursillo of the Savannah Diocese**

### **Secretariat Position Functions, Responsibilities, and Activities:**

This document has been created to provide a guide for activities and tasks performed by various positions of the Secretariat. It does not displace requirements of the bylaws.

#### **All positions**

1. Attends all meetings of the Secretariat
2. Is an active member of the S.O.L. and their Ultreya.
3. Facilitates the various Cursillo functions as described in the Fundamentals of the Movement and the Leaders Guide.

#### **Lay Director Position (Elected per bylaws):**

1. Prepares agendas for Secretariat meeting.
2. Chairs the Secretariat Meetings.
3. Composes and send correspondence.
4. Reviews and executes the local bylaws.
5. The term of office is as specified in the bylaws.

#### **Treasurer Position (Elected per bylaws):**

1. Maintains all financial records for the Diocesan Cursillo Movement.
2. Presents a financial report to the Secretariat at regularly scheduled meetings.
3. Retains copies of all bank transactions, statements, invoices and disbursements.
4. Ensures all financial records are transferred when replaced by a new treasurer.
5. Maintains and reconciles a bank checking account on behalf of the Secretariat.
6. Establishes and maintains special financial accounts as requested by the Secretariat including a savings, investment, scholarship, or other financial accounts.
7. Reviews and executes the local bylaws.
8. The term of office is as specified in the bylaws.

#### **Secretary Position (Elected per bylaws):**

1. Records the proceedings of the Secretariat meetings
2. Keeps a listing of all action motions passed by the Secretariat for future use.
3. Records attendance at secretariat meetings.
4. Retains copies of the Minutes for future reference.
5. Presents minutes both electronically and in print to the Secretariat.
6. Ensures past meeting minutes are transferred when replaced by a new secretary.
7. Reviews and executes the local bylaws.
8. The term of office is as specified in the bylaws.

## **Cursillo of the Savannah Diocese**

### **Secretariat Position Functions, Responsibilities, and Activities:**

#### **Pre-Cursillo Coordinator (Appointed by the Secretariat):**

1. Directs the Pre-Cursillo section of the School of Leaders.
2. Coordinates candidate and team applications for Cursillo Weekends (Men and Women) ensuring the Cursillo coordinators are kept abreast of additions and application status.
3. Develops a listing of candidates including application approval and payment completed.
4. Coordinates with the Treasurer to ensure sufficient publications will be available for candidates for Cursillo Weekends (pilgrims guides, 4th day, Bibles, etc.).
5. Assists Ultreya Coordinators with information regarding the proper selection of candidates.
6. Strives to facilitate and foster the various activities described as Pre-Cursillo in the Leaders Guide.
7. Provides booklets and materials to Ultreyas regarding Sponsors and Candidates.

#### **Three Day Coordinator (Cursillo) (Appointed by the Secretariat):**

1. Directs the Cursillo section of the School of Leaders.
2. Makes arrangements for facilities for Cursillo formation.
3. Maintains an Inventory listing of materials available for the weekends and makes the inventory available to the Setups lead on the teams.
4. Assists the Cursillo coordinators (rectors) with the preparations for the Cursillo weekends.
5. Maintains a log of supplies used for the weekends, and locations of the materials.
6. Maintains a "Coordinator" manual for weekend coordinators to use in preparing their weekend i.e. menus, set up ideas, etc.
7. Strives to facilitate and foster the various activities described as Three Day Coordinator or Cursillo Coordinator in the Leaders Guide.

#### **Post Carrillo (fourth day) Coordinator (Appointed by the Secretariat):**

1. Directs the Post-Cursillo section of the School of Leaders.
2. Facilitates ensuring Candidates are afforded opportunities to join friendship reunion groups and Ultreyas.
3. Plan and facilitate retreats, grand Ultreyas, and fourth day reunions as scheduled by the Secretariat and SOL to foster fellowship, community, - and training based on needs determined by the Secretariat and SOL.
4. Strives to facilitate and foster the various activities described as Post-Cursillo or Fourth Day in the Leaders Guide.

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### **Secretariat Position Functions, Responsibilities, and Activities:**

#### **Ultreya Leaders (Appointed by the local Cursillo sections):**

1. Participate in Secretariat meetings and SOL to permit dissemination of policies and needs of the movement to the local Community level.
2. Foster involvement and Community in the local areas at the deanery and parish levels by sustaining Authentic Ultreya meetings and encouragement of group reunion.
3. Assist Cursillistas in study of their environments.
4. Strives to facilitate and foster the various activities described as Ultreya in the Leaders Guide.

#### **Communications Coordinator (Appointed by the Secretariat):**

1. Convey various information and communications of the Secretariat and School of Leaders as requested to Cursillistas in the local communities (Ultreyas) including by telephone, email, and postal service.

#### **Palanca Coordinator (Appointed by the Secretariat):**

1. Coordinates, requests, assembles, and arranges delivery of public or group Palanca to and from the greater church community (including Catholic and non-catholic traditions).
2. Palanca delivery is intended to be to a person on a Cursillo team responsible for palanca, Ultreyas, and other Cursillo functions as necessary.
3. Palanca delivery is also intended to include (as applicable) delivery to and from non-catholic versions such as Tres-Diaz, Walk to Emmaus, Kairos, etc.
4. Coordination of palanca may be by email, phone, postal service, and other means.
5. The Palanca coordinator is not responsible for personal palanca.