

Secretariat Positions available for Nominations, CY2015

A) **Precursillo Chair** ensures that the Movement maintains its focus on the various environments within the Diocese, assist in identifying persons of influence within those environments and oversee the preparation of candidates for the 3 Day Cursillo with a view toward perennial living of the Cursillo in the Postcursillo.

1. Shall make sure Catholic candidates only (*page 81, Leaders Manual*)
2. Husbands are not required to precede wives but this is preferred and advised.
3. Shall verify the information on both the Candidates and Sponsors applications, plus insure that the Cursillo booklets (as stated on the application) have been read. (*Page 85, Leaders' Manual*)
4. Shall make sure properly sponsored and qualified candidates only-----do not "fill quotas"
5. The Chair shall maintain a file for each weekend containing all current applications (applications should not be kept on file longer than one year), review them and inform applicants and their sponsors of their receipt.
6. MINIMUM number of candidates for a Weekend is sixteen (16); MAXIMUM number of candidates shall be thirty-two (32).
7. The chair shall subsequently contact each candidate to confirm his/her participation in the Three-Day Weekend once a minimum number of applications have been received (16) for a weekend.
8. Once the minimum number of Candidates has been confirmed, submit to the Webmaster a list for posting to include preferred name of Candidates and Parish. This information should be updated as necessary when preparing for the upcoming Weekend.
9. Shall verify, in conjunction with the Postcursillo Chair, that Sponsors are grouping regularly.
10. Shall send two copies of the approved Candidates' applications (Candidate portion) to the current Weekend Coordinator (one copy for the Weekend Coordinator and one copy to the Set-Up Chief.)
11. At conclusion of the Three Day weekend, confirm with Weekend Coordinator regarding what candidates attended the Three Day weekend. Keep any applications of "no shows" on file, send original Candidate and Sponsor applications of those who did participate to the Postcursillo Chair.
12. Shall arrange the Sponsors Prayer Service held at the beginning of each Three-Day Weekend.
13. Shall be responsible for the Palanca Committee. The Precursillo Chair shall select committee chairperson. Precursillo Chair shall be the Palanca representative to the Secretariat.

Postcursillo Chair shall ensure that every Cursillista within the Diocese has the opportunity to grow in their Fourth Day. The Chair of the Postcursillo shall serve as a link between the School of Leaders and all the Ultreya in the Diocese. *See Leader's Manual page 107-133.*

1. Shall communicate Cursillo Movement information to Ultreya Facilitators.
2. Shall maintain a current list of Ultreya locations and facilitators.
3. Postcursillo committee members shall consist of all Ultreya Facilitators and the

Webmaster. In the Event the Ultreya Facilitator cannot attend committee meetings another Ultreya member should serve as representative. Each Facilitator is responsible for providing the Postcursillo Chair with information in reference to their Ultreya, information to their Ultreya in reference to the Secretariat, and a list of Cursillistas available from their Ultreya qualified to serve on upcoming teams.

4. All members of the Postcursillo committee shall report to the Postcursillo Chair. The Postcursillo Chair shall be the committee representative to the Secretariat.
5. Shall, in conjunction with the School of Leaders Chair, train and provide a packet of information to new Ultreya Facilitators.
6. Shall personally visit each Ultreya to provide encouragement, support, information, and to ensure conformity and authenticity of the Ultreyas in accordance to the National Cursillo Movement as stated in the Leaders' Manual.
7. Shall provide to the Webmaster the official roster of each Weekend.
8. Shall be responsible for the Webmaster and Webmaster Committee.
9. Shall select the Webmaster with the approval of the Secretariat. Postcursillo Chair shall be the Webmaster representative to the Secretariat.
10. Shall confirm Sponsors qualifications to the Precursillo Chair.