

BYLAWS OF THE CURSILLO MOVEMENT DIOCESE OF BIRMINGHAM IN ALABAMA

PREAMBLE

The purpose (or goal) of the Movement is the leavening of the environments with the Gospel. This leavening of environments strives to make Christian community possible in families, neighborhoods, work situations and other places where people live the greater part of their lives. It attempts to make it possible for anyone in the world to live a Christian life in a natural way.

Its immediate purpose is to provide an understanding and conviction concerning what is fundamental for being a Christian. The Cursillo Movement strives to strengthen individuals so that they might live out that understanding and conviction, supported by Christian Community Life.

Unity of purpose is essential if there is to be courageous and total service of Jesus Christ through the Cursillo Movement. Individualism halts the advancement of the Movement and, in fact, disintegrates it. A Diocesan Secretariat functions as a governing Board for the local Diocese. The Secretariat unifies the Movement on all levels and indicates the path to be followed in essential matters of practical details as indicated in the official literature. However, in all questions of importance, the Secretariat listens to the Holy Spirit before deciding what should or should not be done.

The Secretariat, as a service unit, is not established to be served but to serve the entire Cursillo Movement. The Secretariat should not be dictatorial but must view its authority as one of service to the total Movement. The Secretariat must remember that Christ has entrusted the Movement's direction to it, through the Bishop, to whom the Secretariat will have to give an account for this charge.

The Spiritual Advisors bear the responsibility for spiritual guidance and laity to regulate its overall function. Spiritual Advisors and lay members of the Secretariat will cooperate for furthering the aims and objectives of the National Cursillo Movement of the USA, as a whole.

ARTICLE I

In the Diocese of Birmingham in Alabama, there shall be only one Secretariat for the Cursillo in Christianity, which will be a functional and autonomous organization under the immediate direction of the Bishop and dependent upon the Lay Director and Spiritual Advisors. NOTE: Where other language groups are present in the Diocesan Movement, adjustments need to be made in the Bylaws for adequate representation and for helping meet multilingual and multicultural needs.

ARTICLE II

As a group, the members of the Secretariat shall guide and coordinate all phases of the Cursillo Movement in the Diocese of Birmingham in Alabama within the pastoral plan of the Bishop and the Cursillo Movement. However, if the Bishop deems that any part of the Cursillo Movement is not in compliance with the Bishop's Pastoral Plan, the Bishop may order such actions as he deems appropriate, including temporary suspension or termination of the Movement in the Diocese, so as to correct or eradicate the problem.

ARTICLE III

The Secretariat shall implement the Cursillo Movement in the Diocese of Birmingham in Alabama, according to what is essential and fundamental as outlined in the official literature of the Movement. All Secretariat members shall be living the Movement: Grouping, regularly attending Ultreya, and School of Leaders. All Secretariat members shall be Cursillistas for at least two (2) years since their Weekend. In addition, the Lay Director shall regularly attend Regional and National meetings when possible, or send a representative.

Future members of the Secretariat, with the exception of the Spiritual Advisors, shall be nominated by the School of Leaders in October. Of those nominated, the members selected and approved by a simple majority of the Secretariat at the November meeting will commence their terms immediately following the November meeting. The roster of the new Secretariat **may** be taken to the Bishop for approval.

To answer any question, precedence should first be sought in the Bylaws of the Diocesan Movement, then the Leader's Manual, and finally official Cursillo literature.

Any correspondence written on Cursillo letterhead shall have the approval of the Secretariat prior to mailing. However, the Secretary shall have automatic approval on any correspondence agreed upon during a Secretariat meeting.

Any person representing the Secretariat on "Official Business," e.g. Ultreya, Sub-Regional, Regional, National meeting, etc. shall be required to take copious notes and present a report to the Secretariat at the following meeting. Information from these meetings, after review and approval by the Secretariat, will be disseminated to the Movement via the Post Cursillo Chair. Any expenses incurred by the Lay Director, or a person representing the Lay Director, will be considered for reimbursement.

Anyone serving the Secretariat, selected or appointed as a Chairperson, should always remember this is a non-profit organization and ALL expenses must be approved by the Secretariat.

Upon completion of any service term, whether Secretariat, School of Leaders, or a subcommittee thereof, the person leaving the position will gather together and organize all materials that pertain to the position. The person then transfers to, and reviews with the succeeding person, all correspondence, records, files and procedures required of the position, and make him or herself available to answer any follow-up questions.

ARTICLE IV

The Secretariat shall be composed of Lay people and Spiritual Advisors. The following are their duties:

I. MEMBERS

There shall be a Lay Director, Spiritual Advisors, School of Leaders Chair, Precursillo Chair, Cursillo Chair, Postcursillo Chair, Secretary, and a Treasurer. The Bishop shall appoint Spiritual Advisors to serve the Secretariat.

The members of the Secretariat will serve 3 year terms. After the completion of a term, outgoing Secretariat members may not run for membership on the Secretariat again until they have sat out one year. The Secretariat positions shall be rotated to minimize disruption on the Secretariat.

- A) **Lay Director**, in consultation with the Spiritual Advisors shall convoke, preside at, direct, call for committees, and prepare agendas for all meetings of the Secretariat. If delegated to the Lay Director by the Spiritual Advisor, he/she shall be responsible for recruiting three Spiritual Directors to serve each Three-Day Weekend, schedule in advance as necessary to ensure a commitment, coordinate this closely with the Spiritual Advisors to the Secretariat, and also has the responsibility of scheduling Confessors for the Reconciliation Service on the Weekend and the Team All-Day meeting. The Lay Director shall encourage each member of the Secretariat to fulfill assigned duties; and shall serve as an *ex officio* member of all committees. The Lay Director shall present an annual report to the Bishop and interim reports, if necessary, in the name of and with the approval of the Secretariat. The Lay Director shall serve as liaison to the National and Regional Secretariats. **The Lay Director shall be an ex-rector.**
- B) **Spiritual Advisors** have general responsibility for the spiritual direction of the Movement, which is shared with the Secretariat. The Spiritual Advisor will be responsible for the recruitment of clergy for the Three Day Weekend (which can be delegated to the Lay Director) and it is their specific duty to provide for the Spiritual Direction and Apostolic formation of Leaders. The Spiritual Advisors should continually challenge the members of the Secretariat to discern all their activities. We must always strive to do God's will instead of our own.
- C) **School of Leaders Chair** will convoke, preside at, prepare and direct all activities relating to the School of Leaders. Shall maintain attendance records of the School of Leaders and make them available to the Secretariat upon request. The SoL chairperson will select the doctrinal and technical presentations and presenters for the School. The Chair is also responsible for determining and scheduling necessary Diocesan, Regional and National Workshops.

The Chair will ensure that all the essential elements of the School are maintained for continual growth of its participants. The Chair of the School of Leaders shall assume the duties of the Lay Director in his/her absence.

The School of Leaders (SoL) is the cornerstone of the Cursillo Movement, the complement and extension of the Secretariat. The School will be its instrument for the realization of its work.

The SoL will supply the Secretariat with teams of leaders, prepared technically and spiritually, so that these leaders may be the ferment of the Cursillo Movement in the Diocese. After all, it is upon the leaders that the responsibility rests for vitalizing the Group Reunions and the Ultreyas, the specific means of perseverance in the Postcursillo.

1. Study and prioritize the various environments within the Diocese in conjunction with Precursillo.
2. Determine the influential or key people within those environments in conjunction with Precursillo, Cursillo, and Postcursillo.
3. Assist other Cursillistas in determining key people in conjunction with Precursillo, Cursillo, and

Postcursillo.

4. Prepare/identify those Cursillo Leaders who are eligible to be Team Members for leading the Three-Day experience to the Cursillo Chair.
5. Establish and help to sustain and encourage all the Group Reunions in conjunction with Postcursillo.
6. Perfect the Ultreyas in conjunction with Postcursillo
7. Insure that the authenticity and integrity of the Cursillo Movement is maintained throughout all three phases of Precursillo, the Three-Day Weekend, and Postcursillo.
8. Maintain a roster of Cursillistas who are active in the movement.
 - a. Active Members of the SoL are those Cursillistas who are living the three phases of the movement:
 - i. Precursillo:
 1. Sponsoring candidates for the weekends and doing Palanca for candidates
 - ii. Cursillo:
 1. Being on teams when possible if invited
 2. Attending Clausura
 3. Assisting with set up before the weekend and clean up after the weekend
 - iii. Post Cursillo:
 - iv. Directly or indirectly insuring and encouraging all Cursillistas to group
 - v. If necessary, leading initiatives to insure all have a place to group
 - vi. Frequent attendance at Ultreya
 - vii. Frequent attendance at the SoL.
 1. The SoL is intended to teach the Cursillo movement and be a group within a group so attendance at the monthly SoL is encouraged to be in person
 2. If schedule precludes, leaders can attend the remote SoL monthly. Details on the remote SoL are at cursillo.org/birmingham.
 3. To obtain credit for attendance at the SoL leaders must attend a SoL session physically at least once a quarter regardless of the number of remote sessions attended.

D) **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.
- E) **Cursillo Chair** shall be responsible for the overall coordination of the Three-Day Weekend and associated activities including Clausura. The Chair shall recommend to the Secretariat for approval, the Coordinator and Assistant Coordinator for each Three-Day Weekend. *See Leader's Manual page 91-106. The Cursillo Chair shall be an ex-rector.*
1. If the Spiritual Advisor and Lay Director are unable: Shall be responsible for recruiting three (3) Spiritual Directors to serve each Three-Day Weekend, schedule in advance as necessary to ensure a commitment, coordinate this closely with the Spiritual Advisors to the Secretariat, and also has the responsibility of scheduling Confessors for the Reconciliation Service on the Weekend and the Team All-Day meeting.
 2. **Team Selection:**
 - a) The Cursillo Chair shall assist the Coordinator in selecting Team members, in conjunction with the Secretariat, and **with the planning of** Team meetings if needed. The Team List upon completion should be submitted to the Webmaster for posting.
 - b) The Cursillo Chair **will insure that team members come first from the SoL. The SoL Chairman will identify active members of the SoL prior to team formation.**
 - i. **Every active SoL member identified to the Cursillo Chair will be contacted by the Weekend Coordinator first before any other invitations to join the team are offered.**
 - c) **All Chair Persons (Coordinator, Angel, Table Leaders, and Liturgist) will be active members of the SoL. It is desired that the Palanca and Set - Up Chiefs also will be active members of the SoL.**
 - d) **The Cursillo Chair will coordinate with the Weekend Coordinator to insure all Rollos are given by active members of the SoL.**
 3. Coordinator: To be considered for the Coordinator position, the following experience is the

- minimum* necessary: served as Table Leader, given one (1) Rollo, served Set-up, served as Liturgist and/or served in Palanca, member of School of Leaders, and approved by the Secretariat. The Coordinator will report to the Cursillo Chair.
- a) Assistant Coordinator: Same qualifications as Coordinator Candidates.
4. **Team Composition:** The Team should consist of no more than twenty-six (26) members. This shall include: Coordinator, Assistant Coordinator, Liturgist, Music Chief, Set-up Chief, Palanca Chief, three (3) Spiritual Directors, six (6) Set-up members, one (1) Palanca member, and ten (10) Table leaders. Team members should only be replaced to fill a vacancy IF the number of Candidates exceeds twenty-five (25). If the number of confirmed Candidates becomes twenty-nine (29) or more, two (2) additional team members may be added by the Coordinator. Team members must be actively living the Cursillo Movement, i.e., weekly grouping, attending Ultreya regularly, and a member of School of Leaders.
 5. Shall provide updated and current weekend Manuals in a timely manner.
 6. Shall establish and maintain an organized inventory of all supplies necessary for a Weekend.
 7. Shall make sure that the Team is properly trained and formed in conjunction with the School of Leaders Chair.
 8. Shall be “on call” during the Weekend in case the Coordinator needs outside help.
 9. Shall set up for Clausura such that all visitors can see the Candidates and speakers. Don’t hesitate to enlist help from all Cursillistas present to arrange the chairs, podium, etc. Remain available to give instruction as needed.
 10. Shall pass the “Love Bucket” at Clausura. All checks and cash should be given to the Treasurer.
 11. Shall communicate with Team Coordinator immediately after a Weekend to arrange for a debriefing at the next Secretariat meeting following the Weekend.
 12. Committee members for the Cursillo Chair shall include the Coordinator of Music & Liturgy, upcoming Coordinators, upcoming Asst. Coordinators, and the Sacristan. The aforementioned shall report to the Cursillo Chair. The Cursillo Chair shall represent the aforementioned at Secretariat.
 13. Shall be responsible for the Coordinator of Music & Liturgy and the Sacristan.
 14. Shall select the Sacristan. Cursillo Chair shall be the Sacristan’s representative to the Secretariat.
- F) **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 Ultreyas in the Diocese. *See Leader’s Manual page 107-133.*
1. Shall communicate Cursillo Movement information to Ultreya Facilitators.
 2. Shall convoke, preside at, prepare, and direct all Reflection Call to Actions (RCA’s) and inform the Coordinators and upcoming Coordinators.
 3. Shall maintain a current list of Ultreya locations and facilitators.
 4. 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.

5. All members of the Postcursillo committee shall report to the Postcursillo Chair. The Postcursillo Chair shall be the committee representative to the Secretariat.
6. Shall, in conjunction with the School of Leaders Chair, train and provide a packet of information to new Ultreya Facilitators.
7. 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.
8. Shall provide to the Webmaster the official roster of each Weekend.
9. Shall be responsible for the Webmaster and Webmaster Committee.
10. Shall select the Webmaster with the approval of the Secretariat. Postcursillo Chair shall be the Webmaster representative to the Secretariat.
11. Shall confirm Sponsors' qualifications to the Precursillo Chair.

G) **The Secretary** shall:

1. Keep accurate minutes of all Secretariat meetings, and sign "Respectfully Submitted" with the Secretary's signature.
2. Distribute the Minutes promptly to Secretariat members via email, or regular mail if necessary.
3. After the Minutes have been approved by the Secretariat, keep copies of the Minutes on file or disk, and hard copy folder for referral at meetings.
4. Any correspondence written on Cursillo letterhead shall have the approval of the Secretariat, prior to mailing. However, the Secretary shall have automatic approval on any correspondence agreed upon during a Secretariat meeting. Transmit all written communications approved by the Secretariat.
5. Be responsible for collection and distribution of mail, or the delegation thereof.

H) **The Treasurer** shall:

1. Handle all financial matters of the Cursillo Movement of the Diocese of Birmingham in Alabama.
2. Collect, deposit, and disburse in a timely manner.
3. Keep accurate records of the money flow: recording and accounting for all credits, debits, and balances; and submit a monthly report to the Secretariat.
4. Maintain the following file folders:
 - a) Current Bylaws and Pastoral Plan
 - b) All current contractual agreements
 - c) Paid Invoices
5. Pay Regional and National obligations for the year.
6. Submit a year-end financial report to the Diocesan CPA: Chief Financial Officer, Diocese of Birmingham in Alabama, P.O. Box 12042, Birmingham, AL 35202-2047 if required.
7. Order all books, publications, materials, and supplies needed for Weekends and School of Leaders.
9. Provide Cursillo literature for purchase at School of Leaders, RCA's, and Clausuras.
10. Write "Thank You" notes to contributors other than Cursillistas involved in Weekend

experiences and Fund Raisers.

11. Pay the current diocesan rate stipend requested by Spiritual Directors who worked a full Cursillo Weekend.
12. Pay to St. Bernard Abbey the current diocesan rate per Confessor for both the Team All-Day and the Saturday evening Reconciliation Service.
13. Pay allotted amount to the Cursillo Chairperson prior to a Weekend to cover set-up expenses. This amount should not exceed \$200.
14. Have the books audited prior to passing them on to the new Treasurer.
15. Personally transfer to, and review with, the new Treasurer, all accounts, records, files, and procedures required of the office of Treasurer.

II. COMMITTEES

Chairs of the four Sections may appoint individuals, to oversee committees respective to the work of that section (i.e. Palanca, Sacristan, Website, School of Leaders, etc.). The leaders of these various committees will report directly to their respective Chair. The committee leaders and members are not members of the Secretariat.

All committee members may serve a two-year term, with the option to serve another term at the discretion of the Chairs and the Secretariat.

ARTICLE V

Following official implementation of these Bylaws, the terms of office shall be as follows: All Lay positions on the Secretariat shall serve a two-year term with the option for re-nomination. These positions shall include: School of Leaders Chair, Precursillo Chair, Cursillo Chair, Postcursillo Chair, Secretary, and Treasurer. The Lay Director shall serve a two-year term with the option of re-nomination for additional one-year terms that shall be limited to four (4) consecutive years.

These positions will alternate each year. On the even number years, the following positions will be available for nomination: Lay Director, Precursillo Chair, Postcursillo Chair, and Treasurer. On the odd number years, the following positions will be available for nomination: School of Leaders Chair, Cursillo Chair, and Secretary. This procedure should ensure continuity of the Secretariat members so that there will always be experienced members present. Upon completion of a member's consecutive term, he/she will accept a one-year waiting period prior to accepting a position on the Secretariat.

ARTICLE VI

If any lay member of the Secretariat is unable, or unwilling, to fulfill the obligation of his/her position, the Secretariat accepts, or calls for, the resignation of that member. A two-thirds (2/3) majority vote of the entire Secretariat is necessary to implement resignation of that member.

A. Vacancies:

1. Vacancies in the Secretariat, except in the case of the Lay Director, shall be filled by appointment. Candidates shall be drawn from the list of previous candidates still willing to serve. The Lay

Director shall make the appointment after a simple majority vote by the Secretariat.

2. The appointed person shall serve only for the remainder of the term of the position vacated.
3. If the Lay Director is itself the position to be filled, the School of Leaders Chair may convene a special meeting of the School of Leaders, and the Secretariat, so that a special election process may be set in motion to fill that position.

B. Terminations:

1. Any lay member of the Secretariat, Chairperson, Committee member, or Ultreya Facilitator may be involuntarily removed from his/her office based on the following grounds:
 - a. Consistent neglect to perform his/her duties as described in this document and/or irregular attendance at regularly scheduled meetings.
 - b. Activities or situations that may discredit, misrepresent, or harm the Diocesan Cursillo Movement.
2. In the event of a possible involuntary removal, the Lay Director and the Spiritual Advisors will be consulted for preliminary discussion and discernment. The Cursillista in question shall be approached and advised by the Spiritual Advisors of the pending action. A spirit of conciliation and fraternal correction shall guide this intervention.
3. If the Spiritual Advisors recommend the removal of the Cursillista in question, the Lay Director will advise the Secretariat and convene a special hearing for due process.
4. The Cursillista in question shall be entitled to due process and shall be given an adequate chance to be heard by the entire Secretariat at the special hearing. The hearing shall be held in executive session, and no minutes shall be published concerning the events. Such a hearing shall be held in the presence of the Spiritual Advisors.
5. Non-appearance of the Cursillista in question under the removal process at the special hearing shall constitute a forfeit to be heard on his/her part. The Secretariat shall at this time proceed with a discussion and a vote.
6. At the special hearing, an involuntary removal of the Cursillista in question shall need a 2/3 vote of the Secretariat in attendance and voting for such a removal.
7. The Cursillista in question shall be informed in writing, whether present or absent at this hearing. The Spiritual Advisors may remain at the disposal of the removed Cursillista for pastoral or personal reasons.

ARTICLE VII

Any member of the Secretariat or School of Leaders may propose an amendment(s) to these Bylaws. **Bylaw changes will be discussed at the SoL prior to a Secretariat vote on the recommended changes to provide community input.** Passage of an amendment requires a simple majority vote of the entire Secretariat. Proposed amendments must be presented to the Secretariat one month in advance of the meeting to which the proposed amendment is discussed.

Voting on the proposed amendment will take place at the next regularly scheduled meeting following the meeting at which it was discussed. Amendments approved by simple majority vote of the entire Secretariat, shall be forwarded to the Bishop for approval.

The Bylaws will be called to review every four (4) years, after a simple majority vote of the entire

Secretariat. The Secretariat, through the School of Leaders Chair, may propose any revisions/changes/modifications, and then must present those proposed revisions/changes/modifications to the School of Leaders, by way of the School of Leaders Chair, for its review and comment. After the School of Leaders has completed its review and comment, the Secretariat will take into account those comments by the School, incorporating them as necessary. The new Bylaws will then be presented to the Secretariat by the School of Leaders Chair. Passage of the new Bylaws requires a two-thirds (2/3) majority vote of the entire Secretariat. The new Bylaws shall be taken to the Bishop for approval.

ARTICLE VIII

Ad hoc committees and pro-tem positions may be appointed following a simple majority vote of the Secretariat.

These Bylaws were ratified by the Secretariat in session on ____ September 2013.

Kevin Kisbey-Green, Lay Director

E. Paul Semmens, Chairperson, School of Leaders

These Bylaws were approved by:

Most Reverend Robert Baker, Bishop of the Diocese of Birmingham, AL
XXX, 2013

