

Nomination Procedures for Secretariat Positions

I. Procedure

- a. The Secretariat position(s) open for nomination are announced.
- b. Requirements/duties for each open position are stated as in the Bylaws, including additional recommendations.
- c. Nominations for each open position will be made by verbal petition at the School of Leaders.
- d. The Secretary of the current Secretariat will create a list of Nominees.
- e. The final list of Nominees will be read aloud by the School of Leaders Chair for verification, and those present will be asked for their consent to the nomination.
- f. If a Nominee is not present to consent, then that Nominee must have provided a letter of acceptance of nomination, which will be read aloud.
- g. Nominees who are present will meet with a member of the Secretariat immediately after the School of Leaders to receive a list of questions that are to be answered and then delivered (via mail or email) to all members of the current Secretariat within a week of being nominated.
- h. Upon receipt of each nominee's answers, each sitting Secretariat member will then pray and discern about the Nominees until the November Secretariat meeting.
- i. If during this period of prayer and discernment, the need arises for an additional question(s) to be asked of a particular Nominee, then the entire Secretariat will be notified of the question(s). One (1) selected Secretariat member will contact the Nominee to ask the question(s). Upon receiving the answer(s) from the Nominee, that same selected Secretariat member will pass on the Nominee's answer(s) to the entire Secretariat as soon as they are received.
- j. The election of new Secretariat members will take place at the November meeting of the Secretariat, according to the Bylaws. A simple majority vote of the entire Secretariat is necessary for election.
- k. The current Lay Director will then notify the Nominees of the result of the vote. Each Nominee not selected will be asked if he/she would be willing to serve at a later date should a vacancy arise, and/or if he/she would be willing to serve on a committee.
- l. New members of the Secretariat will be given all materials necessary to begin their duties immediately, and will be installed by a Spiritual Advisor at the Secretariat Annual Retreat or the next School of Leaders, whichever occurs first.

II. General Secretariat Position Requirements

- a. The Nominees should be Cursillistas for at least two (2) years since living their Three Day Weekend.
- b. The Nominees should be actively living the Movement. At a minimum, this means Grouping and attending Ultreya on a regular basis. Being an active

- member of the School of Leaders is preferred, but not a disqualifying requirement.
- c. However, Nominees elected must be available and committed to attend both School of Leaders and Secretariat meetings monthly, and have the additional time necessary to accomplish the responsibilities and duties of their position.
 - d. Nominees selected in the November Secretariat meeting will serve a three (3) year term as per the Bylaws.

III. **Duties and Responsibilities of Secretariat Positions**

Are those as stated in the Diocese of Birmingham Cursillo Bylaws.

IV. **Particular Secretariat Position Recommended Qualifications**

These are in addition to the duties as stated in the Bylaws. These are merely *recommended* traits/skills/experience for those who are going to serve in particular positions on the Secretariat. It is intended to be used as a guide, not as a qualifying checklist.

- a. **Lay Director:** Proven and demonstrable knowledge of the Cursillo Movement via experience and Cursillo publications; prior/current Secretariat experience/service; prior Rector/Rectora; strong communication, personnel, management, organizational, decision-making, and leadership skills; regular attendance at School of Leaders.
- b. **School of Leaders Chair:** Proven and demonstrable knowledge of the Cursillo Movement via experience and Cursillo publications; prior/current Secretariat or Committee experience/service; strong communication, motivational, personnel management, organizational, decision-making, training, leadership, and personal contact skills; time and travel availability; computer skills, web and email access; regular attendance at School of Leaders.
- c. **Pre-Cursillo Chair:** Ability to identify environments and persons within those environments that need Christian transformation; strong communication, organizational, personnel, and personal contact skills; computer skills, web and email access; regular attendance at School of Leaders; and knowledge of the Cursillo Movement.
- d. **Cursillo Chair:** Prior Rector/Rectora; abundance of Weekend experience; personnel, team-building, organizational, training and leadership skills; material handling and publishing skills; computer skills, web and email access, time and travel availability to be "On Call" throughout each Three Day Weekend; humble spirit of service; regular attendance at School of Leaders; and knowledge of the Cursillo Movement, especially the 3-Day Manual.
- e. **Post-Cursillo/4th Day Chair:** Prior/current Ultreya Facilitator; motivational, support, and personal contact skills; ability to travel; strong written and verbal communication skills; training and leadership skills; computer skills, web and email access; regular attendance at the School of Leaders; and knowledge of the Cursillo Movement, especially the 4th Day.
- f. **Secretary:** Written and verbal communication skills to provide concise, accurate, and logical reporting of the Minutes; organizational skills for

reporting, filing, archiving, and referencing data; computer skills, web and email access; regular attendance at School of Leaders; and knowledge of the Cursillo Movement.

- g. **Treasurer:** Accurate record-keeping skills; written and verbal communication skills to provide concise, accurate and logical reporting of financial information; organizational skills for reporting, filing, archiving, and referencing data; computer skills, web and email access; frugality; regular attendance at the School of Leaders; and knowledge of the Cursillo Movement.

V. **Timeline for Election of Secretariat Members**

- a. At the September meeting of the Secretariat, these same nomination procedures will be presented by the School of Leaders Chair, then reviewed, and voted upon for approval. Any amendment(s) to these procedures may be proposed by any member of the Secretariat. Passage of any amendment(s) of these Nomination procedures require a simple majority vote of the Secretariat.
- b. Once these Nomination procedures have been approved by vote of the Secretariat, the following information will be communicated by the Post-Cursillo Chair to the entire Movement through the diocesan Cursillo website and via email to the various Ultreya Facilitators one month prior to the nomination meeting that will be held at the October School of Leaders:
 - i. Which Secretariat positions are open for election and the duties/responsibilities of each as stated in the Bylaws, including the additional recommendations for traits/skills associated with each position.
 - ii. General requirements for eligibility for nomination
 - iii. General overview of the nomination and voting process as stated in the nomination procedures, specifically:
 - 1. Nominations occur at October School of Leaders
 - 2. Nominees should be present to accept; if unable to be present, a written letter of proxy stating their acceptance of the nomination must be provided to be read aloud at the time of nomination
 - 3. Nominees will need to answer the following questions and provide those answers to the entire Secretariat within one week of being nominated:
 - iv. Questions that each nominee will need to answer within a week of nomination in order to be considered for selection. These questions are:
 - 1. Why the Nominee is willing to serve in that position
 - 2. Why the Nominee feels qualified to serve in that position
 - 3. What knowledge/education the Nominee has concerning the Cursillo Movement
 - 4. Whether the Nominee truly has the time required to serve in that position

5. Any other question(s) posed by any Secretariat member, other than those listed above.
 - c. At the October School of Leaders, the nominating process will be convoked and presided by the School of Leaders Chair (or his/her representative). Once nominations are completed, the SOL Chair will provide a list of those nominated to the Post-Cursillo Chair for that list to be disseminated to the entire Movement (posted on diocesan Cursillo website and email to Ultreya Facilitators) within 72 hours.
 - d. Election of new Secretariat members will be conducted at the November Secretariat meeting.
 - e. New Secretariat members will be installed by a Spiritual Advisor at the November School of Leaders or the Secretariat Annual Retreat.

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