

## **SECRETARIAT POSITIONS AVAILABLE FOR NOMINATIONS IN 2014**

**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](http://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.

**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.

**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.