

SECRETARIAT POSITIONS AVAILABLE FOR NOMINATIONS FOR 2016

- I. These are merely recommended traits/skills/experience for those who would be serving in particular positions on the Secretariat. It is intended to be used as a guide, not as a qualifying checklist.
 - **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.
 - **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.

The information below was taken from the BY-LAWS (8/12/13)

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.**

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
4. balances; and submit a monthly report to the Secretariat.
5. Maintain the following file folders:

1. a) Current Bylaws and Pastoral Plan
2. b) All current contractual agreements
3. c) Paid Invoices
6. Pay Regional and National obligations for the year.
7. Submit a year-end financial report to the Diocesan CPA: Chief Financial Officer, Diocese of
8. Birmingham in Alabama, P.O. Box 12042, Birmingham, AL 35202-2047 if required.
9. Order all books, publications, materials, and supplies needed for Weekends and School of
10. Leaders.
11. Provide Cursillo literature for purchase at School of Leaders, RCA's, and Clausuras.
12. Write "Thank You" notes to contributors other than Cursillistas involved in Weekend
13. experiences and Fund Raisers.
 1. Pay the current diocesan rate stipend requested by Spiritual Directors who worked a full
 2. Cursillo Weekend.
 3. Pay to St. Bernard Abbey the current diocesan rate per Confessor for both the Team All-
 4. Day and the Saturday evening Reconciliation Service.
 5. Pay allotted amount to the Cursillo Chairperson prior to a Weekend to cover set-up
 6. expenses. This amount should not exceed \$200.
 7. Have the books audited prior to passing them on to the new Treasurer.
 8. Personally transfer to, and review with, the new Treasurer, all accounts, records, files, and
 9. procedures required of the office of Treasurer.