

# **The Diocese of Charlottetown Cursillo Constitution**

## **Article 1**

### **NAME**

1.1 The name of this entity is the Diocese of Charlottetown Cursillo Movement, hereinafter referred to as the “Diocesan Cursillo Movement” or “Cursillo Movement.”

## **Article 2**

### **ESTABLISHMENT AUTHORITY AND AFFILIATION**

2.1 The Diocesan Cursillo Movement is established and operates under the authority of the Bishop of Charlottetown. The Church recognizes Cursillo as an ecclesial movement.

2.2 Although the Bishop has the responsibility for ensuring that the Charism of the Cursillo Movement remains genuine and true to the teachings of the Catholic Church, the responsibility for the functioning of Cursillo lies first with its lay leaders. Thus, the character of the Diocesan Cursillo Movement remains in its essence, purpose and structure, a lay ecclesial Movement which operates apart from parish or diocesan affairs.

2.3 Although the Diocesan Cursillo Movement does not operate under the authority of either the Canadian Conference of Catholic Cursillos (CCCC) or the Atlantic Conference of Catholic Cursillos (ACCC), it shall remain affiliated with and responsive to both the CCCC and ACCC and draw inspiration and guidance from the National and Regional Secretariats in its desire and need for connection and collaboration with other diocesan secretariats and as a way of remaining true to the origin, purpose, method and vision of Cursillo and its foundational Charism.

2.4 The Diocesan Cursillo Movement will utilize CCCC approved resource materials in all phases of the Movement and follow the Cursillo method of instruction and operation as outlined in this document and elsewhere.

## **Article 3**

### **PURPOSE, AIM, AND FUNCTION**

3.1 The purpose of the Diocesan Cursillo Movement is:

- a. to make it possible for each and every person to come to the realization that God loves them personally and intimately;

- b to provide the means, the method, whereby the person may continue the conversion begun on the Three Day Weekend by offering ongoing support and friendship and a method of perseverance found through participation in Group Reunion, Ultreya and the School of Leaders; and
- c. to carry out its apostolic purpose of transmitting the Christian faith into the various environments of life i.e. all the locations that each person occupies in their daily lives through the living testimony especially through its members. Its specific objective is then evangelising the environments.

3.2 The aim of the Diocesan Cursillo Movement is, through its Charism, to present the truth of Christ in a concise and succinct way using the Cursillo method, to emphasize the most important thing i.e. His resurrection, and the fact that He loves each of us in particular and personally and that He is present when two or more are gathered together in His name.

3.3 The function of the Diocesan Cursillo Movement is to provide an ongoing process of lay spiritual empowerment and renewal throughout the Diocese by means of the three phases of the Cursillo Movement: Pre-Cursillo, Cursillo and Post Cursillo and allowing those who have taken the Cursillo Weekend to continue their process of lifelong conversion using the Cursillo method of Piety, Study and Action and to take the movement into the environments in which we live, work and socialize, in an atmosphere of friendship with others and Christ.

## **Article 4**

### **MEMBERSHIP**

4.1 While the Diocesan Cursillo Movement has no official membership, it shall be understood that those who have experienced the Cursillo Weekend shall be considered members for the purposes of having voting privileges on matters requiring their vote or opinion concerning ordinary Cursillo business or on issues requiring their collaboration or views in the interests of perpetuating the foundational Charism of the Cursillo Movement.

## **Article 5**

### **THE SECRETARIAT AND ITS COMPOSITION AND ELECTION**

5.1 The Diocesan Cursillo Movement shall be served by a Lay Committee hereafter referred to as the “Secretariat”.

5.2 This organizational aspect of the Diocesan Cursillo Movement has only one function: service in the provision of logistical support to the three-day Cursillo Weekend and the Movement itself. In order to avoid a culture of bureaucracy and politicization and permit the Holy Spirit to flourish thereby enhancing the growth and true nature of the Spirit of Cursillo, it is necessary that the Secretariat be a body of minimal structure in order to exercise what is fundamental, because “over-

organization kills life.” The primary characteristic of the Secretariat is that it is designed to work in the service of bringing authenticity to the content and objectives of Cursillo.

5.3 The chair of the Diocesan Secretariat is the Lay Director and, along with Secretariat and the School of Leaders, has the overall responsibility for keeping the Movement authentic and for providing an environment that draws on the collective wisdom of Cursillistas.

5.4 The Secretariat shall be comprised of the following Officer positions:

- a. Lay Director;
- b. Assistant Lay Director (when so elected);
- c. Spiritual Advisor;
- d. Secretary;
- e. Treasurer;
- f. Pre-Cursillo Coordinator;
- g. Cursillo Weekend Logistics Coordinator;
- h. Activities/Palanca Coordinator;
- i. Fourth Day Outreach Coordinators – East and West; and
- j. Member-at-Large (when so appointed).

5.5 The positions of Lay Director, Assistant Lay Director and Treasurer shall be elected by the Secretariat with the advice of the Cursillo community. All other positions as listed at Article 5.4 with the exception of the Spiritual Advisor, who is appointed by the Bishop, shall, unless otherwise stated, be either elected by ballot or acclamation at the Diocesan Cursillo Movement’s Annual General Meeting (AGM) normally held in June. The Secretariat also has the flexibility to appoint a Member-at-Large should it so wish. Where a Cursillista is so appointed as a Member-at-Large, the length of their appointment shall not exceed three years. The position of Member-at-Large is not a regularly staffed position but may be filled from time to time where it is deemed to enhance the working of Secretariat. The position of Member-at-Large shall remain in effect only for the duration of the Cursillista’s appointment.

5.6 The length of an incumbent’s term as an officer of the Secretariat, with the exception of the Spiritual Advisor and the Assistant Lay Director, shall be three years from the date of their election. The length of the Spiritual Advisor’s term shall be as determined by the Bishop. The Assistant Lay Director, when so elected shall be for one year only which will end upon their appointment to the Lay Director position which is three years. After serving one (1) three-year term in an officer position, the officer must vacate that position and is not eligible to hold an officer position in any capacity for a subsequent one year.

5.7 A three person nominating committee shall be appointed by the Lay Director. Where possible, Nominees for election to the Secretariat should be drawn from each of the three Counties to ensure that each area is represented on the Secretariat thereby maintaining balanced representation from across PEI. The slate of nominees shall be presented to Secretariat prior to the AGM. Other nominations may be made from the floor at the AGM by Cursillistas provided they have the permission of the nominee and the nominee is present. These names shall also be included on the slate of names to be voted upon at the AGM.

5.8 The Nominating Committee shall ensure that an e-mail is sent to all Cursillistas stating what Secretariat positions are open and inviting nominations to be submitted to the Nominating Committee. Members of the Secretariat may also put forward nominees.

5.9 Nominations may also be received from the members present at the AGM for the election of candidates to the Secretariat at the AGM. All nominees must give permission for their name to stand. Where there are more candidates than positions open, a secret vote will be held. A majority vote of the members present will decide the outcome.

5.10 Secretariat positions as specified at article 5.4 may be combined with other position responsibilities at the discretion of the Lay Director and approved by the Secretariat when so warranted.

5.11 The Secretariat reserves the right to not allow an election of an individual to stand should it be determined that the individual does not demonstrate good Catholic morals and values or who is not willing to honestly and assiduously work to bring the current vision of the Cursillo Movement to fruition. If a situation should arise while serving on Secretariat, the opportunity shall be given for the elected member to explain their situation and to amend their ways before any dismissal.

5.12 A consensus vote by the Secretariat with the majority in favour of removing an Officer from the Secretariat will be required should it be deemed necessary to bring to a vote the removal of said Officer from the Secretariat.

5.13 Should an unforeseen vacancy occur on the Secretariat at any time, the remaining members of the Secretariat may temporarily appoint a Cursillista to fill the applicable position on the Secretariat until such time as elections for new officers to sit on the Secretariat are held at the next AGM.

## **Article 6**

### **MEETINGS AND QUORUMS**

6.1 A General Meeting will be held at least once during the calendar year. This requirement may be satisfied by an AGM that will be normally held in June. The conduct of Annual or General Meetings shall be in accordance with parliamentary procedures (Roberts Rules of Order Newly Revised). All discussions must be addressed to the Lay Director and conducted through the Lay Director. No one may take the floor until recognized by the Lay Director.

6.2 Secretariat meetings shall be held once per month with the exception of the months of July and August when there will be no meetings. Additional meetings may be held at the request of the Secretariat. All Secretariat Meetings will be conducted in accordance with the Roberts Rules of Order Revised Edition.

6.3 General and Annual General Meetings shall be called by the Lay Director. Notice of General and Annual General Meetings shall normally be sent out by email at least 30 days prior to a meeting.

6.4 No quorum of voting members is required at General or Annual General Meetings. A simple majority of the voting membership in attendance is sufficient to pass or defeat a motion.

6.5 The quorum for a Secretariat meeting shall be greater than 50% of the voting members as follows:

- a. motions will be passed by a simple majority of the quorum;
- b. the Lay Director shall only vote in cases of a tie vote;
- c. the Spiritual Advisor as an advisor will have no vote;
- d. the Assistant Lay Director will have no vote;
- e. Member-at-Large (if applicable) will have no vote; and
- f. each voting member shall have one vote.

6.6 All meetings shall be presided over by the Lay Director.

## **Article 7**

### **RATIFICATION OF THE CONSTITUTION AND BY-LAWS AND SUBSEQUENT AMENDMENTS**

7.1 Given that the Cursillo Movement was born through the action of the Holy Spirit and the Movement's deep desire to remain non-organizational and non-politicized in nature operating with only the minimum of structure necessary to carry out its mission, there is a strong wish that the approval mechanism for amendments to the Constitution and By-Laws as well as the nature of the Constitution and By-Laws themselves should avoid becoming overburdened by process, rules or rigid adherence to process as much as possible.

7.2 Ratification of this Constitution and By-Laws shall be accomplished by a simple majority vote at an AGM.

7.3 Secretariat sponsored amendments to the Constitution and By-Laws may be raised at the AGM without prior posting. Presentation of the proposed amendment(s) will be made with a motion to adopt the amendment(s) followed by discussion on the motion with any resolutions noted and then subject to an immediate vote for approval. Proposed changes to the Constitution and By-Laws originating from Cursillistas at large must be given to the Lay Director, in writing, at least two (2) weeks prior to the AGM. No-notice amendment proposals from the floor will not be accepted.

7.4 Amendment(s) to this Constitution may only be adopted by a simple majority vote at the AGM.

7.5 By-Laws may be adopted, amended or rescinded by the Secretariat by a simple majority vote

of the Secretariat. Any By-Law that is adopted, amended or rescinded in this manner must be confirmed or rejected at the next General Meeting or AGM. All By-Laws that are passed shall be written into the By-Laws as applicable.

# **DIOCESAN CURSILLO MOVEMENT**

## **BY-LAWS**

### **ARTICLE 1**

#### **SECRETARIAT JOB DESCRIPTIONS**

##### **Lay Director**

1.1 The Lay Director shall:

- a. be elected by the Secretariat with advice from the Cursillo community;
- b. at all times as a Steward of the Charism be responsible for the effective management and operation of Cursillo and its activities and for ensuring that Cursillo within the Charlottetown Diocese remains true to its foundational Charism and that of the Cursillo founder;
- c. continue to develop a deeper understanding of the Charism of Cursillo, its method, movement and mentality through self and shared study and participation in the School of Leaders;
- d. serve a four-year term. The first year will be served as Assistant Lay Director and the subsequent three years will be as Lay Director;
- e. maintain liaison with the Bishop of Charlottetown on Cursillo activities and to be the voice of all Island Cursillistas in that regard;
- f. promote the vision and continued growth of the Cursillo Movement and its method within the Diocese;
- g. preside at all meetings of the Secretariat and General and Annual General Meetings;
- h. maintain open lines of communication with both the CCCC and the ACCC and seek their advice, resources and support as necessary to make wise and informed decisions;
- i. prepare and submit annual reports to both the Bishop and the CCCC highlighting Cursillo activities during the past year;
- j. have the authority to assume or delegate the duties of any officer of the Secretariat when such member is unable to act;
- k. appoint committees and call meetings of these committees either on the recommendation of the Secretariat or unilaterally;

- l. act as a co-signer for cheques along with the Treasurer;
- m. be authorized to expend budget funds up to a limit of \$250 without the prior approval of the Secretariat. However, all funds expended in this manner will be posted at the next Secretariat meeting;
- n. be the reviewing and recommending authority for proposed budgets prior to presentation of said budget at the AGM and any other General Meetings called for the purpose of presenting and adopting the budget;
- o. attend national and regional conferences;
- p. only vote in the event of a tie vote; and
- q. appoint, subject to approval of the Secretariat, Cursillistas to the Secretariat, to fill position vacancies or as a Member-at-Large. All positions so appointed will be subject to normal voting procedures at the next AGM.

### **Assistant Lay Director**

2.1 The Assistant Lay Director shall:

- a. be elected by the Secretariat with advice from the Cursillo community;
- b. continue to develop as a Steward of the Charism a deeper understanding of the Charism of Cursillo, its method, movement and mentality through self and shared study and participation in the School of Leaders;
- c. serve a one-year term when so appointed. Following the one-year term, the subsequent three years will be served as Lay Director;
- d. in the absence of the Lay Director, perform all duties and responsibilities of the Lay Director with full authority;
- e. not have a vote on Secretariat; and
- f. assist other Secretariat members as determined by the Secretariat.

### **Spiritual Advisor**

3.1 Although the Cursillo Movement is a lay movement with its own leadership and Charism, it is still an ecclesial movement of the Church and is therefore subordinate to the Church hierarchy. The Spiritual Advisor acts as a bridge between the hierarchy and Cursillo as an ecclesial movement. Within the Charlottetown Diocese, the Diocesan Cursillo Spiritual Advisor has the responsibility of keeping the Bishop informed about Cursillo activities.



3.2 Although the Spiritual Advisor is the link between the Cursillo and the institutional hierarchy of the Church, he also plays a vital role as a co-worker with lay leaders in the Cursillo Movement in creating an environment that fosters spiritual growth within the Cursillo Movement and in leading others including himself to deeper spiritual development and understanding and a more personal relationship with Christ. Thus, his duties go beyond emphasizing the catechetical/doctrinal substance of Catholic teaching. As Spiritual Advisor he is called upon to guide, teach and provide spiritual leadership. As a Cursillista, it is also expected that he will participate in post-Cursillo activities in much the same way as his Lay Cursillista counterparts do.

3.3 As the Diocesan Cursillo Movement is a lay movement, the Spiritual Advisor does not direct its affairs; his role is principally to provide sacramental ministry and spiritual guidance and to teach. It is in the context of the Secretariat and the School of Leaders that the Spiritual Advisor must be especially conscious of the lay nature of Cursillo. The responsibility for the functioning of Cursillo lies first with the lay leaders, and the priest is a co-worker with them, working alongside them and contributing in a specific manner. He must always avoid anything that appears autocratic.

3.4 In the Secretariat, if there are matters of theology or spirituality on which he may advise the leaders, or if there is something to be done with respect to relations with other Spiritual Advisors, he should be available to help. He may also lead in prayer before and after the meetings, although this may also be done by a lay leader.

3.5 In keeping within the spirit and intent of the above, the Spiritual Advisor will:

- a. be a priest appointed by the Bishop of the Diocese to sit as a member of the Secretariat;
- b. have no voting privilege as an advisory member of the Secretariat;
- c. keep the Bishop informed about Cursillo within the diocese and seek clarification from him as required on issues requiring his decision;
- d. provide sacramental ministry, spiritual guidance, and teaching;
- e. continue to develop as a Steward of the Charism a deeper understanding of the Charism of Cursillo, its method, movement and mentality through self and shared study and participation in the School of Leaders;
- f. attend Secretariat meetings;
- g. communicate with the Lay Director on a regular basis;
- h. represent the Cursillo community as its voice at Archdiocesan functions when invited;
- i. select Spiritual Directors for Cursillo Weekends and advise them on their role for the weekend;

- j. schedule priests for the Sacrament of Reconciliation on Cursillo weekends;
- k. schedule priests to celebrate Palanca Mass;
- l. remember deceased Cursillistas at the Palanca Mass; and
- m. prepare a Spiritual Advisor's Report for the Annual General Meeting.

#### **Secretary/Communications Coordinator**

4.1 The Secretary/Communications Coordinator shall:

- a. be elected by vote at the AGM;
- b. continue to develop as a Steward of the Charism a deeper understanding of the Charism of Cursillo, its method, movement and mentality through self and shared study and participation in the School of Leaders;
- c. serve a three-year term from the date of their election;
- d. attend all meetings, take minutes of the proceedings and prepare and publish minutes of those meetings in accordance with the approved format for minutes;
- e. place Cursillo announcements in Diocesan bulletins or pass to e-mail coordinator for Island-wide dissemination to all Cursillistas and/or to the Website coordinator as requested by the Secretariat; and
- f. have a vote on Secretariat.

#### **Treasurer**

5.1 The Treasurer shall:

- a. be elected by the Secretariat with advice from the Cursillo community;
- b. continue to develop as a Steward of the Charism, a deeper understanding of the Charism of Cursillo, its method, movement and mentality through self and shared study and participation in the School of Leaders;
- c. serve a three-year term from the date of their election;
- d. manage Cursillo finances by keeping accurate records and accounts of all receipts and reimbursements in proper books of account in accordance with generally accepted accounting principles and shall develop/maintain procedures for the deposit of monies in the name of and to the credit of the Cursillo Secretariat in such Bank as may be designated by the Secretariat;

- e. act as signing officer for the Secretariat regarding any matter relating to the expenditure of funds. The Treasurer, Lay Director and one other shall be the signing authorities of the Secretariat. Two signatures are required on all withdrawals;
- f. ensure that the accounting records are verified annually and shall present a Treasurer's Report at each Secretariat meeting and at the AGM;
- g. prepare an annual budget of all anticipated revenues and expenditures of the Secretariat at the outset of the fiscal year;
- h. ensure that all financial requirements and obligations are met for events hosted by the Secretariat including but not limited to depositing the monies received from collections at Masses and from monies received for weekends;
- i. advise the Secretariat of any financial irregularities; and
- j. have a vote on Secretariat.

**Pre-Cursillo Coordinator**

6.1 The Pre-Cursillo Coordinator shall:

- a. be elected by vote at the AGM;
- b. continue to develop as a Steward of the Charism, a deeper understanding of the Charism of Cursillo, its method, movement and mentality through self and shared study and participation in the School of Leaders;
- c. serve a three-year term from the date of election;
- d. have a vote on Secretariat;
- e. administer the application process to attend Cursillo Weekend including but not limited to the following tasks:
  - (1) Receive candidate applications from sponsors,
  - (2) Review applications, prepare a list of candidates and submit the list to the Secretariat for its review.

Note 1: Couples seeking to take the Men's and Women's Cursillo Weekend together will have priority.

Note 2: The Pre-Cursillo Coordinator will be required to submit the names of candidates to Secretariat on an on-going basis.

Note 3: The maximum number of candidates that may be permitted to attend Weekend Cursillo will vary with accommodations available.

- (3) Contact sponsors and candidates a minimum of eight weeks prior to a Cursillo Weekend to confirm dates;
  - (4) Prepare and submit candidate lists for distribution to Rectors and the Spiritual Directors along with relevant information including dietary restrictions, religious denomination, health concerns, etc. that Rectors and Spiritual Directors need to know;
  - (5) Submit to Head Kitchen a list identifying dietary restrictions for consideration when purchasing groceries;
  - (6) Contact sponsors and candidates two weeks before Cursillo Weekend to confirm candidate attendance;
  - (7) Create final candidate list (name, address, telephone, email address, sponsor) for weekends and deliver lists to the E-mail Coordinator and 4<sup>th</sup> Day Outreach Coordinator(s).
  - (8) Maintain notes regarding contacts with applicants.
- f. receive volunteer applications to work upcoming weekends and pass a copy of the applications to Rectors;
  - g. obtain Secretarial approval for changes to application forms and pro-forma letters i.e. Application for Weekend, Volunteer Application, Form Letter to Candidates;
  - h. provide Website Coordinator with the most current copies of volunteer, weekend, and secretariat application forms.

### **Cursillo Weekend Logistics Coordinator**

7.1 The Cursillo Weekend Logistics Coordinator shall:

- a. be elected by vote at the AGM;
- b. continue to develop as a Steward of the Charism, a deeper understanding of the Charism of Cursillo, its method, movement and mentality through self and shared study and participation in the School of Leaders;
- c. serve a three-year term from the date of election;
- d. have a vote on Secretariat;

- e. provide administrative and logistic support services to the Rectors of Cursillo Weekends by means of the following:

(1) Maintain an inventory of supplies and equipment required for Weekend Cursillos by ordering supplies as required. Weekend Supplies are as follows:

- (a) songbooks,
- (b) Cursillo banner,
- (c) service sheets for candidates,
- (d) crosses for candidates,
- (e) finger rosaries,
- (f) bibles,
- (g) ordering corsages (if applicable),
- (h) booking Cursillista as a photographer for Thursday night group picture,
- (i) Pilgrim's Guides for Tables,
- (j) white Bristol board,
- (k) coloured markers, pens and paper,
- (l) flip chart paper;

(2) In consultation with the Rectors confirm supplies and equipment required for the Weekend Cursillos;

(3) Ensure that all supplies and equipment required for Weekend Cursillos, Palanca mass, and Island-wide Ultreyas are obtained and delivered;

(4) If applicable, receive the grocery order from Head Kitchen and procure and coordinate delivery of grocery items to the site of the Cursillo Weekend;

(5) Coordinate payment of supplies through the Treasurer and Detail as applicable; and

(6) Perform any other duty required to ensure that the Cursillo Weekend is adequately supported and provisioned.

### **Activities and Palanca Coordinator**

8.1 The Activities and Palanca Coordinator shall:

- a. be elected by vote at the AGM;
- b. continue to develop as a Steward of the Charism, a deeper understanding of the Charism of Cursillo, its method, movement and mentality through self and shared study and participation in the School of Leaders;
- c. serve a three-year term from the date of election;

- d. have a vote on Secretariat;
- e. organize Clausura celebrations, Closing Mass and other Cursillo events i.e. AGM and Island-wide Ultreyas by booking facilities, coordinating hosting supplies, i.e. coffee, tea, sugar, cups, etc., communicating sharing table requirements, submitting communication announcements of events through the Communications Coordinator, seat and table set up and tear down, and cleaning of facilities;
- f. book facilities for Cursillo weekend closing Mass;
- g. book facilities for Weekend Team Formations and, Cursillo Weekends as follows:
  - (1) Book facilities for Team Formation workshop and four weeks of preparation, and
  - (2) Book facility for Weekends;
- h. book and coordinate Palanca Masses ensuring that arrangements are in place for readers, sacristan, servers, Eucharistic Ministers, collectors and music ministry; work with Detail to coordinate pickup and drop off palanca;
- i. receive Palanca requests from other communities (local Atlantic and National) and bring to the Ultreya for community prayer, sacrifice and signature(s). Receive Palanca requests from other communities (national and international) and ensure they are distributed to the Cursillo community. All communication and correspondence regarding Palanca are to be directed to the Activities and Palanca Coordinator;
- k. send Palanca to other communities on behalf of the Charlottetown community; and
- l. request Palanca from other communities (national and international) and ensure that any general Palanca received is submitted to Detail for the upcoming weekends.

**Fourth Day Outreach Coordinator(s)**

- 9.1 The Fourth Day Outreach Coordinator(s) shall:
- a. be elected by vote at the AGM;
  - b. continue to develop as a Steward of the Charism, a deeper understanding of the Charism of Cursillo, its method, movement and mentality through self and shared study and participation in the School of Leaders;
  - c. serve a three-year term from the date of election;

- d. have a vote on Secretariat;
- e. have a good understanding of purpose and conduct of Cursillo, Ultreyas, Group Reunions and School of Leaders;
- f. maintain an up-to-date list of Cursillistas;
- g. maintain list of Group Reunions and encourage the growth of Group Reunions whenever possible;
- h. maintain a geographical list of Cursillistas who are interested in forming a Group Reunion;
- i. prepare Outreach plans, programs and schedules of activities on an annual basis for consideration by the Secretariat;
- j. help Cursillistas establish Group Reunions;
- k. appoint where practical, in consultation with Secretariat, Ultreya coordinators in the East and the West;
- l. provide Group Reunions that offer to host local Ultreyas with up-to-date Ultreya guidelines;
- m. coordinate, organize meetings of the School of Leaders; and
- n. order Cursillo teaching materials.

## **ARTICLE 2**

### **SECRETARIAT RESPONSIBILITIES**

- 10.1 The Secretariat shall retain for itself the following direct responsibilities:
- a. electing positions of Lay Director, Assistant Lay Director, and Treasurer;
  - b. appointing Rectors for Cursillo weekends;
  - c. approving Cursillo Weekend team members;
  - d. approving candidates for the Cursillo Weekend;
  - e. approving, scheduling and organizing special events, educational workshops or retreats in support of the Cursillo Movement;
  - f. meeting the logistical needs of the Cursillo weekends and other Secretariat-sponsored Cursillo activities;
  - g. establishing and operating a School of Leaders to function in its primary role as guardian of the Charism;
  - h. hosting Atlantic or National Cursillo Conferences;
  - i. communicating with other diocesan secretariats and the National Movement; and
  - j. performing any other administrative functions determined to be for the betterment of the Cursillo movement within the Diocese, including but not limited to organizing and updating Rector`s manuals, team manuals, supplies, etc.

## **ARTICLE 3**

### **COMMITTEES**

11.1 The Secretariat, at any of its meetings, may establish a standing committee or special committee to carry out special business or programs of the Cursillo. No members of these committees other than those officers of the Secretariat shall have any voting privilege on the Secretariat.

11.2 The Secretariat may at its discretion, subject to requirement, appoint any of the following committees or other committees as approved by a majority vote:

- a. Logistics Requirement Review Committee;
- b. Cursillo Program Review Committee;
- c. Special Events and Activities Committee;
- d. Group Reunion Outreach Committee; and
- e. Cursillo Renewal Committee.

11.3 Nothing shall prevent the Secretariat from authorizing the creation of sub-committees made up of members of a larger committee and tasked with special assignments.

11.4 Nothing shall prevent Coordinators from obtaining volunteers to assist them in carrying out specific duties and responsibilities assigned to them. These volunteers shall have no voting privilege on matters coming before the Secretariat.

## **ARTICLE 4**

### **ORDER OF BUSINESS**

12.1 The agenda for a regular Secretariat meeting shall be as follows:

- a. opening Prayer and Group Reunion;
- b. call to order;
- c. review of previous minutes;
- d. correspondence;
- e. coordinator reports;
- f. old business;
- g. reports of officers and committees;
- h. new business;
- i. any other business; and
- j. adjournment and closing prayer.

12.2 Due to the frequent sensitivity inherent in many of the items of business and the need to protect the privacy of individuals, minutes will be recorded but not posted and will not be available



to the general Cursillista membership. Minutes will be typed and sent to Secretariat members for their review, retention, and subsequent approval.

## **ARTICLE 5**

### **CURSILLO WEEKEND GUIDELINES AND TEAM FORMATION**

13.1 Weekend Rectors should be announced at either the AGM or an Island Wide Ultreya.

13.2 Rectors are responsible for complying with the guidelines governing the conduct of Cursillo Weekends and the selection of Team members. They shall address any concerns or conflicts with the Lay Director.

13.3 Cursillo weekend dates shall be determined by the Secretariat with careful consideration being given to ensuring that dates do not conflict with holidays or with Holy Days of special significance.

13.4 While Rectors shall have the freedom to select their Teams, the Secretariat reserves the right of final approval should this be required. Rectors shall comply with applicable By-Laws and guidelines governing the selection of Team members.

13.5 If possible, Cursillistas shall not work more than two consecutive Weekend Cursillos to permit other Cursillistas to work the Weekend.

13.6 If possible, Team composition should be made up of a minimum of three new Cursillistas

13.7 Team members shall pay for the weekend during Team Formation and the Candidates shall pay during the weekend. Detail is responsible for collecting Weekend registration payments.

13.8 Detail shall be responsible for the care of the Weekend expenses and keeping all receipts.

13.9 Sponsors of candidates will be responsible for the candidates on the Fourth Day. Table leaders are encouraged to do follow ups.

13.10 At the Invasion, the Rector, Candidates and the Lay Director should be the only ones to speak. The rationale for this decision is that having others speak not only adds to the length of time but it also takes away from the focus on the candidates. Team members should not be introduced. The community met them at the Palanca Mass.

13.11 There should be personal witnessing in Rollos where so indicated in the applicable Rollo manuals, however it must be topic specific.

13.12 In the event that Cursillo Weekends are cancelled, at least one of the weekends may be used to host a spiritual weekend with a program of presentations as determined by the Secretariat.

13.13 The Holy Spirit must be given a chance to work as the Charism states. Any problems will be confronted by entire Secretariat prior to formation.

13.14 While candidate applications may be accepted up until the Cursillo Weekends, it is desired that the majority of applications are submitted prior to the Palanca mass so that a list of all the candidate names can be distributed to the Cursillistas attending mass and they will have sufficient time to prepare their Palanca letters.

13.15 A copy of Rector Guidelines for the Conduct of Weekend Cursillos shall be given to each Rector at the time of their appointment as Rector.

13.16 If possible, a minimum of one Cursillo Weekend will be held per year for men and women.

## **ARTICLE 6**

### **E-MAIL PROTOCOL**

14.1 Please remember the Canadian Privacy Act when sending out emails – use the BCC.

14.2 Please get prior approval from Cursillistas before adding them to your email list. What is important to you may be junk email to a fellow Cursillista.