



MEMO

Date: February 6, 2015

To: All Lay Directors and Regional Coordinators

From: Hoang Tran and National Language Coordinators

Subject: Regional Service Team Member Application and RST Orientation Package

The purpose of this Memo is to inform all Lay Directors, Spiritual Advisors, Diocesan Secretariat members, and School of Leaders of an important amendment to the Articles of Operation approved by the National Secretariat during their November 2014 meeting. There were other amendments approved; however, this Memo will make reference to **Article II, Section A, Subsection A-ii, Paragraph 5-k:**

The Regional Secretariat is to create and maintain a pool of qualified leaders, Regional Service Team Pool, who are eligible to serve as Regional Service Team members and who are willing and able to aid the Regional Coordinator in addition to those on the Regional Service Team.

In other words, the Lay Directors, members of the Regional Secretariat, are now responsible for ensuring a pool of qualified Cursillo leaders is available for each language group in the region. The purpose of the Regional Service Team (RST) Pool is to ensure qualified leaders are available to fill future vacancies on the Regional Service Team and therefore, the team can always work with a full complement in order to provide service to all the dioceses in the region.

The Regional Secretariat of each Language Group in the Region will recommend potential qualified leaders for their respective language RST Pool. The Cursillo leaders being nominated must complete the Regional Service Team Member Application. The Lay Director is expected to provide an orientation on the Qualification Criteria and RST Member Responsibilities for the potential candidate prior to being accepted into the RST Pool. This will ensure the candidate understands the qualification requirements and responsibilities for Regional Service Team members.

In order to assist in this process, a RST Member Orientation Package has been developed for the Lay Directors to use when meeting with potential candidates being considered for the RST Pool. The RST Member Orientation Package includes:

1. Regional Service Team Member Application
2. Qualification Criteria for Service Team Members
3. Regional Service Team Member Responsibilities

Please let us know if you have any questions regarding the Memo or the RST Member Orientation Package.



National Cursillo Movement

National Cursillo® Center • P.O. Box 799 • Jarrell, TX 76537 • 512-746-2020 • Fax 512-746-2030 • www.natl-cursillo.org

Regional Service Team Member Application

Name _____ Diocese _____

Language Group _____ Region _____

Address _____

E-mail _____ Phone _____

When did you live your Weekend? _____ Where? _____

Have you served on the Diocesan Secretariat? _____ Positions held _____

Do you understand that you cannot serve on a Diocesan Secretariat and on a Regional Service Team at the same time? _____

Have you served on 3-Day Weekends? _____ If so, in what capacity; Rector/a, Table Leader, Rollista, Kitchen, etc.? _____

Are you willing to promote the authentic Charism of Cursillo? _____

Are you willing and able to travel? _____

Have the responsibilities of a Regional Service Team member been explained to you and do you understand them? _____

Do you understand that serving on the Regional Service Team could qualify you to serve as Regional Coordinator? _____

Why do you want to serve on the Regional Service Team? _____

Candidate's Signature: _____ Date: _____

Lay Director's Signature: _____ Date: _____

Note: This application and the orientation must be completed prior to the person's name being added to the RST Pool. The Regional Secretariat keeps a copy of the completed application on file and sends a copy to the respective Regional and National Language Coordinator and the National Cursillo Center.



National Cursillo Movement

National Cursillo® Center • P.O. Box 799 • Jarrell, TX 76537 • 512-746-2020 • Fax 512-746-2030 • www.natl-cursillo.org

Regional Service Team Member Qualification Criteria

Qualification Criteria for the Regional Service Team members include, but are not limited to the following:

- a. Being a regular member of a Friendship Group Reunion.
- b. Understanding the basic principles of the Cursillo Movement.
- c. Having made the Cursillo Movement their primary apostolate.
- d. Having an understanding of the knowledge contained in the official Cursillo literature.
- e. Participating in regular Spiritual Direction.
- f. Supporting and promoting all authentic aspects of the Cursillo Movement (as indicated in approved Cursillo literature).
- g. Working as leaders at the local Ultreya.
- h. Being regular members at the local School of Leaders.
- i. Having worked on Cursillo Weekends and have given at least two different rollos.
- j. Being outgoing, loving and having experience and knowledge in, and of, the Cursillo Movement.
- k. Being members of the Regional Service Team (RST) Pool and having the recommendation and approval of their Diocesan Secretariat.

Source: Articles of Operation, Article V, Section D - Regional Service Team



National Cursillo Movement

National Cursillo® Center • P.O. Box 799 • Jarrell, TX 76537 • 512-746-2020 • Fax 512-746-2030 • www.natl-cursillo.org

Regional Service Team Responsibilities

- Diocesan Personal Contact.
- Maintain an up-to-date roster of each diocesan Cursillo Movement's Bishop, Spiritual Advisor and Lay Director, along with the term dates for the Lay Director.
- Ensure that the Diocesan Apostolic Plan has been reviewed during the past year. If a Diocesan Cursillo Movement does not have an Apostolic Plan then the Regional leaders need to determine the reason and offer assistance if necessary. A copy of each Diocesan Cursillo Movement's Apostolic Plan should be kept on file with the Regional leaders and a copy sent to the National Cursillo Center.
- Ensure that the Bylaws have been reviewed within the past year. If a Diocesan Cursillo Movement does not have a set of Bylaws then the Regional leaders need to determine the reason and offer assistance if necessary. A copy of each diocesan Cursillo Movement's Bylaws should be kept on file with the Regional leaders.
- Ensure that copies of the Diocesan Cursillo Movement's Secretariat minutes are being sent to their local Bishop's office.
- Nationally recognized workshops should be provided at least once a quarter.
- These workshops should be advertised in order to encourage Cursillistas from other Dioceses to attend.
- This provides tremendous training for the members of the Regional Service Team and helps them to prepare for the role of the Regional Coordinator.
- Since not all the Regional Service Team members will be able to be at all of these workshops, it is recommended that auxiliary help (RST Pool) be recruited by the Regional Coordinator to assist. This also provides excellent opportunity for other Cursillistas to prepare themselves as prospective Regional Service Team members.
- Ensure that the Regional Coordinator's Report is properly prepared and sent to the National Cursillo Center in a timely manner.
- Ensure proper communication between the Diocesan leaders, the Regional leaders and the National leaders.

Source: Articles of Operation, Section H – Non-Meeting Activities of the Regional Leaders (Service Team Members & Regional Coordinator)