



# THE CURSILLO MOVEMENT

## REGION VII BY-LAWS

### ARTICLE I – BASIC RESPONSIBILITY

The purpose of the Cursillo Movement is to bring about a Christian transformation of all society. In order to fulfill this purpose it is necessary that all Cursillistas continue to be tireless in their individual efforts to help bring about this Christian transformation.

Diocesan leaders oversee all aspects of the local Cursillo Movement and provide the immediate service to the Cursillistas. Regional leaders assist, communicate and support the service of these Diocesan leaders. National leaders assist, communicate and support the service of these Regional leaders.

### ARTICLE II – THE REGIONAL STRUCTURE

Each region should be comprised of the following:

- A. Regional Episcopal Advisor
- B. Regional Secretariat
- C. Regional Coordinating Group
- D. Regional Service Team Spiritual Advisor
- E. Regional Coordinator (per language group)
- F. Regional Service Team consisting of three members (per language group)
- G. Auxiliary Help (per language group)

#### SECTION A – REGIONAL EPISCOPAL ADVISOR

The Regional Coordinating Group shall select, from the bishops in the region, one bishop to serve as the Regional Episcopal Advisor, whose main function will be to serve as a liaison with the other bishops in the region. That selected bishop's name will be forwarded to the National Episcopal Advisor, via the National Cursillo Office. The National Episcopal Advisor will then send a letter, providing a description of the service that is being requested and inviting that bishop to serve as the Regional Episcopal Advisor.

#### SECTION B – REGIONAL SECRETARIAT

1. The Regional Secretariat shall be comprised of the diocesan Lay Directors, diocesan Spiritual Advisors, Regional Coordinators, Regional Service Team Spiritual Advisors, Regional Service Team members and Auxiliary Help (by invitation). The voting members are one diocesan Lay Director and one diocesan Spiritual Advisor, per diocese, per language group, or their proxy.
2. The purpose and responsibility of the Regional Secretariat is to:
  - a. Determine the educational needs for the various diocesan Cursillo Movements within the region.
  - b. Determine the educational needs of those attending Regional meetings/functions.
  - c. Encourage the Regional Coordinating Group and Regional Service Team members to promote and conduct nationally recognized workshops throughout the region.
  - d. Provide an atmosphere for open sharing among the various diocesan Cursillo leaders.

- i. Lay Directors should meet with other Lay Directors.
- ii. Spiritual Advisors should meet with others Spiritual Advisors.
- e. Help ensure proper communication between the Regional leaders and the Cursillistas of the diocesan Cursillo Movements.
- f. Select Regional Service Team members (per language group).
  - i. Review Regional Service Team candidate applications in order to determine the best-qualified individuals to serve the entire region.
  - ii. Ensure that a proper balance of leadership is maintained throughout the entire region.
  - iii. Consider the recommendations of the Regional Coordinator and Service Team members.
  - iv. A simple majority vote of those present at the meeting or those responding to an email vote, when necessary, determines the selection of Service Team members.
- g. Review and discuss correspondence from the National Cursillo Center, its staff and from the Regional leadership.
- h. The Regional By-laws should be reviewed at least every other year.
  - i. Proposed changes must be made in writing to all Regional Secretariat members, from all language groups, at least 1 month prior to the meeting in which these proposals will be voted on.
  - ii. A 2/3 majority vote of those present, from all language groups, is necessary to change or amend the By-laws.
- i. The Regional Secretariat must maintain a written Pastoral Plan.
  - i. The Regional Pastoral Plan should be reviewed at least every other year.
  - ii. The Regional Pastoral Plan should include short term (1 year), intermediate (2 year) and long term (3 year) goals for the region.
  - iii. A simple majority vote of those present is necessary to change or amend the Pastoral Plan.
- j. Provide necessary finances to allow for the work of the Regional Coordinating Group and the Regional Service Teams. Determine by a 2/3 majority vote, of those present, from all language groups, the amount of the Regional Affiliation Fees to be contributed by each diocesan Secretariat. Periodically this amount may be reviewed and changed by a 2/3 majority vote.
- k. In the event that a Regional leader is not properly performing his/her duties, it is then the responsibility of the Regional Secretariat to either take measures to correct the deficiency or to relieve the individual from his/her duties.

### 3. Meetings of the Regional Secretariat:

- a. The Regional Secretariat shall meet at least twice a year and be chaired by the Regional Chairperson. The Regional Coordinating Group schedules these meetings.
- b. In the event a Lay Director or Spiritual Advisor is unable to attend a Regional Secretariat meeting, they may send a proxy to assume their duties.
  - i. Only a layperson may serve as proxy for a Lay Director.
  - ii. Only a priest, deacon or vowed religious may serve as proxy for a Spiritual Advisor.
  - iii. The appropriate language Coordinator must receive written notification, at least two weeks in advance of any proxies for the upcoming meeting.
  - iv. A vote in abstencia on a specific issue must be communicated in writing to the appropriate language coordinator.
- c. Prior to or following the Regional Secretariat meeting, each language group may meet separately to discuss matters that are pertinent to that language group. This meeting will be chaired by the

Regional Coordinator of that language group.

- d. Should any question arise in any meeting of the Regional Secretariat, the Regional Coordinating Group, or the Regional Service Team, which is not specifically covered by these By-laws, the wishes of a simple majority of the members present shall determine the answer.

## SECTION C – REGIONAL COORDINATING GROUP

The purpose of the Regional Coordinating Group is to center in a group reunion the basic responsibilities for the growth and development of the Region, particularly through diocesan visitations and Regional workshops. The Regional Coordinating Group is comprised of:

- Regional Spiritual Advisor
- Regional Coordinator (per language group in the Region)
- Regional Chairperson of the Regional Coordinating Group

### 1. Regional Spiritual Advisor:

- a. One member of the Regional Service Teams' Spiritual Advisors from the different language groups will be selected by the Regional Coordinating Group to be the Regional Spiritual advisor, with the approval of the Regional Episcopal Advisor.
- b. The Regional Spiritual Advisor, along with meeting the spiritual needs of their respective language group of Cursillo in the region, will see that appropriate liturgies, paraliturgies, etc. are provided for each of the Regional Meetings and Encounters.
- c. The Regional Spiritual Advisor's term will end at the same time his/her term ends as a Regional Service Team Spiritual Advisor.

2. Regional Coordinator: (per language group): The Regional Coordinator is selected from among the Regional Service Team members. See Section E for selection, terms, responsibilities.

### 3. Regional Chairperson:

- a. One member of the Regional Coordinating Group will be selected by the Regional Coordinating Group to be the Regional Chairperson. Consideration should be given in alternating the regional Chairperson to ensure equality among all the language groups.
- b. The Regional Coordinating Group should select the best-qualified person for the Chairperson position, taking into consideration such things as length of time remaining on the Regional Coordinating Group, ability to communicate and to facilitate Regional gatherings.
- c. The Chairperson's term expires at the same time that his/her term expires on the Regional Coordinating Group.
- d. The Regional Chairperson will ensure that a notice of meetings is sent to each Lay Director and Spiritual Advisor, per language group, at least 1 month prior to the meetings. The Regional Chairperson will work with the Regional Coordinators to ensure that this information is made available in all the respective languages.
- e. The Regional Chairperson will facilitate each Regional meeting. He/She will appoint a member of the Regional Coordinating Group or a Service Team member to take minutes and distribute them to each diocese in the region within 30 days after each meeting. The Regional Chairperson should work with all the other language coordinators to ensure that this information is made available in all the respective languages.
- f. The Regional Chairperson will appoint a member of the Coordinating Group or a Service Team member as the **Regional Treasurer**, whose duties will include:
  - i. Bill, collect and deposit annual Regional Affiliation fees.
  - ii. Submit a written treasurer's report at each Regional meeting.

- iii. Prepare an annual operating Regional budget, in consultation with the Regional Coordinating Group, for approval by the Regional Secretariat.
  - iv. Pay bills, reimbursements, etc. that have been approved by the Regional Chairperson.
  - v. Perform other functions as deemed necessary by the Regional Coordinating Group.
- G. The Regional Coordinating Group should meet at least twice a year to ensure that the contents of the Regional meetings and Encounters are meaningful and the needs of the region are being met. Conference calls are encouraged between meetings to keep abreast of what is going on in the region. These two meetings can be held either immediately prior to the arrival of the participants for the already scheduled regional meeting or they can be held completely separate of any regularly scheduled regional meetings.
- H. In unusual circumstances (e.g. a qualified replacement is not available at the present time or the Regional Coordinating Group requests, for continuity, a one year extension of a Regional Coordinator's term), at the request of the Regional Coordinating Group and in consultation with the National Executive Director, a Coordinator's term may be extended until the situation that brought about the unusual circumstance is eliminated. The extension is not to exceed one year.

#### **SECTION D – REGIONAL SERVICE TEAM SPIRITUAL ADVISOR: (PER LANGUAGE GROUP)**

Each Regional Service Team should strive to have a Spiritual Advisor for the Team.

1. The Regional Service Team Spiritual Advisor will be selected by the Regional Coordinator and the Regional Service Team, with the approval of the Regional Episcopal Advisor.
2. Qualifications for the Regional Service Team Spiritual Advisor should include, but not be limited to:
  - a. Understanding of the basic principles of the Cursillo Movement.
  - b. Supports the Magisterium of the Roman Catholic Church.
  - c. Supports the efforts of the United States Conference of Catholic Bishops.
  - d. Supports and promotes all authentic aspects of the Cursillo Movement (as indicated in approved Cursillo literature).
  - e. Has the approval of his/her local Ordinary to serve in this capacity.
  - f. Is involved in the Cursillo Movement at the diocesan level.
  - g. Is a good spiritual director.
  - h. Is outgoing, loving and has experience and knowledge in, and of, the Cursillo Movement.
3. The Regional Service Team Spiritual Advisor will provide assistance to the diocesan Spiritual Advisors in the form of workshops, etc.
4. The term for a Regional Service Team Spiritual Advisor shall be for 3 years, renewable.

#### **SECTION E – REGIONAL COORDINATOR: (PER LANGUAGE GROUP)**

1. The Regional Coordinator is selected by the Regional Service Team members and the Regional Service Team Spiritual Advisor.
2. Anyone being selected must be a current member of the Regional Service Team and have served at least one year in their present term on the Regional Service Team.
3. Those being considered must be contacted prior to the meeting and must have agreed to serve as a Regional Coordinator for a term of 3 years. They must also agree to serve as a member of the National Secretariat during the same 3 year period.
4. The Regional Coordinator should meet with his/her Service Team at least twice a year to ensure their language group of Cursillo in the region is being served. Auxiliary Help may also be invited by the

Regional Coordinator.

5. Because of the need to continue to develop leadership at Regional levels, a former member neither of the National Staff or a former Regional Coordinator may hold a Regional office for a period of 5 years immediately following the completion of his/her term.

## **SECTION F. REGIONAL SERVICE TEAM MEMBER (PER LANGUAGE GROUP)**

Each Regional Coordinator should have a Service Team, consisting of 3 members, to assist in the work of serving the Diocesan Secretariats. While not members of the Regional Coordinating Group, the Service Team members should attend National events such as the National Encounters and Regional events such as Regional Encounters, Regional meetings and Cursillo Leaders Workshops.

1. The names, addresses and phone numbers of the 3 Service Team members must be given to the National Cursillo Office in order to be listed in the National Directory, so that the Service Team members can receive the National mailings.
2. Qualifications for the Regional Service Team members should include, but not be limited to:
  - a. Is a regular member of a Permanent Group Reunion.
  - b. Understands the basic principles of the Cursillo Movement.
  - c. Has made the Cursillo Movement his/her primary apostolate.
  - d. Has an understanding of the knowledge contained in the official Cursillo literature, especially the *Fundamental Ideas of the Cursillo Movement*.
  - e. Participates in regular Spiritual Direction.
  - f. Supports and promotes all authentic aspects of the Cursillo Movement (as indicated in approved Cursillo literature).
  - g. Works as a leader at the local Ultreya.
  - h. Is a regular member of their local School of Leaders.
  - i. Has worked on Cursillo Weekends and has given at least two different presentations.
  - j. Is outgoing, loving and has experience and knowledge in, and of, the Cursillo Movement.
  - k. Has the recommendation and approval of his/her diocesan Secretariat.

*Note: Since it is extremely difficult to properly serve the needs of both a region and a diocese, it is expected that once a candidate (who is also a member of a diocesan Secretariat) has been selected to the position of Regional Service Team member, then that person will seek to be replaced as a member of the diocesan Secretariat. Special approval is required for diocesan employees.*

3. The term for a Regional Service Team member is 4 years.
4. Once a Regional Service Team member has completed his/her term, he/she may not serve in this capacity for a minimum of one year. This fosters other potential leaders within the region.

## **SECTION G – AUXILIARY HELP**

Each Regional Coordinator may recruit Auxiliary Help to assist the Service Team in their work within the region. This also provides an excellent opportunity for Cursillo Leaders to prepare themselves as possible future Regional Service Team members.

1. Auxiliary Help may attend Regional meetings at the invitation of the Regional Coordinator.
2. There is no specific term for Auxiliary Help, as they serve at the invitation and discretion of the Regional Coordinator.

## **ARTICLE III – NON-MEETING ACTIVITIES OF THE REGIONAL LEADERS (REGIONAL COORDINATOR AND REGIONAL SERVICE TEAM MEMBERS)**

During the periods between the regularly scheduled meetings, the Regional leaders have a tremendous amount of service to conduct throughout the region.

1. Diocesan – Personal Contact
  - a. 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.
  - b. Ensure that the Pastoral Plan has been reviewed during the past year. If a diocesan Cursillo Movement does not have a Pastoral Plan then the Regional leaders need to determine the reason and offer their assistance if necessary. A copy of each diocesan Cursillo Movement’s Pastoral Plan should be kept on file with the Regional leaders.
  - c. 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 their assistance if necessary. A copy of each diocesan Cursillo Movement’s Bylaws should be kept on file with the Regional leaders.
  - d. Ensure that copies of the diocesan Cursillo Movement’s Secretariat minutes are sent to their local bishop’s office.
2. National – Nationally recognized workshops should be provided at least once a quarter, somewhere in the region.
  - a. These workshops should be advertised in order to allow cursillistas from other dioceses to attend. This provides tremendous training for members of the Regional Service Team and helps them to prepare for the role of the Regional Coordinator.
  - b. Since not all the Regional Service Team members will be able to be present at all workshops, the Regional Coordinator may invite Auxiliary Help to assist.
3. Regional – Ensure that the Regional Coordinator’s Report is properly prepared and sent to the National Office in a timely manner.
4. Communications – Ensure proper communications between the Diocesan leaders, the Regional leaders and the National leaders.

## **ARTICLE IV -- REGIONAL MEETINGS & ENCOUNTERS**

Regional meetings should be held a minimum of twice a year, generally once in the spring and once in the early fall (prior to the last week in October).

1. The Regional Coordinating Group shall convene, guide and coordinate all Regional Meetings, encounters and ultreyas with the assistance of the Regional Service Teams from all language groups.
2. Traditionally, the Spring Encounter is held the last full weekend in April, and the Fall Encounter is held the third full weekend in October.
3. These two Regional Encounters should contain the following aspects, however, not in any particular order.
  - a. Business meeting (generally most business can be conducted within two hours).
  - b. Opportunity for Spiritual Advisors to meet with one another.
  - c. Opportunity for Lay Directors to meet with one another.
  - d. Educational opportunities for all present.
  - e. Spiritual opportunities for all present.

- f. An Ultreya.
  - g. Social Time.
4. Regional Encounters are open to all Cursillistas within the Region. All Diocesan Secretariat and School of Leaders members are especially encouraged to attend.

## **ARTICLE V – DIOCESAN ALIGNMENT AND REPRESENTATION**

### **SECTION A – ALIGNMENT**

1. A Diocesan Secretariat may change its alignment to another adjacent Region at any time by notifying in writing the National Executive Director after consulting with the Regional Coordinators of the Regions involved.

### **SECTION B – REPRESENTATION**

1. Each diocese aligned with the Region should send the Lay Director and the Spiritual Advisor to the Regional Secretariat meetings and Encounters.
2. If a diocese has more than one affiliated Diocesan Secretariat (e.g. English – Spanish), each Secretariat will have the same privileges at all meetings.
3. For voting purposes, each affiliated Diocesan Secretariat shall be represented by the same number of voting members, usually two, the Lay Director and Spiritual Advisor or their proxy. Effort should be made to ensure that the voting conscientiously represents the various groups of the Movement in that diocese.
4. To promote and signify unity in the Cursillo Movement, as in the Church, all affiliated diocesan Cursillo Movements (English, Spanish, Vietnamese, etc.) are to be included in the Regional Secretariat and all major decisions are to be made as one body. Any differences will be reconciled by the Regional Coordinating Group.