

BY-LAWS FOR THE CURSILLO SECRETARIAT OF THE DIOCESE OF ROCKFORD

PREAMBLE

The purpose (or goal) of the Movement is the leavening of the environments with the Gospel. This leavening of environments strives to make Christian community possible in families, neighborhoods, work situations and other places where people live the greater part of their lives. It attempts to make it possible for anyone in the world to live a Christian life in a natural way.

The ultimate goal of Cursillo in Christianity is that on the Day of Judgment there may be more saints. This can be accomplished if the purpose stated in the preceding paragraph has been achieved.

Its immediate purpose is to provide an understanding and conviction concerning what is fundamental for being a Christian. The Cursillo Movement strives to strengthen individuals so that they might live out that understanding and conviction, supported by Christian community life.

Unity of purpose is essential if there is to be a courageous and total service of Jesus Christ through the Cursillo Movement. Individualism halts the advance of the Movement and in fact disintegrates it. The Secretariat unifies the Movement on all levels and indicates the path to be followed in essential matters of practical details as indicated in the official literature. However, in all questions of importance it listens to the Cursillo leaders before deciding what should or should not be done.

The members of the School of Leaders will be in constant dialogue with the Secretariat. The members of the Secretariat for their part should recall that the Lord, through his bishop, has given them a most serious responsibility for the implementation of the authentic Cursillo Movement in the Diocese of Rockford. Conscious of each one's talents, it should coordinate individual contributions into a total effort in support of the Movement in all of its phases; Precursillo, Cursillo, and Postcursillo. Making decisions is a difficult process and responsibility assigned to the Secretariat. All Cursillistas are urged to support the Secretariat by prayer and Palanca. In guiding the Movement, the Secretariat must determine the potential of the entire Diocesan Movement so that each person may be led to discover their individual potential and contribute to the building up of the Kingdom of God. This it should do in love, at the same time demanding a just response from each leader.

The Secretariat should not be dictatorial but must view its authority as one of service to the total Movement. It must remember that Christ has entrusted the Movement's direction to it, through the bishop to whom the Secretariat will have to give an account for this charge.

The Secretariat, as a service unit, is not established to be served but to serve the entire Cursillo Movement. In this sense, the Secretariat cannot be thought of except as a Group Reunion whose apostolic plan is the promotion of the Cursillo Movement itself, programmed and carried out with the idea of the great service to all.

Just as on the 3-Day Cursillo, priests bear the responsibility for spiritual guidance and laity regulates its overall functioning, so priest and lay members of the Secretariat will cooperate for furthering the aims and objectives of the Cursillo Movement as a whole. (The Leaders Manual, Eighth printing, May 2003)

ARTICLE I - In the Diocese of Rockford there shall be one Secretariat for the Cursillos of Christianity which will be a functional and autonomous organism under the immediate direction of the Bishop, in accord with the universal law of the Church and the particular law of the Diocese of Rockford, and dependant upon the Lay Director and Spiritual Advisor. It is the desire of the Diocese of Rockford to have unity between the different language groups active within its movement. To assist in communication, promote the unity of purpose and direction, the other Languages School of Leaders, following the Articles to follow, shall appoint positions, which mirror those of the overall Secretariat. It shall be the responsibility of the other languages Lay Director and Spiritual Advisor to direct, communicate and implement the directives of the Secretariat through this leadership, and to communicate to the Secretariat issues in need of attention.

ARTICLE II – As a group, the members of the Secretariat shall guide and coordinate all phases of the Cursillo Movement in the Diocese of Rockford, within the pastoral plan of the bishop, and the Cursillo Movement.

ARTICLE III – Members of the Secretariat shall be nominated by the School of Leaders and selected by the Secretariat, with the approval of the bishop for a three (3) year term. Only members of the School of Leaders shall be eligible for appointment. All Secretariat members shall be living the Movement: grouping, regularly attending Ultreya, and School of Leaders. All Secretariat members shall be Cursillistas for at least (2) years since their Weekend.

ARTICLE IV – The School of Leaders is the cornerstone of the Cursillo Movement, the compliment and extension of the Secretariat. The school will be its instrument for the realization of its work. The School 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.

ARTICLE V – The Secretariat shall be composed of lay people and a priest advisor. The following are their respective duties but are not limited to:

1. Members- There shall be a Lay Director, Assistant Lay Director, Spiritual Advisor, Chairperson of the School of Leaders, Chairperson of the Precursillo section, Chairperson of the Cursillo section, Chairperson of the Postcursillo section, Treasurer and Secretary. All languages will carry out the same duties unless otherwise noted.

- Note: The position of the other languages Lay Director is included as a member of the Overall Secretariat.
 - In the Overall Secretariat, excluding the other languages Lay Director, the positions of the Lay Director and the School of Leaders may be taken up by another chairperson on the Overall Secretariat. In which case they may restart their term upon the approval of Secretariat - within the allotted time (3 to 6 year term).

a. *The Lay Director*, in consultation with the Spiritual Advisor, will:

- Convoke, preside at, prepare and direct agendas for all meetings of the Secretariat.
- Do everything possible to promote a spirit of unity, not only among the members of the Secretariat, but in School of Leaders and throughout the whole diocesan Cursillo Movement.
- See to it that members of the Secretariat fulfill their assigned duties.
- Serve as a liaison to the National and Regional Secretariats.
- Assume the duties of any Secretariat vacancy until such vacancy is filled.
- Be responsible for announcements at all closings.
- Reviews and executes the local Bylaws.
- Insure an annual report and interim reports will be provided to the bishop with the approval of the Secretariat.
- Serve for three (3) years and for a serious reason may be re-elected for another term of office.
 - The Lay Director may not serve more than (2) consecutive terms.

➤ Note: Other Language Lay Directors will:

- Provide annual and interim reports to the overall Lay Director for the purpose of informing the bishop.
- Regularly attend the overall Secretariat meetings to represent their side of the movement or delegate someone on their Secretariat to attend in his/her absence.

b. *The Assistant Lay Director* will:

- Assist the Lay Director in any ways necessary and possible.
- Shall act in behalf of the Lay Director when, for any reason the Lay Director cannot act.
- Direct the School of Leaders working in cooperation and coordination with the Secretariat as to the format thereof.
- Serve for three (3) years and for a serious reason may be re-elected for another term of office.

c. *The Spiritual Advisor* will:

- Oversee the spiritual needs of the Secretariat and the Movement.
- The Spiritual Advisor, who is appointed by the bishop, maintains a link between the Movement and the Bishop's office.
- Insure proper spiritual assistance to the Movement, the Spiritual Advisor will be available to assist those who need guidance.
- Promote the Cursillo Movement to the various deanery offices.
- The Spiritual Advisor should continually challenge the other Secretariat members to discern all their activities. We must always strive to seek God's will instead of our own.

d. *The Chairperson of the School of Leaders* Upon the recommendation of the Secretariat, the Chairperson of the School will:

- Convoke, preside at, prepare and direct all activities relating to the School of Leaders (SOL).
 - Determine the Doctrinal and Technique for presentations and presenters for the School.
 - Ensure that all the essential elements of the School are maintained, for the continued growth of its participants.
 - By ensuring the authenticity and integrity for the Movement is upheld throughout all three phases.
 - Meet with the three phases on a regular basis.
 - Provide list of qualified people to the Rector/a for the purpose of selecting their teams.
 - Establish a SOL representative within each Ultreya to ensure that the SOL schedule is announced and activities reported upon.
 - Make available the required Cursillo Literature at presentations: Cursillo Manuals (CM), Leaders' Manual (LM), The Fundamental Ideas of the Cursillo Movement (FI), & others.
 - Serve the term of 3 years and for a serious reason may be re-elected for another term of office.
- Note: Overall Secretariat SOL will:
- Provide team training
 - Maintain team manuals

e. The Chairperson of the Precursillo will:

- Insure the Movement maintains its focus on the various environments within the Diocese.
 - Insure continual efforts are being exerted in order to identify key environments and the influential people within those environments.
 - Insure that proper procedures are in place to insure a smooth transition from the Precursillo to the Postcursillo (by way of the Cursillo Weekend).
 - Maintain, file, evaluate, and process Candidate and Sponsors applications.
(Those Who Can Go- Pg. 80-82 & 181 LM)
 - Dispose of applications after the Weekend.
 - Provide instruction to Sponsors and Candidates for Cursillo Weekends.
(The Sponsor Must: -Pg, 85 LM)
 - Prepare Candidate documentation (list) for Cursillo phase to use in preparing for the weekend and for Postcursillo phase to follow up on Ultreya.
 - List of Names, Addresses, & Phone Numbers
 - Health issues or concerns
 - Serve the term of 3 years and for a serious reason may be re-elected for another term of office.
- Note: Spanish Precursillo holds a preparation class for the Candidates and their Sponsors prior to the weekend.

f. The Chairperson of the Cursillo will:

- Insure every element of the Cursillo Weekend is directed to properly educating the Cursillistas who attend those Weekends.

- Oversee the Site Coordinator and Palanca Committees.
- Propose dates and locations for the weekends and provide this information to the other languages. (Via email)
- Serve the term of 3 years and for a serious reason may be re-elected for another term of office.

- Note: Other languages Cursillo phase Chairperson will:
 - Communicate with Overall Secretariat, Site Coordinator and Palanca Committee for any issues of concern.
 - Spanish Cursillo phase will:
 - Provide team training and maintain team coordinator manuals.
 - Rector/a, Kitchen, Chapel, and Liaison
 - Provide a post 3-day report and evaluation.

g. The Chairperson of the Postcursillo will:

- Insure that every Cursillista within the Diocesan Movement has the opportunity to grow in their own Fourth Day. This is accomplished by insuring a link between the School of Leaders and all the Group Reunions within the dioceses.
- Insure an adequate number of Ultreyas (the source of linkage between the various Group Reunions) are in existence within the diocese.
- Establish Key people to facilitate Ultreyas for the purpose of
 - Communicating information.
 - Initiate Group Reunions for people who are not Grouping.
- Maintain a current list of Ultreya locations and facilitators.
- Establish standards and procedures for managing the Ultreyas.
 - Train and provide a packet of information to new Ultreya facilitators.
(A Typical Evening Schedule –Pg. 129 LM)
- Obtain a list of Cursillistas who attend Ultreyas and are grouping, by way of Ultreya facilitators. This list should then be given to the SOL.
- Personally visit each Ultreya to provide encouragement, support, information, and to ensure conformity and authenticity of the Movement.
- Establish and maintain data concerning the progress of the Movement.
- Plan and carry out the Grand Ultreya.
- Determine the need and schedule necessary Diocesan, Regional, and National workshops.
- Oversee the Website committee.
- Serve the term of 3 years and for a serious reason may be re-elected for another term of office.

- Note: All website and Ultreya Grande committees will collaborate with one another.
 - Other languages Newsletter committee will provide articles to the Overall Secretary.

h. The Treasurer shall handle the financial matters of the Cursillo Movement. The position of the Treasurer may represent both languages if the individual is bilingual. The Treasurer will:

- Do whatever is necessary to ensure that the Movement is financially sound at all times.
 - Ensure that required books, publications and other supplies, which are needed by the Movement, are always available.
 - Ensure that the local regional and national financial obligations are met.
 - Collect, deposit, and disburse money in a timely manner.
 - Keep accurate records of the money flow; recording and accounting for all credits, debits, and balances; and submit a monthly report to the Secretariat and other languages Treasurer. (Via email)
 - Write “Thank You” notes to contributors other than Cursillistas involved in Weekend and Fundraisers.
 - Pay stipend requested by Spiritual Directors.
 - If possible, make sure funds are available for the Lay Director’s (or other representative) attendance at the National and Regional.
 - Submit a year-end financial report to the diocese.
 - Serve the term of 3 years and for a serious reason may be re-elected for another term of office.
- Note: Other Languages Treasurer will:
- Keep records of transactions that occur within their language side of the Movement for the purpose of handing a copy over to the overall Treasurer.
 - Present the monthly report to their Secretariat at each meeting. (Report provided by overall Treasurer.)

i. The Secretary will:

- Keep the minutes of all meetings and see to it that they are distributed promptly to all whom should receive them.
 - Record Attendance
 - Assure mailing lists are up-to-date.
 - Take responsibility for all mailings sent out by the Secretariat.
 - Perform other duties usually connected with this position.
 - Keep a copy of minutes on file, for referral at meetings.
 - Keep track of the start of each person’s term on Secretariat.
 - Have a list of the members of Secretariat in other languages.
 - Serve the term of 3 years and for a serious reason may be re-elected for another term of office.
- Note: The Overall Secretary will be the gatherer of articles for the Rooster.

2. Chairpersons of the three sections may appoint individuals to oversee committees respective to the work of that section. The Leaders of these various committees report directly to their respective chairperson. The committee leaders are not members of the Secretariat. The following committees are in place at this time.

Cursillo Phase: Site Coordinators & Palanca Coordinators
Post Cursillo: Website Committee & Ultreya Grande Committee.
Secretary: Newsletter Committee
School of Leaders: Team Training Committee

ARTICLE VI – Liaison shall be established and maintained with the national and regional Secretariats which shall be supported by the Rockford Diocese Cursillo Movement, both spiritually, by way of prayer and Palanca, and materially by way of financial contributions to the degree required.

ARTICLE VII – The Secretariat shall implement the Cursillo Movement in the Diocese of Rockford according to what is essential and fundamental as outlined in the official literature of the Movement.

ARTICLE VIII – Since the Secretariat is itself a Group Reunion, there shall be a sharing of Piety, Study and Action.

ARTICLE IX – Amendments to these bylaws may be proposed by any member of Secretariat. Amendments may be made, subject to the approval of the bishop, at any regularly scheduled meeting of the Secretariat. Passage of an amendment requires a two-thirds majority vote of the entire Secretariat. Proposed amendments must be submitted to the Secretariat at least one month in advance of the meeting to which the proposed amendment is to be discussed. Voting on the proposed amendment will take place at the next regularly scheduled meeting following the meeting it was discussed.

ARTICLE X – Upon completion of each member's term they will accept at least a one (1) year waiting-period prior to accepting a position on the Secretariat. As per Article V all positions may be extended for one additional term; however, at the end of their second term of service, they will also be required to accept the one-year waiting period.

ARTICLE XI – Ad hoc committee and pro-team positions may be appointed following a two-thirds majority vote of the Secretariat members.

These Bylaws were approved by the Secretariat in session on July 27, 2010.

Ray Oleferchik, Lay Director

Fr. Robert Sherry, Spiritual Advisor

These Bylaws were approved by: _____ on:

Date: _____

Bishop of the Diocese of Rockford, IL.
Voting to approve the Bylaws are:

Father Robert Sherry, Spiritual Advisor

Ray Oleferchik, Lay Director

Adamy Martinez, Spanish Lay Director

Brenda Morones, Assistant Lay Director

Don White, School of Leaders

Alfred Johnson, Secretary

Manuel Garcia, Treasurer

Bill Recker, Pre Cursillo Chairperson

Ron & Linda Abramowicz, Cursillo Chairpersons

Rich & Barb Hayes, Post Cursillo Chairpersons