**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; Pre-Cursillo, Cursillo, and Post-Cursillo. Making decisions is a difficult process and responsibility assigned to the Secretariat. All English-speaking Cursillistas of the Rockford Diocese (further known as "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 English-speaking Secretariat (further known as "Secretariat") for the Cursillos of Christianity which will be a functional and autonomous organism under the immediate direction of the Diocesan Bishop (further known as "Bishop"), in accord with the universal law of the Church and the particular law of the Diocese of Rockford (further known as "Diocese"), and dependent upon the Diocesan Cursillo Coordinator and Spiritual Advisor. It is the desire of the Diocese of Rockford to have unity between the different language groups active within its movement.

**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 Cursillistas and elected by Cursillistas, with the approval of the Bishop for one term. All Secretariat members shall be living the Movement: grouping, regularly attending Ultreya, and School of Leaders. All eligible Secretariat members shall be Cursillistas for at least two (2) years since their Weekend. Only active members of the School of Leaders shall be eligible for nomination. Elections by written ballot will take place within 90 days of the nominations at a general meeting to be determined by Secretariat. All current members of Secretariat will be the election judges.

**ARTICLE IV**

Upon completion of six (6) consecutive years of elected Secretariat service, the member will accept at least a three (3) 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 three-year waiting period.

**ARTICLE V**

Any Secretariat vacancy shall be temporarily filled by the Assistant Diocesan Cursillo Coordinator until Secretariat appoints an eligible replacement as the acting member and will serve until the next election.

**ARTICLE VI**

The School of Leaders (SOL) is the cornerstone of the Cursillo Movement, the compliment and extension of the Secretariat. The SOL will be its instrument for the realization of its work. The SOL will supply the Secretariat with teams of leaders prepared spiritually and technically, so that these leaders may be the core 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 Post-Cursillo.

An active member of the SOL shall be defined as attending a minimum of three (3) SOL meetings and/or Secretariat meetings per year with at least two (2) of those meetings being SOL meetings.

**ARTICLE VII**

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

1. Members - There shall be a Diocesan Cursillo Coordinator, Assistant Diocesan Cursillo Coordinator, Spiritual Director, Chairperson of the School of Leaders, Chairperson of the Pre-Cursillo section, Chairperson of the Cursillo section, Chairperson of the Post-Cursillo section, Treasurer, and Secretary.

Note: The representatives of the other languages will be *ad hoc* non-voting members of Secretariat.

1. ***Diocesan Cursillo Coordinator***, in consultation with the Spiritual Director, 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.
   * Be responsible for announcements at all Clausuras.
   * Reviews and executes the local By-laws.
   * Ensure all required reports will be provided to the Bishop with the approval of the Secretariat.
   * Serve for one (1) three (3) year term and may be eligible for another term of office.
     + The Diocesan Cursillo Coordinator may not serve more than two (2) consecutive terms.
2. ***Assistant Diocesan Cursillo Coordinator*** will:
   * Assist the Diocesan Cursillo Coordinator in any ways necessary and possible.
   * Shall act on behalf of the Diocesan Cursillo Coordinator when, for any reason the Diocesan Cursillo Coordinator cannot act.
   * Serve for one (1) three (3) year term and may be eligible for another term of office.
     + The Assistant Diocesan Cursillo Coordinator may not serve more than two (2) consecutive terms.
   * Assume the duties of any Secretariat vacancy until such vacancy is filled.
3. ***Spiritual Director*** will:
   * Oversee the spiritual needs of the Secretariat and the Movement.
   * The Spiritual Director, who is appointed by the Bishop, maintains a link between the Movement and the Bishop’s office.
   * Ensure proper spiritual assistance and guidance to Secretariat and the Movement.
   * Promote the Cursillo Movement to the various Deanery offices.
   * The Spiritual Director 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.
   * The Spiritual Director, is a non-voting member of Secretariat in accordance with Canon law
4. ***Chairperson of the School of Leaders***, upon the recommendation of the Secretariat, the Chairperson of the SOL will:
   * Convoke, appoint a leader at each location to preside at, prepare, and direct all activities relating to the SOL.
   * Appoint a leader at each meeting location to preside at, prepare, and direct all activities relating to the SOL. Determine the Doctrinal and Technique subject for presentations and presenters.
   * 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 sections (Pre-Cursillo, Cursillo, Post-Cursillo).
     + Meet with the three section chairpersons on a regular basis.
   * Provide list of qualified people to the Secretariat for the purpose of selecting the weekend teams and coordinate with the Rector and Rectora.
   * Communicate to each Ultreya to ensure that the SOL schedule is announced and activities reported upon.
   * Make available the required Cursillo Literature at presentations (SOL, Team Meetings, Ultreyas, etc.): Cursillo Manual (CM), Leaders’ Manual (LM), The Fundamental Ideas of the Cursillo Movement (FI), and others.
   * Be knowledgeable about all weekend functions.
   * Provide training for Team Trainers.
     + Appoint Master Trainer who will appoint and train team trainers.
   * Serve for one (1) three (3) year term and may be eligible for another term of office.
     + The Chairperson of the School of Leaders may not serve more than two (2) consecutive terms.

Note: Overall Secretariat SOL will:

* + - Provide team training
    - Maintain team manuals

1. ***Chairperson of the Pre-Cursillo*** will:
   * Ensure the Cursillo Movement maintains its focus on the various environments within the Diocese.
   * Ensure continual efforts are being exerted in order to identify key environments and the influential people within those environments.
   * Ensure that proper procedures are in place to insure a smooth transition from the Pre-Cursillo to the Post-Cursillo (by way of the Cursillo Weekend).
   * Maintain, file, evaluate, and process Candidate and Sponsors applications. (Those Who Can Go- Pg. 80-82 and 181 LM)
   * Provide completed and vetted applications to the current Rector and Rectora.
   * Oversee the proper disposal of applications after the Weekend.
   * Oversee the instructions 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.
   * Serve for one (1) three (3) year term and may be eligible for another term of office.
2. ***Chairperson of the Cursillo*** will:
   * Oversee every element of the Cursillo Weekend is directed to properly educating the Cursillistas who attend those Weekends.
   * Appoint and oversee the Site Coordinator and Palanca Committees.
   * Secure dates and locations for the weekends and provide this information to the other languages.
   * Serve for one (1) three (3) year term and may be eligible for another term of office.
   * Coordinate supplies and equipment for all Cursillo Weekends.
3. ***Chairperson of the Post-Cursillo*** will:
   * Ensure that every Cursillista within the Cursillo 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 Diocese.
   * Ensure an adequate number of Ultreyas (the source of linkage between the various Group Reunions) are in existence within the Diocese.
   * Appoint and oversee people to facilitate Ultreyas for the purpose of:
     + Communicating information.
     + Encourage Group Reunions for people who are not meeting.
     + Maintain a current list of Ultreya locations and facilitators.
   * Establish standards and procedures for managing the Ultreyas.
     + Train and provide information to new Ultreya facilitators. (A Typical Evening Schedule –Pg. 129 LM)
     + Maintain a list of Cursillistas who attend Ultreyas and are grouping, by way of Ultreya facilitators. This list should then be given to the SOL.
   * Provide encouragement, support, information, and to ensure conformity and authenticity of the Cursillo Movement.
   * Appoint committee to oversee the planning and to carry out the Ultreya Grande and coordinate with the other language Secretariats.
   * Determine the need and schedule necessary Diocesan, Regional, and National workshops.
   * Serve for one (1) three (3) year term and may be eligible for another term of office.
4. ***Treasurer*** will:
   * Handle the financial matters of the Cursillo Movement.
   * Ensure that the Cursillo Movement is financially sound at all times.
   * Ensure that the local, regional, and national financial obligations are met.
   * Collect, deposit, and disburse funds.
   * 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.
   * Write “Thank You” notes to contributors involved in Weekends and Fundraisers.
   * Pay stipends requested by priests.
   * Budget funds for the Diocesan Cursillo Coordinator’s (or other representative) attendance at the National and Regional Encounters.
   * Submit a year-end financial report to the Diocese.
   * Serve for one (1) three (3) year term and may be eligible for another term of office.
5. ***Secretary*** will:
   * Maintain and provide Secretariat the minutes of all meetings and see to it that they are distributed promptly to all attendees and Secretariat.
   * Ensure mailing lists are up-to-date.
   * Take responsibility for all mailings sent out by the Secretariat.
   * Oversee the Website committee.
   * Keep a copy of minutes for the previous 12 months on file, for referral at Secretariat meetings.
   * Maintain term records of Secretariat members past and present.
   * Have a list of the members of Secretariat in other languages.
   * Serve as the editor of the newsletter.
   * Serve for one (1) three (3) year term and may be eligible for another term of office.
6. 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 section chairperson. The committee leaders are not voting members of the Secretariat.

**ARTICLE IX**

Communication 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 X**

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 XI**

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

**ARTICLE XII**

Amendments to these by-laws may be proposed by any Cursillista. Amendments may be made 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 at which it will be subject to the approval of the Bishop.

These Bylaws were approved by the Secretariat in session on February 2017.