



VIA DE CRISTO  
C O L O R A D O

## **SECRETARIAT ORGANIZATION**

### **Secretariat Officers and Members of the Colorado Via de Cristo Secretariat**

Officers for the Secretariat of Colorado Via de Cristo are the Lay Director, Assistant Lay Director/Training, Spiritual Director, Secretary/Registrar, and Treasurer/Purchasing. The other positions that are defined in this document, complete the governing board of Colorado Via de Cristo (CVdC), hereafter defined as the Secretariat.

The descriptions of duties for each position are described in detail as follows:

#### ***A. Lay Director***

1. Responsible for the leadership of the Secretariat.
2. Sets the time, place, and agenda for the meetings, inclusive of the Annual Colorado Via de Cristo meeting.
3. The initial contact with, and representation to, the NLS and other Via de Cristo movements.
4. Responsible for all activities of the Secretariat:
  - a. Appoint persons to fill un-expired terms.
  - b. Train Secretariat members and assign duties.
  - c. Prepare reports to the NLS and bishops.
  - d. Prepares articles and reports for the newsletters.
  - e. Works with pre-weekend and Spiritual Director on selections.
  - f. Assists in Rector selection.
  - g. Attends NLS meetings.
  - h. Preside at all meetings of the members and at Secretariat sessions.
  - i. Perform all duties usually incident to such office or which may be required by the members.
  - j. Preside as ex-officio member of all committees, with the exception of the Nominating Committee.
  - k. The Nominating Committee shall be appointed by the Lay Director at least three months prior to the CVdC annual meeting to solicit names to be used as candidates to fill various positions that expire and are to be voted on in an election.
  - l. Prepare a full and complete report of the Colorado Via de Cristo program and circumstances, get it approved by the secretariat, and present it to the members at the Annual Meeting.
  - m. Appoint, with the secretariat's approval, such special committees, as the Secretariat may deem necessary for achievement of the goal of Colorado Via de Cristo.
  - n. Schedules Secretariat meetings.
  - o. Develops an agenda prior to each meeting.
5. Interfaces with the Rectors concerning the scheduling and planning of weekends.

6. Serves as the contact person with other three-day weekend movements concerning matters of joint interest.
7. In the event of a tie vote, the Lay Director may cast the deciding vote.
8. Holds orientation session for newly elected Secretariat members to provide them with information regarding the operation of the Secretariat and specifically their responsibilities on the Secretariat. At this same meeting will provide new members with copies of the Constitution, bylaws, and Operating Procedure, and any other information pertinent to their responsibilities on the secretariat.

***B. Assistant Lay Director - Training Coordinator***

1. Act in the capacity of the Lay Director in his or her absence.
2. Shall serve as Parliamentarian.
3. Shall maintain and update the Constitution, Bylaws, and Operating Procedures of the Secretariat. Inclusive of keeping up-to-date copies of these documents shall be included in the files kept by the Lay Director, Secretary, Treasurer, and Webmaster. The Assistant Lay Director will provide a copy of the documents to all members of the Secretariat as requested.
4. Work with in conjunction with the Officers to prepare a “Rector Eligible Report”, based upon Colorado VdC eligibility criteria. The report will be distributed to the Secretariat at the beginning of the scheduled Colorado VdC Secretariat meeting.
5. Ensures that the Rector Selection Guidelines are followed.
6. Develops and maintains team training materials and team experience rosters
7. Coordinate a pre-weekend meeting and a post-weekend meeting follow-up meeting with the Secretariat Spiritual Director; Lay Director and the Rector after the weekend.
8. Review and amend the Team Application Form as necessary or directed by the Secretariat.
9. Work with the Rector to gather information about areas of interest indicated on Team Applications. Share this information with the Webmaster after each weekend.
10. Conducts Leader’s Seminars and assists in team selections.
11. Prepare and maintain Colorado VdC community training materials. Conduct Colorado VdC Seminars and Workshops in preparation to serve on a weekend team. Conduct new CVdC Secretariat member training.

***C. Spiritual Director***

1. Responsible for providing leadership on matters of faith and spirituality.
2. Assist with selection of Head Spiritual Director for the weekend, in consultation with Rector.
3. Assist in selection spiritual directors for the Ultreya, in consultation with Ultreya Coordinator.
4. Attends the NLS.
5. Prepares reports and articles for the newsletter.
6. Provides spiritual guidance in Rector selection (non-voting).
7. Give spiritual direction and guidance to the Secretariat and the Colorado Via de Cristo program. (non voting)
8. Serve as clergy delegate to the National Lutheran Secretariat.
9. Continually places before the Secretariat the ultimate goals we share as God’s messengers and tools for bringing others into a growing relationship with God and God’s people.

10. Assist in the selection of other Spiritual Directors to serve on the Secretariat.
11. Assure that at least one Spiritual Director attends at each Secretariat meeting.
12. Be the primary contact with other Lutheran clergy.

***D. Secretary/ Registrar***

1. Responsible for taking minutes at each Secretariat meeting.
2. Maintains secretariat records & archives.
3. Performs other duties requested by the Secretariat.
4. Prepares reports and articles for the newsletter (i.e. meeting notes).
5. Notify the membership of both the annual and special meetings.
6. Keep a membership book with the name and address of each member and date of admission to membership, in conjunction with the Webmaster.
7. Work with the Assistant Lay Director to assure that the Constitution, Bylaws, and procedures are maintained and updated regularly. Maintain an updated copy of each document.
8. Summarize actions taken at all Secretariat meetings for publication in the CVdC newsletter.
9. Assist Communications Coordinator in developing materials.
10. Send confirmation letter to sponsors as soon as pilgrim registration is received.
11. Notify pilgrims of what they will need for the weekend.
12. Provide Rector with copy of each pilgrim registration form and master Pilgrim spreadsheet.
13. Coordinate welcoming of all pilgrims to the weekend with the Head Cha, ensuring names are spelled correctly; special needs are identified and taken care of, etc.
14. In the event of a cancellation or rescheduling of a weekend, notify all pilgrims and sponsors immediately and provide new date for weekend if known.
15. The Registrar shall request from the weekend Rector an accurate listing of team members and pilgrims for said weekend. The Registrar shall forward information to the Webmaster.

***E. Treasurer - Purchasing Coordinator***

1. Responsible for the finances of the Secretariat, inclusive of:
  - a. arranges and maintains 501-C-3 (non-profit) status, in conjunction with Secretariat officers.
  - b. authorizes any disbursement of funds.
  - c. may authorize Lay Director as second signer on accounts for emergency situations.
  - d. makes periodic accounting to the community.
  - e. Keep records consistent with good bookkeeping practices.
  - f. Prepare newsletter articles
  - g. Expend monies as authorized by the secretariat.
  - h. Prepare and present a full report of all such transactions to the membership and at any Secretariat meeting.
  - i. Prepare records for Annual Audit prior to the Annual Meeting by a two-person team appointed by the Lay Director.
  - j. May be bonded in an amount to be determined by the secretariat.
  - k. Prepares or reviews the monthly bank reconciliation.
  - l. Maintain checking, savings, and investment accounts as necessary to manage the funds of the organization.

- m. Monitor the operating cash balance and alert the Secretariat when any additional funds are needed.
  - n. Responsible for filing the annual tax return for IRS and applicable Colorado State Tax Return.
2. Update and maintain documentation relevant to the position of Treasurer
  3. Perform such other duties from time to time as may be required and directed by the Secretariat.
  4. Assists the Rector locating and purchasing weekend items (e.g. candles, bibles, crosses, pilgrim guides, etc.) to ensure that proper supplies are provided for the weekend.
  5. Purchasing coordinator shall provide unit costs of bulk purchased items (e.g. candles, bibles, crosses, Pilgrim guides, etc.) to the treasurer, each time purchased.
  6. Establish, monitor and maintain corporate accounts as appropriate (e.g. Xpedix, Office Depot, Kinko's, etc.)
  7. Develop and maintain a detailed cost for each weekend.
  8. Notify all necessary parties (i.e. Secretary of State (incorporation), non-profit status, insurance companies, etc. of changes in mailing address.
  9. Receives and processes weekend team and pilgrim participant applications.
  10. Provides participants list to Rector, Secretary/Registrar and Training Coordinator (including home addresses, congregations, etc.).

***F. Communications/Palanca Coordinator***

1. Develops publicity materials and programs.
2. Prepares and mails (or coordinates) a newsletter to the community, NLS, and other movements, prior to each weekend.
3. Coordinate and share with the Webmaster an electronic database of all current Fourth Day members to whom the newsletter will be mailed.
4. Coordinate printing, mail preparation, and mailing of newsletters.
5. Coordinate email distribution of newsletters.
6. Occasionally assist other committee coordinators with preparing and distributing committee news to the Fourth Day community
7. Send cards of sympathy to CVdC Fourth Day members who may have experienced a loss of a family member.
8. Coordinates and communicates with the NLS and other movements on matters relating to Palanca, to include :
  - a. Receives and sends Palanca gifts and letters.
  - b. Provides letters from other 4th Day Communities for the weekend to the Weekend Head Palanca Cha.
9. Prepares newsletter articles (re: Palanca).
10. Maintain communications with the Fourth Day community about various Palanca opportunities. Make the Forth Day community aware of all activities that can be supported by prayer, such as team meetings, Ultreya, team selections, Secretariat meetings, etc.
11. Address the Fourth Day community through presentations made at Ultreya, newsletter, email, etc. of the nature of Palanca and what constitutes authentic Palanca.

### ***G. Ultreya/Weekend Facilities Coordinator***

1. Arranges for the follow-up/Fourth Day activities, reunion groups, and Ultreya.
2. Prepares newsletter articles as requested.
3. Reserve the church, pastor for worship service, plan the format of the event, and coordinate musicians with Music Coordinator, set up refreshments or dinners for all activities.
4. Provide schedule of planned events and activities well in advance to Communications Coordinator for publication in newsletter.
5. Assist to coordinate setup and takedown of church facilities used for Fourth Day activities.
6. Ensure facility is left in a clean and orderly manner when activities are completed.
7. Procures and returns keys for church facility used for Fourth Day activities as required.
8. Selects, arranges for, prepares and provides set-up and clean up for the weekend site.
9. Identifies potential time and location of weekends with approval by the Secretariat.
10. Facilities – inspects potential facilities, reserves to secure facilities, handles reservations, coordinates deposits with Treasurer, site confirmation, and obtain detailed information of facility accommodations.
11. The Weekend Coordinator along with the Treasurer will contractually bind Colorado Via de Cristo to a selected weekend site.
12. The Weekend Coordinator shall coordinate the location for Open Clausura after the weekends.

### ***H. Property Coordinator***

1. Provides for property maintenance and storage.
2. Maintain a master list of inventory items necessary to put on a weekend and ensure that supplies are purchased (coordinate with Purchasing Coordinator) to replenish expendables.
3. Transport supplies to weekend site and assist Head Chas with whatever is needed to setup for the weekend. Provides assistance at the end of the weekend with takedown and transportation of supplies.
4. Maintain and service Via de Cristo trailer. Ensure registration, license plates, and insurance is current on trailer.

### ***I. Webmaster***

1. Develops and maintains a full electronic database of all 4th Day members, to include names, mailing addresses, email addresses, phone numbers, home congregations, pilgrim weekend, and all team positions served for use by secretariat as needed.
2. Keep current information such as: name, address, city, state, zip, email address, pilgrim weekend attended, spiritual director, home congregation, etc., and provide this information to the Communications Coordinator for production of mailing labels.
4. Keep all records of team service and make this information available to Secretariat and Rectors as requested.
5. Manage and maintain the CVdC website with information about the movement, prayer requests, pilgrim applications, calendar of events, maps to events, etc. as directed by the Secretariat.
6. Maintain all official CVdC licensed software.
7. Accomplish, delegate, and perform duties related to electronic files as directed by the Secretariat.

***J. Music Coordinator***

1. Serve as a music resource for Rectors, Head Music Cha, and Ultreya Coordinator regarding the selection of music and its proper copyright notation.
2. Maintain records of all music published and performed at all CVdC functions, for reporting data to CCLI on required basis.
3. Works in conjunction with the Ultreya Coordinator to coordinate the provision of music for special meetings and Ultreya as required.
4. Coordinates provision of music with Lay Director for annual meeting as may be required.
5. Advise the Secretariat regarding all factors involving the use of music on weekends including, but not limited to, securing and properly noting copyright authorizations for songs used. Develop and maintain a roster of interested and capable musicians for consideration as music Chas at all weekends and Fourth Day community events.