



CURSILLOS OF CHRISTIANITY OF THE ARCHDIOCESE OF SAN ANTONIO BY LAWS

PREAMBLE

Unity of purpose is essential if there is to be a courageous and total service to 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 (all publications of the National Secretariat of the Cursillo Movement). However, in all questions of importance, the Secretariat listens to the 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 Archdiocese of San Antonio. Conscious of each one's talents, the Secretariat should coordinate individual contributions into total effort in support of the movement in its Precursillo, Cursillo, and Postcursillo phases. Making decisions is a formidable charge for the Secretariat. All Cursillistas must support it by prayer and palanca. In guiding the movement, the Secretariat must be watchful not to create subservience but to build up the whole Body of Christ. The Secretariat must determine the potential of the entire diocesan movement so that each person may be led to discover his individual potential and contribute to the building up 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 the movement's direction has been entrusted to it by Christ through the bishop, to whom it will have to give an account for this charge. The Secretariat, as a service unit, is not established to be served but to serve those who serve the most and the best, namely the leaders. 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 ideal of the great service to all.

Just as on the 3-Day Cursillo, priests bear the responsibility for spiritual guidance and laymen regulate its overall functioning. Priest and lay members of the Secretariat will cooperate for furthering the aims and objectives of the Cursillo Movement as a whole.

ARTICLE I – In the Archdiocese of San Antonio, there shall be only one English Cursillos of Christianity Secretariat, which shall be a functional and autonomous organism under the immediate direction of the bishop and dependent upon him. The name of the English speaking Cursillistas Community of the Archdiocese of San Antonio will be referred to as Cursillos of Christianity of the Archdiocese of San Antonio (CCASA).

ARTICLE II – As a group, the members of the Secretariat shall guide and coordinate all phases of the Cursillos of Christianity in the Archdiocese of San Antonio within the pastoral plan of the bishop.

ARTICLE III – Members of the Secretariat will be nominated by the School of Leaders and shall be selected by the Secretariat itself with the approval of the bishop through the Spiritual Advisor. Any member of any School of Leaders within the Archdiocese of San Antonio shall be eligible for appointment.

ARTICLE IV – The School of Leaders is the cornerstone of the Cursillo Movement, the complement and extension of the Secretariat. The school will be the Secretariat’s instrument for accomplishing its work. The School of Leaders will supply the Secretariat with teams of leaders technically, mentally and spiritual prepared to ferment the Cursillo Movement in the diocese. Upon each leader, 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 Spiritual Advisor. The following are their duties:

1. Officers – There shall be a Spiritual Advisor, Lay Director, Treasurer, Secretary, Chairperson of the School of Leaders, and other representatives of the movement who will be chosen by a simple majority vote of the members of the Secretariat.
 - a. 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. To insure proper spiritual assistance to the Movement, the Spiritual Advisor will be responsible for acquiring other priests, deacons and vowed religious to assist with the Doctrinal rollos and Meditations during the Cursillos, as well as in the School of Leaders, and in the Spiritual Advisor’s role during the Ultreyas. The Spiritual Advisor will continually encourage the Secretariat members to discern all their activities. In the absence of a priest Spiritual Advisor, the Secretariat may seek and nominate a priest or deacon for appointment by the bishop. We must always strive to seek God’s will instead of our own.
 - b. The Lay Director, in consultation with the Spiritual Advisor, will convoke, preside at, direct and prepare agendas for all meetings of the Secretariat. He/She will do everything possible to promote a spirit of unity, not only among the members of the Secretariat, but in the School of Leaders and throughout the whole diocesan Cursillo Movement. He/She will see to it that each fellow member of the Secretariat fulfills his/her assigned duties. He/She will present an annual report and interim report if necessary to the bishop in the name of the Secretariat. The Lay Director shall serve a three (3) year term and may be re-elected for two (2) additional one (1) year terms for a maximum of five (5) years. The Lay Director will assume duties of any Secretariat vacancy until such vacancy is filled. The Lay Director will maintain contact with Regional and National Representatives and relay all communications and activities to the members of the Secretariat and the School of Leaders.
 - c. The Treasurer shall handle the financial matters of the Cursillo Movement. He/She will do whatever is necessary to ensure that the movement is financially sound at all times. This includes all local, regional and national financial obligations are met and that funds are available for conducting 3-Day weekends, Ultreyas and other Cursillo events supported by the CCASA. He/She will see to it that required books, publications and other supplies, which are needed by the movement, are always available. The Treasurer will maintain a spreadsheet with the expenses and income, the asset and liability balances, and submit the updated spreadsheet to the Secretariat on a monthly basis. The term of office shall be two (2) years.

- d. The Secretary will keep the minutes of all Secretariat and other meetings and see to it that they are distributed promptly to all whom should receive them. The Secretary will see to it that mailing lists are up-to-date and assume responsibility for all mailings sent out by the Secretariat. He/She will perform other duties usually connected with this office, which includes responsibility for all publications regarding the three phases of the movement. The Secretary is responsible for the mail and telephone messages and the distribution of said information to the appropriate representative. This term of office shall be two (2) years
 - e. School of Leaders Chairperson will convoke, preside at, prepare and direct all activities relating to the School of Leaders. With the support of the Secretariat, he/she will determine the presenters and Doctrinal and Technique presentations for the School. He/She will ensure all essential elements of the School are maintained for the continual growth of all School members.
2. There shall be one representative for each of the three phases of the movement.
- a. The Precursillo representative shall study and propose to the Secretariat the plan of establishment and extension of the Cursillo Movement in the diocese; maintain a file of all applications; assist all leaders in implementing the Precursillo phase of the movement according to the official literature,. The Precursillo representative will work with the Rector/Rectora for personal contact between the team members and the candidates. The Precursillo representative will send letters to the candidates acknowledging receipt of their 3-Day Cursillo Registration Form and will maintain communication with the candidates to inform them of the financial status, directions and items needed for the 3-Day Weekend. The representative will also have contact with sponsors to assist them in carrying out their duties and responsibilities. The term of office shall be two (2) years.
 - b. The 3-Day Cursillo representative shall present to the Secretariat names of prospective rectors/rectoras; help all leaders to carry out all that is required on the 3-Day Cursillo according to the official literature. The 3-Day Cursillo representative is responsible for the Palanca Committee of the Cursillo Movement. The 3–Day Cursillo representative will prepare a 4th Day Package for the new Cursillistas. Cursillo-related items included in the 4th Day Package will be approved by the Secretariat. The 4th Day Package will be distributed to the Cursillistas after the 3-Day Cursillo closing ceremonies on Sunday. The term of office shall be two (2) years.
 - c. The Postcursillo representative shall for the benefit of all Cursillistas promote the essential means of perseverance (Group Reunion and Ultreya) and established fundamental standards for managing the same. The Postcursillo representative, according to the official literature and working with the Secretary, publish or distribute pertinent material for the information and orientation of the Cursillistas. He/She shall gather the necessary statistical data to supply for the Secretariat opportune information concerning the progress of the CCASA. The Postcursillo representative is responsible for the Newsletter Committee of the Cursillo Movement. The Postcursillo representative or a member of the Secretariat will visit out of town Ultreyas at least twice a year. The representative will conduct workshops and spiritual retreats as needed in coordination with the Spiritual Advisor and Lay Director. The term of office shall be two (2) years.

3. Representatives of the Secretariat may appoint individuals to oversee committees respective to the work of that section. (i.e., Preparation committee for the Precursillo section, Palanca Committee for the 3-Day Cursillo section, Newsletter Committee for the Postcursillo section). The individuals of these various committees report directly to their respective Section representatives. The individuals are not members of the Secretariat. The individuals appointed to the sections will serve only during the term of the representative of that section.
4. In the event that the office of Lay Director is vacated, the Secretary will assume duties of the office of Lay Director until a meeting of the secretariat is called to elect a new Lay Director. Said meeting shall be called within two (2) weeks from the date of vacancy. A vacancy in any other position shall be filled by the secretariat at their next regular meeting after a vacancy occurs.
5. The School of Leaders shall submit nominations for expiring terms on the first week of October. Elections will take place at the November Secretariat meeting. Those elected at this meeting shall take office on January 1st of the following year. All transitions between the outgoing representatives and the new representatives will be completed by the December Secretariat meeting.
6. Voting shall be viva voce unless any members of the secretariat request a written vote. Absentee voting shall be permitted.

ARTICLE VI – Liaison shall be established and maintained with the National and Regional Secretariats. CCASA support will include prayers, palanca, and financial contributions. In addition, CCASA will sponsor, if funds are available, the Lay Director and Spiritual Advisor’s attendance at the Cursillo National and Regional Encounters.

ARTICLE VII – The Secretariat shall implement the Cursillo Movement in the Archdiocese of San Antonio according to the essential and fundamental charism as outlined in the official Cursillo Movement literature.

a. All Secretariat representatives shall submit to all other Secretariat members an activity report regarding their section’s responsibilities for the current month. Submit at least one week prior to each monthly Secretariat meeting in order to allow time for review and comments.

b. In addition, all Secretariat representatives shall submit a yearly comprehensive report regarding their section’s fiscal year activities no later than September 1, to the Lay Director.

ARTICLE VIII – Since the Secretariat is itself a group reunion, there shall be a sharing of piety, study and action on the part of each member at every Secretariat meeting.

The CCASA Secretariat shall meet at least once a month. The dates and sites for meetings of the Secretariat shall be fixed by the CCASA Secretariat members. Special meetings of the Secretariat will be held within 5 working days of the request and may be called as follows:

- a. from at least two-thirds of the members thereof;
- b. from the Lay Director with the concurrence of the CCASA Spiritual Advisor.

No meetings of the Secretariat may be held unless at least 50% of the members are present.

ARTICLE IX – Amendments to these by-laws may be proposed by any member of the Secretariat. To allow time for study and discussion by each Secretariat member, the proposed amendment must be submitted to the entire Secretariat one month prior to the amendment being voted upon. Voting for a proposed amendment will be during regular meetings and approved by a two-thirds majority vote of the entire Secretariat.

ARTICLE X – In order to ensure continuity on the Secretariat, upon official implementation of these by-laws the initial terms of office shall be two (2) years with the exception of the Lay Director who serves a 3-year term.

ARTICLE XI – Upon the completion of each representative’s term, unless there is a serious condition (reason) they will accept at least a one (1) year waiting period prior to accepting another Secretariat position. As per Article V 1.b., the Lay Director will also be required to accept the one year waiting period after the maximum of the five (5) years term of service.

ARTICLE XII – The lay-director and two other members of the secretariat will sign and date all Secretariat documents approved by the Secretariat to ensure the authenticity and direction of the movement in the Archdiocese of San Antonio.

ARTICLE XIII – Ad-hoc committees and pro-tem positions may be appointed by a majority vote, that is, two-thirds of the Secretariat members. If there are vacant positions on the Secretariat then a special committee may be appointed to spearhead a specific event. The special committee would dissolve once the event has concluded. .

Ana F Esparza, Lay Director

Chris Santos, Treasurer

Fr. Edvin Rodriguez, Spiritual Advisor

Santa Vasquez, Post Cursillo

Amended: August, 2015