**ARTICLES OF OPERATION**

**Diocesan Secretariat of the Cursillos in Christianity**

**Diocese of Gallup**

**PREAMBLE**

The Cursillo Movement pursues two purposes: First, to provide a channel for living what is fundamental for being a Christian, that is, the progressive and complete conversion of the person. Second, to strengthen Christianity in society by means of living out the Gospel message in our daily lives; which is to love the Lord our God with our whole heart, our whole mind and our whole strength and love our neighbor as ourselves.

Simply stated, the purpose of the Cursillo Movement is that we become the “Good News” and that our actions naturally turn out to be evangelical in our daily lives.

The function of the Secretariat is to unify the Cursillo Movement in the Diocese, its members adopting the attitude of service, and recognizing God’s call to be least in His Kingdom.

Members of the Secretariat go about their work of service to the Cursillo and the Cursillistas, seeking and relying on the guidance and wisdom of the Holy Spirit. The Secretariat should always be mindful it is His work that the Secretariat is called to do, acknowledging that each member of the Secretariat is gift, both in person and in talent and all are necessary to accomplish God’s work.

Keeping in mind the needs of the local movement, the Secretariat will delegate pertinent tasks to the School of Leaders that they may serve as a vehicle for understanding, promoting and formation of Leaders.

Just as on the 3 day Cursillo, priests bear the responsibility for spiritual guidance, and laymen regulate 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. (Vatican II “Decree on the Apostolate of the Laity,” No 4: “Constitution on the Church,” No. 4)

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ARTICLE I

In the Diocese of Gallup, there shall be only one Secretariat (two languages-English and Spanish) for the Cursillos in Christianity which will be a functional and autonomous body under the direction of the Bishop, and dependent upon the Lay Director and Spiritual Advisor.

ARTICLE II

As a group, the members of the Secretariat shall guide and coordinate all phases of the Cursillo Movement in the Diocese of Gallup within the pastoral plan of the Bishop and the Cursillo Movement.

ARTICLE III

Members of the Secretariat will be nominated by the School of Leaders. Only members of the satellite schools will be eligible for nomination. Nominations will be sent to the Secretariat. The Secretariat will confirm that each nominee is willing to serve if elected. The Secretariat will prepare ballots for voting at the General Ultreya in August. Members of the Schools of Leaders will vote there by secret ballot. A member who is not able to attend may send in a ballot with another person who is in attendance.

ARTICLE IV

The School of Leaders shall be made up of the lay members of the recognized groups of Cursillistas, which are the satellite schools active in the Diocese of Gallup. The satellite schools will be the instruments by which the Secretariat accomplishes its work. The satellite schools will supply the Secretariat with leaders who exemplify a spiritual life and are living the Cursillo method, knowledgeable of the Cursillo technique, mentality, and purpose.

ARTICLE V

The Secretariat shall be composed of ten (10) lay people and a Spiritual advisor.

1. Members:

There shall be a Lay Director who is elected by the School of Leaders, a Spiritual Advisor who is appointed by the Bishop, and eight (8) lay members (preferably four men and four women) who will be elected by the School of Leaders, to be assigned the positions of Assistant Lay Director, Chairperson of School of Leaders, Chairperson of Pre-Cursillo, Chairperson of Men’s and Chairperson of Women’s Cursillos, Chairperson of post-Cursillo, Treasurer, Secretary, and a Spanish speaking chairperson who represents the Spanish community and Cursillos. The following are their responsibilities:

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*A. The Lay Director,* in consultation with the Spiritual Advisor, will schedule, prepare the agenda for, and preside at all meetings of the Secretariat. The Lay Director will promote a spirit of unity throughout the entire Diocesan Cursillo Movement. The Lay Director will ascertain that the members of the Secretariat fulfill their duties. The Lay Director will provide an annual report to the Bishop with approval of the Secretariat. The Lay Director will be elected by the School of Leaders to serve a term of three (3) years and only for a serious reason may be re-elected for a consecutive one (1) year term of office.

B. *The Spiritual Advisor* will oversee the spiritual needs of the Secretariat and the Movement. The Spiritual Advisor, who ideally is ordained, is appointed by the Bishop and maintains a link between the movement and the Bishop’s office. To ensure 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 presentations and meditations during the Cursillos, as well as the School of Leaders, and act in the Spiritual Advisor’s role during the General Ultreyas. The Spiritual Advisor will continually encourage the Secretariat members to discern all their activities.

C. *The Assistant Lay Director* will act as Director only when assigned by the Lay Director. Such duties may include presiding over the meeting of the Secretariat and/or performing other assigned duties as required.

D. *The Chairperson of the School of Leaders* will without exercising control or dominion over the groups, prepare a suggested curriculum and/or activities. The Chairperson will ensure that all essential elements of the School are maintained for continual growth of its participants. With the approval of the Secretariat, the Chairperson of the School of Leaders will schedule and prepare the agenda for the Gathering of the Schools of Leaders.

E. *The Chairperson of Precursillo* will ensure the selection and preparation of candidates, who will live a Cursillo within the diocese, is properly implemented. The Chairperson will ensure that the Secretariat, person or group delegated by the Secretariat receives an application for each candidate that is properly filled out and submitted in a timely manner, as well as providing the necessary support according to their particular circumstances. To insure that this process and the necessary follow-up exists for each candidate, the Chairperson, with his/her committee, will insure that the sponsor or group sponsoring the candidate knows him/her and has established a sincere friendship, so as to insure a smooth transition from the Precursillo to the Postcursillo by way of the Cursillo.

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F. *The Chairpersons of the Men’s and Women’s Cursillos* (not to be confused with the Rector/Rectora of a Cursillo) will, for their respective Cursillo weekends, ensure that all the necessary elements of the Cursillo Weekend are available. This includes facilities for the Chapel, classroom, kitchen, eating, and sleeping. The Chairpersons will suggest Rectors and Rectoras for the Men’s and Women’s Cursillos to be approved by the Secretariat. Arrangements must be made to get the trailer to the Cursillo site and to ensure that it is properly stocked for the weekend. The parishes are to be notified to announce that help will be needed to set up the cots. Before and after a Cursillo weekend, the co-chairs are to meet and communicate the status of the trailer.

G. *The Chairperson of the Postcursillo* ensures that every Cursillista within the Diocesan Movement has the opportunity to grow in their Fourth Day. This is accomplished by insuring a link between the School of Leaders and the Ultreyas (all group reunions) within the diocese. The Chairperson will receive the applications of the candidates that attended the weekend and will contact the sponsors and the candidates to ensure that all Cursillistas have the opportunity to grow in their fourth day. The Chairperson will maintain a list of the active groups in the Diocese. They will maintain a list of scheduled Diocesan, regional, and national workshops.

H. *The treasurer* handles the financial matters of the Cursillo Movement. The treasurer ensures, with the approval of the Secretariat, that all local, regional, and national financial obligations are met. The treasurer is responsible for balancing the bank statement monthly. A monthly report with supporting documentation will be sent to the Secretary. The Treasurer will not issue checks for expenses beyond normal operation expenses without Secretariat approval. The only signers on the checking account will be the Treasurer and Secretariat designee. A report will be prepared and presented to the Secretariat at the regular meeting. An annual report is to be prepared for the Bishop and the Secretariat.

*I. The Secretary* will keep the minutes of all meetings of the Secretariat and distribute them to those designated to receive a copy. The Secretary will keep an attendance record for determining consecutive absences by members of the Secretariat. The Secretary will keep mailing lists up to date and will be responsible for all mailings sent out by the Secretariat, as well as other duties usually associated with this position.

J. The Spanish chairperson shall keep the secretariat informed of all events or concerns within the Spanish speaking community and Spanish Cursillos

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2. Committees

The Chairpersons of the three sections (Precursillo, Cursillo, and Postcursillo) may appoint individuals to oversee committees respective to the work of that section. The Leaders of these various committees will communicate and provide status reports directly to their chairperson. The committee leaders are not members of the Secretariat. All Cursillistas are welcome to attend Secretariat meetings and their input is encouraged.

3. Quorum

A quorum will consist of five (5) voting members. The voting members of the Secretariat are the Lay Director, the Assistant Lay Director, Chairperson of the School of Leaders, Chairperson of Precursillo, Chairperson of Men’s Cursillo, Chairperson of Women’s Cursillo, Chairperson of Postcursillo, Treasurer, and Secretary. The Lay Director will vote only in the event of a tie.

4. Elections

A. Two months before General Ultreya, the satellite schools are to be notified nominations are open for Lay Director and/or general Secretariat positions.

B. Nominations will be sent to the Secretariat within three (3) weeks.

C. Nominees will be contacted, their willingness to serve will be confirmed, and ballots will be prepared for the upcoming General Ultreya voting. Satellite Schools will be notified within 2 weeks of the names submitted.

D. Lay members will vote at the General Ultreya by secret ballot. Members may submit only one ballot. A member who is not able to attend may send in a ballot with another person attending General Ultreya.

ARTICLE VI

The Diocesan Secretariat will maintain intercommunications with the regional and national Secretariats, which shall be supported by the entire Cursillo Movement, spiritually through prayer and Palanca as well as materially through the necessary financial contributions.

ARTICLE VII

The Secretariat shall implement the Cursillo Movement in the Diocese, according to what is essential and fundamental, as outlined in the official literature of the Cursillo Movement in the United States.

ARTICLE VIII

Since the Secretariat is itself a unit of service and serves as a Group Reunion, there should be prayer and sharing of Piety, Study and Action.

ARTICLE IX

Amendments to these Articles of Operation must be proposed by a member of Secretariat. Amendments may be made, subject to the approval of the Bishop at any regularly scheduled meeting of the Secretariat.

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Approval of an Amendment requires at least 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 at 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 in which it was discussed.

ARTICLE X

Following official implementation of these Articles of Operation, the initial terms of office suggested for the new Secretariat is as follows: The Lay Director shall serve two (2) years. For Start up purposes, preferably two (2) men and two (2) women will be elected for two years. Preferably two (2) men and two (2) women will be elected for one year. At the completion of the four initial one-year terms, all members will be elected for three (3) year terms from then on. This procedure is done to ensure continuity of the members so there will always be four (4) experienced members in office.

ARTICLE XI

Upon completion of each member’s term, they will accept a different position for at least one year prior to returning to the original position. The Lay Director’s term may be extended for one (1) additional year due to serious circumstances as noted in Article IV 1.A, but at the end of this additional term must accept the one year waiting period.

ARTICLES OF PRACTICALITY

1. Regular meetings of the Secretariat will be held monthly.
2. There will be an annual Cursillo Renewal Retreat, typically held in January, as the schedule permits.
3. There will be an annual Gathering of the School of Leaders held approximately 6 months after the Renewal Retreat as the schedule permits.
4. The Three Day Cursillo Weekends will have scheduling priority over other meetings.
5. The Cursillo schedule for the next year should be set at the 3rd Quarter Secretariat meeting. The schedule should be finalized and published before year-end.
6. Ordinarily, Secretariat meetings should be held on “Church” property, however this decision will be left to the Secretariat. The meeting place and time shall be published.
7. A lay member of the Secretariat shall be removed from their position on the Secretariat after three (3) consecutive absences from scheduled meetings.

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RATIFICATION

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BISHOP Signature

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SPIRITUAL ADVISOR

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LAY DIRECTOR

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ASSISTANT LAY DIRECTOR

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CHAIR OF SCHOOL OF LEADERS

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CHAIR OF MEN’S CURSILLO

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CHAIR OF WOMEN’S CURSILLO

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CHAIR OF PRECURSILLO

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CHAIR OF POSTCURSILLO

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CHAIRPERSON OF SPANISH CURSILLO

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TREASURER

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SECRETARY

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