

**JOB DESCRIPTION FOR THE SPIRITUAL DIRECTOR**  
**DIOCESE OF SAN JOSE CURSILLO SECRETARIAT (ENGLISH BRANCH)**

**THE SPIRITUAL DIRECTOR WILL:**

1. Provide Liaison with the Office of the Bishop.
2. Review the National Guidelines for the Spiritual Director as described in the Leaders' Manual.
3. Participate in Regional and National Cursillo activities as an authorized representative for the English-speaking Secretariat of the Diocese of San Jose Cursillo Movement.
4. Oversee spiritual needs of the Secretariat.
5. Provide spiritual support to Cursillistas when needed.
6. Assist to acquire other priests, vowed religious, and deacons to assist with Doctrinal talks at:
  - a. The School of Leaders
  - b. Cursillo Weekends
  - c. Ultreyas
7. Assist Secretariat members in spiritual activities.
8. Lead prayers at Secretariat meetings and Ceremonies, as requested
9. Brief the Spiritual Directors for the Cursillo Weekends on their duties for the weekend and support them as needed.
10. Participation at Thursday Night Registration, Clausura and Potlucks for the weekends.
11. Participate in Reconciliation services on the weekend.
12. Work with other Secretariat positions to ensure the success of the weekend and the Movement.
13. Prepare community message for Rooster Crows.
14. Attend and participate in all Secretariat meetings and activities.

**JOB DESCRIPTION FOR THE ASSISTANT SPIRITUAL DIRECTOR  
DIOCESE OF SAN JOSE CURSILLO SECRETARIAT (ENGLISH BRANCH)**

**THE ASSISTANT SPIRITUAL DIRECTOR WILL:**

1. Assist the Spiritual Director in providing for spiritual needs of the Secretariat.
2. Provide prayers and/or readings for Secretariat activities as needed. ie:
  - a. Meetings
  - b. Commissioning Ceremonies.
  - c. School of Leaders activities
  - d. Discernment of Rector/a and Lay Director
3. Develop a list of priests, deacons and religious willing to work a Cursillo.
4. Provide articles for the Rooster Crows as needed.
5. Work with other Secretariat positions to ensure the success of the weekend and the Movement.
6. Attend and participate in all Secretariat meetings and activities.

**JOB DESCRIPTION FOR THE LAY DIRECTOR**  
**DIOCESE OF SAN JOSE CURSILLO SECRETARIAT (ENGLISH BRANCH)**

**THE LAY DIRECTOR WILL:**

1. Review the National Guidelines for the Lay Director as described in the Leaders' Manual.
2. Responsible for the Cursillo Pastoral Plan, which is to be updated annually, and is to include achievable plans for the following items:
  - a. Where should the San Jose Diocese Movement be in 5 years (*or 2 years minimum*) from now?
  - b. What things are necessary to achieve that goal?
  - c. Who will do it?
  - d. Generate a plan based on maximizing Community input. The Plan shall have total support of the Secretariat and the community. Items of serious contention shall be resolved by the discernment process.
3. Preside at Secretariat meetings.
4. Prepare agenda for Secretariat meetings.
5. Recommend the number and type of Cursillo weekends to be held in the San Jose Diocese, working with the Secretariat and the Chair of the School of Leaders.
6. Actively serve on the Secretariat for at least one year immediately prior to assuming the office.
7. Vote only in case of a tie.
8. Maintain unity with all cultural groups of the Movement in the Diocese of San Jose. Encourage unity of purpose and of structure within all cultures.
9. Send letter to Sponsors with Sponsors' responsibilities.
10. Participate in Regional and National Cursillo activities as the authorized representative for the English-speaking Secretariat of the Diocese of San Jose Cursillo Movement.
11. Chair briefing meeting with the new Rector/a to include the Chair of the School of Leaders, the Pre-Cursillo Chair, the Three-Day Chair, the Post-Cursillo Chair, and the Treasurer to be scheduled one week following the Discernment.
12. Work with the other Secretariat positions to ensure the success of the weekend and the Movement.
13. Provide articles for the Rooster Crows.
14. Attend and participate in all Secretariat meetings and activities.

**JOB DESCRIPTION FOR THE ASSISTANT LAY DIRECTOR  
DIOCESE OF SAN JOSE CURSILLO SECRETARIAT (ENGLISH BRANCH)**

**THE ASSISTANT LAY DIRECTOR WILL:**

1. Assume the responsibilities of the Lay Director in his/her absence.
2. Arrange for facilities for Secretariat Meetings.
3. Take minutes during the Secretariat Meetings in the absence of the Secretary.
4. Work with the other Secretariat positions to ensure the success of the weekend and the Movement.
5. Provide articles for the Rooster Crows as needed.
6. Attend and participate in all Secretariat meetings and activities.

**OVERSEES THE FOLLOWING COORDINATORS**

**COMMUNICATION COORDINATOR WILL:**

1. Prepare and distribute at least a bi-monthly electronic newsletter "Cursillo Update", with any instructional, informative, spiritual, or inspirational matters related to the Movement.  
  
Include in the Cursillo Update:
  - a. Announce Secretariat meeting dates and locations;
  - b. Announce dates and locations of upcoming Ultreys;
  - c. Announce dates and locations of upcoming weekends.
2. Work with the Rooster Crows Editor, Website Coordinator and Database Coordinator
3. Write articles for the Valley Catholic.
4. Assist in keeping an up to date listing of Cursillistas and Email addresses.
5. Work with the other Secretariat positions to ensure the success of the weekend and the Movement.
6. Attend and participate in all Secretariat meetings.

**WEBSITE COORDINATOR**

Maintain the San Jose Diocese Cursillo Website -- ([www.sanjosecursillo.org](http://www.sanjosecursillo.org))

**JOB DESCRIPTION FOR THE ASSISTANT LAY DIRECTOR  
DIOCESE OF SAN JOSE CURSILLO SECRETARIAT (ENGLISH BRANCH)**

**CONTINUES**

**DATABASE COORDINATOR**

Maintain the San Jose Diocese Cursillo database accessed through the website.

This "position" requires someone who is willing to shepherd a Database on a Macintosh computer connected via DSL or Cable with a static IP to the Internet. The Macintosh must run either Tiger or Leopard (*NOT Snow Leopard*) Mac OS X operating system. The computer must be up-and-running from 7AM to midnight. The individual must be willing to learn the relatively trivial tasks needed to maintain the Cursillo Database. The vast majority of what needs to be done is read emails from the Pre-Cursillo Chair (*or from others via Online Forms*), Copy/Paste them into a simple text file, and then add/update Cursillo Database records with simple commands like ADD or UPDATE or MERGE. This position also includes working with the Website Coordinator in maintaining access through the website.

**ROOSTER CROWS EDITOR**

1. Gather articles for Rooster Crows
2. Prepare, print, and distribute a periodic newsletter, with any instructional, informative, spiritual, or inspirational matters related with to the Movement. Content should also include in Rooster Crows:
  - a. change of address form;
  - b. announce Secretariat meeting dates and locations;
  - c. announce dates and locations of upcoming Ultreyas;
  - d. and announce dates and locations of upcoming weekends.

**FUND RAISING COMMITTEE**

Responsible for developing and maintaining fund raising activities.

**JOB DESCRIPTION FOR THE SECRETARY**  
**DIOCESE OF SAN JOSE CURSILLO SECRETARIAT (ENGLISH BRANCH)**

**THE SECRETARY WILL:**

1. Review the National Guidelines for the Secretary as described in the Leaders' Manual.
2. Take the minutes of the Secretariat meetings.
  - a. Forward the minutes to the voting members of the Secretariat for review within seven (7) days.
  - b. The Voting Members will review, sending corrections to the Secretary and a copy to all Voting Members within three (3) days.
  - c. The minutes will be formally approved by the Secretariat at the next Secretariat meeting.
3. Maintain updated Secretariat Roster.
5. Maintain historic Archives. *(File all minutes in a Word doc, etc)*
6. Work with the other Secretariat positions to ensure the success of the weekend and the Movement.
7. Provide articles for the Rooster Crows as needed.
8. Attend and participate in all Secretariat meetings and activities.

**NOTE:** *In the event of absence of the Secretary, these duties will be temporarily assumed by the Assistant Lay Director.*

## **JOB DESCRIPTION FOR THE TREASURER** **DIOCESE OF SAN JOSE CURSILLO SECRETARIAT (ENGLISH BRANCH)**

### THE TREASURER WILL:

1. Review the National Guidelines for the Treasurer as described in the Leaders' Manual.
2. Handle all financial matters of the Cursillo Movement.
3. Provide allotted funds to the Rector/a following approval from the Lay Director.
4. All payables greater than \$300 will be submitted to the Lay Director for approval of payment. The Lay Director will sign or email the request for reimbursement or invoice indicating approval for payment prior to forwarding the request to the Treasurer. If the bill is not approved, the Lay Director will return it to the sender with an explanation.
5. Ensure that National dues are paid on time. Coordinate with Lay Director.
6. Keep a record of checks/cash received on Quickbooks.
7. All money received must be maintained in the form of a copy of the check or entered in the check record before being deposited in the bank. The minimum data recorded in this record will be the check number, the name of the payer, what the receipt was for, and the amount received. The address and phone number of the payer would be advisable since this would probably be the only place this information could be found if anyone needed to contact the person who submitted the money.
8. Keep a Checkbook Record, with the date of the check, the number of the check, to whom the check was written, the amount of the check.
9. Quickbooks software (*or approved comparable software*) must be updated every 2 years. Back-up records must be kept on a writable CD.
10. Provide monthly financial reports to the Secretariat.
11. Communicate annual financial reports to the Diocese of San Jose (*Fiscal year July 1 - June 30th*).
12. May order publications and other supplies required for Cursillo and Secretariat activities as requested by other members of Cursillo.
13. Provide articles for the Rooster Crows as needed.
12. Work with the other Secretariat positions to ensure the success of the weekend and the Movement.
13. Attend and participate in all Secretariat meetings and activities.

**JOB DESCRIPTION FOR THE PRE-CURSILLO CHAIR**  
**DIOCESE OF SAN JOSE CURSILLO SECRETARIAT (ENGLISH BRANCH)**

**THE PRE-CURSILLO CHAIR WILL:**

1. Review the National Guidelines for the Pre-Cursillo Chair as described in the Leaders' Manual.
2. Establish a plan to promote the Movement in the Diocese.
3. Be responsible for picking up the mail weekly. The mail will be opened and distributed within three (3) days of receipt.
4. Review Candidate applications for completeness. (e.g. denomination, sponsor, birth date, parish, etc.) Contact the sponsor if there are any questions regarding the application.
5. Notify candidate of receipt of application.
6. Maintain a file of all original candidate applications and update this file after each Three-Day Weekend.
  - a. Annotate on candidate applications the date of postmark and the amount of the deposit. The candidate's name will be annotated on the check.
  - b. Send a copy of all approved applications to the Rector/a as they are received.
  - c. Maintain a current and accurate list of applicants with complete name, address, phone number, parish, e-mail address, and sponsor's name, address phone number.
  - d. Remove candidate's Application for Cursillo from the active list after two years (four Cursillo weekends) of non-attendance.
  - e. Candidates' applications will be retained for 3 years for those who have not attended a weekend;
7. Receive notification of names of candidates from the Rector/a who did not attend the past weekend and contact the sponsor to determine their attendance on the next weekend. Forward applications to the Rector/a for the next weekend for those who express a desire to make the next Cursillo weekend.
8. Work applications are to be forwarded to next Rector/a forming a team.
9. Log the receipt of the money (*cash or check*) in a check/cash register. This register will have the following as a minimum: the date of receipt, the name of the payer, the number of the check/(a notation if cash), the amount received, and the purpose for the money. The Treasurer will sign this check/cash register upon transfer of the money from the Pre-Cursillo Chair after verifying the accuracy of the amount transferred.
10. Make two copies of each candidate application. Forward one copy to the Rector/a within three (3) days and the other to the person making permanent name tags.
11. Maintain ongoing contact with the Rector/a.
12. Serve as the Community contact to answer questions about candidates' applications.

**JOB DESCRIPTION FOR THE PRE-CURSILLO CHAIR  
DIOCESE OF SAN JOSE CURSILLO SECRETARIAT (ENGLISH BRANCH)**

**CONTINUES**

13. Work with the Parish Rep in the event a potential candidate needs a sponsor for Cursillo.
14. Work with the other Secretariat positions to ensure the success of the weekend and the Movement.
15. Provide articles for the Rooster Crows as needed.
16. Attend and participate in all Secretariat meetings and activities.

**EVANGELIZATION COMMITTEE**

The Evangelization Committee will work with the Pre Cursillo Chair to:

Communicate with parish representatives to ensure that the parishes in the Diocese are familiar with Cursillo, that parishioners are made aware of Cursillo through Cursillo literature and occasional announcements in the weekly bulletins, and to identify prospective candidates for Cursillo.

**JOB DESCRIPTION FOR THE THREE-DAY CHAIR**  
**DIOCESE OF SAN JOSE CURSILLO SECRETARIAT (ENGLISH BRANCH)**

**THE THREE-DAY CHAIR WILL:**

1. Review National Guidelines for the Three-Day Chair as described in Leaders' Manual.
2. Arrange for facilities for Cursillo weekend:
  - a. Negotiate and schedule weekend accommodations with approval of the Secretariat.
  - b. Secure liability insurance (*check with Diocese for current insurance company.*)
  - c. Help familiarize the Core Team with the facilities.
  - d. Join both the Men's and Women's Core Teams in a walk through of the facility at least three weeks prior to the first weekend. Determine that everything that is needed can be provided.
  - e. Check back with the facilities after the weekend to make sure everything is okay.
  - f. Assure that we get the cleaning deposit returned and a refund for any overpayment.
3. Develop a list of potential sites for team formation meetings.
4. Meet with the Core Team prior to their first team meeting to review the San Jose Diocese Cursillo guidelines and practices for the weekend.
5. Interact with the new Rector/a and their Core Teams in any way they may require assistance.
6. Maintain an inventory of all manuals and other educational items for the weekend.
  - a. Three-Day Manual
  - b. Spiritual Director's Manual
  - c. Pilgrim's Guide
7. Maintain Casa de Palanca.
  - a. Keep an inventory of supplies purchased by the Secretariat.
  - b. Inventory supplies after each weekend.
  - c. Notify Lay Director of needs.

**JOB DESCRIPTION FOR THE THREE-DAY CHAIR  
DIOCESE OF SAN JOSE CURSILLO SECRETARIAT (ENGLISH BRANCH)**

**CONTINUES**

9. Work with Music Resources Coordinator to make sure there are no music problems (*copyright issues, musicians, etc.*).
10. Work with the other Secretariat positions to ensure the success of the weekend and the Movement.
11. Provide articles for the Rooster Crows as needed.
12. Attend and participate in all Secretariat meetings and activities.

**OVERSEES THE FOLLOWING COORDINATORS :**

**PALANCA COORDINATOR**

Responsible for:

- a. assisting teams with their Palanca requirements and any other type of palanca programs established by the Secretariat.
- b. sending Palanca to other Cursillo Secretariats requesting Palanca for their weekends.

**MUSIC RESOURCES COORDINATOR**

Responsible for getting copyright issues resolved, recruiting musicians for various functions, and other duties related to music within the San Jose Diocese Cursillo Community.

**JOB DESCRIPTION FOR THE POST-CURSILLO CHAIR  
DIOCESE OF SAN JOSE CURSILLO SECRETARIAT (ENGLISH BRANCH)**

**THE POST-CURSILLO CHAIR WILL:**

1. Review National Guidelines for the Post-Cursillo Chair as described in the Leaders' Manual.
2. Meet with the team member who is giving the Total Security Rollo on the weekend.
3. Ultreyas:
  - a. Coordinate and schedule with Parish Representatives
  - b. Perform the duty of Master of Ceremonies (MC)
  - c. Develop and /or coordinate an agenda
  - d. Coordinate with Host Rector/a.
    - 1) Opening prayer and meditation
    - 2) Witness talks (*preferably 2*)
    - 3) Music
  - e. Coordinate to obtain guest speakers, when scheduled.
4. Fourth Day
  - a. Provide a Fourth Day Table at Ultreyas
  - b. Assist Cursillistas in finding a Fourth Day Group
  - c. Maintain and publish active Fourth Day Groups Lists
5. Fourth Day Packet
  - a. Maintain sufficient supplies of documents, etc. that go into the Fourth Day Packets for the Cursillo weekends.
  - b. Assemble Fourth Day Packets for new Cursillista's and deliver them to the Rector/a for the weekend.
    1. Team Roster (*inserted by the Team*)
    2. Candidate Roster (*inserted by the Team*)
    3. Weekend Picture (*inserted by the Team*)
    4. "Consider Cursillo" brochure

**JOB DESCRIPTION FOR THE POST-CURSILLO CHAIR  
DIOCESE OF SAN JOSE CURSILLO SECRETARIAT (ENGLISH BRANCH)**

**CONTINUES:**

5. Service Sheet (*PSA /Ultreya formats*)
6. List of Fourth Days (*men or women's weekend*)
7. History of Cursillo
8. Sponsors Guidelines
9. Latest copy of Rooster Crows
10. Ultreya Schedule
11. Instructions on how to get into the Website/Database to:
  - (1) Update their personal file
  - (2) Submit an Application to work Cursillo
  - (3) To access other information on the website.
6. Maintain communication with other cultural groups to organize Grand Ultreya's in the Diocese.
7. Coordinate with Parish Rep to schedule Community Potlucks following the Cursillo weekends.
8. Work with the other Secretariat positions to ensure the success of the weekend and the Movement.
9. Provide articles for the Rooster Crows as needed.
10. Attend and participate in all Secretariat meetings and activities.

**OVERSEES THE FOLLOWING COORDINATOR**

**PARISH REPRESENTATIVE COORDINATOR**

Develop a Parish Representative Program with the San Jose Diocese Cursillo. This would require at least one contact person for each parish in the Diocese.

**COMMITTEE:**

**SOCIAL COMMITTEE**

Plan and conduct social programs for the Community; e.g. weekend potlucks, parties, golf tournaments, dances, etc.

**JOB DESCRIPTION FOR THE CHAIR OF THE SCHOOL OF LEADERS  
DIOCESE OF SAN JOSE CURSILLO SECRETARIAT (ENGLISH BRANCH)**

**THE CHAIR OF THE SCHOOL OF LEADERS WILL:**

1. Review National Guidelines for Chair of the School of Leaders as described in the Leaders' Manual.
2. Assemble, preside at, prepare and direct activities relating to the School of Leaders.
3. Upon the recommendation of the Secretariat, determine the required presentations, and provide presenters for the School of Leaders.
4. Assure that all elements of the School are maintained, for continual growth of its participants.
5. Organize the format and program of the School of Leaders.
  - a. Maintain and update as required the Rector/a Resource Manual
  - b. Work with the Weekend Teams in reviewing the purpose and methodology of the Movement.
  - c. Provide training and/or trainers for courses to be presented to the Team.
  - d. Provide follow-up training for the new Cursillistas.
6. Organize and lead the Orientation of the Core Teams.
7. Lead discernment.
  - a. Rector/a
    - (1) Generate a report of eligible discerners for Rector/a from the database and assist in the Discernment Process.
    - (2) Assure that prospective candidates for Discernment have met the requirements for discernment.
    - (3) Develop a timeline for selecting Rector/a to ensure enough time to prepare for the Weekend.
    - (4) Give priority to those Cursillistas who are actively living the Cursillo Method through Group Reunion, Ultreya, Leaders Community, or have attended a Cursillo Leadership Workshop or plan to do so in the near future.
    - (5) Final Selection of the Rector/a shall be in accordance with the San Jose Diocese discernment process.
  - b. Lay Director
    - (1) Facilitate Lay Director selection.
      - (a) Receive nominations for the position of Lay Director.
      - (b) Forward nominations to the Secretariat.
    - (2) Schedule and facilitate Lay Director Selection Night.
8. Schedule necessary Diocese, Regional, and National workshops.
9. If Lay Director can no longer serve and there is no Assistant Lay Director this position will assume the role temporarily until discernment can be held.
10. Work with the other Secretariat positions to ensure the success of the weekend and the Movement.
11. Provide articles for the Rooster Crows as needed.
12. Attend and participate in all Secretariat meetings and activities.

**JOB DESCRIPTION FOR THE CHAIR OF THE SCHOOL OF LEADERS  
DIOCESE OF SAN JOSE CURSILLO SECRETARIAT (ENGLISH BRANCH)**

**CONTINUES:**

**COMMITTEES:**

**DISCERNMENT COMMITTEE**

- a. Develop a list of Cursillistas who are eligible to discern to be Rector/a.
- b. Contact eligible candidates to ascertain whether they wish to discern to be Rector/a
- c. Conduct the Discernment Ceremony.

**EDUCATION COMMITTEE**

- a. Develop a curriculum for team training.
- b. Develop curriculum to provide training to cursillistas.