

## **SELECTION OF THE LAY DIRECTOR**

1. The Lay Director shall be selected by a Committee (described in #6 below). Assistance with the process may be requested from the Diocesan Office of Pastoral Ministry.
2. The following qualifications are required to be a candidate for Lay Director:
  - a. A candidate must be an active member of a Catholic parish.
  - b. A candidate must be willing to make Cursillo their primary ministry for the duration of their term.
  - c. The candidate should be open to the prayerful guidance of the Holy Spirit and follow the guidelines of the founders of the Cursillo Movement.
  - d. A candidate needs to be an active participant in the Cursillo movement to ensure continuity of thought and programs.
  - e. It is not necessary that a candidate be a past Rector or Rectora. It is necessary that a candidate have a solid grasp of the "Cursillo Method" and have the experience of working on at least two Cursillo Weekends including one core team.
3. Nominations for the position of Lay Director may be made by any Cursillista. These nominations will be submitted by written communication (letter or email) to the Lay Director listing the qualifications of the nominee.
4. The incumbent Lay Director will send a letter to each Nominee notifying them of their nomination and the selection process.
5. The selection process will be in two stages:
  - a. First, the nominees for Lay Director will attend an "orientation meeting" presented by the School of Leaders.
    1. The goals of the Cursillo Community will be presented. (The goals of the Cursillo Community will be updated by the community prior to each selection process.)
    2. The duties of the Lay Director will be outlined.
    3. Questions from the nominees will be answered.
  - b. Second, the nominees will participate in the discernment/selection process at approximately one week after the orientation meeting.
6. Lay Director Selection Committee
  - a. The discernment/process will begin at 7:00 p.m.
  - b. At the discernment/selection process meeting, a Lay Director Selection Committee will be formed. It will consist of all of the voting members of the Secretariat who are present plus an equal number of members selected from the community who are in attendance and are not candidates for Lay Director.

- c. As the community enters the meeting area each member who wishes to possibly participate in the Selection Committee will write their name on a card and place it in a basket.
- d. A number of names will be drawn from the basket to equal the number of Secretariat members who are present and eligible to vote.
- e. Committee members should be guided by the Holy Spirit in evaluating the substance of the candidates' answers.
- f. A facilitator will present a series of questions to the Candidates in the presence of the community. Each question will be answered by all of the candidates before proceeding to the next question.
- g. To aid in the selection process an evaluation sheet will be provided to the Committee members.
- h. After a series of questions have been asked, each member of the Committee will submit the name of the candidate whom they feel is best qualified to be the Lay Director at that point.
- i. A candidate may withdraw from consideration at any time during the process.
- j. Selection of the new Lay Director will be by consensus (general agreement by all or most) of the Committee members. The facilitator and two non-committee members, whose names will be drawn from the basket, will determine consensus.
- k. If a consensus cannot be reached by 9:30 PM the meeting will adjourn for the evening with the following guidelines for continuing discernment/selection process:
  - 1. The same members of the Committee and the same candidates will reconvene within one week. There still needs to be an equal number of Secretariat and Community Members.
  - 2. New questions will be prepared by the School of Leaders.
  - 3. Selection of the new Lay Director will be by consensus of the Committee. If consensus cannot be reached by 9:00 p.m. the Committee will vote by ballot. The Lay Director will be selected by a simple majority vote.

**RESPONSIBILITIES OF *THE LAY DIRECTOR***, in consultation with the Spiritual Advisor, will convene, preside at, prepare and direct all meetings of the Secretariat. The Lay Director will do everything possible to promote a spirit of unity, not only among the members of the Secretariat, but also in the School of Leaders and throughout the entire Diocesan Cursillo Movement. The Lay Director will ensure that all members of the Secretariat fulfill their assigned duties. In addition, the Lay Director will provide an annual report and interim reports to the Bishop with the approval of the Secretariat. The Lay Director shall serve a term of three years, and only for a serious reason (as declared by the Secretariat) may be re-elected for another term. The Lay Director is also responsible for other tasks described in the Job Responsibilities of the Diocese of San Jose Cursillo Secretariat manual.

May 22, 2007

