

BY-LAWS
Diocese of San Jose Cursillo Secretariat (*English Branch*) *

PREAMBLE

The purpose or goal of the Cursillo Movement is the leavening of environments with the Gospel. This leavening of environments strives to make Christian community possible in families, neighborhoods, work situations and other places where people live the greater part of their lives. It attempts to make it possible for anyone in the world to live a Christian life, in a natural way.

Its immediate purpose is to provide an understanding and conviction concerning what is fundamental for being a Christian. The Cursillo Movement strives to strengthen individuals so that they might live out that understanding and conviction, supported by Christian community life. Simply explained, the purpose of the Cursillo Movement is that we become the Good News, and that our actions become evangelical in our daily lives.

Unity of purpose is essential if there is to be a courageous and total service of Jesus Christ through the Cursillo Movement. Individualism halts the advance of the Movement and, in fact, weakens it. The Secretariat unifies the Movement on all levels and indicates the path to be followed in essential matters of practical details as described in the official literature. However, Leaders should be consulted in all matters of importance before deciding what should or should not be done.

The members of the Secretariat 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 Diocese of San Jose. Conscious of each one's talents, it should coordinate individual contributions into a total effort in support of the Movement in all its phases: Pre-Cursillo, Three-Day Cursillo and Post-Cursillo. Making decisions relating to the Movement is the responsibility of the Secretariat. All cursillistas are urged to support the Secretariat by prayer and Palanca. The Secretariat must determine the potential of the entire Diocesan Movement so that each person may be led to discover their individual potential and contribute in a loving manner to the building up of the Kingdom of God.

The Secretariat, as a service unit, is not established to be served but to serve the entire Cursillo Community. In this sense, the Secretariat meets as a Group Reunion whose apostolic plan is the promotion of the Cursillo Movement itself, programmed and carried out with the idea of the greatest service to all.

The Secretariat should not be domineering but must view its authority as one of service to the total Movement. It must remember that Christ has entrusted the Movement's direction to it, through the Bishop to whom the Secretariat reports.

BY-LAWS
Diocese of San Jose Cursillo Secretariat (English Branch) *

ARTICLE I – In the Diocese of San Jose, the Secretariat of the Cursillos in Christianity will be a functional and autonomous organism under the immediate direction of the Bishop and dependent on the Lay Director and Spiritual Advisor. The official title will be The San Jose Diocese Cursillo (English Branch) Secretariat (hereinafter called the “**Secretariat**”), which shall be established and located in the Diocese of San Jose, California.

ARTICLE II - As a group, the members of the Secretariat shall guide and coordinate all phases of the Cursillo Movement in the Diocese of San Jose within the Pastoral Plan of the Bishop and the Cursillo Movement.

ARTICLE III - The Secretariat shall be composed of lay people and a Spiritual Advisor.

1. Members – All members of the Secretariat must be active members of the School of Leaders. There shall be a Lay Director, Spiritual Advisor, Assistant Lay Director, School of Leaders Chairperson, Pre-Cursillo Chairperson, Three-Day Chairperson, Post-Cursillo Chairperson, Treasurer, Secretary and Assistant Spiritual Advisor. The above listed positions will constitute the voting members of the Secretariat.

2. Selection of the Secretariat

A. Lay Director

1. The Lay Director shall be selected by a Committee (described in #7 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. The candidate must be a baptized Catholic, in good standing, and an active member of their 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.

BY-LAWS
Diocese of San Jose Cursillo Secretariat (English Branch) *

ARTICLE III - # 2. Selection of the Secretariat – A. Lay Director continues

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 incumbent Lay Director listing the qualifications of the nominee.
4. The nominations will be screened by the Secretariat to determine their acceptability as a candidate.
5. The incumbent Lay Director will send a letter to each Nominee notifying them of their nomination and the selection process.
6. 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 approximately one week after the orientation meeting.
7. Lay Director Selection Committee
 - a. The discernment/process will begin at an officially designated time.
 - 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.

BY-LAWS
Diocese of San Jose Cursillo Secretariat (English Branch) *

ARTICLE III - # 2. Selection of the Secretariat – A. Lay Director continues

- 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 to the facilitator the name of the candidate whom they feel is best qualified to be the Lay Director at that point. This process will be repeated until consensus has been reached.
 - 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 the meeting will adjourn for the evening with the following guidelines for continuing discernment/selection process:
 - 1. All will be invited to reconvene at a later date to continue the process.
 - 2. New questions will be prepared by the Secretariat.
 - 3. Selection of the new Lay Director will be by consensus of the Committee. If consensus cannot be reached the Committee will vote by ballot. The Lay Director will be selected by a simple majority vote.
- B. Spiritual Advisor - The Spiritual Advisor is appointed by the Bishop, and maintains a link between the Movement and the Bishop's designated Liaison.
- C. All Other Members – Members of the Secretariat must be baptized Catholics, in good standing, who are active members of their parish. Members of the Secretariat can be nominated by the School of Leaders or they may nominate themselves, and are selected by the Secretariat for a three-year term by a simple majority vote of the members of the Secretariat. Ideally, only members of the School of Leaders will be eligible for nomination.

BY-LAWS
Diocese of San Jose Cursillo Secretariat (English Branch) *

ARTICLE III - continues

3. Responsibilities:

- A. *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.
- B. *The Spiritual Advisor* will oversee the spiritual needs of the Secretariat and the Movement. To ensure proper spiritual assistance to the Movement, the Spiritual Advisor will be responsible for acquiring the aid of priests, deacons, and vowed religious to aid with the Doctrinal rollos and Meditations during the Cursillo weekend, with the School of Leaders, and during the Ultreyas. The Spiritual Advisor will continually encourage the Secretariat members to discern all their activities. The Spiritual Advisor is also responsible for other tasks described in the Job Responsibilities of the Diocese of San Jose Cursillo Secretariat manual.
- C. *The Assistant Lay Director* will perform duties as assigned by the Lay Director, and will act as Lay Director in the event the Lay Director should be unable to perform those duties. The Assistant Lay Director is also responsible for other tasks described in the Job Responsibilities of the Diocese of San Jose Cursillo Secretariat manual.

ARTICLE III - # 3. Responsibilities continues

BY-LAWS
Diocese of San Jose Cursillo Secretariat (English Branch) *

- D. The *Chairperson of the School of Leaders* will convene, preside at, prepare and direct all activities relating to the School of Leaders. Upon the recommendations of the Secretariat, the Chairperson of the School will determine the presenters and the Doctrinal and Technique presentations for the School. The Chairperson of the School will ensure that all the essential elements of the School are maintained, for continual growth of its participants. The *Chairperson of the School of Leaders* is also responsible for other tasks described in the Job Responsibilities of the Diocese of San Jose Cursillo Secretariat manual.
- E. The *Chairperson of the Pre-Cursillo* will ensure the selection of candidates is properly implemented. The Chairperson of the Pre-Cursillo is also responsible for other tasks described in the Job Responsibilities of the Diocese of San Jose Cursillo Secretariat manual.
- F. The *Three-Day Chairperson* ensures that all the necessary elements for the Cursillo Weekend are available. The Three-Day Chairperson is also responsible for other tasks described in the Job Responsibilities of the Diocese of San Jose Cursillo Secretariat manual.
- G. The *Chairperson of the Post-Cursillo* ensures that every Cursillista has the opportunity to grow in their Fourth Day. The Chairperson of the Post-Cursillo ensures that the Ultreyas maintain their essence, their living and sharing of the love of God and of neighbors in the environments. The Chairperson of the Post-Cursillo is also responsible for other tasks described in the Job Responsibilities of the Diocese of San Jose Cursillo Secretariat manual.
- H. The *Treasurer* shall handle the financial matters of the Diocese of San Jose Cursillo Movement. The Treasurer is also responsible for other tasks described in the Job Responsibilities of the Diocese of San Jose Cursillo Secretariat manual.
- I. The *Secretary* will keep the minutes of all meetings and distribute them promptly to all who should receive them. The Secretary is also responsible for other tasks described in the Job Responsibilities of the Diocese of San Jose Cursillo Secretariat manual.
- j. The Assistant Spiritual Advisor will assist the Spiritual Advisor in providing for the spiritual needs of the Secretariat. The Assistant Spiritual Advisor will a) provide prayers, meditations and/or readings for Secretariat activities as needed; b) work with the Spiritual Advisor to develop a list of priests, deacons and

BY-LAWS
Diocese of San Jose Cursillo Secretariat (English Branch) *

religious willing to work a Cursillo weekend, and support other Cursillo activities; c) provide articles, short meditations, etc. for the Cursillo Update; d) provide support for the Liturgy teams on the weekends and e) work with other Secretariat positions to ensure the success of the weekend and the Movement.

ARTICLE III - # 3. continues

4. Terms

A. The term for members of the Secretariat shall be as follows:

1. Lay Director – three years
2. Spiritual Advisor – determined by the Bishop
3. All other members - three years and may extend to a second term.

B. The ideal is to have a waiting period of at least one year prior to accepting a new position on the Secretariat, upon the completion of each member's term.

C. Secretariat members wishing to resign shall direct their letter of resignation to the Lay Director.

D. Secretariat members may be removed by a majority vote of the Secretariat.

E. The voting members of the Secretariat will be installed at a commissioning rite.

F. Term Limits

1. Except as noted below, no individual can serve for more than one three year term in any one Secretariat position. During, or at the completion of a three year term, a Secretariat member may, if approved for a new position per the usual procedures, serve for up to three years in a different position (i.e. 3 years as Treasurer followed by three years as Secretary).

BY-LAWS
Diocese of San Jose Cursillo Secretariat (English Branch) *

2. Except as noted below no individual may serve for more than six consecutive years on the Secretariat, regardless of the number of positions held during that time. A waiting period of at least one year is required before an individual, who has served on the Secretariat for six consecutive years, can again serve in any role as a Member of the Secretariat.
3. If at the end of one's three year term, or at the conclusion of one's six years on the Secretariat, no qualified candidate is available to replace the individual in their position on the Secretariat, that person, if willing and with the consent of a majority of the Secretariat (excluding themselves), may serve one additional year in their current role. This extra year will not count against the six consecutive year maximum membership limit.
4. Any individual, other than the Current Lay Director and current Members of the Secretariat with one or more years left on their term, may discern for the role of Lay Director.

If chosen as Lay Director the individual may serve for the full three year term. At the conclusion of their term as Lay Director, unless reelected as Lay Director for another term as described in Article III, they will not be eligible to take a new voting role on the Secretariat if their total years of consecutive membership, including time as Lay Director, equals or exceeds six years.

5. Any other exceptions to these term limits require the approval of the entire Secretariat (excluding the person in question).

5. Meetings

- A. Secretariat shall meet at least once a month. Notice shall be provided to the Cursillistas 30 days in advance.
- B. The Secretariat will strive to make all decisions by consensus. If consensus cannot be reached on an item it will be tabled till the next monthly meeting at which time a vote may be taken. No decision can be made without the presence and approval of the majority of the voting members. If a vote is necessary, it will require the approval of the majority of the voting members of the Secretariat.

BY-LAWS
Diocese of San Jose Cursillo Secretariat (English Branch) *

ARTICLE III - continues

6. Standing Committees

The above Chairpersons 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 respective Chairperson. The committee leaders are non-voting members of the Secretariat. They may be replaced at the discretion of the Chairperson.

7. Ad Hoc Committees

Ad hoc committees and pro-tem positions may be appointed by the Secretariat.

ARTICLE IV - The Diocesan Secretariat will maintain communication with the Regional and National Secretariats, and will support the Cursillo Movement, spiritually through Prayer and Palanca, and through dues and financial contributions as approved by the Secretariat.

ARTICLE V - 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 VI - The Secretariat is a unit of service and serves in a climate of a Group Reunion, sharing Piety, Study, and Action.

ARTICLE VII - Cursillo Weekend

- A. The School of Leaders Discernment Committee shall determine which Cursillistas have met the requirements to discern to be Rector/Rectora.
- B. The Rector/a will be commissioned at a Prayer Service by members of the Secretariat.
- C. The team will be commissioned at a Prayer Service by members of the Secretariat.
- D. Candidates must have reached the age of 18 by the beginning of the Cursillo Weekend.
- E. Any request for a full or partial scholarship of the weekend's fees will be documented by the Rector/a using Request forms provided by the Treasurer or the Secretariat. The Request form will list the date of the weekend, name of the requestor, whether the requestor is a candidate or team member, amount requested

BY-LAWS
Diocese of San Jose Cursillo Secretariat (English Branch) *

(full or partial) and any pertinent comments. The Rector/a will sign and provide each completed form to the Secretariat for review and approval. The Request form, once approved, will be maintained by the Treasurer as a confidential record. Identity of the requestor will be kept confidential by the Secretariat.

F. Any priest, deacon or religious acting as Spiritual Advisor or Assistant Spiritual Advisor will be offered a full scholarship for the weekend. If they accept a full or partial scholarship the Rector/a need simply report it to the Treasurer. No form is required.

ARTICLE VIII - Grievances within the movement shall be made in writing to any member of the Secretariat. The member will use discretion and will present it to the Secretariat no later than the next meeting.

ARTICLE IX – Any member of the Community may submit amendments to the by-laws. This amendment must be submitted to the Secretariat in writing at least 30 days prior of the meeting at which the proposed amendment is to be read. At the next regular schedule meeting the amendment will be discussed and a consensus/vote may be taken.

**Adapted from The Cursillo Movement Leaders Manual.*

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BY-LAWS
Diocese of San Jose Cursillo Secretariat (English Branch) *

Approved and attested to, this the 13th day of June 2007

Kevin F. Eck, Lay Director

Rev. Saju Joseph, Spiritual Director

Mimi Bini, Assistant Lay Director

Jane Cosgrove, Chair of the School of Leaders

Gay Katilius, Chair of the Pre-Cursillo

Doug Arant, Three-Day Chairperson

Bill Wright, Chair of the Post-Cursillo

Steve Houck, Treasurer

Dave Roberts, Secretary

Approved and attested to, this the 25th of June, 2007

Most Rev. Patrick J. McGrath

Bishop

Diocese of San Jose