

BY LAWS FOR THE CURSILLO MOVEMENT

DIOCESE OF BUFFALO

Revised – May 2014

ARTICLE 1 ORGANIZATION OF THE SECRETARIAT

In the Diocese of Buffalo there shall be only one Secretariat for the Cursillo in Christianity which will be a functional and autonomous organization under the immediate direction of the Bishop and dependent upon the Lay Director and Spiritual Advisor.

NOTE: Where Hispanic or other cultural groups are present in the Diocesan Movement their representative will have an equal value, one-person vote on the Secretariat. However they may have sub-committees to perform their functions as necessary.

ARTICLE II: OBJECTIVES OF THE SECRETARIAT

The Secretariat of the Diocese of Buffalo should have as its foremost objective the duty of preserving, developing, updating and reinvigorating the mentality and the purpose of the Cursillo in Christianity as a movement of the Catholic Church.

ARTICLE III: GUIDELINES FOR THE SECRETARIAT

The secretariat shall work within the guidelines of the National Cursillo and local by-laws according to what is essential and fundamental in the Official Literature. The Secretariat is to maintain and use, as its main directive a CURSILLO APOSTOLIC PLAN. This Plan is to be reviewed annually by the Secretariat and by the School of Leaders.

ARTICLE IV: DUTIES OF THE SECRETARIAT

Secretariat members shall meet with the purpose of the Movement in mind. Their Mission and Vision statements are to be reflected in their actions as Secretariat. The members shall work together as a body to promote, by example, through attendance, and with concentration, the betterment of the Community as a whole. Through all of this, they will demonstrate, themselves as Cursillo leaders.

ARTICLE V: THE SCHOOL OF LEADERS

The Buffalo Cursillo will maintain a School of Leaders in some form. The School of Leaders is the cornerstone of the Cursillo Movement, the complement and extension of the Secretariat. The School of Leaders will be its instrument for the realization of its work. The School will provide leaders who are prepared technically and spirituality, to vitalize the Group Reunions and Ultreyas, the specific means of perseverance in the Post Cursillo.

May 2014

ARTICLE VI: CONFIDENTIALITY

~~The Secretariat meeting shall open and close with Prayer. Each member should be ready to Group Reunion reflecting on Piety, Study and Action. Each member shall have a copy of the By-laws handed to him or her at the beginning of the term. Each member should be aware that the Secretariat meetings are meant to be confidential. This is done in the Spirit of God's love so that the feelings of all individuals are taken into consideration. Items to be shared with the whole Community will be made known.~~

ARTICLE VII: MEMBER REQUIREMENTS

Members of the Secretariat shall be nominated, approved and appointed by the Secretariat itself. They will be chosen from the School of Leaders pending a truly active School of Leaders. No matter what system is used it requires that the individual have a sufficient knowledge of the Purpose and Mentality of the movement, hold it in highest esteem, belong to a Friendship Group, attend Ultreya regularly and make a commitment to the Movement and the School of Leaders. Each Secretariat position can be held as a co-coordinator, however only one vote per position will be allowed.

ARTICLE VIII: REQUIREMENTS FOR CHANGE

Time for prayer and discernment should be allowed for all changes and recommendations in all phases of Secretariat responsibilities and actions including filling of Secretariat positions. By Law changes and any recommendations will require a three-fourths majority vote.

ARTICLE IX: MEMBERSHIP TERMS

Each member of the Secretariat serves a two-year term of office. The member (or members) does not have to vacate that position when the term is up. However, each must be voted in again by written ballot. The Lay Director counts all ballots. Should a member hold their position for a second term, this term may be extended for one additional year. A member may serve a total of five consecutive years in any one position. Rotation of Secretariat positions should be made so there is never a complete change at the same time. A member may rejoin the Secretariat, after a one year waiting period, should all conditions be met according to articles VII and IX.

ARTICLE X: DUTIES OF COORDINATORS

The Secretariat of the Diocese of Buffalo will be made up of lay people and an ordained Clergy, or Religious, as Spiritual Advisor. The positions on the Secretariat are as follows: Lay Director, Assistant Lay Director, Spiritual Advisor, Pre-Cursillo Coordinator, Cursillo Coordinator, Post Cursillo Coordinator, School of Leaders Coordinator, Treasurer and Secretary/Communications Coordinator.

1. LAY DIRECTOR

The Lay Director serves a two-year term. The duties of the Lay Director are as follows:

- A. Will be directly responsible to the Diocesan Bishop.
- B. Will be, and act as, the Guardian of the Movement.
- C. Will do everything possible to direct and promote a spirit of unity, not only among the members of the Secretariat, but throughout the entire Diocesan movement.

- D. Will be visibly present to the Community and promote personal contact, ~~through attendance at all Cursillo functions and meetings, with in availability,~~ or as necessary.
- E. Will coordinate and hold all meetings of the Secretariat.
- F. Will check that each Secretariat member fulfills the assigned duties of the positions.
- G. Will be responsible for reports as deemed necessary, by the Bishop, National and Regional Cursillo, and the local Movement in Buffalo.
- H. Will be encouraged to attend Regional and National Meetings.
- I. Will dialogue with other Movements.
- J. Will write an article that promotes Cursillo mentality, in the Cursillo Newsletter
- K. Will begin the Three Day Cursillo Weekend on Thursday night by addressing the candidates and will address the community at the Closing.
- L. Will receive funding for expenses associated with the duties of Lay Director.
- M. Will mentor the Assistant Lay Director.
- N. Will keep accurate and up to date records and pass them on as the term ends.

2. ASSISTANT LAY DIRECTOR

The Assistant Lay Director will serve a one-year term and will become the Lay Director the following year with a two-year term. The duties are as follows:

- A. Will work closely with the Lay Director
- B. Will attend the Secretariat meetings.
- C. Will attend Regional and National meetings whenever possible.
- D. Will fill in for the Lay Director when necessary at Reunion Masses or Closings, etc.
- E. Will attend Cursillo activities, be present to the Community and promote Personal contact.
- F. Will attend the School of Leaders.

3. SPIRITUAL ADVISOR

The duties of the Spiritual Advisor are as follows:

- A. Will be directly responsible to the Diocesan Bishop.
- B. Will be a liaison between the Movement and the Bishop.
- C. Will oversee the Spiritual health of the Movement by providing Spiritual Direction in all its phases.
- D. Will select Spiritual Advisors for the weekends.
- E. Will write articles, which promote the Cursillo mentality and way of Life for the Cursillo newsletter.
- F. Will assist in the Spiritual formation of the leaders of the Movement.
- ~~G. Will be a Team Member of the Second Touch Weekend.~~ RG
- H. Will be encouraged to attend Regional and National meetings. MS CR
- I. Will appoint Eucharistic Ministers to be trained for the Movement.
- J. Will give presentations at the Professors School concerning the purpose of the Movement. MAQ

- K. Will be asked to provide or search for Priests for Cursillo functions, if necessary.
- L. Will present a Doctrinal talk at Reunion Masses, if necessary.
- M. Will review the Witness talks of the Witness speakers for the Reunion Masses, if necessary.
- N. Will receive funding for expenses associated with the duties of the Spiritual Advisor.
- O. Will keep up to date and correct records and pass them on as the term ends.

4. SCHOOL OF LEADERS COORDINATOR

- A. Will coordinate and direct all activities relating to the School of Leaders. Will ensure that all the essential elements of the School are maintained for the continued growth of the participants. These include Opening Prayers, Leaders Group Reunion, Technique Presentation, Doctrinal, Sections reports, announcements and Closing Prayer or visits to the Blessed Sacrament.
- B. Will, upon recommendation of the Secretariat, determine the Doctrinal and Technique presentation, and presenters for the School
- C. Will coordinate special projects as directed by the Secretariat.
- D. Will keep accurate and up to date records and pass them on , as the term ends.

5. PRECURSILLO COORDINATOR

The duties of the Pre-Cursillo Coordinator are as follows:

- A. Will coordinate and hold a bi-monthly meeting with the members of this Section and has the right to call a monthly meeting if necessary.
- B. Will review applications and coordinate the selection and preparation of the candidates before inviting them to a Three Day Cursillo Weekend, following National Policies.
- C. Will offer Parish, or other Diocesan associations, information conveying an understanding and purpose of the Cursillo Movement.
- D. Will read and understand the Pre-Cursillo duties as outlines in official publications.
- E. Will help prepare Candidates for the Weekend by speaking with the candidates and preparing them for life within the Cursillo Movement.
- F. Will encourage sponsors to fulfill their responsibilities.
- G. Will help teach the new Cursillistas to be sponsors and find Ultreyas to be sponsors if necessary.
- H. Will distribute Cursillo literature and make applications available.
- I. Will be at the Weekend registration table on Thursday evening to greet the Candidates and Team, give them name tags and sleeping assignments, and discuss any special needs they may have.

- J. Will keep a list of names of the Candidates available before the Weekend and give an updated list to the Team Coordinator, Ultreyas, Post Cursillo Section, master list and will pass them along to the other Sections after the weekend.
- K. Will lead the Sponsors and Community on Thursday night of the opening of the weekend, in prayer and address the responsibilities they have as sponsors and as community.
- L. Will maintain good records of names and applications and pass this information, and all other records along when the term ends.

6. CURSILLO COORDINATOR

The duties of the Cursillo Coordinator as follows:

- A. Will coordinate and hold bi-monthly meetings of the Cursillo Section and has the right to call a monthly meeting if necessary.
- B. Will coordinate the duties and responsibilities associated with a Cursillo three day weekend.
- C. Will establish and maintain members, subcommittees and positions to fulfill and perform the required tasks of the Section according to the National Cursillo. At this time those positions are: Building Coordinator, Supplies, Liturgy, Team Selection, Talk Advisors, Palanca Team and Kitchen Team.
- D. Will ensure that every element of the Cursillo Weekend is directed to properly educate the candidates who attend these weekends.
- E. Will read and understand the Cursillo Section, as outlined in official publications.
- F. Will keep accurate and up to date records to be passed on when the term ends.

7. POST CURSILLO COORDINATOR

The duties of the Post Cursillo Coordinator are as follows:

- A. Will facilitate bi-monthly meetings of the Ultreya coordinators and or Ultreya representatives, keeping the lines of communication open. Will coordinate Masses, family picnics, Grand Ultreyas, witness talks at Reunion Masses, visits to Ultreyas, family sharing groups and any other activity that may foster community and growth within the Cursillistas' Fourth Day.
- B. Will encourage individual conversation.
- C. Will encourage the promotion of the Cursillo method through the use of the Group Reunion, Ultreya and Spiritual Direction.
- D. Will read and understand the Post Cursillo Section as outlined in official publications.
- E. Will assist in Diocesan, Regional and National Workshop presentations.
- F. Will keep accurate and up to date records to be passed on when the term ends.

7. TREASURER

The duties of the Treasurer are:

- A. Will handle all financial matters of the Buffalo Cursillo Movement.
- B. Will handle general accounting including checking the postal box.
- C. Will keep accurate records of all moneys received and expended.
File paid bills, statements and canceled checks.
- D. Will reconcile monthly bank statements and provide a written report of the account balance each month to the Secretariat.
- E. Will prepare yearly statement of Cursillo finances, one copy to the Lay Director and one copy kept on file.
- F. Will take up collections at Reunion Masses (including book table) Weekend Holy Hours and closing Masses.
- G. Will receive money from donations and send Thank You cards to those making donations.
- H. Will pay all authorized bills such as facilities for weekend rentals, kitchen coordinator before each weekend, insurance bills, Post Office for permits and bulk mailings, and send money for yearly affiliation fees.
- I. Will pay Section expenses at Lay Director's approval.
- J. Will set up the account so that Lay Director may also sign checks.
- K. Will keep accurate and up to date records to be handed down as the term ends.

9. SECRETARY/COMMUNICATIONS COORDINATOR

The duties of this position are as follows:

- A. Will attend all Secretariat meetings and take minutes of the meeting.
- B. Will distribute minutes of each meeting to the members in advance of the next meeting.
- C. Will send correspondence as necessary.
- D. Will work with the Secretariat to better the Movement's communications, in all ways.
- E. Will be a liaison to Diocesan Communications outlets.
- F. Will prepare and distribute (each January) a yearly calendar outlining the review dates for the Buffalo Cursillo By-Laws, Pastoral Plan and National policy. It will include dates for the Reunion Masses, Second Touch weekend, and Grand Ultreya. Dates for discernment and voting for Secretariat positions will also be in place on the calendar.
- L. Will keep accurate and up to date records to be handed down as the term ends.

The Diocese of Buffalo Secretariat having reviewed the final draft of the By-Laws for the Buffalo Cursillo Movement, does hereby agree, approve and implement these By-Laws. All others are null and void.

Signed this 27TH day of MAY in the 2014th year of Our Lord

Dennis J. Sullivan

Rebecca M. Sullivan

Neil J. Sullivan

Mark J. Shewing

Maria A. Sutton

Chris J. Sutton

Christine Thomas

Dean Michael D. Quinn