

## **By-laws of the Cursillo Secretariat for the Diocese of Knoxville TN**

- Article I. In the Diocese of Knoxville there shall be only one Secretariat of the Cursillos in Christianity that will be a functional and autonomous entity under the immediate direction of the Bishop and dependent upon him.
- Article II. As a group, the members of the Secretariat shall guide and coordinate all phases of the Cursillo Movement in the Diocese of Knoxville within the pastoral plan of the Bishop, and in accord with the guidelines set in the current “Articles of Operation for the United States’ Cursillo Movement, the National Policy for Cursillo Movements in the United States of America, and the Regional Structure Guidelines.
- Article III. Members of the Secretariat shall be appointed by the Secretariat itself, with the approval of the Bishop or his designee, for a three (3) year term, staggered by Area of Responsibility, so that approximately one third of the total membership of the Secretariat expires in any one year. Ideally, appointments to the Secretariat shall come from members of the School of Leaders. The Secretariat’s year for terms of office shall be January 1 through December 31. Terms of Members elected to fill a part term shall be the remaining term of that vacancy.
- Article IV. The School of Leaders is the cornerstone of the Cursillo Movement, the complement and extension of the Secretariat. The school will be its instrument for the realization of its work. The school will supply the Secretariat with teams of leaders technically and spiritually prepared that they may be ferment of the Cursillo Movement in the diocese. It is on the leaders that the responsibility rests for vitalizing the group reunions and the Ultreyas, the specific means of perseverance in the Postcursillo. School of Leaders meetings in the Diocese of Knoxville will be called 4<sup>th</sup> Day Workshops to the Cursillo Community as a whole, but function as a School of Leaders.
- Article V. The Secretariat shall be composed of lay people and a priest advisor. The following are their duties:
1. Officers – There shall be a Lay Director, Treasurer and Secretary who will be chosen by a simple majority vote of

the members of the secretariat. Normally the Lay Director would be chosen from the current Secretariat, or from one having prior experience on a Secretariat. If no such candidate exists, strong experience on and in the leadership of the School of Leaders should be sought.

- a. The Lay Director, in consultation with the Spiritual Advisor and/or Assistant Spiritual Advisor, will convoke, preside at, direct and prepare agendas for all meetings of the Secretariat. He/She will do everything possible to promote a spirit of unity, not only among the members of the Secretariat, but in the School of Leaders and throughout the whole diocesan Cursillo Movement. He/She will see to it that each fellow member of the Secretariat fulfills his/her assigned duties. He/She will present an annual report and interim reports if necessary to the Bishop or his designee in the name of the Secretariat. The Lay Director shall serve for three (3) years and for a serious reason may be re-elected for another term of office. The Lay Director may not serve more than two (2) consecutive terms.
- b. The Treasurer shall handle the financial matters of the Cursillo Movement. He/She will do all that is necessary to ensure that the movement is financially sound at all time and that local, regional and national financial obligations are met.
- c. The Secretary will keep the minutes of all meetings and see to it that they are distributed to all that should receive them. He/She will maintain a current, accurate mailing list and assume responsibility for all mailings sent out by the Secretariat. He/She will perform other duties usually connected with this office. The Secretary will maintain a current, accurate mailing and email list of all cursillistas and assume responsibility for all mailings and emails sent out by the Secretariat. The Secretary communicates with the Database Administrator.

2. There shall be at least one representative for each of the three phases of the movement.
  - a. The PreCursillo Representative shall study and propose to the Secretariat the plan of establishment of an extension of the Cursillo Movement in the diocese. He/She will process all Cursillo weekend applications. He/She will assist all leaders in implementing the PreCursillo phase of the movement according to the official literature especially in the study of environments to be evangelized.
  - b. The Cursillo Representative shall present to the Secretariat names of prospective coordinators and help all leaders to carry out all that is required on the 3-Day Cursillo according to the official literature. He/she will preside and coordinate the Clausura of the Cursillo weekend. He/she will be responsible for getting the new Cursillista names, addresses, and email addresses from the Rector/Rectora of the Cursillo Weekends (the Roster) and give to the Cursillo Secretariat Secretary to be placed in the archives and mailing list.
  - c. The Post Cursillo Representative shall for the benefit of all Cursillistas promote the essential means of perseverance (group reunion and Ultreya) and establish fundamental standards for managing the same according to the official literature. Working with the Secretary, will publish or distribute pertinent material for the information and orientation of the Cursillistas. He/She will gather the necessary statistical data to supply for the Secretariat opportune information concerning the progress of the Movement in the diocese with particular reference to the environments to be evangelized.
3. There shall be at least one representative for the School of Leaders on the Secretariat. If the Secretariat requires representation for both the English and Hispanic Schools, they may create and maintain two Secretariat positions for that purpose. These representatives shall each accept the items covered in Article IV to cover their area of

responsibility. The School of Leaders will also be known as “4<sup>th</sup> Day Workshop.”

4. The Bishop or his designee shall appoint a priest Spiritual Advisor and may appoint an Assistant Spiritual Advisor. In addition to the general responsibility for the whole Cursillo Movement which they share with the other members of the Secretariat, it will be their specific responsibility to provide for the apostolic formation of the leaders, to advise the Movement in spiritual matters and to secure the service of priests or religious to work in the various phases of the Movement.
5. Adding or deleting positions or persons to the Secretariat.
  - a. Others persons or positions may be added to the Secretariat as deemed necessary so that it may accomplish its task to guide and serve the Cursillo Movement in the diocese.
  - b. Each Secretariat member may suggest that a key assistant position should be created to assist them in an area which requires a concentrated effort and/or direction. Such positions will not be at the Secretariat level and will not be required to attend called meetings.
  - c. Members of the Secretariat may be replaced for cause by a two-thirds majority vote of the Secretariat prior to that member’s completing their term. Such a vote may only be cast at a duly called Secretariat meeting attended by a legal majority of the Secretariat and if all members were properly notified.
6. If a non-voting member of the Secretariat's position becomes voting, the term of office begins anew for the three (3) year term.

Article VI. Liaison shall be established and maintained with the national and regional Secretariats, which bodies shall be supported by the Knoxville Cursillo Movement, both spiritually, by way of prayer and palanca, and materially, by way of financial contributions to the degree required.

Article VII. The Secretariat shall implement the Cursillo Movement in the Diocese of Knoxville according to that which is essential and fundamental as outlined in the official literature of the Movement.

Article VIII. Since the Secretariat is itself a group reunion, there shall be a sharing of holiness, formation and evangelization on the part of each member at every Secretariat meeting.

Article IX. Meetings of the Secretariat shall be valid only if a simple majority of the Secretariat is present.

Article X. Members, accepting a position on the Secretariat are expected to be committed to their accepted area of responsibility and the work of the Secretariat. Non-attendance of two regularly scheduled Secretariat Meetings in a row, or three regularly scheduled Secretariat Meetings of the past six such meetings, shall require the Lay Director to include an agenda at the next regularly scheduled meeting for the Secretariat to review the adequacy of that members commitment. If the Secretariat fails to find sufficiency of commitment, they must declare the position vacant and appropriately proceed to fill the position for the remainder of the prior member's appointment time.

Article XI. These By-laws may be amended by approval of a majority of the Secretariat at an open, properly scheduled meeting, after the changes were circulated in the newsletter or circulated and available at all active Ultreyas.

Article XII. These By-laws were updated and approved by the Secretariat at an open meeting, with a proper quorum present, on December 13, 2014 by a majority of the Secretarial present and shall be in effect immediately.