

# **By-Laws for the Cursillo (English) Secretariat for the Archdiocese of New York**

**Adopted 6-6-2013**

## **Preamble**

The Cursillo movement pursues two objectives:

- 1) An immediate purpose: to provide a channel for living what is fundamental for being a Christian and to help build a foundation for loving God and neighbor.
  
- 2) An ultimate purpose: to become the Good News so our actions turn out to be evangelical in our daily lives.

The Cursillo Movement exists for Jesus Christ. It is one of the many apostolates within the Roman Catholic Church.

Unity of purpose is essential if there is to be a natural and complete service to Jesus Christ through the Cursillo Movement. Individualism halts the advance of the Movement, and in fact, disintegrates it. The Secretariat unifies the Movement on all levels and indicates the path to be followed in essential matters of practical details as indicated 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 School of Leaders will be in constant communication with the Secretariat. The members of the Secretariat, for their part, should remember that the Lord, through their Archbishop, has given them a most serious responsibility for the implementation of the authentic Cursillo Movement in the Archdiocese of New York. Conscious of each one's talents, it should coordinate individual contributions into a total effort in support of the Movement in all its phases:

Precursillo, Cursillo and Postcursillo. Making decisions is a formidable charge for the Secretariat.

The support of all Cursillistas is needed through prayer and Palanca. In guiding the Movement, the Secretariat must be watchful to view its authority as one of service to Movement and help contribute to building up the whole Body of Christ.

The Cursillistas who serve the Movement in the Secretariat and School of Leaders can best be described as keepers of the flame of the vision of the Founder, Eduardo Bonnín, “keeping it burning brightly as a beacon for all those whose paths are illuminated by its light.” The Secretariat exists in order to simplify, facilitate and make possible the living of everything that is fundamentally Christian. Their role is to be one of simple service to the Movement done through the guidance of the Holy Spirit and in love.

Just as on the 3-Day Cursillo, priests, deacons, and vowed religious bear the responsibility for spiritual guidance and laymen regulate its overall functioning, so priest, deacons, and vowed religious and lay members of the Secretariat will cooperate for furthering the aims and objectives of the Cursillo Movement as a whole.

## **Article I**

In the Archdiocese of New York there shall be only one Secretariat of Cursillo (English) in Christianity, which will be a functional and autonomous movement under **the immediate direction of the Archbishop and dependent upon him, the Lay Director, and Spiritual Advisor.**

## **Article II**

As a group, the members of the Secretariat shall guide and coordinate all phases of the Cursillo (English) Movement in the Archdiocese of New York within the

pastoral plan of the Archbishop and Apostolic Plan of the Secretariat. It shall be the permanent policy of this Secretariat to maintain its affiliation in good standing with the United States Regional and National Secretariats of the Cursillo Movement.

### **Article III**

Members of the Secretariat will be nominated by the School of Leaders and selected by the Secretariat, with the approval of the Archbishop, for a three-year term. Only members of the School of Leaders will be eligible for appointment.

Should a vacancy occur in any office of the Secretariat, the Lay Director, in consultation with the Spiritual Advisor, is empowered to fill the un-expired term by appointment. Should the office of Lay Director be vacated, the Secretariat shall fill the un-expired term by appointment.

### **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 accomplishing its work. The School will supply the Secretariat with teams of leaders who exemplify a spiritual life and are living the Cursillo method so that these leaders may be the ferment of the Cursillo Movement in the Archdiocese. It is essential to have leaders who are prepared and knowledgeable of the Cursillo technique, mentality and purpose. After all, the responsibility for revitalizing the Group Reunions and Ultreyas, the specific means of perseverance in the Postcursillo, rests on the leaders.

## Article V

The Secretariat shall be composed of lay people and a Spiritual Advisor. The following are their duties:

**1. Members:** There shall be a Lay Director, Spiritual Advisor, Chairperson of the School of Leaders, Chairperson of the Precursillo section, Chairperson of the Cursillo section, Chairperson of the Postcursillo section, Treasurer and Secretary who will be selected by a simple majority vote of the members of the Secretariat. All Secretariat members shall have voice and vote.

### **2. Responsibilities:**

**A. Lay Director:** The Lay Director, in consultation with the Spiritual Advisor, shall convoke, preside at, direct and prepare agendas for all meetings of the Secretariat. He/she shall 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 Archdiocesan Cursillo (English) Movement. He/she shall see to it that each fellow member of the Secretariat fulfills his/her assigned duties. He/she shall present an annual report as necessary to the Archbishop with the approval of the Secretariat. The Lay Director shall serve for three (3) years and only for a serious reason may be reelected for another term of office. He/she may not serve more than two (2) consecutive terms.

**B. Spiritual Advisor:** The Spiritual Advisor will oversee the Spiritual needs of the Secretariat and the Movement. The Spiritual Advisor shall be appointed by the Archbishop and maintains a link between the Movement and the Archbishops' office. To insure proper spiritual assistance to the Movement, the Spiritual Advisor will be responsible for approving and helping secure other

priests, deacons, and vowed religious to assist with the Doctrinal Rollos and Meditations during the Cursillo, as well as in the School of Leaders, and in the Spiritual Advisor's role during the Ultreyas. The Spiritual Advisor will continually encourage Secretariat members to discern all their activities. We must always strive to seek God's will instead of our own.

**C. Chairperson of the School of Leaders:** The Chairperson of the School of Leaders, in consultation with the Spiritual Advisor, will convoke, preside at, and direct all activities relating to the School of Leaders. The Chairperson of the School will determine the presenters and the Doctrinal and Technique presentations for the School (upon approval of the Secretariat). The Chairperson of the School will ensure that all the essential elements of the School are maintained for continual growth of its participants.

**D. Chairperson of the Precursillo:** The Precursillo chairperson will insure the selection and preparation of candidates, who will live a Cursillo within the Archdiocese, is properly implemented. The Chairperson will ensure that the Secretariat, person or group delegated by the Secretariat, receives an application for each candidate that is properly filled out and submitted in a timely manner, as well as providing the necessary support according to their particular circumstances. To insure that this process and the necessary follow up exists for each candidate, the Chairperson with his/her committee will insure that the sponsor or group sponsoring the candidate knows him/her and has established a sincere friendship so as to insure a smooth transition from the Precursillo to the Postcursillo by way of the Cursillo.

**E. Chairperson of the Cursillo (3-DAY):** The Chairperson of the Cursillo insures that all the necessary elements for the Cursillo weekend are available. This includes such things as:

1. Team selection (approved by the Secretariat)
2. Team preparation
3. Overseeing of the facilities
4. Comfort and proper nourishment
5. Necessary supplies

**F. Chairperson of the Postcursillo:** The Postcursillo chairperson insures that every Cursillista within the Archdiocesan (English) movement has the opportunity to grow in their Fourth Day. This is accomplished by insuring the link between the School of Leaders and the Ultreyas (all group reunions) within the Archdiocese. Furthermore, the Chairperson of Postcursillo insures that the Ultreyas maintain their essence, their living and sharing their love of God and of neighbors in their environments. He/she is also responsible for determining, and scheduling, and recommending to the Secretariat for their approval the necessary Archdiocesan, Regional and National workshops.

**G. Treasurer:** The treasurer is responsible for all fiduciary matters of the Cursillo (English) Movement. He/she shall do whatever is necessary to ensure that the Movement is financially solvent at all times and that local, regional and national financial obligations are met. He/she shall see to it that required books, publications and other supplies, which are needed by the Movement, are available.

**H. Secretary:** The secretary shall keep the minutes of all meetings and distribute them promptly to all who should receive them. He/she shall see to it

that mailing lists are up-to-date and assume responsibility for all mailings sent out by the Secretariat. He/she shall perform other duties usually associated with this position including maintaining a calendar of all Cursillo activities and an updated list of all current Ultreya Reps and location/time of their Ultreyas.

3. The Chairpersons of the three sections may appoint individuals to oversee committees respective to the work of the section (e.g., Information Committee for the Precursillo section, House Committee for the Cursillo section, Newsletter/Web Committee for the Postcursillo section, etc.). The leaders of these committees will communicate and provide status reports to their respective chairperson.

## **Article VI**

The Archdiocesan Secretariat will maintain intercommunication with the National and Regional Secretariats, which shall be supported by the New York 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 (English) Movement in the Archdiocese according to what is essential and fundamental, as outlined in the official literature of the Cursillo Movement in the United States.

## **Article VIII**

Since the Secretariat is itself a unit of service and serves as a group reunion, there should be a sharing of Piety, Study, and Action.

## **Article IX**

Amendments to these bylaws need to be proposed by a member of the Secretariat. Amendments may be submitted by any member of the Secretariat to the Lay Director, in writing, no less than thirty (30) days prior to the meeting at which they will be discussed. Approval of an amendment requires at least two-thirds majority vote of the entire Secretariat and subject to approval of the Archbishop. Voting on the proposed amendment will take place at the next regularly scheduled meeting following the meeting in which it was discussed.

## **Article X - Terms of Office**

In December 2017, the Treasurer, Cursillo, and Postcursillo Chairs will be elected for a three-year term. In June of 2018, the Lay Director, Secretary, Spiritual Advisor, and Precursillo Chair will be elected for a three-year term. In June of 2019, the School of Leaders Chair will be elected for a three-year term. This procedure is done to insure continuity of Secretariat members so there will always be experienced members in office. This rotation will continue in 2020, 2021, 2022, and so forth.

## **Article XI**

Upon completion of each member's term, he/she will accept at least a one-year waiting period prior to accepting a new position on the Secretariat.

## **Article XII**

Ad hoc committees and pro tem positions may be appointed by a two-thirds vote of the Secretariat membership.



## **Article XIII – Attendance**

Every member is expected to attend every meeting of the Secretariat. Members are obligated to attend at least fifty percent (50%) of the meetings in any one-year period computed from September 1 through August 31 of each year. Any member who cannot fulfill such attendance requirement, unless specifically determined otherwise by the Secretariat, shall be asked to resign from the Secretariat.

## **Article XIV--Review of By-Laws**

The By-laws should be reviewed every two years by the Secretariat.

(Articles XV, XVI, XVII were amended and approved on 5-2-14. The preamble, Articles V.1, V.2.C, V.2.G, X, XVI, and XVII, were amended and along with minor editorial changes were approved on October 8, 2016.)

## **Article XV- Nominations**

The chairperson of the School of Leaders shall announce any open position and read the description of those positions to solicit nominations from the School of Leaders. Those names nominated will be forwarded to the Secretariat's secretary. The following month those nominated would be presented at the School of Leaders and then voted on by the Secretariat that same day. Voting would be done by secret ballot.

## **Article XVI- Guidelines for a Rector:**

1. Four years active in the movement, e.g., group reunion, Ultreya, School of Leaders (SOL), and workshops.

2. Visibility in the movement, e.g., closings, Palanca, and committee participation.
3. Minimum of three team experiences, including two Rollos, one of which is a witness talk, and as an auxiliary. With the approval of the Secretariat, a third Rollo experience may take the place of being on team as an auxiliary.
4. Leadership qualities.
5. Attendance at a Cursillo de Cursillos (CDC) is strongly recommended.

### **Article XVII- Guidelines for Team Membership:**

1. Attended a Cursillo weekend.
2. Visibility in the movement, e.g., closings, Palanca, and committee participation.
3. Rector should solicit information from the Ultreya representatives, who should be using their best judgment and leadership skills gleaned from the School of Leaders, to make their recommendations for the proposed team to be presented to the Cursillo chairperson.

Reviewed, revised, and approved:

June 14, 2014

October 8, 2016