

Secretariat Job Descriptions

Lay Director

- Preside over all meetings and maintain liaison with other Cursillo Communities.
- Meet with Rector/Rectora prior to calling of a team to review guidelines for team selection and to answer any questions the Rector/Rectora may have.
- Address community at Clausura and introduce Rector/Rectora at same.
- Work with Assistant to plan Cathedral Day/Grand Ultreya

Assistant Lay Director

- Assist the Lay Director and preside at meetings in absence of Lay Director.
- Plan, prepare, run Reunions of each weekend, Cathedral Day/Grand Ultreya/Picnic
- Become familiar with the community by attending all events and weekend activities.
- Prepare to take on the position of Lay Director after your two year term is completed.
- Be a support and back-up to the Lay Director through prayer.

Spiritual Director

- Represent the Bishop, act as spiritual guide to Secretariat and to the entire Cursillo Community.

Assistant Spiritual Directors

- Assist the Head Spiritual Director, Lay Director and members of Secretariat. In event Head Spiritual Director is unable to continue to serve, the Assistant with the most Secretariat experience shall assume the role of Head Spiritual Director.

Secretary

- Take minutes at all Secretariat meetings.
- Keep attendance at all Secretariat meetings.
- Write correspondences as deemed necessary by the Secretariat
- Keep current a list of all Secretariat members and forward such list to the North East District Representative for NEC.

Treasurer

- Maintain all financial records
- Collect/Disperse funds as needed
- Sit on the Endowment Fund Committee

Historian

- Maintain current records of all Cursillistas
- Assist in developing lists of eligible candidates for Rector/a

Communications

- Publish and mail the 4th Day Magazine seasonally (3 to 4 times per year) using the email format, and postal service when e-mail is not available.
- Maintain and update the "Cursillo Communicator" data base from the Historian's data base or other known Cursillo sources.
- Maintain a fundamental and working knowledge of the MailChimp email system, or other e-mail platform which may be required to support Cursillo communications.
- Maintain contact with the webmaster for relevant information to be displayed on the Cursillo web site

Music

- Recruit and train new musicians
- Maintain a current list of musicians
- Coordinate music and musicians for special events
- Ensure all copyrights are up to date
- Order and deliver song books for the weekends

Training

- Conduct team training for all weekends
- Coordinate presenters for training sessions
- Revise manual and other written material as deemed necessary by the Secretariat
- Develop/Facilitate Teaching Days

Spanish Community Liaison

- Keep Spanish community informed of events/ issues decided on by Secretariat

- Bring questions/ issues from the Spanish community to Secretariat's attention
- Recommend eligible persons for the role of Rector/Rectora of the Bilingual weekend

Applications

- Collect applications for all weekends
- Coordinate servant community to make calls inviting candidates to the weekend

Weekend Coordinator

- Coordinate set up and break down the facility for all weekends with a team
- Purchase all supplies necessary to the functioning of a weekend
- Be a liaison between the facility and the Secretariat

4th Day East/West

- Attend Ultreyas in east/west areas
- Maintain communication between Ultreyas and Secretariat, bringing information/questions to and from Secretariat and Ultreyas

May 23, 2013